

McNALLY & THOMPSON
UK CONTRACTS LTD

HEALTH AND SAFETY AT WORK

SAFETY POLICY DOCUMENT &
SAFETY MANAGEMENT PROCEDURES

McNally & Thompson
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000	Introduction	01.11.08	UKSS	A Spensley	F. Hood
Revision	Purpose of Issue	Date	Originator	Safety Officer Approval	Managing Director's Approval

**Safety Management Procedures
Company Health and Safety
Policy Statement, Organisation
and Arrangements**

Revision Record
Current revisions are identified on the relevant page(s) by a vertical line in the right-hand margin adjacent to where the revision was made. All previous revision identification is removed.

Rev.	Date	Revision Details
000	01.11.08	Introduction of new safety policy statement, organisation and arrangements

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- Section 1 - Health and Safety Policy Document
- Section 2 - Accident Reporting Procedure
- Section 3 - Asbestos Safe Working Procedure
- Section 4 - Method Statement and Risk Assessment Procedure
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SECTION 1

McNALLY & THOMPSON

HEALTH & SAFETY POLICY STATEMENT

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McNALLY & THOMPSON**1. HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT**

The Managing Director of this Company regards the promotion of health and safety measures and of appropriate programmes to maintain a healthy environment as a mutual objective for management and employees at all levels.

It is, therefore, this Company's policy to review costs as appropriate, to do all that is reasonable to prevent personal injury and damage to property and to protect staff and the general public from foreseeable work hazards including environmental nuisances. In particular, the Company has a responsibility:

- To provide and maintain safe and healthy working conditions for all of its employees.
- To provide the necessary training and instruction to enable employees to perform their work safely and efficiently.
- To make available all necessary safety devices and protective equipment to enable safe working activities to be undertaken.
- To maintain a constant and continuing interest in health and safety matters applicable to the Company's activities, in particular by consulting and involving employees or their representatives wherever possible.

The co-operation of all employees is essential to enable the Company to fulfil its legal obligations and responsibilities.

The implementation of this policy is the responsibility of the Managing Director. It is the Company's continuing aim to promote and maintain a high standard of safety to minimise personal injuries and to safeguard the health and safety of the employees and the public. An annual safety review will monitor the effectiveness of the Company policy to ensure that the general procedures and policies herein are implemented and maintained.

The responsibility for implementing this policy lies with the Managing Director. He is responsible for ensuring compliance with the policy.

For McNALLY & THOMPSON

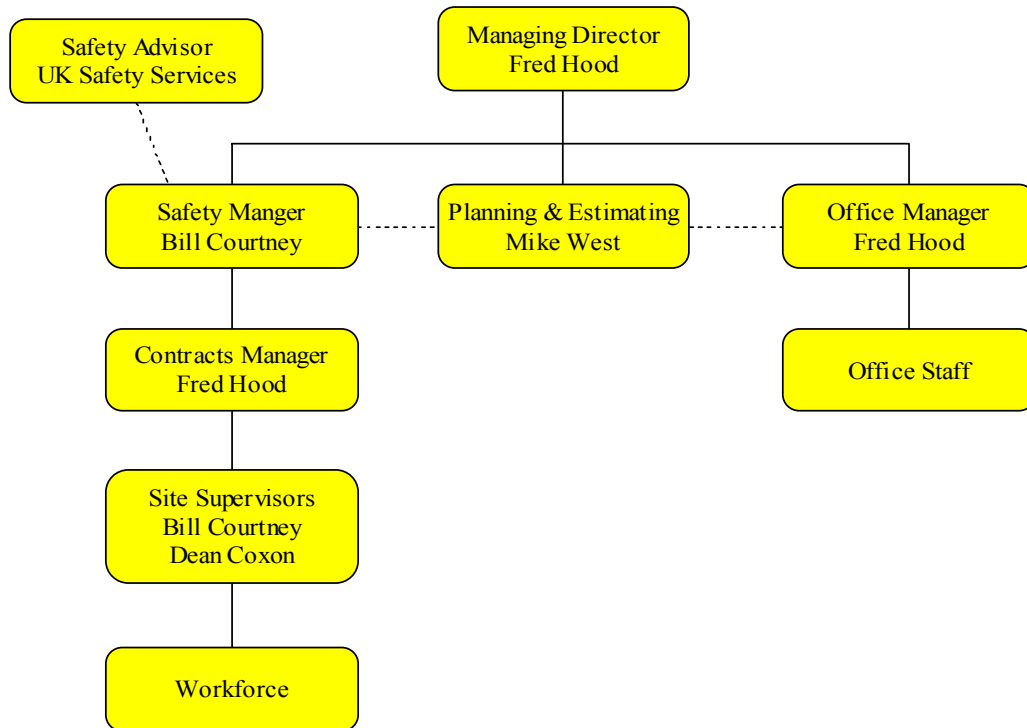
F. Hood
Managing Director
1st November 2008

2. COMPANY POLICY

2.1 Foreword

The Managing Director of McNally & Thompson acknowledges that companies who are successful in achieving high standards of health and safety have health and safety policies that contribute to their business performance while meeting their responsibilities to people and their environment in a way which fulfils both the spirit and letter of the law. The Company policies are aimed at being cost effective whilst achieving the preservation and development of physical and human resources and financial losses and liabilities. This safety policy influences all the activities and decisions, including those to do with the selection of resources and operation of working systems, the delivery of products and services and the control and disposal of waste products from its activities.

2.2 Health and Safety Organisation



2.3 Organisation for Safety

McNally & Thompson recognises that all of its employees can make a contribution to the total effort to reduce accidents and ill health. This effort is an integral part of the Company's philosophy. The Company therefore states that the management of health and safety is a function of management at all levels; they have responsibilities for the well being of those under their control and for others to whom the Company has a duty of care. The Company has a planned and systematic approach to policy implementation, its aim is to minimise risks created by work activities, products and services. The Company uses risk assessment methods to decide priorities and set objectives for hazard elimination and risk reduction. Wherever possible risks will be eliminated by the careful selection of facilities, equipment and processes or minimised by the use of control

measures. Where this is not possible systems of work and personal protective equipment will be used to control the risk.

2.4 Individual Responsibilities

Managing Director

The Managing Director has overall responsibility for all matters relating to health and safety and welfare within the Company. The Managing Director is responsible for ensuring that the Company Safety Policy and Safe Working Procedures are put into practice. The ultimate responsibility for day-to-day health and safety rests with him. The Managing Director will ensure that all activities are conducted in accordance with the statutory health and safety requirements without risk to personnel, plant or equipment. The Managing Director also undertakes the roles of Contracts Manager and Office Manager within the organisation.

In order to achieve this, the Managing Director has the following responsibilities:

- Ensure that there is an effective health and safety policy within the Company
- Periodically review the effectiveness of the policy
- Ensure that a health and safety training programme is established
- Take a direct interest in Company Health and Safety Management
- Authorise the provision of adequate funds to meet the requirements of the Safety Policy, including training for Company personnel
- Provide for appropriate disciplinary measures should an employee fail to discharge his or her duties with regard to health and safety
- Ensure that all current legislation, codes of practice and Company procedures etc are being observed and implemented.
- Ensure that technical and safety legislation and information is distributed to personnel
- Give advice and help, where necessary, to ensure the policy and any supporting documentation and procedures are being properly implemented
- When considering suppliers and sub-contractors they shall ensure that the supplier or sub-contractor has attained the 'Approved' status for the supply of their good and services.
- Ensures new suppliers and sub-contractors are vetted or assessed, to establish they have suitable health and safety arrangements in place
- Review training to ensure that all company employees have the appropriate level of skills and training to undertake their duties
- Maintain a safe working office environment and ensure suitable provisions are available for staff.
- Review all accident statistics and safety performance on a regular basis to identify any specific trends
- Ensures when involved with the procurement or hire of plant or equipment, either for use by the company or to install as part of its scope of works onsite, that such items have operational and maintenance details and certificates of conformity
- Authorise, organise and arrange for appropriate training courses to ensure that all employees are competent to carry out their duties
- Set a personal example

Safety Manager

The Safety Manager is responsible to the Managing Director for ensuring that all work carried out by those under his control is in accordance with statutory requirements. It is the responsibility of the Safety Manager to implement and coordinate the Safety Policy and to actively encourage and promote safety, health and welfare.

The responsibilities of the Safety Manager will include, but not be limited to, the following:

- Understand the Company Safety Policy, coordinate and ensure good cooperation on safety-related issues between client, main, sub and other contractors on site
- Ensure operations are pre-planned with due regard for the health, safety and welfare of employees
- Take a direct interest in Company Health and Safety Management
- Ensure that the Company Health and Safety Policy is brought to the attention of all employees
- Review the risk assessment portfolio and supporting health, safety and environmental policy to ensure that they remain current and up-to-date.
- Bring any weaknesses to the attention of the Managing Director so that the policy can be revised where appropriate
- Review all accident report forms and, when appropriate, carry out an accident investigation to identify any actions that may be necessary to improve the Company's Safety Management Procedures
- Review all accident statistics and safety performance on a regular basis to identify any specific trends
- Prepare specific risk assessments and method statements where necessary
- Ensure that all current legislation, codes of practice and Company procedures etc are being observed and implemented. Ensure that technical and safety legislation and information is distributed to personnel
- Ensure that all machinery, plant and equipment is properly tested and maintained and that machine guarding is suitable and adequate
- Bring to the attention any requests for safety representation from employees, consult with employees regularly on safety matters
- They must ensure that all injuries to personnel and damage to plant and equipment are reported and recorded through the Company procedures
- Maintain and review the provision of trained first aid personnel and equipment
- Ensures that material safety data sheets are supplied with all hazardous substances procured so that appropriate COSHH assessments can be developed
- Set a personal example

Planning and Estimating Manager

The Planning and Estimating Manager is responsible to the Managing Director for ensuring that all work carried out by those under their control is in accordance with statutory requirements.

The responsibilities of the Planning and Estimating Manager will include, but not be limited to, the following:

-
- Understand the Company Safety Policy, coordinate and ensure good cooperation on safety-related issues between client, main, sub and other contractors on site
 - Ensure operations are pre-planned with due regard for the health, safety and welfare of employees
 - Take a direct interest in Company Health and Safety Management
 - Ensures when planning and estimating, adequate funds are allocated for the health and safety management of the works being tendered for
 - They will liaise with members of staff to establish a safe system of work for the proposed works. The safety manager and contracts manager shall assist in preparing Risk Assessments and Method Statements which form part of the tender
 - Bring to the attention any requests for safety representation from employees, consult with employees regularly on safety matters
 - Ensures when involved with the procurement or hire of plant or equipment, either for use by the company or to install as part of its scope of works onsite, that such items have operational and maintenance details and certificates of conformity
 - Set a personal example

Supervisor

The Supervisor is responsible to the Contracts Manager for ensuring that all work carried out by those under their control is in accordance with statutory requirements and the Company and Client's Safety Procedures and instructions.

The responsibilities of the Supervisor will include, but not be limited to, the following:

- Understand the Company Safety Policy, coordinate and ensure good cooperation on safety-related issues between client, main, sub and other contractors on site
- Ensure that all current legislation is being observed and implemented
- Assist with the pre-planning of operations, with due regard for the health, safety and welfare of employees
- Liaise with management for adequate and suitable training for all personnel under their control and ensure personnel are competent to carry out their duties and are properly certificated where required by legislation
- Maintain and review the provision of trained first aid personnel and equipment
- They must ensure that all injuries to personnel and damage to plant and equipment are reported and recorded through the Company procedures
- Bring to the attention any requests for safety representation from employees, consult with employees regularly on safety matters
- Assist the Company to provide adequate procedures on safety consultation by encouraging safety representatives to participate in safety meetings
- Prepare specific risk assessments and method statements where necessary
- Ensure all personnel work inline with the safety documentation and that safe systems of work are implemented
- Report conditions, substances, noise, asbestos etc which could adversely affect health or safety to management
- Set a personal example

Employees

All employees have the statutory responsibility to take reasonable care of themselves and of others who may be affected by their acts or omissions whilst at work.

The responsibilities of employees will include, but not be limited to, the following:

- Understand the Company Safety Policy
- Use only the correct equipment for the work in hand, inspecting it periodically to ensure it is in sound condition
- Utilise the correct personal protective equipment to undertake work activities
- Report conditions, substances, noise, asbestos etc which could adversely affect health or safety to his management representative
- Develop safe methods of work and a concern for the safety of themselves and for others. Avoid improvisation. Ensure that work is carried out in accordance with Company procedures and ensure safety access, egress and safe systems of working are in place before starting any work-related activity
- Be aware of procedures in case of fire or an emergency
- Be aware of arrangements for first aid and the reporting of accidents, all accidents must be recorded in the Company's Accident Book
- Set a personal example to others

Financial/Administration/Office Staff

The Company administration and office staff have responsibilities to ensure that they understand the Company Health and Safety Policy and appreciate the allocated responsibilities that are within their area of control as managers or administration personnel within the office environment. They need to ensure that:

- They use the correct equipment for the task
- They only use equipment which is in good condition
- They report all defects in equipment and materials, or any obvious safety or health hazards
- They do not endanger themselves or other persons through their actions or failure to act
- They avoid improvisation
- They warn new employees of known hazards
- They cooperate with the Company on all aspects of health, safety and welfare
- They do not operate any equipment unless they have been fully trained and instructed in its operation
- They inform management of any change in their state of health which might affect their working ability or their suitability to carry out any particular task or tasks
- They ensure that they set a good example

Drivers of Company Supplied Vehicles

The drivers' health and safety responsibilities are to ensure that:

- Daily checks are carried out on their vehicles to ensure that they are safe and roadworthy
- They comply with the road traffic regulations at all times including the Company rules on the safe use of mobile phones
- Maintenance is carried out as required by the manufacturers instructions
- All defects are reported on vehicles and any ancillary equipment and any additional maintenance is carried out as and when required
- They do not drive any vehicle or machinery unless they have been fully trained and instructed in its operation
- They comply with the requirements of the Company Safety Policy
- Information is given to management of any medical or legal impediment to their driving licences or any pending prosecutions
- Management is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks

Sub-Contractor Personnel

Sub-contractors are expected to establish and maintain safe and healthy systems of work. The responsibilities of sub-contractors' personnel will include, but not be limited to, the following:

- Make themselves aware of their own Company safety procedures and safety policy statement
- Develop safe methods of work and a concern for the safety of themselves and for others
- Ensure that work is carried out in accordance with Company procedures and ensure safe access, egress and safe systems of working are in place before starting any work-related activity
- Report conditions, substances, noise, asbestos etc, which could adversely affect health or safety of themselves or others, to the Company's management
- Utilise the correct personal protective equipment to undertake work activities
- Set a personal example to others

3. HEALTH, SAFETY AND ENVIRONMENTAL ARRANGEMENTS

This part of the policy sets down the existing health, safety and environmental arrangements within the Company to effectively control risks. However there are a number of safe systems of work which have been drawn up and issued for specific tasks which compliment these general arrangements. These individual procedures can be found within the Company safety management procedures that must be read in conjunction with this safety policy statement.

3.1 Reporting Accidents and other Incidents

Any accidents will be notified to the Safety Manager who will record the appropriate information in the Accident Book. Employees are encouraged to report all injuries under this system. This information is reviewed regularly in order to identify accident causes and recurring trends so that appropriate action can be taken.

The Company Accident Reporting Procedure will be followed for all accident/incident investigations. The Safety Manager is expected to carry out the investigation and complete the necessary report clearly stating the facts and what action has been taken to prevent a recurrence.

Details on Report Form

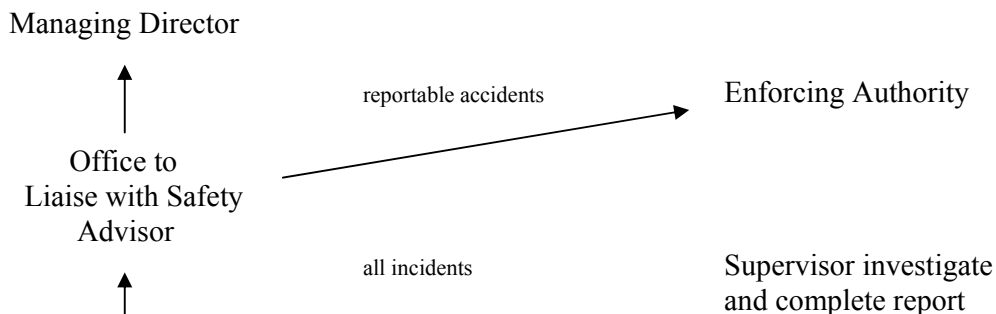
- Age (date of birth)
- Date and time
- Name and address of injured person(s)
- Employment status – employee, contactor, visitor etc
- Exact location
- Nature of injury
- Brief details of incident including speeds, distances, dimensions etc, also action taken to prevent recurrence along with recommendations for wider distribution within the organisation

3.2 HSE Reportable Accidents/Incidents

Where accidents/incidents are reportable to the HSE the Managing Director will ensure that they are notified that to the appropriate enforcing authority within the prescribed time limit.

A detailed report giving all the relevant facts, conclusions and recommendations on how to prevent a re-occurrence, (sketches, drawings, witnesses statements and photographs) should, where appropriate, accompany the HSE notification.

Reporting procedure to be followed for notifiable accidents, other injuries and near misses.



3.3 Inspection of the Workplace

A standard checklist is used when conducting health and safety inspections in order to verify that operating conditions do not adversely affect the health and safety of employees and others, details of this procedure are contained within the Company safety management procedures. From these inspections any recommendations are distributed to key personnel with an appropriate action column to ensure remedial work is progressed. These reports are reviewed by the Managing Director to verify that all recommendations have been satisfactorily implemented.

3.4 Risk Assessment

Assessments of health, safety and environmental risks have been carried out in accordance with Company procedures and are available for reference. Future re-assessments will be carried out, as and when required, in order to comply with the Management of Health and Safety at Work Regulations and the CDM Regulations.



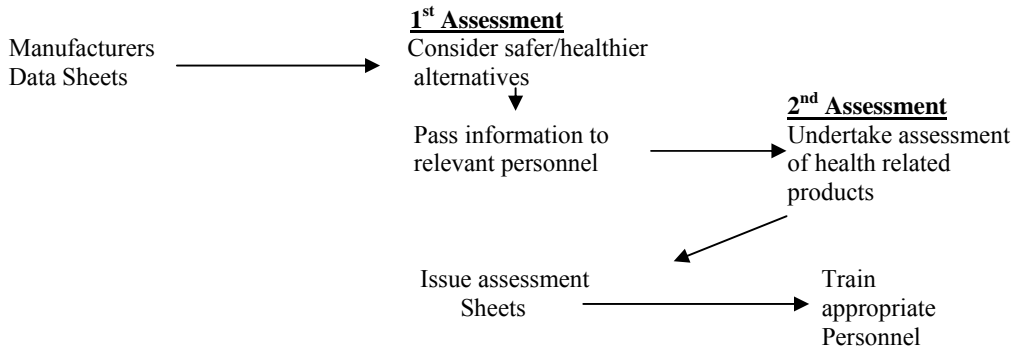
Some of these assessments are generic in nature because of the transient nature of the work. However where changes to the process, equipment or work activity significantly affect health, safety or the environment a re-assessment will be undertaken and appropriate measure taken to manage the risk. The standard procedure for risk assessment will be used in all such cases.

3.5 Purchase of Goods, Equipment and Substances

Suppliers are expected and, if necessary, will be requested to send appropriate information concerning any health, safety or environmental aspect of their product so that risks can be assessed and appropriate precautions implemented.

Consideration will be given to using alternative safer or healthier products where appropriate steps will be taken to implement the precautions recommended by the manufacturer/supplier. Information relating to COSHH will be reviewed and a COSHH assessment undertaken so that the results can be issued to employees to clearly shown the precaution necessary to avoid injury.

The assessment will take account of storage, transport, disposal and any emergency procedures in case of spills/discharges etc. The manufacturer's data sheets together with the individual assessments will be kept in appropriate locations.



The Supervisor will be expected to keep this information readily available for future reference and to monitor that the necessary precautions are being carried out. Safety equipment will only be purchased which meets the standard identified under the personal protective equipment assessments. Orders for safety equipment will be processed quickly to ensure it is available for use when needed.

3.6 Health, Safety and Environmental Training

The Company's training programmes identify jobs where training is an important part of ensuring the work is done safely and without risk to health or the environment. Examples of these include:

- NICEIC Registration
- CSCS/CCNSG Registration
- Manual handling
- Working at heights
- Safe use of access equipment
- Fire training
- Operation of tools and equipment
- First Aid
- Asbestos awareness

Training given will be appropriate to the needs of the job in order to ensure that the person carrying out the work is competent to do the task safely and without risk to health or the environment. Contracts Manager/Supervisors will be expected to ensure that persons under their control have the necessary training to undertake the work safely. There will be a need, from time to time, to retrain personnel in these skills.

New employees, particularly young persons, will receive induction training when first joining the Company and on new contracts to make them aware of the dangers which exist and the precautions necessary to avoid such dangers. Details of this induction procedure are outlined in the Company safety management procedures. They will also receive further training, where appropriate, to meet the requirements of the job.

3.7 Reporting Unsafe or Unhealthy Conditions

The following procedure has been established for reporting unsatisfactory conditions.

- Employees have been instructed to report unsafe conditions or acts to the Supervisor so that remedial action can be taken

- If the condition prevails without a clear explanation as to why it has not been actioned, the employee should raise the matter with the Managing Directors.
- The communication channels outlined above must always be followed when reporting such matters in order to avoid misunderstanding or confusion.

3.8 Safe Working Procedure and Systems of Work

Where tasks are identified as being potentially hazardous and could lead to serious injury or result in ill-health then appropriate measures must be taken to ensure that suitable safe working procedures are put in place, i.e. working at heights. A written safe system of work or Method Statement will be drawn up and implemented for each of these jobs, which details the necessary precautions to eliminate the risks. The Supervisor will ensure that any such documentation is available to all employees. Such procedures are issued on a job-by-job basis and the personnel involved in the work receive appropriate instructions on the correct application of these procedures.

Personnel are expected to work strictly in accordance with the Method Statement; they will be required to sign onto any such documentation.

3.9 Estimating

Estimates for contract work take proper account of the various requirements relating to Health, Safety and the Environment. Particular attention is given to the procedures involved with asbestos removal and/or equivalent standards and where appropriate outline method statements reflecting these standards are developed. The provision of safe access and other safeguards is embodied within the current estimating procedures and checklists are to ensure all relevant precautions have been considered as part of this process.

3.10 Design and Drawings

Designs reflect the good practice contained within the CDM Regulations by taking proper account of access problems and the difficulties sometimes encountered when installing equipment on site.

Every effort is made to design and detail components which are simple and easy to install without the need for complicated arrangements or unsafe means of access. Drawings are properly vetted and where appropriate contain information relating to special features, significant installation sequences and temporary support arrangements required during the construction phase.

3.11 Delivery

Weights of components which are significant will be identified and corresponding weights given to employees so that they can be lifted safely. Where the assembly of certain components are critical for stability or access they will be delivered in the correct sequence and checks will be carried out to ensure loads are safely stacked and secure before dispatch.

3.12 Information and Communication

General information is provided to all employees on health and safety matters. Similar information is provided to sub-contractors and visitors to make them aware of the risks and precautions necessary to avoid such risks. Other information relating to Statement of Policy, First Aid, COSHH assessments etc are distributed for general information.

Safety signs are a means of communicating safety. They may be posted in strategic areas to warn personnel about particular dangers including the requirement to wear specific types of personal protection i.e. construction areas, clients premises.

The Company encourages employees to be proactive towards joint safety consultation on matters of health and safety. It is the policy of the Company to discuss all safety-related issues with its entire workforce, at least on a three-monthly basis. Such meetings are held on an informal basis.

It is company policy to discuss all safety related issues with its entire workforce at least on a three monthly basis

3.13 Noise Control

An effective noise control and hearing conservation programme has been implemented which covers the following areas:

- Comprehensive surveys will be undertaken where appropriate to quantify noise exposure.
- Action will be taken to implement recommendations identified in reports
- Employees will be issued with and instructed to wear suitable hearing protection
- Noisy areas will be clearly identified with appropriate signs
- The Managing Director will monitor to ensure personnel wear the protection provided
- Information, instruction and training has been given to employees about the danger of noise and the precautions which must be taken to minimise risk

3.14 Fire Prevention and Control

Fire fighting equipment will be provided in the form of portable fire appliances so that first aid fire fighting can take place fairly quickly following the discovery of a fire. Steps have also been taken to properly maintain this equipment by checking it regularly and keeping appropriate records.

Personnel have been informed that they must report any damaged or used extinguishers so that they can be replaced as quickly as possible. Personnel are trained in basic fire fighting techniques. Emergency evacuation procedures have been posted so that personnel clearly understand what action they should take following a fire. Checks will be made to ensure these procedures are compatible with on-site arrangements.

Records are kept of fire equipment inspections, including any remedial work.

All employees will be expected to report potential fire situations as quickly as possible, and must follow the proper evacuation procedures in the event of fire.

3.15 Control of Third Parties

All third parties which includes sub-contractors and visitors will be given adequate information on health and safety, explaining the Company rules and regulations as well as information issued by clients and/or main contractors. Contractors must submit appropriate information before commencing work to ensure their safety procedures are compatible.

3.16 Protective Equipment/Clothing

The standard of protection for each job has been assessed in accordance with the Personal Protective Equipment (PPE) Regulations. Employees will be provided with, and are expected to wear, the protection provided. All employees are issued with safety footwear, safety helmet, high visibility clothing, other items of PPE are identified by risk assessment and are available as required.

Employees are expected to sign for the protection provided and such records will be kept by the Company for future reference. Instruction and training has been given to those people who wear items of protective equipment to ensure that they clearly understand how to wear it correctly. Employees are expected to report defects and return damaged equipment so that it can be replaced, as and when necessary.

3.17 Inspection of Equipment

A number of items of equipment require to be inspected. The following system has been introduced to ensure that equipment remains in a safe condition.

- The statutory testing and examination of electrical equipment will be carried out in accordance with current statutory requirements and appropriate records kept.
- An up-to-date inventory of all plant which requires to be inspected will be kept and defects mentioned in subsequent reports, prioritised and actioned to minimise the risk. Remedial work will be recorded to show the steps taken to deal with particular problems.

Other inspection systems have been introduced for items of plant which require to be properly maintained and include such things as ladders, access equipment, guarding of machinery, electrical safety devices etc. Any defects discovered will be actioned and appropriate records kept to shown the action taken to rectify the problem.

3.18 Environmental Controls

The Company has a specific Environmental Policy for its operations; this clearly outlines its commitment to this important aspect of safety management (Appendix 1).

The Company has a policy of recycling as much waste product as possible to minimise the effect on the environment. Where waste cannot be recycled steps have been taken to ensure that disposal and any discharge is done in accordance with current statutory requirements and within the limits set down by the enforcing authorities.

Consignment notes are issued and signed when disposing of waste to ensure it complies with the 'Duty of Care' requirements in respect of land fill.

Procedures have been established to ensure that these various requirements are met. Proper liaison is maintained with the enforcement authorities to ensure that existing controls remain adequate. The Company is constantly seeking ways to reduce waste through a better recycling, energy savings etc in order to maximise the resources available and minimise the effect of waste on the environment.

The Environmental Policy is outlined in Appendix 1.

3.19 Construction Design and Management Regulations

Where the Company undertakes work in compliance with the CDM Regulations the appropriate safety management documentation will support any requirements as outlined by the client. Any such contracts are supported by the Company safety plan that outlines and identifies the Company's safety management procedures.

3.20 Alcohol and Drug Abuse Policy

The Company acknowledges that problems arise within society where drugs and alcohol related problems may occur. The Company actively encourages employees to identify areas of concern. The Company will consult with individuals to effectively support employees who are identified as requiring assistance and where appropriate medical help may be sought to assist employees.

The Company Alcohol and Drug Abuse Policy is outlined in Appendix 2.

3.21 Equal Opportunities

The Company operates a policy to provide equal opportunities for employment in accordance with the Sex Discrimination Act and the Disabled Persons Employment Acts. This ensures that any opportunity for employment within the Company is not restricted by an applicant's ethnic origin, nationality and race, colour, religion, sex, disability, appearance or social status. Nor will any employee of the Company be discriminated against for any of the aforementioned.

The Company Equal Opportunities Policy is outlined in Appendix 3.

3.22 First Aid

The Company has a number of trained personnel to administer first aid, the names of the appointed persons are displayed in the office and within site facilities either on notice boards or within the site safety file. First aid kits are available on all sites if they have a site office and within all Company vehicles. The nominated person is responsible for ensuring that all first aid kits are checked on a monthly basis and replenished as necessary.

3.23 Smoking

The Company has a policy of no smoking on any of its premises or in any Company vehicles, this is in line with the current legislation, employees have been advised of the rules.

The Smoke Free Policy is outlined in Appendix 4.

3.22 Appendices

1. The Environmental Policy Statement
2. The Company Alcohol and Drug Abuse Policy
3. The Equal Opportunities Policy Statement
4. Company Smokefree Policy

Appendix 1: Environmental Policy Statement

McNally & Thompson recognises and accepts that concern for the environment is an integral and fundamental part of the Company's corporate business strategy.

The Company will seek actively to reduce its impact on the environment to the lowest practicable minimum, by recognising its responsibilities through a proactive policy on safety at the workplace, control of pollution and care for the local environment. Any threat of pollution from its activities and procedures will be identified and either eliminated or effectively controlled.

The policy will identify:

- Management involvement – management at all levels through the Company must take individual responsibility to ensure that environmental issues are considered carefully when making decisions or when planning and controlling work
- Workforce involvement – all employees will be made aware of their individual responsibilities for acting in accordance with the environmental policy.
- Training – appropriate training and instruction will be incorporated into the Company's in-house training programmes
- Supervision and safety – plant and systems of work are designed and maintained to the highest possible standard in order to minimise accidents and unforeseen occurrences. The Company will endeavour to work closely with the relevant statutory bodies to meet all applicable legislation and improve operating procedures.
- Waste reduction and recycling – careful consideration will be given to the elimination or minimisation of waste at source and recycling or reuse of materials
- Waste disposal – disposal and transport of wastes off site will be carried out in a responsible manner with due regard to all environmental considerations
- Effects on the community – noise, odour, atmospheric emissions, traffic and other aspects of the Company's activities which can affect the local community will be controlled to the lowest practical level

The Company will endeavour to minimise spillages and maintain good housekeeping as part of our system of compliance.

This statement will be brought to the attention of all Company employees as well as other personnel who may work on our premises or under our direct control.

F. Hood
Managing Director
1st November 2008

Appendix 2: Alcohol and Drug Abuse Policy Statement

The Company policy is to ensure that the possible consequences of alcohol or drug abuse on the individual, other employees, and public and the environment are avoided or reduced to a minimum.

This policy applies to everyone in the organisation and as such indicates the Company concern for health, safety and well being of its employees and is complementary to the Employer's Duty of Care under Section 2 of the Health and Safety at Work etc. Act 1974.

Similarly Section 7 of the same Act requires employees to take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions. Alcohol or drug abuse will lead to health problems and impair judgement and performance at work.

Due to the varied nature of our work activities within a construction environment and on other occupiers' premises it is not permissible for any employee or sub-contractor's employee under the Company's control to be under the influence of alcohol or drugs while at work.

Therefore every employee shall not:

- a) Perform any work or attend a site while under the influence of alcohol or any controlled substance
- b) Misuse legitimate drugs or possess, use, distribute or sell illicit or un-prescribed controlled substances on Company premises or contracting site premises.
- c) Possess, use, distribute or sell alcoholic beverages on any Company premises or contracting site premises.
- d) Any person receiving medical treatment requiring the taking of prescribed drugs must, in confidence, advise their immediate supervisor.

This Policy Statement will be brought to the attention of all employees during Company safety induction training.

Any person found in breach of this policy will be subject to the established Company Disciplinary and Appeal Procedures.

F. Hood
Managing Director
1st November 2008

Appendix 3: Equal Opportunities Policy Statement

The Company is committed to the promotion of equal opportunities for all staff and our policy reflects this.

We aim to ensure that no employee or job applicant receives less favourable treatment on the grounds of:

Sex	Marital status
Race	Colour
Nationality	Religious belief
Age	Political opinion
Disability	Sexuality

The Company is committed to giving full and fair consideration to members of staff with disabilities and to those with disabilities who apply for employment. In order to do this full account will be taken of any reasonable adjustment which it is appropriate to make to provide employment opportunities and then to provide training, career development, and promotion opportunities on the same basis for those with disabilities as for those without.

The Policy applies involves everybody because it is key to using the skills of all employees for the benefit of the business.

We have a responsibility to ensure that our behaviour at work is not unfairly discriminatory by acting on stereotyped assumptions, rather than focusing on individual abilities, skills and experience.

The legislation covering Equal Opportunities means that:

It is unlawful in employment or in the provision of goods or services to discriminate directly or indirectly on the grounds of sex, marital status, religious belief, race, colour, ethnic or national origin.

With respect to disability, discrimination is lawful only if it can be justified and this justification is both material 2 (i.e. significant and relevant to the particular case) and substantial. Such a defence will be dismissed if the employer has failed to make any reasonable adjustments to the individuals working environment which could have enabled the person to perform the job.

Harassment and victimisation are potential criminal offences.

These laws are enforced by the courts and are supported by external bodies such as the Equal Opportunities Commission and the Commission for Racial Equality.

Unfair discrimination in employment occurs as a result of prejudice, misconception and stereotyping which hinders the proper consideration of an individual's talents, skills, abilities, potential and experience. It can be direct or indirect, intentional or unintentional.

The only acceptable form of discrimination in the Company is on the basis of a person's ability to do the job. If you believe you have been discriminated against, you should invoke the Grievance Procedure.

The Company aims to provide a working environment which is free from harassment, bullying and victimisation by any employee or manager. If you believe you have been treated unacceptably, you should invoke the grievance procedure.

F. Hood
Managing Director
1st November 2008

Appendix 4: Company Smokefree Policy

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is the policy of McNally & Thompson that all our workplaces are smoke free, and all employees have a right to work in a smokefree environment. The policy shall come into effect on 1st July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes Company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

Overall responsibility for policy implementation and review rests with Mr Fred Hood. However all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smokefree vehicles.

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

F. Hood
Managing Director
1st November 2008

SECTION 2

McNALLY & THOMPSON

ACCIDENT REPORTING PROCEDURE

ACCIDENT REPORTING

Introduction

To enable McNally & Thompson to carry out its responsibilities under current regulations (RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1999), the following procedure will be followed:

- The injured person, or someone acting on their behalf, ***must report every injury*** resulting from an accident at work to the person in charge of the place where the accident happened, as soon as possible after the occurrence.
- Details of the occurrence ***must be recorded in the accident book*** by the injured person or someone acting on their behalf. The Safety Manager must ensure this happens, he must also ensure accident reports are completed within 24 hours. The Supervisor/Safety Manager must visit the scene of the incident with the injured person to establish the exact details of the accident prior to completing the report form.
- Details of accidents causing ***any absence*** from work must be reported to the Safety Manager who will notify the Company's Safety Consultants as soon as possible after the absence commences.
- Accidents resulting in ***more than 3 days absence*** are to be reported as soon as it is known the absence will be more than 3 days.
- Accidents resulting in death, major injury or admission to hospital for more than 24 hours must be reported to the HSE without delay by telephone or the quickest possible means.
- The Company accident/incident report form is to be fully completed in reporting all accidents/incidents and to confirm verbal reports. Reports should include statements from the person in charge, witnesses and the injured person, if possible, and also a sketch of the location of the occurrence and the make, type and identification number of any moveable equipment involved. The Company's Safety Consultant will if requested complete and submit the statutory report (F2508) to the enforcing authority upon receipt of the above information.

Requirement

Objective:

Prompt and thorough investigation of accidents which cause injuries and dangerous occurrences is vital in order to:

- Comply with statutory requirements
- Establish the true causes of accidents and dangerous occurrences in order to prevent reoccurrences
- Compile statistical data in order to establish trends and plan an effective safety programme

-
- Provide a complete and accurate record of what has occurred in case of possible action from enforcing authorities or claims by injured personnel seeking damages.

Action:

In the event of an accident occurring which results in an employee receiving an injury, action must be taken to ensure all details are fully documented as soon as possible after the event, in order to prevent administrative problems at a later date.

- The Safety Manager is responsible for ensuring that the Company Accident Report Form is completed on every occasion.
- The Safety Manager/Company Safety Consultants will vet all report forms and action any recommendations prior to completion of the form.
- When necessary an independent Safety Advisor will carry out an independent investigation of the accident/incident.
- Information on *all* accidents/incidents must be forwarded to the Managing Director; serious incidents must be reported by telephone as soon as possible after the incident has occurred.

Action Checklist:

The Safety Manager will be responsible for collating the information and documentation. Information required:

- Accident details must be entered in the Accident Book (BI 510), a copy of this entry must be sent with the accident reports.
- Accident Report (Part 1) to be completed by the Supervisor along with any witness statement reports (Part 2).
- Where applicable a Safety Advisors investigation report will be compiled by the Company's Safety Department.

HSE Notification:

The following channels can be used to notify the HSE of any notifiable incidents:

- Tel: 0845 300 9923 (Monday to Friday 8.30am to 5.30pm)
- Fax: 0845 300 9924
- E-Mail: riddor@natbrit.com
- Internet: www.riddor.gov.uk
- Post: Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Checklist of Details:

A thorough investigation needs to be carried out immediately an accident occurs by the Safety Manager. The following headings give a checklist of the detail to be included.

- Persons name, address and date of birth
- Details of injury

- Location and specific area
- Details of work being carried out
- How accident happened
- Date and time
- Any material defects or equipment defects
- Supervisor's name
- Witness statements
- Conditions of area, housekeeping, lighting and weather
- Details of activity, including material weight, size and position
- Accident and egress, including working platform
- Medical treatment

Training:

Details relevant to specific training given to the injured person must be included in the accident report. The following should be considered:

- Was the person competent to undertake the specific work task?
- Had he received any specific training eg manual handling, operator training etc?
- Was a risk assessment in place for the work task?
- Did the injured person understand what was required of him, had the Supervisor checked that he was familiar with the work task?

NB: Any other information relevant to an accident must be included in the subsequent reports. It is not acceptable to provide a report that does not include the full facts.

Reports Forms:

- Accident Report Form – Injury Details (Part 1)
- Accident Report Form – Witness Statement (Part 2)
- Safety Advisors Report – Accident/Incident Investigation

Close-Out of Reports

Any actions arising from investigation reports must be closed-out at the earliest convenience. The Safety Consultant will review all incidents reported and co-ordinate actions to verify they are completed.

At any time assistance and advice can be obtained from the company's Safety Consultants (UK Safety Services – 0191 3890890)

ACCIDENT REPORT FORM (PART 1)		
Report of Accident at:		(Location)
PERSONAL DETAILS:		ACCIDENT DETAILS:
Name:		Date of Accident:
Address:		Time of Accident: am/pm
		Shift Start Time:
		Nature of Injury:
Married/Single	Male/Female	Where Accident Occurred:
Date of Birth:	Age:	Nature of Work:
No of Children under 16 yrs		First Aid Treatment by:
Employer:		Further Treatment at:
Occupation/Trade:		
Witness 1	Witness 2	Employee Sent: Back to Work/Home
Name:	Name:	Lost Time Accident: Yes/No
Address:	Address:	Date Incapacity Started:
		Details Entered in Acc. Book:
		Managing Directors:
DETAILS OF ACCIDENT – TO BE COMPLETED BY SAFETY MANAGER:		
SAFETY MANAGERS INVESTIGATION AND ACTION TO PREVENT RECURRENCE:		
MANAGING DIRECTORS'S COMMENTS (To incl. any actions necessary – verify actions completed):		
SIGNATURE: _____		DATE: _____

ACCIDENT REPORT FORM (PART 2) WITNESS STATEMENT	
ACCIDENT DETAILS:	
FULL NAME OF INJURED PERSON:	
LOCATION:	DATE/TIME:
WITNESS DETAILS:	
SURNAME:	CHRISTIAN NAMES:
PERMANENT ADDRESS:	
	POST CODE:
DATE OF BIRTH:	OCCUPATION:
STATEMENT:	
WITNESS SIGNATURE:	DATE: _____
NOTE: PLEASE SUPPLY CLEAR AND CONCISE DETAILS OF THE ACCIDENT, WHERE APPLICABLE PROVIDE INFORMATION ON INSTRUCTIONS RECEIVED, PROVISION OF SAFE ACCESS, PERSONAL PROTECTIVE EQUIPMENT PROVIDED ETC.	

ACCIDENT/INCIDENT INVESTIGATION SAFETY ADVISORS REPORT	
Accident/Incident Location:	
Details:	
Name:	
Employer:	
Occupation:	
Date/Time:	
Exact Location:	
Injuries:	
Managing Directors:	
* Photographs and Sketches to be attached where applicable	
Summary of Accident:	
Investigation:	
Conclusions:	
Recommendations:	
Compiled by:	Date:

SECTION 3

McNALLY & THOMPSON

ASBESTOS SAFE WORKING PROCEDURE

ASBESTOS – SAFE WORKING PROCEDURE**Introduction**

Asbestos is a fibrous form of hydrated magnesium silicate. Of the five or so variants which occur, the three main types of asbestos used by industry include:

- Crocidolite (blue asbestos)
- Amosite (brown asbestos)
- Chrysotile (white asbestos)

The different types of asbestos cannot usually be identified by their colour alone, all are dangerous, but crocidolite and amosite asbestos are known to be more hazardous than chrysotile. As from November 1999 the importation, supply and use of asbestos in any of its three forms is prohibited by the Asbestos (Prohibitions) Regulations.

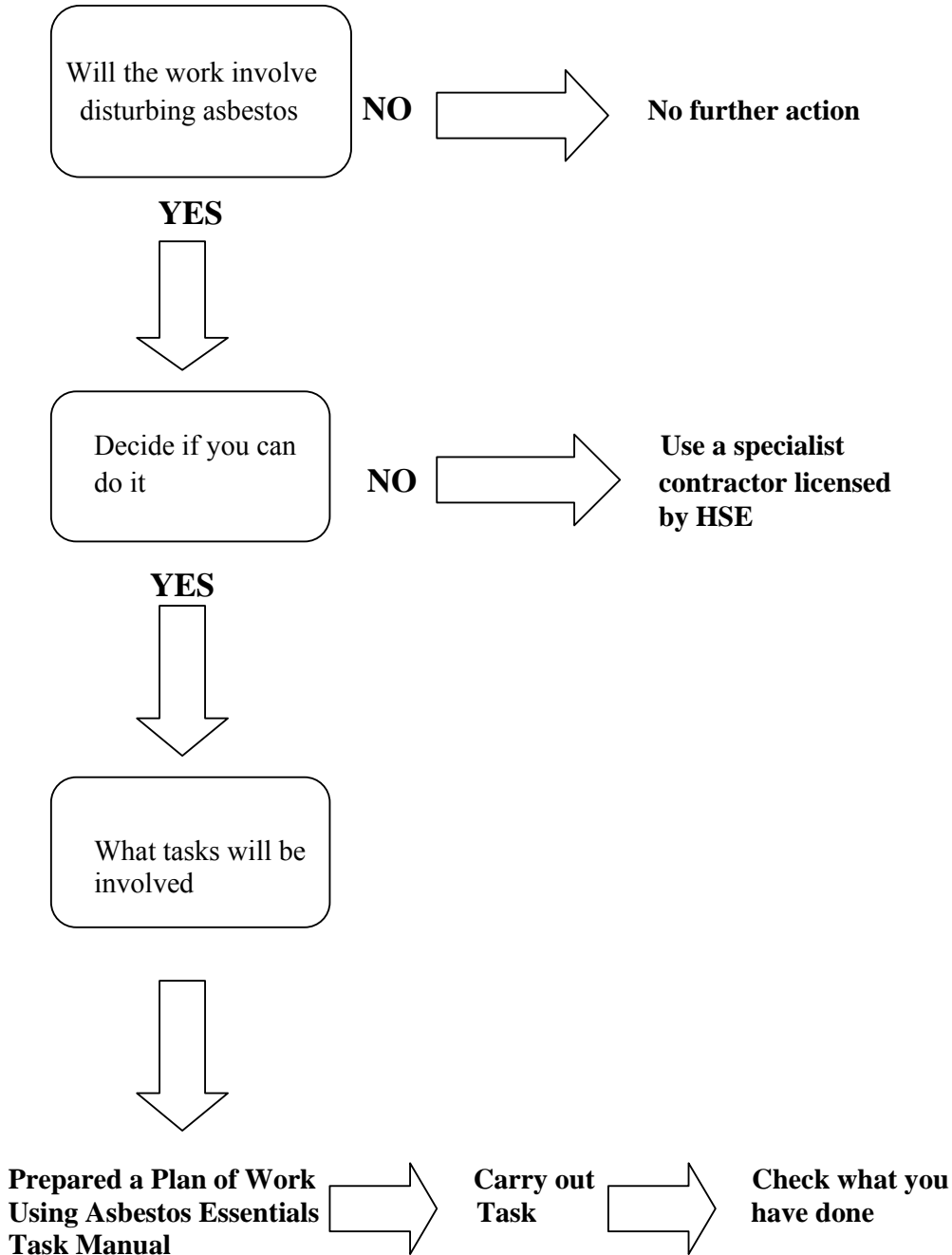
Health Hazards Associated with Asbestos

Asbestos is a fibrous material that collects in the nasal passages and lungs. Although the body will rid itself of most of the larger asbestos fibres that enter the nose and mouth, tiny fibres can pass into the lower parts of the lung and can stay there for years and, in some cases, work their way through the lung lining.

There is no cure for asbestos-related diseases. These diseases kill more people than any other single work-related illness. They are currently responsible for about 3000 deaths a year within the UK. Many of those suffering from asbestos-related diseases today worked in the building trade. They were exposed to asbestos fibres in their day-to-day work with asbestos materials or because work with asbestos was carried out near them

Requirements*Asbestos Essentials*

People will not be exposed to asbestos fibres unless the material is exposed, making the fibres air borne. The following steps need to be taken by supervision and employees when assessing a job/activity:



Working Safely – General Considerations

For the purpose of this procedure, managing the risk from asbestos is fairly simple, providing the HSE Guidelines (Asbestos Essentials – Task Manual) are followed by all employees. All employees (work teams) will be issued with a copy of HSG213, the guidance is aimed at anyone who is liable to control or carry out maintenance work with asbestos containing materials (ACMs) which does not require a licence from HSE.

Training

The Company will undertake training for all of its employees, either in the form of a specific course or safety awareness eg:

- The Duty to Manage Asbestos
or
- Safety Awareness – Good Working Practices

Information provided to employees will be structured towards the Company's activities within the sphere of new installations within existing client's facilities, where asbestos is known to be in existence or where it is discovered as a result of ongoing activities.

Training will include the following:

- The health hazards of asbestos
- The uses and locations of ACMs in buildings
- The type of work you are allowed to do by law
- Correct choice, use and maintenance of PPE
- Emergency procedures
- Waste disposal
- Where appropriate health surveillance
- The presence of other hazards such as working at heights

All asbestos removal (except asbestos cement) should be carried out by licensed specialist contractors.

Work Carried Out on Asbestos Requiring a Licence

Before starting any work where asbestos is present, Control of Asbestos at Work Regulations 2002 (CAW) requires that an assessment of the likely exposure of employees and others to asbestos is carried out. Alongside this, there is a further requirement to prepare a plan of work. All assessments and plans of work should be in writing, except for very small jobs such as may be encountered in building maintenance.

Where the decision is made to remove asbestos-containing materials the licensed contractor needs to assess the work to determine the stripping technique(s) to be used, and identify all associated control measures. The types of issues to be considered under assessment include:

- The type of work and its duration
- The type of asbestos-containing material
- The quantity of asbestos material
- The surface onto which the asbestos has been applied
- The location of the asbestos containing material
- Selection of work methods
- The need to reduce exposure to the lowest level reasonably practicable
- Anticipated expected exposure and number of people affected
- Selection, provision and use of decontamination of personal protective equipment
- Removal of asbestos waste and debris
- Emergency procedures

These factors should be considered in cooperation with the client to ensure that the work is carried out as safely as possible. Liaison with the client or the client's agent is necessary to ensure that all the factors, which might influence the safety of the work, have been taken into account.

Work Carried Out on Asbestos Not Requiring a Licence

Minor Maintenance and Repair

A licence is not required where:

- A person carries out work with asbestos, insulation, asbestos coating or asbestos insulating board
- They will not spend more than a total of one hour on such work in a period of seven consecutive days, and the total time spent on such work by all the persons working on that work does not exceed two hours
- It relates to maintenance and repair. If the work includes the removal of the asbestos material, then a licence will be required

Work with Asbestos Cement

Light work with hand tools on asbestos cement which is in good condition should not give rise to respirable fibre concentrations in excess of the control limit.

Where, as a result of handling asbestos cement products, there is a risk that clothes will come into contact with the materials, disposable overalls should be worn. Overalls should be discarded upon completion of the operation and should be disposed of as asbestos waste.

After people have handled asbestos cement products, they should thoroughly wash their hands before eating, drinking, smoking or carrying out any further work.

Checklist for Asbestos Removal Method Statements

- Name and address of the asbestos removal contractor
- Asbestos licence details
- Name and address of the site to which the method statement relates
- Names of the Supervisor and appointed Safety Adviser and arrangements for monitoring the work
- Details of type of work being undertaken
- Type and quantity of asbestos and the results of any analysis
- Duration of work
- Details of HSE Notification
- The control to be applied to reduce exposure other than by PPE
- Details of the steps to be taken to control the release of asbestos to the environment
- Location of decontamination unit
- Arrangement for power and water supply

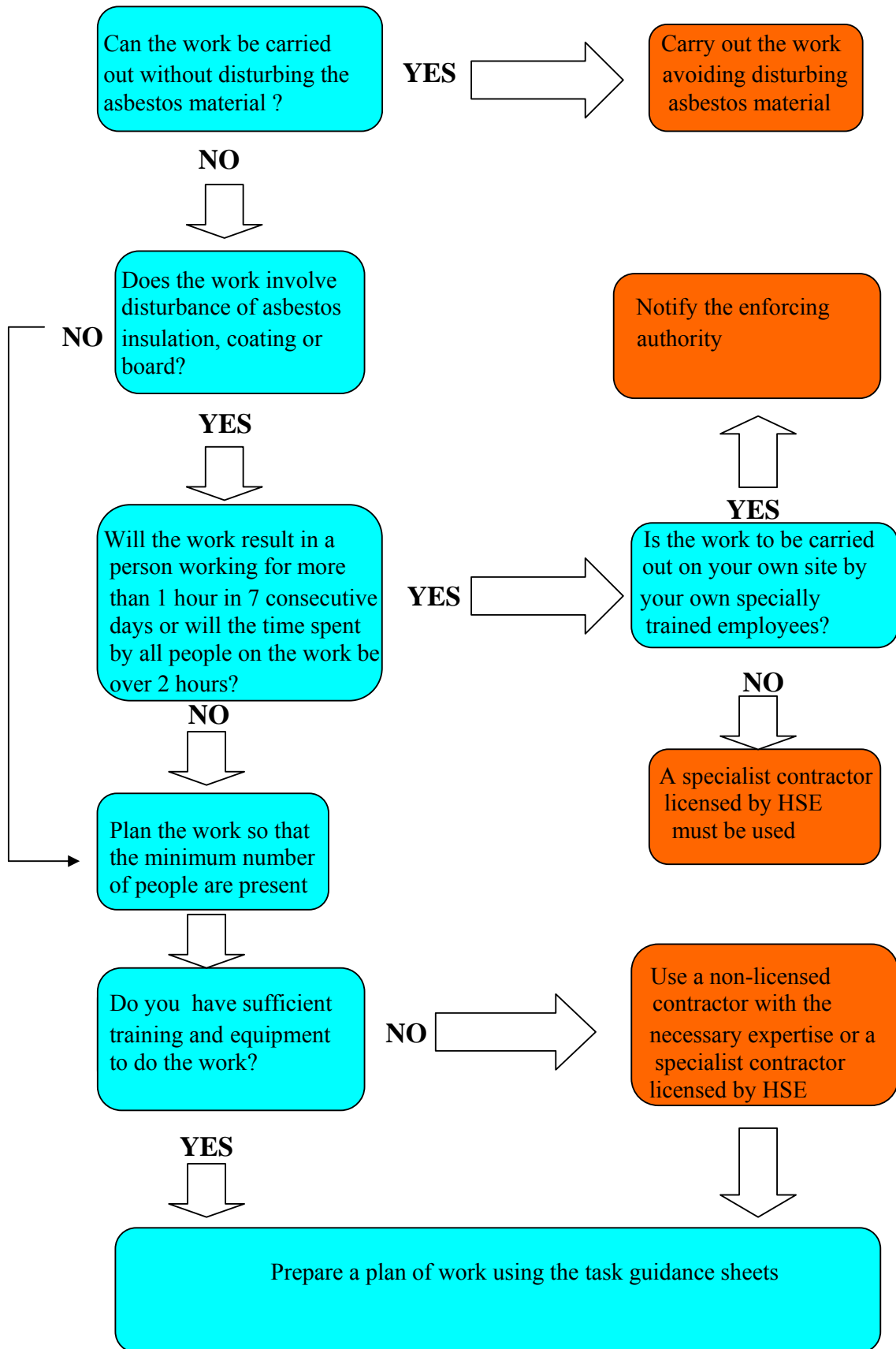
- Details of the equipment, including PPE to be used for the protection and decontamination of those carrying out the work
- Procedures for the removal of waste from the work area
- Procedure for the disposal of contaminated water
- Procedures for dealing with emergencies

This checklist is intended to aid the production and approval of method statements. It is not an exhaustive list of every possible issue that may need to be addressed for any given task.

The following simple decision flow chart will help you decide who should carry out the work.

NB: Employees of McNally & Thompson will through their training have been advised that on no account are they to disturb asbestos materials unless they are trained, authorised and utilising the correct personal protective equipment.

Where any element of doubt exists they are not allowed to touch known or suspected materials, work must cease until such time as suitable investigation/analysis has been carried out.



McNALLY & THOMPSON**MAINTENANCE & NEW INSTALLATION PROJECTS**
SAFE SYSTEMS OF WORK (ASBESTOS)**Introduction**

The Company works within various facilities where it is known that asbestos materials may be present. To address these issues the Company has a standard procedure that must be followed. The Company works to the HSE Introduction to Asbestos Essentials HSG213 and Asbestos Essentials – Task Manual HSG210 and applies these principles to all of its work locations.

At the initial survey/estimating stage the issue of asbestos will be discussed with the prospective client. Where asbestos is known to be present an agreed method of work will be decided, this will include as a minimum the preparation of a detailed method statement and risk assessment.

Access Arrangements

Employees of the Company will report to the client's nominated representative to confirm the details of the work to be carried out and agree the method of work. This will include the access arrangements which will be clearly outlined within the method statement.

If out of hours work is necessary personnel together with their contact telephone numbers will be included in the method statement.

Work Methods

All work undertaken on client's premises will have a detailed method statement and risk assessment outlining the arrangements to carry out the work in line with the company's safety management procedures and any specific client procedures, permit procedures etc.

Where pipework/cables are to be installed there will be a detailed route and method of fixing in line with any client specific methods of fixing. Any cables in close proximity to the installation work will be identified/noted, it is expected that clients will make this information available at the survey stage of the contract. Any client management/maintenance procedures will be brought to the attention of the personnel undertaking the maintenance/installation work.

No asbestos work will be carried out without the express permission of the client who will be responsible for identifying any contaminated areas. If at any time unknown materials are identified, the work will be suspended until such time as the appropriate surveys have been carried out and the results notified in writing of any asbestos analysis. McNally & Thompson will not be responsible for removing any asbestos materials; it will always be the responsibility of others.

Special Precautions

Asbestos – No work to be carried out on any area where asbestos is known to be present unless a detailed method statement has been agreed with the client and discussed with the workforce.

Roof Access – No access to roof areas unless express permission has been received from the client outlining the limits of the roof work along with roof permits if appropriate.

Laboratory Hazards – No work to be carried out in these areas unless authorisation has been given to the work party by an authorised person from the client. Roof work also constitutes a hazard where vents exhaust to the atmosphere (part of roof permits).

Wiring Installations/Electrical Work – No work will take place without authorisation from the client, permits to work may also be necessary.

Changes to work

The agreed method statement and risk assessment must be reviewed if the scope of work or methods of working change; this must be notified and agreed with the client prior to re-commencing the actual project.

Documentation Procedures

Copies of any procedures provided by the client will be available to the project team undertaking the work. They will also have a copy of the Company management procedures and the method statement and risk assessment for the actual work being undertaken.

Additional Control Measures

A Company representative (nominated in writing within the method statement) will manage the project and discuss the work scope with the maintenance/installation team. They will all sign onto the method statement to acknowledge their understanding of the document.

All Company personnel undertaking work associated with asbestos materials will have received as a minimum a safety awareness course that addresses the asbestos issues this will also be recorded on the method statement.

If it is appropriate a suitable vacuum cleaner will be utilised (Nilfisk Vacuum with asbestos filter) to remove any suspected materials in the work area.

SECTION 4

McNALLY & THOMPSON

METHOD STATEMENT AND RISK ASSESSMENT PROCEDURE

METHOD STATEMENT & RISK ASSESSMENT PROCEDURE**Introduction**

All companies must be able to demonstrate that they can manage health and safety properly and effectively. Safe systems of work can be identified by preparing Method Statements and Risk Assessments to ensure that employees are provided with the correct level of information as regards how work will be undertaken and the associated risks with carrying out those tasks.

Legal Requirements

The Management of Health and Safety at Work Regulations require an assessment to be carried out of the health and safety risks for all work activities, whether in the office, on a construction project or a small refurbishment job. This duty is given to all employers irrespective of the number of persons they employ, but where five or more persons are employed the assessment must be in writing.

Once the risk assessment is carried out **all** employers have to detail the controls necessary to protect those at risk. It is most important to ensure that all site personnel and operatives are made aware of the results of these assessments. If an assessment shows that personal protective equipment, access equipment or other specialist work equipment is needed, it must be provided. All persons who come under the areas covered by the assessment must be adequately trained to use such equipment and carry out the work safely.

Apart from the health and safety of employees, employers must take all reasonably practicable steps to protect the occupiers of premises, members of the public, and anyone else who may be affected by the work activity.

A method statement is a statement prepared within the Company detailing how a work operation is to be carried out.

A risk assessment is an assessment carried out by, or on behalf of, an employer, which assesses the hazards inherent in an operation and the risks to workers and all others who may be affected by the work to be carried out. It will involve identifying the risks present in a work operation, and evaluating those risks, taking into account whatever precautions are already in place.

METHOD STATEMENT

A method statement is closely interlinked with a risk assessment and plays a fundamental part in the management procedures of a Company. It provides the basic vehicle for the transmission of information to those who will be doing the work.

With the knowledge that you have gained, based on your experience of hazards, risks and the work itself, you will know how to avoid problems, accidents and ill-health. You will get the job done safely and efficiently, knowing what you can do and what you can't do.

Guidance on method statement contents:

This is intended as a guide to the preparation of a detailed method statement, the main function is to ensure that a complete safe system of work is in place for the work scope being undertaken.

Title: A clear heading highlighting the contract detail, location of the work and work scope title. It should also take account of any revisions that may be appropriate.

Scope: The technical content of work scope including drawings/sketches as appendices. Give an overview of the work activities, possibly breaking it down briefly into major sections.

Personnel: Specify allocation of responsibilities and authority for the operations. Nominate the person responsible for co-ordination of the work activity associated with the method statement.

Identify number of persons, trades etc of those performing the work.

Specify specialist skills, qualifications and training necessary to safely carry out the work.

Equipment: Identify what equipment is necessary to undertake the work, detail any certification that may be relevant eg electrical test certificates.

Identify any plant, machines or specialist equipment eg scissor lifts, mobile scaffold towers. Are there any overhead restraints or ground loadings applicable?

Temporary Works: Is there any requirement for backfilling areas, ramps excavations etc. Are design limitations applicable, calculations for ground loading. Wherever applicable provide detail, sketches and calculations. This is particularly relevant when adjacent to existing roads, pipe bridges and operational plant.

Work Areas and Access: Details of the area required to carry out the activity, location of construction equipment, demarcation areas, temporary works including scaffolding. Access and egress to the area, material laydown locations. This can be clearly identified on a sketch in a lot of instances.

Planning:

Provide work schedules for the main activities within the scope of work, including manning levels, if appropriate. Are there any interface issues or activities that will impinge on your work scope.

Sub-contractors:

Detail all activities that will be sub contracted to others, provide details of how you will control their work scope, who will manage and supervise them. Who provides their method statements and risk assessments. You may be able to control your activities, detail how you will ensure compliance with regard to other contracts on site.

Permits:

Are there any requirements for permits eg electrical isolations?

Distribution:

Who receives copies of the method statement?

Revisions:

Name the person responsible and authorised to change the method statement. Give contact telephone, if applicable, outside of normal working hours.

RISK ASSESSMENTS**Introduction**

Under the Management of Health and Safety at Work Regulations every employer shall:

- Make suitable and sufficient assessment of the risks to health and safety of his employees whilst at work.
- The risks to health and safety persons not in his employment arising out of, or in connection with, his undertaking.

Any assessments made shall be reviewed when there is a reason to suspect that it is no longer valid or when there has been a significant change in matters to which it relates.

The Company shall keep a record of:

- The significant findings of the assessment where employees are identified as being at risk.

Risk assessments will be undertaken by the Safety Manager and Supervisor, with assistance from the Company's Safety Advisor, as appropriate. The following is a guide for management in assessing the risks and to control the hazards identified:

Requirements**Risk Assessment:**

Before making any risk assessment it is necessary to find out what is meant by the term 'hazard', since it appears that these are the things which can cause harm. If we can identify the hazards then we can at least begin to do something about assessing risks.

What is a Hazard:

HSE guidance defines a 'hazard' presented by a substance as its 'potential to cause harm'. The harm could be damage to a person's skin, organs, bones etc. with adverse consequences to breathing, circulation, hearing, reproduction, offspring or the like. The

HSE's definition in 'Successful Health and Safety Management' also says that 'hazard' means 'potential to cause harm', including ill health and injury.

- A **Hazard** is a 'source or agency of possible harm'.
- A **Risk** is 'the chance of that harm being caused'.
- A **Risk Assessment** is 'the evaluation of the chance that a hazard will cause harm' which identifies and takes account of all the significant factors that can affect the chance, and which reaches a conclusion on whether and how such factors need to be improved to lessen or eliminate the chance.

Stage 1:**Involves the identification of hazards:**

- risks encountered in any work activity.
- risks of a product or range of products being manufactured.
- risks of particular services provided.
- any other risks which can arise from the conduct of an undertaking.

Stage 2:**Involves assessment of risk rating.**

The popular method establishes a risk rating based on an assessment where the hazard may be classified as low, medium or high risk.

Stage 3:**Involves consultation.**

Circulate the draft to the relevant people associated with the work with a request for comments, which should be incorporated into the document, if appropriate.

Stage 4:**Involves assessment of factors to decrease risk.**

Each hazard is examined with regard to:

- Factors which increase the risk rating for all or some groups eg where employees exposed to certain substances and noise can be at greater risk of damage to hearing than those with the same exposure to noise but who are not exposed to those substances.
- Factors which decrease the risk rating (control measures already in place). This requires the factors to be identified and described, and reassessment of the hazards made.

Stage 5:**Involves identification of other necessary measures.**

Where other measures are identified as necessary, these are in effect an output from the risk assessment.

Risk assessment definition:

HAZARD – is the potential for harm

RISK – likelihood that the harm from a particular hazard is realized

IT IS MANAGEMENT'S RESPONSIBILITY TO MANAGE SAFETY

McNALLY & THOMPSON**SAFETY METHOD STATEMENT**

<i>Project Details:</i>	
Project Name:	Person in Charge:
Details of Work Scope:	
<i>Details of Supervision:</i>	
Trained/Competent Personnel to be used:	
<i>Plant and Equipment:</i>	
Details of Equipment including Test Certificates:	
<i>Work Locations:</i>	
Details of Work Areas, Access & Storage Areas:	
<i>Temporary Arrangements:</i>	
Details of Enabling Work, Surveys, Permit to Work Requirements etc:	
<i>Personal Protective Equipment:</i>	
Identify Specific PPE for Work Activities:	
<i>COSHH:</i>	
Identify any Material Substances (Hazard Data Sheets):	
<i>Risk Assessments:</i>	
Identify any Appropriate Risk Assessments:	

(See reverse for work procedure)

McNALLY & THOMPSON

SAFETY METHOD STATEMENT

Detailed Work Procedures:

Specific Details of Work Procedures to be Undertake:

Method Statement completed by: _____ Title: _____ Date: _____

Acknowledgement:

We agree to implement the procedures identified in this Method Statement. If work cannot proceed in accordance with the controls identified in this Method Statement, or hazards arise which have not been identified, then we acknowledge that work must stop and further guidance be sought from the Managing Director.

Signature	Date	Signature	Date

Person in Charge: _____ **Signature:** _____ **Date:** _____

McNALLY & THOMPSON**REGISTER OF METHOD STATEMENTS**

Ref. No.	<i>Details of Method Statements</i>	<i>Date Issued</i>	<i>Comments</i>

SECTION 5

McNALLY & THOMPSON

SAFE USE OF PORTABLE AND HAND TOOLS **PROCEDURE**

SAFE USE OF PORTABLE AND HAND TOOLS PROCEDURE**Introduction:**

The Company has a general duty covering the use and maintenance of work equipment, designed to ensure that it remains in a safe condition.

The legal duties are contained in the Electricity at Work Regulations 1989; these apply to all work activities. The regulations require certain safety objectives to be achieved; the Company complies by adhering to the following guidelines.

Cost effective maintenance of portable electric equipment is achieved by a combination of actions as follows:

- Checks by the user (user visual inspections by a competent person appointed to do this).
- Combined inspection and tests by a competent person or contractor

McNally & Thompson carry out visual checks on a weekly basis by the user, visual inspections monthly and test all construction equipment on a three monthly basis.

Records of all inspections and tests are to be available within the Company facilities. When equipment is issued to projects the current records of inspections will accompany the power tools. Records are held by the Supervisor.

The Company will ensure that the correct tools are available at all times. They will be maintained in a safe condition and used in the correct manner to minimise any risk of injury to the user.

Personal protective equipment requirements for each type of tool or piece of equipment will be identified and used by the operative.

Competence:

The Company will ensure that no person engages in any activity, unless the equipment used is suitable for the work being undertaken and that the person is competent to use that equipment. Personnel will be trained in the use of the equipment, supervised by a competent person and, when identified as necessary, receive further training to enable them to work safely at all times.

Using Work Equipment:

Personnel will wear the correct PPE for the work being undertaken as identified in the risk assessments. Where any element of doubt exists then employees are to raise the concerns with their immediate Supervisor.

If the equipment or tool does not work properly then concerns should be reported so that remedial work can be carried out or a replacement piece of equipment supplied. Every tool has its proper application, the correct type, size and weight of tool should be selected for the job. To misuse a tool or to use the wrong tool is to invite personal injury or damage.

All metal tools are conductors of electricity. Where it is necessary to work on, or near electrical apparatus, where there is a risk of contact with the live electrical conductor, only properly insulated tools should be used.

Hand Tools:

A hand tool in this context refers to those tools for which the hand provides the motive force. These tools, by themselves, are incapable of causing accidents. Therefore accidents with them tend to arise from human failing, carelessness, lack of knowledge, not using the correct tool for the job, ignorance of sensible safety precautions or failure to maintain tools in good working order. The Company will provide the appropriate tools. Ensure that employees are properly instructed in how to use them and provide competent supervision to ensure that work is correctly and safely performed.

Power Tools:

Numerous jobs can be done faster, more efficiently, even more accurately and certainly more economically, using powered tools. It is essential however that these tools are used only for those jobs for which they were designed. It is the responsibility of management to provide the right kind of tool for the job and to see that it is properly used.

Information concerning the safe use of tools should always be provided by manufacturers and suppliers. It is important that this information is provided to the person who is going to use the tools.

The efficient and safe use of all powered tools can come only through proper tool selection, training, use, maintenance and from adequate supervision while working. Too many accidents have occurred through the use of these tools by untrained, unskilled labour. With the more potentially dangerous equipment eg portable saws, cartridge tools and portable grinders, even qualified tradesmen should be given specific instruction and only use them if they are authorised by their employer to do so.

The continuing efficiency of all portable powered tools, like all other mechanical equipment, depends on regular care and maintenance. Tools should be regularly checked on issue from and return to store in addition to the user's constant vigilance.

Noise:

Excessive noise is a hazard in the use of many power tools. Noise should be reduced at source as far as possible. Where persons are exposed to a noise level exceeding the equivalent of 80 dB(A) for 8 hours, those persons should be advised that this is the case and if they wish, hearing protection must be provided. Where the noise level exceeds 85 dB(A) for 8 hours or its equivalent, hearing protection must be worn, if other methods of reducing the noise cannot be utilised.

Electrically Operated Tools:**Electrical Safety:**

All electrically operated tools should be used on the reduced voltage of 110 to avoid, as far as possible, the risk of a lethal shock. Additional protection is provided by the use of

residual current devices or earth leakage circuit breakers. All electrical hand tools should be either earthed or 'double insulated'. The latter is recommended. It is important to note that, if a transformer is used it should preferably be centre tapped to earth.

Inspection and Maintenance:

All electric tools should be carefully inspected before use for signs of faults in wiring, switching, guards etc. Maintenance should be carried out on a regular basis by a competent mechanic or electrician. It is recommended that a register be kept of all such maintenance. Portable electrical hand tools should be the subject of PAT (portable appliance testing). The frequency of the tests will depend on such factors as the amount of use that the tools received, the environment that it is used in, the manufacturer's recommendations and the experience of the owner. However, it is generally felt that intervals of 3 to 6 months are appropriate for portable electrical equipment used in construction. On battery operated tools the charger should be tested, although it may be acceptable to test at less frequent intervals.

Safety Check List:

Before use:

1. Check for double insulated marks
2. Check details on tool plate, which should include:

Type	Serial No.
Voltage	Volts A/DC
Frequency	(normally 50HZ)
Current	Amps
Speed	RPM
3. Check that the tool is fitted with the correct plug
4. Check that the lead is not cut or frayed and that it is effectively clamped at entry to the tool and plug
5. Check that there are no cracks or pieces missing from the tool casing
6. Check that all screws are in place and secure
7. Check the permissible number of power tools on each circuit or transformer is not exceeded
8. Check that the extension lead is suitable rated for the electrical current
9. If using an extension lead on an earthed tools, check that the lead has an earth wire

During Use:

- | | |
|--------|---|
| DO | disconnect the tool before adjusting or working on it |
| DO | disconnect the tool when not in use |
| DO | report any defects immediately |
| DO | keep the tool clean and free from damp |
| DO | wear appropriate protective equipment, goggles, earmuffs, helmets etc |
| DO NOT | carry the tool by its cable |
| DO NOT | use any 'makeshift' cable |
| DO NOT | try to repair a defective tool – report it |
| DO NOT | start or stop tools when under load |

SECTION 6

McNALLY & THOMPSON

SAFETY INDUCTION PROCEDURE

SAFETY INDUCTIONS

Introduction

Foreword:

Good management of all projects is needed from conception through to execution, if health and safety standards are to be maintained within McNally & Thompson.

Every year many people are killed and several thousand injured in industry as a result of accidents. Many more suffer death or permanent disability as a result of illness contracted at their work. Analysis of accidents show that the vast majority are preventable if safe working practices and routes are followed.

McNally & Thompson, have visible and active leadership to develop and maintain a culture supportive of health and safety management. Its aim is not simply to avoid accidents, but to motivate and empower people to work safely.

The following safety induction will be given to all employees as part of these procedures everyone will fill-in the Individual Induction/Training Record. On completion the form plus training records will be retained by the Managing Director.

A copy of the Company safety policy document will be issued to all employees as part of the induction.

Requirements

Employer's Duties:

It shall be the duty of every employer to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of all his employees.

- The provision of plant and systems of work that are safe and without risk to health.
- The provision of information, instruction, training and supervision as is necessary to ensure the health and safety at work of his employees.
- The provision of safe access to and egress from all places of work along with a safe system of work.

All employers have to produce a written statement of their general policy with respect to the health and safety at work of their employees and the organisation and arrangements to carry out the policy.

The Managing Director will ensure that all employees receive the Company induction prior to commencing work. He holds records of those who have had the Company induction.

Employee's Duties:

It shall be the duty of every employee whilst at work to take reasonable care of the health and safety of himself and of other persons who may be affected by his acts or omissions at work.

Co-operate with his employer as regards health and safety.

No persons shall intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety.

Personal Protective Equipment:

Your employer is responsible for providing all the necessary equipment to enable you to undertake work safely.

- Safety Helmet mandatory at all times within the Construction Industry
- Safety Footwear must be worn at all times
- Hearing Protection where noise levels are in excess of 85 decibels (use of grinding machines/chop saws)
- Eye Protection where there is a risk of eye injury from prescribed processes
- Respiratory Equipment where dust levels or processes dictate
- Safety Harness where personnel can fall 2 metres or more

All personnel to sign the PPE acknowledgement record.

Accident Reporting:

All accidents are to be recorded in the Company Accident Book. Its location is the Head Office.

Any accidents resulting in absence of more than 3 days must be notified to the HSE as required under RIDDOR. Copies of all reports will be retained by the Company Safety Department. A copy of the notification to HSE will also be forwarded to the Principle Contractor or client, as appropriate on projects where the CDM Regulations apply.

An investigation of *all* injuries reported will be undertaken by the Supervisor, who will complete the appropriate Company forms.

Why do we investigate all accidents – to prevent re-occurrences.

All incidents and near misses must be reported. In the first instance inform your Supervisor who will complete the Company Accident Report Form. Only by reporting such occurrences will we as a Company, and our clients, improve overall safety management.

We must ensure that our workplace safety management is improved. Ensure all loose tools and equipment, are stored in such a manner that they cannot fall, be dislodged or knocked over. Review your work area before you start work to ensure it is safe for you and your co-workers.

First Aid Facilities:

The Company is responsible for its first aid arrangements. A first aid box is accessible at all times in the McNally & Thompson offices. The Supervisor is responsible for taking

control of any emergency situation. Where there is a necessity to call the emergency services this will be done by a representative of the Company.

Fire Precautions:

Evacuation Alarm	-	
Assembly Point	-	Car Park
Alarm Test	-	

Basic Workplace Fire Precautions:

Good housekeeping, remove all combustible material. Use fire blanket if undertaking hot work, and have a fire extinguishers to hand, you will be shown how to use a fire extinguisher, read the instruction on the labels.

Fire Action:

Contact the Emergency Services (tel: 999).
Report the location of fire, the nature and severity, provide your name, telephone number and employer.

NB: Tackle the fire with any suitable equipment available, *do not take risks, do not put yourself in danger.*

On Hearing Evacuation Alarm (client's premises):

All personnel must leave their work area and report to the allocated assembly areas.

Permits:

There may be occasions when work is carried out on client's premises (construction sites) where employees have to work in accordance with permits. If this situation arises then the Company will ensure that its employees fully understand the working arrangements, receive the appropriate training and follow the guidelines and procedures as advised by the client.

It is the Supervisor's responsibility to ensure that both he and the men working under the permit fully understand the exact scope and safety conditions specified within the permit, and ensure compliance. If there is any change in working conditions outside the scope of the permit, work must be made safe, and/or men withdrawn from the work location and the appropriate person notified of the circumstances and action.

It is the duty of the employee to work to the conditions specified in the permit and they should not commence work until they are confident that they are aware of and fully understand all such conditions and requirements. If there are any areas of concern the Supervisor must be informed. Do not commence work on any permit until you are satisfied that your safety is properly controlled and the correct safeguards are in place.

Method Statements:

Method statements will be produced for certain activities to ensure maximum safe working for the personnel involved with the work.

These could be simple one page instructions or more complex depending on the work scope, complexity of the activity i.e. live electrical working etc.

Where method statements are produced personnel working to those documents must read and accept the arrangements by signing the acknowledgement sheet. If there is a need to change or modify the working procedures the Safety Manager/Supervisor must change/amend the document when agreed by or with the originator's authorisation.

Safety Hazards:**Working at Height:**

Where personnel can fall then a safe system of work must be in place. If not possible then a safety harness has to be worn and attached at all times to a suitable anchorage point. This is a last resort; safe access and a safe place of working must always be considered first. The provision of the scaffold with suitable handrails and access ladder must be considered for all activities as a minimum requirement.

It is everyone's responsibility to ensure this philosophy is adopted Company-wide, *no exceptions will be tolerated.*

Housekeeping:

All work areas must be maintained to an acceptable level of housekeeping, all combustible material must be removed daily to a suitable waste receptacle. No exceptions to this philosophy will be countenanced. Housekeeping is everyone's responsibility.

No loose equipment will be allowed on open floored areas. Use containers to store bolts, nuts, tools, pipe off-cuts etc.

Ensure workplace inspections are carried out. Make your areas the tidiest as a matter of course. Do not wait for criticism. Be proactive, not reactive.

Plant and Transport:

Portable Power Tools: A register of all portable power tools will be maintained, maintenance records will also be maintained, check all power tools/cables/extensions daily.

Company Vehicles: Personnel who drive Company vehicles must ensure that the appropriate checks are carried out to ensure that the vehicle is roadworthy at all times. Where any issues or concerns arise then these must be brought to the attention of the Supervisor immediately, to enable corrective action to be taken. Equipment stored in Company vehicles i.e. ladders, stepladders, power tools etc must be checked periodically

to ensure they are in good order and safe to use. If any faults are identified then they must be withdrawn from service and the Safety Manager/Supervisor notified. Replacement equipment will be issued as a matter of course for any item that is deemed to be unsafe.

Risk Assessments:

The Management of Health and Safety at Work Regulations state that all employers and self-employed persons are required to make a risk assessment. The Regulations also provided that employers of 5 or more employees must record the significant findings of those risk assessments.

The Company provides risk assessments for all activities it undertakes. You must see and read the copies that are available and displayed in the offices. At any time you can review your work activity with the risk assessments. If you feel that changes are necessary, then bring your concerns to the attention of the Safety Manager or Supervisor.

All employees must acknowledge that they have read the Company Risk Assessments.

COSHH:

COSHH assessments are produced for the normal products used on site. These are available for general information. You must read these sheets prior to using substances.

On no account are any types of spillages to be flushed down drains. Report any spillages immediately.

Toolbox Talks:

Regular toolbox talks will be held, general topics covered will be manual handling, fire precautions, responsibilities, scaffolding etc. It is expected that everyone will participate in such initiatives.

Safety is everyone's responsibility. McNally & Thompson expects the highest level of safety awareness on its projects. Your co-operation is necessary to achieve such a culture.

Noise:

All employees of McNally & Thompson should have in the past been made aware of the hazards associated with noise. If you have not, the following identifies the main issues:

- The first action level for noise is 80 decibels, at 85 decibels hearing protection is mandatory. The Company risk assessments clearly identify these facts.
- To remove any doubt grinding operations generate 88-96 decibels dependent on the type of power tool (grinder/chop saw) used, or work location.

-
- You will ***at all times*** use hearing protection whilst performing noisy activities, or be in close proximity to anyone undertaking these operations. You will damage your health (hearing) if you fail to adhere to this instruction.

Duty of Care:

Any waste material generated by our Company's activities must be deposited in the designated skips that are positioned strategically for the removal of waste. If you are in any doubt whatsoever, seek guidance or assistance. Do not use the skip unless you are absolutely sure it is the correct one.

**HOW TO CALL MEDICAL HELP TO SEVERELY
INJURED OR SICK PERSONS**

1. **Personnel who become aware of an accident/incident send someone to notify the client that an incident has occurred.**
2. **He will provide sufficient information to enable the person contacting the emergency services to provide details of the type of injury or illness.**
3. **Once the emergency services have been contacted personnel will be directed to wait in a strategic position for the emergency services to direct the medical staff by the shortest route to the casualty.**

**ATTENTION TO BE GIVEN TO CASUALTIES
UNTIL MEDICAL HELP ARRIVES**

1. **Do not move a casualty unnecessarily, and only do so if he is likely to be injured further if he stays where he is.**
2. **Keep patient warm and covered as soon as possible after the injury.**
3. **Control severe bleeding by covering with a clean handkerchief and, if necessary, put hand over dressing and apply steady pressure to wound.**
4. **Keep talking to the injured person to assure them that assistance is on its way.**

FIRE AND EMERGENCY PROCEDURE**ON DISCOVERING A FIRE:**

1. Sound the alarm – Shout **'Fire' 'Fire' 'Fire'**
2. Evacuate all work areas, check offices
NB: The fire can spread quickly
3. Fight the fire only if you are trained and able to do so.
Do not put yourself in danger.
4. Telephone: 999 Give location:
5. Co-operate with any procedures which may be in place – make yourself known to the Fire Marshall, if appropriate.

ON HEARING THE ALARM:

1. Leave the building work area - Walk, do not run. Do not carry belongings
2. Assemble well clear of buildings
3. Co-operate with head count.
4. Keep within the assembly areas, clear of emergency vehicle/operational hazards.
5. Do not return into buildings until the all clear is given by the fire warden

McNALLY & THOMPSON		
Individual Induction/Training Record		
Surname: First Name:		
Address: Occupation:		
..... Date of Birth:		
..... Registered Disabled YES/NO		
Next of Kin: Telephone No:		
Do you hold current certificates for any of the following?	Yes	No
Asbestos Awareness Training		
Mobile Aluminium Scaffold Tower Training		
Manual Handling Training		
Abrasive Wheels Training (Portable Hand-Held Grinders/Chop Saw)		
First Aid Training (Four-Days) or Emergency First Aid (One Day)		
CORGI Registered		
CSCS Card		
<u>General Safety Training</u>		
Company Safety Induction Date		
Company Emergency Procedures Date		
Accident/Incident Reporting Procedures Date		
Company Risk Assessment Procedures Date		
COSHH Procedures Date		
Manual Handling Procedures Date		
Employee's Signature Date		
Supervisor's Signature Date		
Comments:		

HEALTH AND SAFETY

SAFETY REGULATIONS

All employers must comply with the Health and Safety at Work Act 1974, Statutory Regulations and the Employers and the Client’s Regulations covering their work area on construction sites.

All employees have a general duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Personal Protective Equipment: is provided for your protection and must be used for specific operations.

1. **Safety Helmets** are mandatory on all construction sites
2. **Eye Protection** is mandatory in specified processes, if in doubt check with the Managing Director/Supervisor. Light eye protection may also be mandatory on some construction sites
3. **Safety Footwear** must be worn at all times
4. **Safety Harness** must be used when working at heights where other safeguards, such as scaffolding cannot be erected. Safe access must be available to your place of work at all times
5. **Respiratory Protective Equipment** must be used where hazards exist from dust, fumes, asbestos materials etc
6. **Hearing Protection** is mandatory in designated areas. The Company supplies suitable protective equipment to all employees, use it at all times during noisy activities, i.e. grinding/chop saw etc.

.....
I certify that I have been made aware of the above safety instructions and failure to comply may result in disciplinary action being taken against myself.

Name:

Date: Signature:

SECTION 7

McNALLY & THOMPSON

WORK EQUIPMENT PROCEDURE

WORKPLACE EQUIPMENT

Introduction:

The HSE says that the term work equipment covers ‘any machinery, appliance, tool or installation for use at work’. This wide-ranging definition means that employers must take appropriate steps to protect the welfare of people who use or are affected by all items of work equipment – from complex industrial machinery right down to simple office equipment such as fax machines and photocopiers.

Employers can take a number of steps to ensure that work equipment is used and maintained properly. For example potentially hazardous machinery can be fitted with protective guards to ensure employees do not come into contact with any dangerous parts, while workers should be given adequate training on the safe use of work equipment and how to report any defects. In addition employers must recognise that work equipment can only be used safely if there is adequate lighting in the workplace so that any hazards can be clearly seen – while items of hardware, such as ventilation systems need to be properly maintained so that they continue to operate safely and do not put people at risk.

What the Law Says

In order to protect people from the risks posed by work equipment, employers must be aware of the relevant health and safety legislation and ensure they comply with their legal obligations. Although they only came into force on 5th December 1998, most employers are now aware that the two main sets of regulations covering the safe use of work equipment are the Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

In general terms, PUWER requires employers to select work equipment which is suitable for the work it is supposed to do and is used according to the manufacturer’s instructions. The regulations also require employers to inspect work equipment where significant risk could result from incorrect installation or relocation, deterioration or as a result of exceptional circumstances.

Whilst health and safety legislation firmly places the onus on employers to deal with the risks arising from all kinds of work equipment, it also stresses that employees – and especially machinery operators – have responsibilities to ensure that equipment is used in as safe a manner as possible.

Machinery Hazards

These can cause a wide variety of injuries, including:

- Contact – serious abrasions can occur after contact with grinding wheels, while burns following contact with hot surfaces or amputation following contact with circular saws are also possible.
- Entanglement – clothes, hair or limbs can become entangled in unguarded revolving shafts, pulleys or drills causing severe injury
- Impact – some fast-moving machines can cause severe injury if an individual gets in the way during the machine’s cycle

- Ejection – processing operations can result in particles of wood or metal or mechanical components being thrown out of the machine.

Therefore it is essential that employers assess and remove the hazards posed by workplace machinery so that they do not cause injury.

Machinery Guarding

PUWER places a legal duty on employers to take action to prevent access to dangerous parts of machinery eg by using fixed guards to prevent access to moving parts of a machine, or installing electronic guards to stop the movements of parts before they can be reached.

It also sets out a hierarchy of control measures that needs to be followed when it comes to guarding machinery. These are:

- Using fixed enclosing guards
- Using other guards or protection devices
- Fitting protection appliances such as jigs, holders and push sticks
- Providing information, instruction, training and supervision

Assessing the Risk

Before introducing any control measures to manage the risks from workplace machinery, it is essential that employers assess all risks posed by every machine. Once the risks have been identified then the hazards can be dealt with using the best method possible.

A risk assessment, a legal requirement under the Management of Health and Safety at Work Regulations, not only enables employers to identify the potential health and safety risks posed by work equipment, it also helps them decide whether existing control measures, such as safe systems of work or machinery guarding, are sufficient, or whether more must be done.

Therefore the risk assessment should look at all machinery and work equipment used in the workplace and should identify dangerous parts of equipment which could cause injuries eg gear wheels or conveyor belts.

Typical areas that need to be looked at during the risk assessment might include:

- Whether there are components whose movements could pull limbs into a trap
- Whether there are parts which are sharp, abrasive, hot, cold or electrically live which could injure a person if they were touched
- Whether hair, jewellery or clothing could become entangled in moving machinery
- Whether there is a risk of components or materials being thrown out of the machine

In addition the risk assessment should not only deal with the machine when it is operating normally, it should also cover the setting, maintenance and cleaning of the equipment.

Risk Reduction

Once the risks have been identified, employers must take steps to remove them at source. This can be done by adopting:

- Better physical measures – this might mean making the machine itself inherently safe, perhaps by reducing its speed
- Better procedural measures – this might include implementing a permit to work system or planning maintenance schedules
- Better behavioural measures – this means providing employees with adequate training and instruction in how to use machines safely

Mobile Work Equipment

Mobile work equipment, such as lift trucks used in warehouses and diggers used on construction sites, also pose a number of risks to people at work. As a result, employers should assess the risks of mobile work equipment rolling over. This means looking at:

- The nature of the mobile work equipment and any attachments or accessories which are fitted to it
- The effects of any work being carried out on or by the mobile work equipment
- The conditions in which it is used

There are a number of other devices which can be installed on mobile work equipment to prevent operators and pedestrians being harmed, including protective cages which protect operators from falling objects and angled mirrors which provide operators with an unrestricted view around the vehicle during transport operations.

Lifting Equipment

Employers must carry out a risk assessment of lifting equipment and lifting operations which examines the selection and use of lifting equipment and the training of staff who operate it. For example employers need to consider the weight, shape and centre of gravity of the load to be lifted, how often the lifting equipment will be used to carry out the task, and the risk of a load falling or striking a person or object.

Maintenance and Inspection

Every item of work equipment must be maintained properly and checked so that it continues to operate correctly and does not pose a risk to those operating it. Even equipment such as a kettle in an office kitchen would need a visual inspection every 6 to 12 months.

Maintenance procedures should be carried out in accordance with any manufacturer's instructions and should only be undertaken by competent persons who are trained to do the work. It is important to remember that a maintenance programme should target the parts of work equipment where failure or deterioration could lead to health and safety risks.

An inspection can vary from a simple visual external inspection to a detailed inspection which may include some dismantling or testing of work equipment.

Training and Instruction

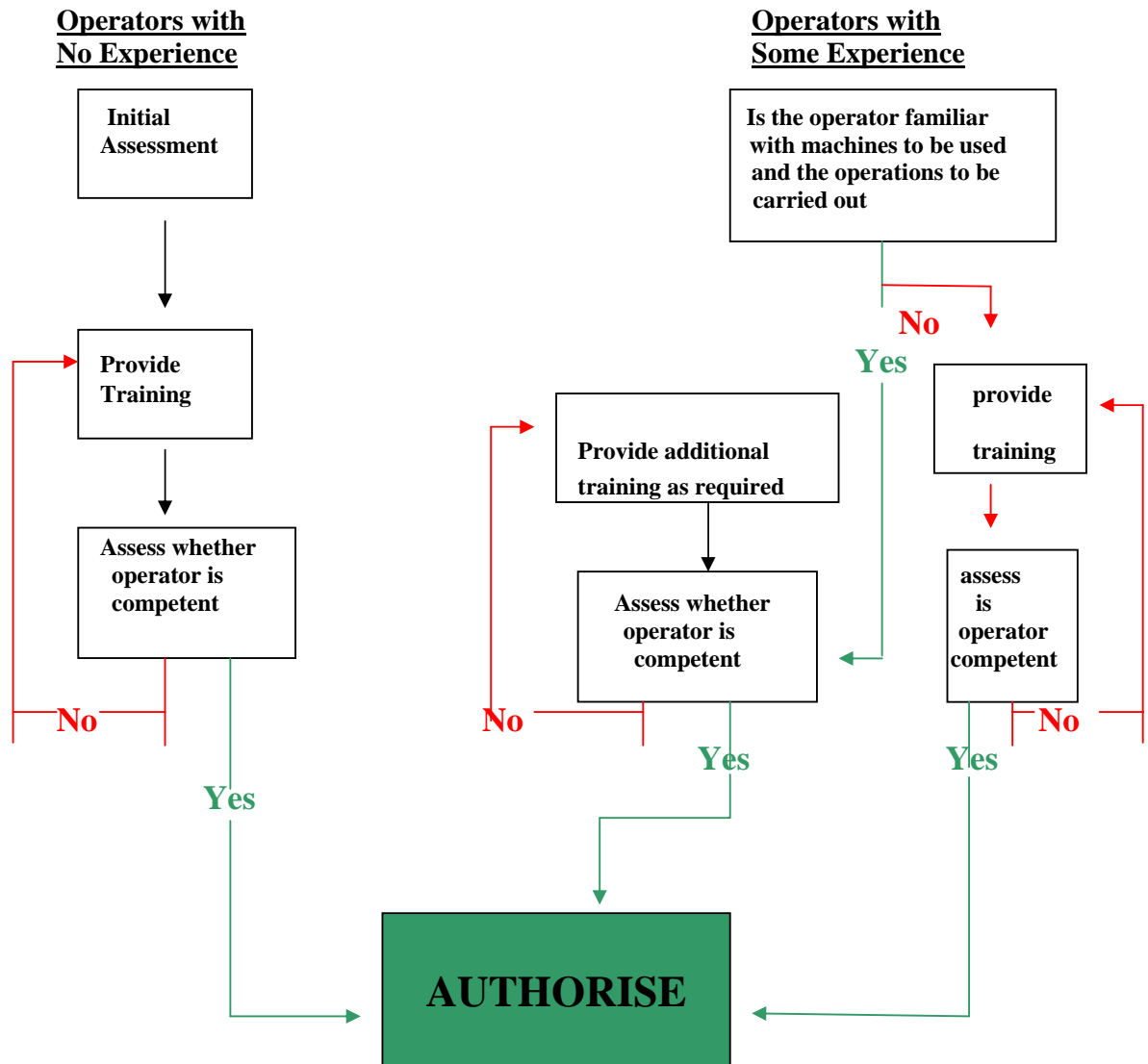
Together with proper maintenance, providing employees with suitable training and instruction is also essential to ensure the continued safe use of work equipment. Therefore managers, supervisors and operators all need to be adequately trained in the safe operation of machinery and to report any defects so that action can be taken to remedy problems quickly.

Training should cover a number of points including:

- All health and safety aspects arising from the use of work equipment
- Any limitations on these uses
- Any foreseeable difficulties that could arise
- The methods for dealing with them.

Training and instruction should be appropriate to the type of work equipment being used.

ASSESSMENT & AUTHORISATION OF MACHINE OPERATORS



SECTION 8

McNALLY & THOMPSON

WORKING AT HEIGHTS PROCEDURE

WORKING AT HEIGHTS**Introduction:**

The aim of this procedure is to ensure that all working at height activities are carried out in a safe and controlled manner.

The Company acknowledges that it has a responsibility to ensure that all work at heights is:

- Properly planned
- Appropriately supervised
- Carried out in a manner which is, so far as is reasonably practicable, safe.

This procedure has to be read in conjunction with The Working at Height Regulations 2005, with particular reference to the Schedules that are contained within this document.

Competence:

The Supervisor will ensure that no person engages in any activity, including organisation, planning and supervision, in relation to working at height or work equipment for use in such work unless he/she is competent to do so or, if being trained, is being supervised by a competent person.

Requirements:**Avoidance of Risks from Work at Height**

The Safety Manager/Supervisor will undertake to prepare Risk Assessments and Method Statements to identify the measures necessary to undertake work in a safe and controlled manner.

He/she will ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely other than at height. Where work is carried out at height the Safety Manager/Supervisor will introduce control measures to prevent any person falling a distance liable to cause personal injury. This will include the provision of suitable work equipment to minimize the distance or the consequences of a fall.

Training

The Company will only employ personnel who are competent to undertake their duties in line with the activities requested of them. Where they are not competent the Company will undertake to carry out the appropriate training as is necessary to provide them with the skills and knowledge to enable them to undertake their duties in a safe and competent manner.

Where work equipment is utilised personnel will be trained and instructed in its use to prevent any person falling a distance liable to cause injury.

Selection of Work Equipment for Work at Height

The Managing Director will select work equipment for use in work at height activities as a priority rather than rely on personal protective measures.

Account will be taken of:

- The working conditions and the risks to the safety of persons at that place where the work equipment is used.
- Work equipment used for access/egress, the distance to be negotiated
- The distance and consequences of a potential fall
- The duration and frequency of use
- The requirements for evacuation and rescue in an emergency

Requirements for Particular Work Equipment

Work equipment utilised by the Company will be in compliance with the Statutory Instrument 2005 No. 735 – The Work at Height Regulations 2005 and in particular the following schedules:

- Schedule 1 – Requirements for Existing Places of Work and Means of Access or Egress at Height
- Schedule 2 – Requirements for Guard-Rails, Toe-Boards, Barriers and Similar Collective Means of Protection
- Schedule 3 – Requirements for Working Platforms
- Schedule 4 – Requirements for Collective Safeguards for Arresting Falls
- Schedule 5 – Requirements for Personal Fall Protection Systems
- Schedule 6 – Requirements for Ladders
- Schedule 7 – Particulars to be Included in a Report of Inspection

Fragile Surfaces

The Safety Manager/Supervisor will ensure that no person at work passes across or near, or works on, from or near, a fragile surface where it is reasonably practicable to carry out work safely. Where situations arise where this cannot be complied with the Supervisor will ensure that so far as is reasonably practicable suitable and sufficient platforms, coverings, guard rails or similar means of support or protection are provided and used so that any foreseeable loading is supported by such supports or borne by such protection.

Prominent warning notices will be displayed in locations where fragile surfaces are identified.

Falling Objects

The Safety Manager/Supervisor will take suitable and sufficient steps to prevent the fall of any material or objects within his areas of control. He will also ensure that materials and objects are stored in such a way as to prevent risk to any person arising from the collapse, overturning or unintended movement of such materials or objects.

The Safety Manager/Supervisor shall also ensure that no material or object is thrown or tipped from height in circumstances where it is liable to cause injury to any person.

Danger Areas

The Safety Manager/Supervisor will ensure that where a workplace contains an area in which owing to the nature of the work there is a risk of any person at work falling a distance or being struck by a falling object which is liable to cause personal injury then

suitable protective measures will be taken with the aim of preventing unauthorized persons from entering the area by utilizing barriers, warning notices and signs.

Inspection of Work Equipment

The Safety Manager/Supervisor will ensure that where the safety of work equipment depends on how it is installed or assembled, it is not used after installation or assembly in any position unless it has been inspected in that position.

Duties of Employees

Employees are to bring to the attention of the Company any activity or defect relating to work at height which they know is likely to endanger the safety of himself, herself or another person.

All employees shall use any work equipment or safety device provided to him for work at height by the Company or by a person under whose control he/she works in accordance with:

- Any training in the use of the work equipment
- The instructions that have been provided for him/her by the Company

SECTION 9

McNALLY & THOMPSON

MANUAL HANDLING PROCEDURES

MANUAL HANDLING

Introduction

Regulation 4 of The Manual Handling Regulations introduced requirements to make evaluations and assessments. McNally & Thompson will, so far as is reasonably practicable, avoid the need for employees to carry out manual handling operations which involve a risk of injury. Where it is not reasonably practicable to avoid the need for employees to carry out manual handling operations which involve a risk of injury, they will:

- Make and keep up-to-date a suitable and sufficient assessment of all such manual handling tasks. Formal assessment is required at this point, identifying each type of category of manual handling operation likely to be encountered. The assessment must also establish the range of risks and the remedial action required to obviate those risks. Written assessments will be required in all but the simplest of cases and must consider the four inter-related factors contained in Schedule 1 to the Regulations which are:
 - the task
 - the load
 - the working environment
 - individual capability
- Take appropriate steps to reduce the risk of injury to those employees arising out of their undertaking any such manual handling operations to the lowest level reasonably practicable.
- Take appropriate steps to provide employees who are undertaking any such manual handling operations with general indications, and where reasonable to do so, precise information on the weight of each load and the heaviest side of each load whose centre of gravity is not centrally positioned.

This last requirement will be met in a number of ways, depending on the circumstances. For work which is of a more routine and predictable nature, it may be possible for the employer to ensure that all loads are clearly marked with their weight. If this cannot be done, employees will be given general information about the range of loads to be handled including their weight. For more varied work, where the range of loads or the tasks are large and possibly unpredictable, training will be required to recognise the characteristics of loads which will give rise to injury.

Employees have to make full and proper use of any equipment or system of work provided by McNally & Thompson to assist in the operation, and also have to inform their employer if a physical condition suffered by them might reasonably be expected to affect the ability to undertake manual handling operations safely (eg pregnancy or medical condition).

Requirements:

Responsibilities:

The Safety Manager/Supervisor will produce manual handling risk assessments as appropriate.

Manual Handling Assessments:

Initially there will be an 'appraisal' of those manual handling operations which involve a risk that cannot be dismissed as trivial, to determine if they can be avoided.

A possible risk will arise when lifting any load of more than about 10kg from the floor or above shoulder height, and a maximum load for the optimum condition (lifting from a bench at waist level using both hands in a stable body position is put at 25kg). These weights are for males, for females they should be cut by about a third.

Basic guideline figures for lifting and lowering should be reduced if there is a twisting of the trunk required. The values should reduce by 20% for a 90 degree twist and 10% for a 45 degree twist. Repetition reduces the values by half where the action is repeated five to eight times a minute, and by 80% for more frequent repetition. Carrying loads more than about 10m will prompt a reduction in the guideline values. Pushing and pulling actions carry a guideline figure for further assessment of about 25kg, where the force is applied through the hands held below shoulder height. Lack of opportunities for rest and recovery are significant limiters, as is handling more than 5kg when seated.

In any particular case, an assessment will be made if there is any doubt as to the continued acceptability of an operation. The following factors will also need to be in place:

- The handler is standing or crouching in a stable body position with the back substantially upright
- The trunk is not twisted during the operation
- Both hands are used to grasp the load
- The hands are not more than shoulder width apart
- The load is positioned centrally in front of the body and is itself reasonably symmetrical
- The load is stable and readily grasped
- The work area does not restrict the handler's posture
- Any PPE used does not interfere with the performance of the task.

At this stage a series of questions will be asked:

- Is there a risk of injury?
- Is it reasonably practicable to avoid moving the load?
- Is it reasonably practicable to automate or mechanise the operation?

The Assessment:

If it appears that manual handling operations which present a risk cannot be avoided, then a more detailed assessment will be carried out.

The aim of this assessment is to evaluate the risk associated with a particular task and identify control measures which can be implemented to remove or reduce it. The assessments will be written down except if the task is very simple, very straightforward, of low risk or lasting only a short time.

If the work being carried out is varied it will not always be possible to assess every single instance of manual handling. In these cases each category of manual handling will be identified and the associated risks assessed.

The assessment will take account of four factors – the task, the load, the working environment and the individual capabilities.

The Task:

Is the load held at a distance from the trunk: Failure to keep the load close to the body will increase the stress on the lower back and make it less easy to counter-balance it with the weight of the body.

Does the task involve twisting: Stress on the lower back is increased if twisted trunk postures are adopted or if twisting occurs while supporting the load. Risk of injury also increases if the feet and hands are not well placed to transmit forces efficiently between the floor and the load.

Does the task involve stooping: Stooping reduces the safe capacity that can be lifted significantly whether the handler stoops by bending the back or by leaning forward, at all times the employee must endeavour to keep the back straight.

Combining risk factors: Safe capacity is reduced if twisting is combined with stooping or stretching.

Does the task involve excessive lifting or lowering distances: Stresses are increased when loads are handled at the extremes of vertical movement. Also if the load has to be handled through large distances more physical demand is placed on the individual.

Does the task involve excessive carrying distances: In general if a load can be safely lifted and lowered, it can also be carried without endangering the back. However, if the load is carried for an excessive distance (greater than 10m) physical stresses are prolonged leading to fatigue and increased risk of injury.

Does the task involve excessive pushing or pulling of the load: Pushing and pulling can present a risk of injury to the handler with the risk of injury increased if pushing or pulling is carried out with the hands much below waist height or above shoulder height. The risk of slipping will also be considered.

Does the task involve a risk of sudden movement of the load: If the load becomes free and the handler is unprepared, sudden unpredictable stresses can be imposed upon the back.

Does the task involve frequent or prolonged physical effort: The frequency of handling a load can increase the risk of injury and also lead to fatigue. It is important that there should be sufficient rest during any physically demanding work.

Handling while seated: Handling loads whilst seated imposes physical constraints because if the legs are not used then most of the work is done by the weaker muscles of the upper limbs. Also lifting from below the level of the work surface can result in twisting and stooping which will increase the risk of injury.

Team handling: Sometimes handling by two or more people can solve problems but it can also introduce other risks and these will need to be considered.

The Load:

- Is the load heavy?
- Is the load bulky or unwieldy?
- Is the load unstable or are its contents likely to shift?
- Is the load sharp, hot or otherwise potentially damaging?

The Working Environment:

- Does lack of space prevent good posture?
- Are there uneven, slippery or unstable floors?
- Are there variations in level of floors or work surfaces?
- Are there extremes of temperature, humidity or air movements?
- Are there poor lighting conditions?

Individual Capability:

- Does the task require unusual strength, height etc?
- Does the task put at risk those who are pregnant or have health problems?
- Does the task require special knowledge or training for its safe performance?

Risk Assessment Method:

Three types of risk assessment will be considered and the most suitable adopted:

- Generic Risk Assessment – these are applicable to general manual handling operations.
- Amended Generic Risk Assessments – these will be used when it is necessary to make minor amendments for specific situations.
- Specific Risk Assessments – these are for ‘one-off’ situations not covered by the above.

All persons carrying out manual handling operations that have been shown to be hazardous will receive basic training in manual handling techniques.

Identifying Solutions:

Specific risks will be identified by referring to the generic assessments. Employees will be alerted to possible solutions to some of the problems.

- Mechanical handling aids
- Housekeeping improvements eg: tidiness, removal of trip hazards, maintenance of ground, stable walkways, reduction of gradients where possible
- Personal protective equipment eg: overalls, safety boots or shoes, gloves and safety helmet

MANUAL HANDLING OPERATIONS RISK ASSESSMENT

<u>SUMMARY OF ASSESSMENT</u>			
Operations covered by this Assessment:		Overall priority for remedial action: Nil/Low/Med/High* <i>(Remedial action to be taken is noted in Section D)</i>	
Locations:		Date by which action is to be taken:	
Personnel involved:		Re-assessment required:	
Date of Assessment:		Assessor's Name:	Signature
<u>Section A – Preliminary</u>			* Delete as Appropriate
Q1 Do the operations involve a significant risk of injury: <i>Information which will help in making this decision can be found in the Risk Assessment Manual. If in doubt answer YES. If NO the Assessment need go no further. If YES go to Q2.</i>		YES/NO*	
Q2 Can the operation be avoided/mechanised/automated at a reasonable Cost? <i>If NO go to Q3. If YES proceed and then check that the result it satisfactory.</i>		YES/NO*	
Q3 Are the operations clearly within acceptable limits? <i>If NO go to Section B . If YES go to Section C .</i>		YES/NO*	
<u>Section C – Overall Assessment of Risk</u>			
Q4 What is your overall assessment of the risk to health and safety? Insignificant / Low / Medium / High <i>If not 'insignificant' go to Section D. If 'insignificant' the assessment need go no further</i>			
<u>Section D – Remedial Section Required</u>			
Q5 What remedial steps should be taken, in order of priority?			
i.			
ii.			
iii.			
iv.			
v.			
And finally:			
<ul style="list-style-type: none"> • Complete the summary above • Compare it with your Manual Handling Assessments • Decide your priorities for action • TAKE ACTION AND CHECK THAT IS HAD THE DESIRED EFFECT 			
Personnel Associated with Activities			
Name	Trade	Signature	Date

(See next page for continuation of signatures)

Section B – More Detailed Assessment Where Necessary						
Questions to Consider <i>(if the answer is YES consider the level of risk)</i>	Level of Risk					Possible Remedial Action <i>(Make rough notes then transfer to Section D)</i>
	YES	NO	LOW	MED	HIGH	
THE TASKS – do they involve:						
Holding loads away from trunk						
Twisting						
Stooping						
Reaching upwards						
Large vertical movements						
Long carrying distance						
Strenuous pushing or pulling						
Unpredictable movement of loads						
Repetitive handling						
Insufficient rest or recovery						
A work-rate imposed by a process						
THE LOADS – are they:						
Heavy						
Bulky or unwieldy						
Difficult to grasp						
Unstable or unpredictable						
Intrinsically harmful (eg hot or sharp)						
WORKING ENVIRONMENT – are there:						
Constraints on posture						
Poor lighting conditions						
Poor floors						
Variation in level						
Hot/cold/humid conditions						
Strong air movements						
INDIVIDUAL CAPABILITY – does the job:						
Require unusual capability						
Hazard those with a health problem						
Hazard those who are pregnant						
Call for special information or training						
OTHER FACTORS						
Is movement of posture hindered by clothing or PPE						
<p>WHEN YOU HAVE COMPLETED SECTION ‘B’ GO TO SECTION ‘C’ Deciding the level of risk will inevitably call for judgement.</p>						

(continuation of signatories to manual handling assessment)

Name	Trade	Signature	Date

SECTION 10

McNALLY & THOMPSON

COSHH ASSESSMENT PROCEDURE

THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**Introduction**

The Control of Substances Hazardous to Health Regulations reinforces the basic principle established by Section 2(2)(b) of the Health and Safety at Work Act 1974, to safeguard the health of employees who have to work with any substances or any article that contains substances that can be a hazard to health.

A substance can be anything that is liquid, solid, gas or dust. The Regulations apply to all workplaces. To quote briefly from the Regulations:

‘An Employer shall not carry on any work which is liable to expose any Employee to any substance hazardous to health, unless he has made a suitable and sufficient assessment of risks created by that work to the health of those Employees, and of the steps that need to be taken to meet the requirements of these Regulations.’

Management Responsibilities

The Company must ensure:

- That all substances that may be injurious to health obtained for use on site, whether for inclusion within the temporary or permanent works are suitably assessed with regard to the risks presented during use and that control measures are laid down.
- Any materials or substances used on site must have a hazard data sheet (this can be obtained from the supplier and should be requested when ordering materials). A copy of the material safety data sheet must be forwarded to the head office to enable an assessment/review of the materials used on site.
- During the contract period any personnel using materials or substances must read the material safety data sheets/assessments to familiarise themselves with any hazards that may prevail. This information is to be available from the Safety Manager/Supervisor.
- It is the Safety Manager/Supervisor’s responsibility to ensure that all personnel working with materials or substances where it is clearly identified that a risk exists are informed about its safe use and any control measures (including PPE) that are required to negate or reduce the risk factor to an acceptable level.
- All COSHH assessment sheets, records are retained at the Company’s Head Office.
- That all COSHH details and assessments of any substance within the meaning of the COSHH Regulations are obtained from all sub-contractors prior to commencement of work on site.

It is the Safety Manager’s responsibility to review the site safety procedures therefore ensuring compliance. This will also include any sub-contractors, therefore ensuring that all the appropriate information is available on site.

IF IN DOUBT, ASK

COSHH RISK ASSESSMENT

Risk Assessment	
1. SUBSTANCE	
Supplier:	
.....	
Process, Use or Purpose:	
2. WHAT EFFECTS CAN THE SUBSTANCE HAVE ON THE BODY?	
Very Toxic? Yes/No	Toxic? Yes/No
Harmful? Yes/No	Corrosive? Yes/No
	Irritant? Yes/No
3. EXPOSURE BY ROUTES OTHER THAN BY INHALATION	
Who will be potentially exposed? The Operative Yes/No	Other Persons Yes/No
Will personal protective equipment need to be worn?	Yes/No
Hand Protection Yes/No	Specify type
Eye Protection Yes/No	Specify type
Face Protection Yes/No	Specify type
Respiratory Protection Yes/No	Specify type
4. EXPOSURE BY INHALATION	
Who will be potentially exposed? The Operative Yes/No	
Has the substance a maximum exposure limit?	Yes/No MEL
Has the substance an occupational exposure limit?	Yes/No OEL
5. MEASURES FOR PREVENTING OR CONTROLLING EXPOSURE BY INHALATION	
Elimination of the substance? Yes/No	
Substitution by a less hazardous substance? Yes/No	
Totally enclose the process? Yes/No	
Partially enclose the process, with Local Exhaust Ventilation? Yes/No	Existing? Yes/No
Reduction of numbers of employees exposed and exclusion of non-essential access? Yes/No	
Safe storage and disposal? Yes/No	
Provision of facilities for washing, changing and storage and laundering of clothing? Yes/No	
Prohibition of eating, drinking or smoking in contaminated areas? Yes/No	
6. MONITORING	Tick Box ↑ Air ↑ LEV ↑ Fume ↑ Dust ↑ Micro-organisms
Frequency	Duration
Method of use	

7. FIRST AID Eye Contact: Skin Contact: Ingestion:
8. FIRE PRECAUTIONS
9. STORAGE
10. DISPOSAL
11. PREVENTIVE MEASURES
12. ASSESSMENT COMPLETED BY: Name: Department: Date: Review Date:

SECTION 11

McNALLY & THOMPSON

NOISE ASSESSMENTS

NOISE ASSESSMENTS

Introduction:

The purpose of the Noise Regulations 2005 is to make sure that people do not suffer damage to their hearing - so controlling noise risks and noise exposure should be where you concentrate your efforts.

Wherever there is noise at work McNally & Thompson should be looking for alternative processes, equipment and/or working methods which would make the work quieter or mean people are exposed for shorter times. McNally & Thompson should also be keeping up with what is good practice or the standard for noise control within your industry.

Where there are reasonably practicable things McNally & Thompson can do to reduce risks from noise,

that are reasonably practicable, they should be done. However, where noise exposures are below the lower exposure action values, risks are low and so McNally & Thompson would only be expected to take actions that are relatively inexpensive and simple to carry out.

Where the Company assessment shows that its employees are likely to be exposed at or above the upper exposure action values, McNally & Thompson must put in place a planned programme of noise control.

Regulations:

The Control of Noise at Work Regulations 2005 (the Noise Regulations) came into force for all industry sectors in Great Britain on 6 April 2006.

The aim of the Noise Regulations is to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears).

The Control of Noise at Work Regulations 2005, replace the Noise at Work Regulations 1989. The level at which employers must provide hearing protection and hearing protection zones is now 85 decibels (daily or weekly average exposure) and the level at which employers must assess the risk to workers' health and provide them with information and training is now 80 decibels. There is also an exposure limit value of 87 decibels, taking account of any reduction in exposure provided by hearing protection, above which workers must not be exposed.

The Health Effects of Noise at Work:

Noise at work can cause hearing loss that can be temporary or permanent. People often experience temporary deafness after leaving a noisy place. Although hearing recovers within a few hours, this should not be ignored. It is a sign that if you continue to be exposed to the noise your hearing could be permanently damaged. Permanent hearing damage can be caused immediately by sudden, extremely loud, explosive noises, eg from guns or cartridge-operated machines.

But hearing loss is usually gradual because of prolonged exposure to noise. It may only be when damage caused by noise over the years combines with hearing loss due to ageing that people realise how deaf they have become. This may mean their family complains about the television being too loud, they cannot keep up with conversations in a group, or they have trouble using the telephone. Eventually everything becomes muffled and people find it difficult to catch sounds like 't', 'd' and 's', so they confuse similar words.

Hearing loss is not the only problem. People may develop tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition which can lead to disturbed sleep.

Remember: Young people can be damaged as easily as the old.



How is Noise Measured?

Noise is measured in decibels (dB). An 'A-weighting' sometimes written as 'dB(A),' is used to measure average noise levels, and a 'C-weighting' or 'dB(C),' to measure peak, impact or explosive noises. You might just notice a 3 dB change in noise level, because of the way our ears work. Yet every 3 dB doubles the noise, so what might seem like small differences in numbers can be quite significant.

McNALLY & THOMPSON**NOISE ASSESSMENT**

Type of Machine	Name of Machine	Noise Level dB(A) Max	Ear Protection Recommendations
Drills	Black & Decker 2 Speed Hammer Drill	92	Ear protection is mandatory, identify the immediate work area.
	Bosch Hammer Drill 18.2RE	96	Ear protection is mandatory, identify the immediate work area.
	Hitachi Impact Drill DV20T	96	Ear protection is mandatory, identify the immediate work area.
Jack Hammer	Kango 1400	103	Ear protection is mandatory, identify the immediate work area. Identify machine with waving signs.
	Kango 2500	113	Ear protection is mandatory, identify the immediate work area. Identify machine with waving signs.
	Kango 900/950	105	Ear protection is mandatory, identify the immediate work area. Identify machine with waving signs.
Grinders	Bosch Grinder 5.5	97	Ear protection must be worn. Identify area with signs.
	Hitachi Grinder 7	98	Ear protection must be worn. Identify area with signs.
	Bosch Electric 9 Disc Cutter	104	Ear protection must be worn. Identify area with signs. Identify machine with warning signs
Stihl Saw	Stihl TS360 4VS	114	Ear protection must be worn. Identify area with signs. Identify machine with warning signs.
Bench Grinder	Wolf 8681	92	Ear protection must be worn. Identify area with signs. Identify machine with warning signs.
Saws	Makita 9" Skill Saw	102	Ear protection must be worn. Identify area with signs. Identify machine with warning signs.
Breakers	Atlas Copco Tex 11, Tex 32 & Tex 42	106/107	Ear protection must be worn. Identify area with signs. Identify machine with warning signs.
Cartridge Gun	Hilti DX450	114	Ear protection must be worn. Identify area with signs. Identify machine with warning signs.

SECTION 12

McNALLY & THOMPSON

SAFE WORKING IN AN OFFICE

SAFE WORKING IN AN OFFICE

Introduction

Thousands of office workers suffer injuries each year. An office is not automatically a safe place in which to work. Positive action is necessary - hazards identified, preventive measures established and precautions taken. This also demands constant vigilance.

An office is the total premises including such areas as car parks, garages, footways, gardens and ancillary buildings. It also encompasses stores, garages and the like, which are not adjacent to offices. An office may be owned, leased or rented, it may be occupied solely by Company employees or shared with other firms. The term office also includes the contents of buildings.

This note describes the precautions to be taken and the procedures to be followed to minimise risks to the health and safety of those who work in our offices and others (eg visitors, public) who could be affected.

Hazard and risk assessments appropriate to the activities and as required by current legislation are to be complied and used in all offices.

Company offices may have an Office Safety Co-ordinator, whose name should be posted on health and safety notice boards. Everyone working in the office should know who the Office Safety Co-ordinator is and where he/she is to be found.

Reports of defects and suggestions for improvements should be made to him/her but where needed emergency procedures should be followed.

There may be office health and safety notice boards in the reception area (edged in red) that display important instructions and information (eg fire precautions and escape actions in emergency). These notices should be read and their contents remembered against the day when urgent action may be necessary.

For large offices there should be Fire Wardens appointed to deal with precautions and particularly with escape from fire. Their names and locations should be posted on the health and safety notice boards, together with a summary of their duties.

In all but very small offices, there are employees trained to render first aid. Their names and locations should be posted on the notice boards. All offices are provided with at least one first aid box, usually in the care of an employee trained in first aid. The location on first aid boxes is also posted on notice boards.

Working Alone in an Office

Working outside the usual office working hours is the commonest situation that can lead an employee to be working alone. In a small office an employee could find himself alone during working hours. Several of the precautions for work outside working hours apply equally to this situation.

Everyone intending to work outside usual working hours should take the precautions described below. This is because he/she cannot be sure that they will have

companions during the whole of the period. For example they could be the last to leave the office unless specific arrangements had been made to avoid this.

Several measures are common to all work in an office, but they become more crucial when working alone.

The precautions are listed here:

- Inform the office administrator/manager of your intention to work late; they should be aware of other work planned for the period.
- Know how to use the telephone in emergency. The availability of extensions can be limited outside usual working hours.
- Know the telephone numbers for use in an emergency.
- Know the location of the nearest first aid box.
- Know the fire precautions for the building
- Know the security arrangements for the building and the procedures for the last person to leave the room, floor and building.
- Never assume that you are the only person working in the building or that you are the last to leave - check before leaving.
- Turn or switch off taps, coffee machines, equipment, lights etc.
- Record times of arrival and leaving in line with the Company system, if no such system is in place always ensure that someone is aware that personnel are working alone in the office/building.

General Office Precautions

Some of the precautions which follow may appear obvious or trivial. However, disregard of even the most obvious could result in serious injury.

These precautions are equally applicable to working in manufacturing area offices, advise someone in a position of responsibility of any hazards or areas of concern.

- Do not lift anything too heavy or awkwardly shaped - get help
- Do not carry anything that prevents you seeing where you are going
- Do not run, push open doors violently or jump up or down stairs
- Do not tilt chairs backwards on two legs - such malpractice has killed
- Do not use chairs etc with obvious defects - put out of use - and report defect
- Do not use a chair to reach a high shelf
- Do use a glass door or a glass panel in a door to avoid hitting someone on the other side
- Avoid furniture layouts that create hazards when drawers or doors are open
- Avoid unnecessary accumulations of papers, files etc
- Do not overload shelves
- Do not stack things too high or in unstable arrangements
- Put heavier things on lower shelves or in lower drawers of cabinets
- Use filing cabinets in the correct manner, open only one drawer at a time and close the drawers after use
- Do not leave parts of furniture projecting (eg lower drawer of a filing cabinet) where they can obstruct movement
- Do not have cables running across the floor where they can trip people
- Do use circuit breakers with kitchen electrical appliances

- Do not allow loose objects to lie on the floor eg pencils - they can act like a skateboard
- Do not allow floor coverings, eg carpet tiles to become loose or ruck up
- Clean up spillages on floors thoroughly, many liquids and substances can be slippery when spilt or when dried on
- Keep sharp objects - razor blades, knives and the like - in covered containers.

Office Machines & Equipment

- Do not use office machines and equipment without reading and following the instructions carefully and precisely.
- Do not use office machines (eg guillotines) or equipment if the safety guards are damaged, missing or misplaced.
- Do not investigate or interfere with any machine or equipment whether electrically operated or not beyond the limit laid down in its instructions. If necessary, call for assistance from the suppliers.

Visual Display Units

Visual display units (VDUs) are a common feature in offices. As more and more people use VDUs questions have arisen about their effects on health. Some of the best advice can be found in the Health and Safety Executive leaflet 'Working with VDUs'.

It answers the questions which are most commonly asked about VDUs and suggests simple adjustments that can be made to the workplace to make them more comfortable and easy to use.

Electricity

- Do not open electrically operated machines or equipment without switching off (and disconnecting) where possible from the supply.
- Do not use worn or damaged electric cables damaged plugs or sockets or damaged electric installations equipment or machines or equipment which has no examination label. Put out of use and report to the Office Manager/Administrator.
- Do not overload an electric circuit or an outlet such as a socket
- Do not run leads or cables from lighting sockets
- Do not use makeshift electrical connections
- Switch off and disconnect any machine or equipment that overheats, smokes, sparks or gives a shock. Report promptly.
- Electrical leads to kettles etc should be kept as short as practicable and should not be able to dangle into a sink or basin. Use circuit breakers with appliances in kitchens.

NB: All electrical appliances in use in the office must have been inspected and tested by a competent person during the proceeding 12 months. Records of all such inspections must be maintained in a register. Ensure a clearly visible label is attached to the appliance identifying its last and next test date. If it is out of date do not use it.

Hazardous Substances in the Office

- Do not use any substance, particularly a liquid or an aerosol, before reading the instructions on its container. Follow these instructions precisely.
- Do not use any substance that does not have both an identifying label and clear instructions for safe use.
- Do not put any substance into an unlabelled container or into a container with an incorrect label.
- Do not leave cupboards unlocked that contain hazardous substances - return the key to the nominated holder.
- Always wear protective clothing when handling hazardous substances. The minimum requirements are stated on the labels or instructions posted at the appliance etc. Typical clothing comprises goggles, gloves and aprons.
- Do not handle a hazardous substance identified by its label etc until you know the emergency action to take, if some were to be spilt particularly if spilt or splashed onto people. (See comment below on hazard data sheets).
- Bleach and similar such liquids should be kept well away from food preparation areas, preferably in a separate lockable cupboard/cabinet where unauthorised access is prevented. (Hazard data sheets to be available for all substances to be recorded in a file available to everyone).

Fire Precautions

- Make sure matches, cigarettes etc are extinguished and put in fire proof ashtrays or containers
- Observe the rules for all NO SMOKING areas
- Take care in the handling of flammable liquids and deal with any spillages promptly
- Do not forget to switch off hot plates gas or electric rings, ovens and the like
- Switch off (and disconnect where possible) electrically operated machines and equipment at the end of the day or shift
- Operate the established procedure for the last person to leave a room, floor or building
- Do not wedge open fire doors that should be kept closed
- Know the safe routes or escape and help to keep them clear
- Learn what to do in the event of a fire, know the fire drill procedures

- Know where the nearest fire alarm is and how and when to use it (instructions will be displayed)
- Know where the nearest fire extinguishers are and how and for which kinds of fire to use them safely
- Co-operate during fire drills and exercises including practice evacuations.

OFFICE SAFETY INSPECTION REPORT

Inspection carried out by: **Date:**

General Welfare	Inspected Yes/No	Comments
1. General cleanliness (rooms, windows etc)		
2. Suitable accommodation (no overcrowding etc)		
3. Suitable and adequate ventilation		
4. Adequate temperature		
5. Suitable and adequate lighting		
6. Condition of floors, passages and stairs		
7. Toilet and washing facilities		
8. Storage for clothing and materials		
9. 'Wet Floor' signs displayed during cleaning		

Fire Precautions	Inspected Yes/No	Comments
1. Is Fire Certificate current?		
1. Is Fire Equipment adequate and suitable?		
3. Date of last examination		
4. Fire Alarm - date of last test		
5. Are tests recorded		
6. Is a different alarm point tested each time		
7. Are all Fire Exits suitably identified?		
8. Are means of escape free from obstruction?		
9. Are all staff aware of Fire Drill procedures		
10. Date of last Evacuation Drill (.....)		
11. Are Fire Doors kept closed when not in use		

First Aid Facilities	Inspected Yes/No	Comments
1. Provision and adequacy of First Aid Boxes		
2. First Aid Boxes properly equipped		
3. First Aider(s) named on Box		
4. Is Accident Book available?		
5. All Accident Forms submitted		

Electrical Equipment	Inspected Yes/No	Comments
1. Is all equipment inspected/tested?		
2. Conditions of plugs and sockets		
3. Conditions and use of trailing cables		
4. Are all cables correctly gripped by the plug?		
5. Are equipment rooms free from risk of fire?		
6. Is all portable equipment 240 volt or less?		
7. General conditions and tidiness of equipment		

Employee Information	Inspected Yes/No	Comment
1. Is Health and Safety Information Poster displayed?		
2. Are employees aware of COSHH assessments and hazards?		
3. Is current employers liability insurance/certificate displayed?		
4. Is Accident Book available?		
5. Have all employees been safety inducted?		
6. Are records available?		
7. Are disabled staff catered for?		

Observations from Inspection	Action Necessary ?	Issues to Action

SECTION 13

McNALLY & THOMPSON

SAFETY ASSESSMENT OF

CONTRACTORS & SUB-CONTRACTORS

SAFETY ASSESSMENT OF CONTRACTORS & SUB-CONTRACTORS**Introduction**

In the same way that the quality system requires a check on a suppliers procedures, it is similarly necessary to check their health and safety arrangements. This can either be done for individual projects or by the establishment of a departmental register of approved suppliers in parallel with the QA list of approved suppliers. The register will need to be revised on an agreed timescale.

Requirements

When defining the conditions and contract requirements for suppliers it is necessary to specify the following:

- The safety standards and requirements expected for the supplier as outlined in the Company Safety Management Procedures
- The safety audit requirements specified by McNally & Thompson of the client
- That a supplier Health and Safety Questionnaire is completed.
- That copies of the documents listed in the Health and Safety Questionnaire should be attached.

The following health and safety issues should be considered when evaluating tender responses:

- The safety responsibilities within the contractors organisation
- The supplier's safety policy
- The supplier's internal safety audit arrangements
- The safe systems of work or method statements proposed
- The supplier's accident record
- The training qualifications and experience of their staff
- Their accident reporting procedures.

Considerations

The evaluation of tender submissions is a subjective process, health and safety are just two of the many areas to be considered. It is common practice for companies to have standard instructions, method statements and permit to work systems. The suitability of these should be considered in relation to the task. In some cases standard documentation may need to be developed to produce job related method statements. When tenders from approved suppliers are being considered it is pertinent to review their health and safety performance on previous jobs. Some companies may have in-house systems for safety inspections or safety audit. Documentary evidence of such procedures can provide evidence that the supplier is implementing their own laid down procedures. Whilst such checks do not affect the requirement for safety audits they may well affect the frequency and scope of such safety audits.

HEALTH AND SAFETY ASSESSMENT QUESTIONNAIRE FOR SUB-CONTRACTORS

Name of Contract:

Contract No:

Order No:

Name of Sub-contractor:

Tel No:

A	B		C	D	E
			Tender	Post-Tender Stage	
			Please √ if you can provide a copy X if you cannot	Received by MGL at pre-letting meeting	Checked by MGL
1.0	*Health and Safety Policy (Provide Evidence)				
	1.1	The (Sub) Contractor Policy Statement is dated & signed by a Managing Director			
	1.2	The Policy includes Responsibilities & Organisation			
	1.3	The Policy includes Safe Working Arrangements for the particular works			
2.0	Responsibilities and Training (Provide Evidence/Certification)				
	2.1	The Managing Director responsible for safety is named in the policy			
	2.2	The (Sub) Contractor employs a competent Safety Advisor			
	2.3	The works will be supervised by trained competent staff			
	2.4	The works will be carried out by trained competent operatives			
	2.5	All plant and equipment will be operated by certificated personnel			
	2.6	The (Sub) Contractor will carry out relevant Tool Box Talks			
	2.7	All personnel will attend Safety Inductions & Presentations			
3.0	Monitoring (Provide Evidence)				
	3.1	The (Sub) Contractor's Safety Advisor audits the work at least monthly			
	3.2	Senior Site Staff will attend Monthly Safety Meetings			
	3.3	Accident Report Procedures (including passing information to MGL)			
	3.4	Copy of Accident Statistics/Prohibitions/Prosecutions etc for last 3 years			
4.0	Site Specific Requirements (Provide Copies)				
	4.1	Risk Assessments/Method Statements appropriate to these works			
	4.2	Procedures for sub letting of works to ensure competent recruitment			
	4.3	Plant and Equipment Maintenance Logs available			
	4.4	COSHH Assessments appropriate to these works			
	4.5	Manual Handling Assessments appropriate to these works			
	4.6	Noise Assessments appropriate to these works			
* A Safety Policy is not applicable to companies who employ or control 5 or less personnel					
Pre-Letting Meeting					
Declaration by (Sub) Contractor – We confirm that we have provided evidence of √ out of a total of 20					
Signed:					
The actions we will take on the other items are as follows:					
Information to be provided PRIOR TO COMMENCEMENT ON SITE					
Note by MGL- Sub-contractor score confirmed as out of 20					
Signed:.....Name: Position: Date:					
Scores	0-1 – Minimum Risk		2-8 – Moderate Risk		9-20 – High Risk (consult Line Management)

SAFETY ASSESSMENT OF CONTRACTORS & SUB-CONTRACTORS

Company Name:		
Address:		
Contact Name:	Position:	Tel. No:
SAFETY POLICY		
1. Who is the most senior person in your organisation having responsibility for health and safety?		
Name	Job Title	
2. Who provides advice on health and safety to your organisation?		
Name	Job Title	
3. Is the role full or part-time?		FULL/PART*
4. If part time, what other functions is managed?		
.....		
.....		
5. Does your safety policy document set standards of health and safety that you intend to achieve?		YES/NO*
SAFETY AUDITS		
6. Do you have a system of safety audits?		YES/NO*
7. If yes, are they in house or external?		
8. What intervals are there between safety audits?		

SAFE SYSTEMS OF WORK/METHOD STATEMENTS	
9.	What procedures do you have for developing and implementing health and safety plans and where are these laid down?
10.	Have you established written safe systems of work or method statements for all hazardous activities undertaken by your staff? YES/NO*
11.	If yes, where are these laid down?
12.	What arrangements do you have for monitoring compliance with health and safety legislation?
13.	What procedures do you have for carrying out risk assessments?
14.	Do you operate any permit to work systems? YES/NO*
15.	If yes, where are these systems documented? What subjects do they cover?
ACCIDENT REPORTING	
16.	Do you have a written Company instruction on accident reporting? YES/NO*

SAFETY TRAINING	
17.	What health and safety training is given to your staff and up to what level of management is it given?
18.	How is your safety policy implemented within the organisation and how is it communicated to all employees?
SUB-CONTRACTORS	
19.	What are your procedures for the selection and appointment of sub-contractors?
20.	How do you assess the health and safety competence and performance of your sub-contractors?

- Please attach:
- A copy of your health and safety policy
 - The CV of the person with delegated responsibility for health and safety
 - A copy of your Company safety plan/procedures
 - A copy of your method statements relevant to this type of work
 - A copy of your Company’s record of notifiable accidents over the last 5 years
 - A copy of your Company’s procedures for accident reporting

* Delete as appropriate

Completed by

Position Name Date