

## Automated Building and Energy Controls Limited



## Health and Safety Policy and Supporting Arrangements

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<b>Revision:</b>	I

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## Employee / Sub Contractor / Bonafide Sub-Contractor

### Representative confirmation of reading and accepting the organisation's Health and Safety Policy

I confirm that I have been made fully aware of, and understand the contents of, the Health and Safety Policy.

Copies of the Policy are available in hard copy from either our head office (7 Miller Court, Severn Drive, Tewkesbury, Gloucestershire, GL20 8DN) or at any of our regional offices (addresses available on line at [www.abec.co.uk](http://www.abec.co.uk)). Additionally, a pdf copy of this policy is also available on our web site at [www.abec.co.uk/working-safe](http://www.abec.co.uk/working-safe).

Under the Health and Safety Consultation of Employees Regulations 1996 should you have any objections or implications as to your working practices under the Health and Safety Policy, please consult with the Directors and indicate below.

Please confirm receipt, acceptance or comments on the policy by returning this completed form by post to head office or scan and email to [workingsafe@abec.co.uk](mailto:workingsafe@abec.co.uk) or complete the form online by using internet explorer to access [www.abec.co.uk/workingsafe](http://www.abec.co.uk/workingsafe) and completing the online acceptance form.

Employee Name : .....

Employee Signature:.....

Consultation Process: .....

Accepted: Yes / No

Dated: .....

Comments:

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

## Section 1

### Health & Safety Statement of Intent

ABEC is fully committed to ensuring the Health, Safety and Welfare of all our employees, freelance staff, sub-contractors and those other parties that may be affected by our activities. We will ensure that the Health and Safety system will be reviewed regularly and that the objectives are clear and that all changes to legislation will be understood and implemented. We will strive to provide information, instruction, training and supervision to all employees, and provide competent staff to carry out their duties within the organisation.

ABEC requires the need for all employees to ensure they carry out their duty under the Health and Safety at Work etc. Act 1974 and all other relevant legislation. All employees must co-operate with the organisation to carry out their Health and Safety responsibilities. To neglect these responsibilities would be seen as a direct infringement of the Health and Safety policy and will be dealt with under ABEC's disciplinary procedure and could lead to dismissal.

We will endeavour to maintain a safe and healthy working environment at all times on our premises and within our working activities.

This statement shows ABEC's commitment to the Health, Safety and Welfare of those whom we interact with and should be read in conjunction with our Health and Safety Policy and Procedures.

<b>Name:</b>	Andrew Dyke
<b>Position:</b>	Technical Director
<b>Signed:</b>	
<b>Date:</b>	20 <sup>th</sup> January 2014
<b>Review Date:</b>	February 2015

## Section 2.0

### Responsibilities

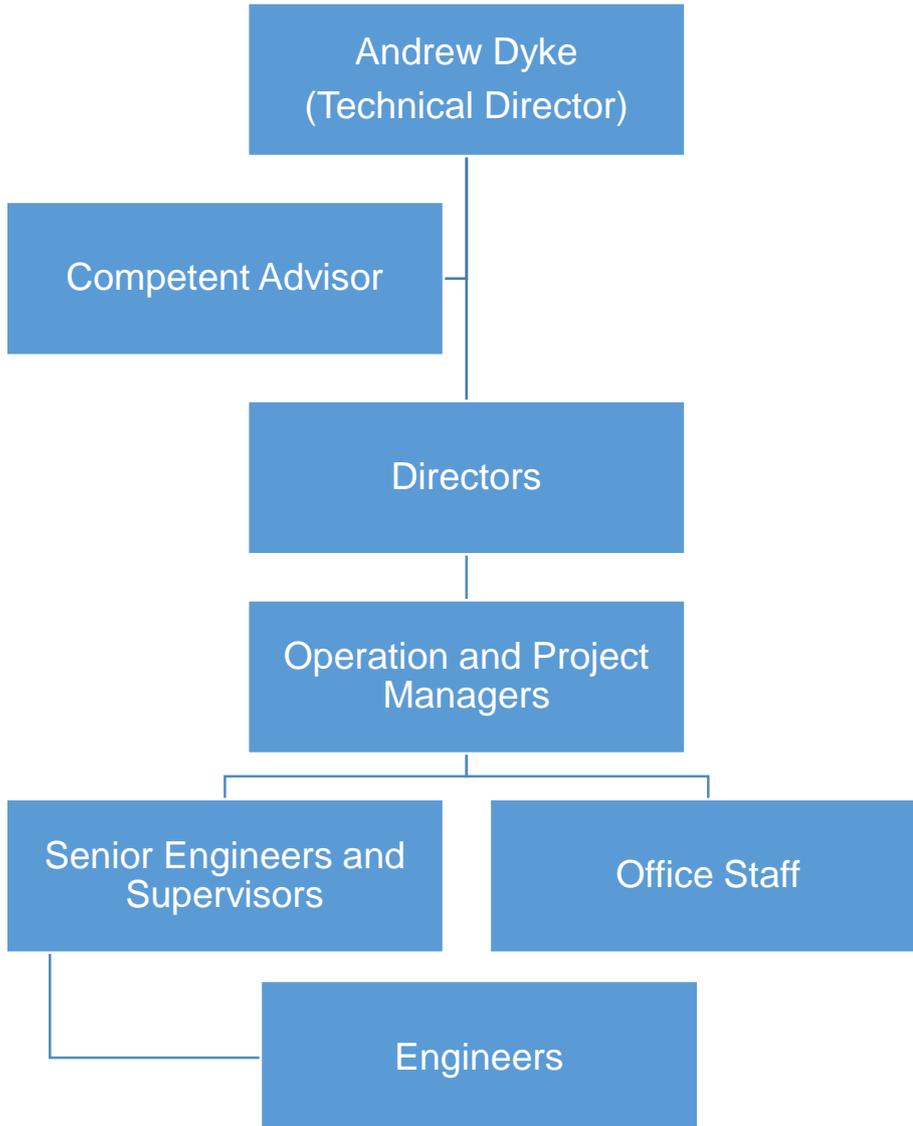


Fig 1: Hierarchy of responsibility for the organisation with reference to Health and Safety

## **2.1 Directors**

The Directors have ultimate control of Health, Safety and Welfare matters in relation to the Company's activities and must delegate competent staff to carry out those duties to ensure not only the protection of those at risk but also to comply with Health and Safety legislation in force at all times. The Director with specific responsibility for Health and Safety is Andrew Dyke, Technical Director.

The Technical Director and the other Directors must ensure that suitable and sufficient resources in terms of time, money and people are made available to satisfactorily carry out those duties and strive to maintain a healthy and safe working environment. This will be done on a day to day basis by means of the Managers, Supervisors, Office Staff and Engineers.

The Directors must ensure that all Health and Safety issues are dealt with at the necessary level and all issues relating to the matter are brought to their attention where necessary.

The Directors will control the development and review of policy, with support from the appropriate people or organisations deemed necessary to fulfil that duty.

## **2.2 Employees**

All employees will be expected to take all reasonable care for the Health and Safety of themselves and others whom their actions or omissions may affect.

Employees must never intentionally or recklessly misuse or interfere with the Health, Safety and Welfare provisions.

Employees will be expected to co-operate with management and staff on all matters relating to Health and Safety.

Employees must always report all accidents, near misses and dangerous occurrences as per Section 10 of the Safety Policy.

The Organisation operates a no drugs and alcohol policy during working hours (see Section 16).

## 2.3 Sub Contractors

Sub-contractors are expected to carry out their duties in accordance with best practice and all the appropriate health & safety regulations applicable at the point of work. They are duty bound to carry out the minimum requirements of our employees section of this manual and to comply with the requirements stated in the **Contractors Section (Section 19)** as well as adhere to all requirements and recommendations from the Directors and our Health & Safety professionals.

Prior to any sub contractors being appointed to carry out work, they must become approved sub-contractors. All approved sub-contractors are listed on an 'ABEC Approved Sub-Contractors Schedule'. This approval is carried out on an annual basis. In order to become approved, a sub-contractor, in addition to providing tax / insurance / CSCS details must be issued with the relevant Health and Safety documentation.

**Contractors** and **Sub -Contractors** working for the Company will comply at all times with statutory requirements, procedures and practices that apply to the work being done. Before starting any work on site, the **Contractor** must advise the Company who their competent health and safety specialist is within their organisation. Where possible, they must provide a method statement for the work, detailing the hazards, risk evaluations and any control measures for the work site.

## 2.4 Visitors, Customers and Suppliers

Visitors, Customers and Suppliers of equipment to the Company will comply with all statutory requirements, Company procedures and practices and require to be closely monitored by the employees of the Company. A duty of care will be extended to Visitors or Customers, as to all employees.

## 2.5 Competent Advisors

An external consultancy will act as the organisation's competent advisor (currently Heffron Safety) for the duration of their contract. The competent advisors will help the Directors fulfil their duties by advice and guidance in the said area and offer help and advice to all staff of the organisation.

## Section 3

### Risk Assessments

All employers are expected to undertake risk assessments and convey findings to those concerned before work commences. Risk assessments should be a **suitable and sufficient** assessment of risk to employees and those people not employed but who could be affected by the organisation's activities and identify control measures necessary to make the activity safe to undertake. With five or more employees, the organisation is required to maintain the significant findings in writing or a recorded form that is easily retrievable.

**3.1** Practically speaking a risk assessment will have been carried out for the job functions that you undertake including, where necessary, specific assessments for the following:

- Workplace Risk Assessments – The Management of Health, Safety and Welfare Regulations 1999.
- Manual Handling Risk Assessments – The Manual Handling Regulations 1992.
- Noise Risk Assessments – The Control of Noise at Work Regulations 2005.
- DSE (Display Screen Equipment) Risk Assessments – The DSE Regulations 1992.
- COSHH (Control of Substances Hazard to Health) Risk Assessments– COSHH regulations 2002.
- Fire Risk Assessments – Regulatory Reform (Fire Safety) Order 2005.
- Working at Height – The Work at Height Regulations 2005.

The Company will carry out risk assessments on all areas where a significant risk is identified.

- This will be recorded and the appropriate action taken.
- The findings will be reported to the Director with responsibility for Health and Safety
- The Director will approve action required to eliminate, rectify or make safe any risks identified.
- Assessments will be reviewed annually or as changes to working practices occur.
- All assessments will be kept in the relevant files.
- All assessments will be consulted on with employees in accordance with the Consultation of Employees Regulations.

- 3.2** Specific risk assessments are required when young persons aged 16 to 18 are employed. These should take into consideration those points listed in Section 12 of this policy.
- 3.3** New and expectant mothers are a key area identified in the Management Regulation Updates of 1999 and require specific risk assessment to ensure that both the mother and the unborn child are not placed at risk.
- 3.4** For use at each client's worksite, ABEC has developed a risk assessment for all the main tasks that it carries out. It is the responsibility of the **Project Manager**, to undertake a site specific review of the main risk assessment(s) prior to the commencement of each job, using the Template (Generic) Risk Assessment form as guidance. During the review, any additional hazards will be identified and evaluated, and appropriate actions to remove or control risks so far as is reasonably practicable, will be developed to supplement the existing control measures.
- The worksite **Project Manager** will be responsible for ensuring that all personnel, at the worksite, are aware of hazards and comply with the control measures in place, as far as is practicable.
- 3.5** ABEC will seek advice from the company's Health and Safety advisor for any risk assessment process where the Director's feel expert input is required.

## Section 4.0

### Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 (Amended 2002) include specific requirements for risk assessment for users of computers and liquid crystal display equipment, including laptop computers if used as the main machine, as well as microfiche and process control screens, with the exception of screens used predominantly for viewing television or film pictures.

Ergonomics of the workstation and equipment are important when working with display screen equipment with bad design and incorrect equipment potentially leading to Work Related Upper Limb Disorders (WRULDs). Whilst normally associated with secretarial roles, all DSE users are at increasing risk to WRULDs with increasing use of DSE equipment.

Any potential symptoms of WRULDs must be reported to the Director as soon as possible.

Common factors implicated in onset of WRULDs:

- Badly designed or incorrect workstation or equipment.
- Repetitive actions.
- Poor working posture.
- Excessive time at a given task or in a given position.
- Psychosocial factors.

#### 4.1 Display Screen Equipment Users and Assessments:

- The DSE Regulations 1992 (Amended 2002) require identification of all users and a suitable and sufficient assessment of their role and environment.
- All assessments will be conducted biennially or as and when the activity is changed, e.g. new employee, desk, workstation, office or software. All assessment records will be retained.
- All employees will be given or will have received training to a level of competency for the job in hand.
- Once employees are identified as users the organisation shall offer them free eyesight tests and provide suitable corrective lenses for DSE use only.

## Section 5.0

### The Control of Substances Hazardous to Health

The use, transportation and storage of chemicals and other hazardous substances in the workplace is regulated by the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and CHIP refers to the Chemicals (Hazard Information and Packaging for Supply) Regulations 2009, which came into force on 6 April 2009. These regulations are also known as CHIP 4.

CHIP is the law that applies to suppliers of dangerous chemicals. Its purpose is to protect people and the environment from the effects of those chemicals by requiring suppliers to provide information about the dangers and to package them safely.

CHIP requires the supplier of a dangerous chemical to:

- Identify the hazards (dangers) of the chemical. This is known as 'classification';
- Give information about the hazards to their customers. Suppliers usually provide this information on the package itself (eg a label); and
- Package the chemical safely.

Hazardous substances include:

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents).
- Substances generated during work activities (e.g. fumes from soldering).
- Naturally occurring substances (e.g. grain dust).
- Biological agents such as bacteria and other micro-organisms.
- Materials being transported in the course of work

Standard classifications are

- Very toxic
- Toxic
- Harmful
- Corrosive
- Sensitising
- Irritant

- 5.1** The Director for Health and Safety will identify all substances requiring a COSHH assessment, when used in the workplace or when being transported by the Company as part of its commercial activities. Such assessments will be undertaken with the safety professional's assistance if required.
- 5.2** The Director will ensure all relevant employees are informed about COSHH assessments.
- 5.3** The Director will ensure that any new substances will be assessed as required and all relevant employees will be made aware of the findings

- 5.4 COSHH data sheets and COSHH assessments will be kept in the relevant files in the company offices and made available to staff on site as required.
- 5.5 Only competent persons may use chemicals in the work area.

### Standard Classification of Hazardous Substances

Symbols seen prior to UN Global Harmonisation programme:

	<b>Very Toxic / Toxic</b>
	<b>Harmful / Irritant</b>
	<b>Corrosive</b>
	<b>Oxidising</b>
	<b>Extremely Flammable / Highly Flammable</b>
	<b>Explosive</b>

New symbols – some existing symbols have been updated – for example:

  	<p><b>Explosive</b></p>
  	<p><b>Very Toxic / Toxic</b></p>

New symbols have been included – for example:

	<p>This pictogram reflects serious longer term health hazards such as carcinogenicity and respiratory sensitisation</p>
	<p>This pictogram refers to less serious health hazards such as skin irritancy/sensitisation and applies to many circumstances where the CHIP symbol is applied.</p>
	<p>This pictogram means 'Contains gas under pressure'</p>

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## Section 6.0

### Manual Handling

The Manual Handling Regulations 1992 (amended 2002) cover all aspects of load handling in the workplace. Risk assessments carried out in accordance with Section 3.0 of this policy would have identified operations that include manual handling, requiring a full manual handling assessment of the activity in question and identification of control measures required.

Reducing risk by means of mechanical aids, such as sack trucks and hoists, are preferable when undertaking a manual handling operation. However, where this is not practical then any manual handling operation should only be carried out after appropriate training or instruction has been given.

- 6.1** The Director for Health and Safety will identify all areas requiring a full manual handling operation and ensure manual handling assessments are undertaken.
- 6.2** The Directors will ensure that all relevant employees are informed about the risks associated with manual handling in the tasks undertaken.
- 6.3.** Manual handling training will be given to all employees at risk and will be at the level associated with the risk identified from the risk assessment.
- 6.4** All loads will be marked where reasonably practicable.
- 6.5** Self employed contractors and contractors working for another employer will be reminded of their responsibilities under the regulation and given sufficient information about the loads to enable them to meet their responsibilities.

## Section 7.0

### Equipment

All equipment used or purchased must be 'fit for purpose' and comply with all relevant regulations relating to the area it is to be used. This affects all pieces of equipment for use at work and these are covered by the Provision and Use of Workplace Equipment Regulations 1998 (PUWER). There are a number of other regulations which also relate to equipment used at work, including electrical safety, CE marking, machine guarding and the Road Traffic Act.

ABEC is committed to the selection, use and maintenance of Plant and Equipment, to ensure that the health and safety of users are protected. The **Directors** and **Project Manager** are responsible for identifying all plant and equipment requiring maintenance and will ensure effective maintenance is implemented. Such plant and equipment will be suitable only for the purpose for which they are intended to be used.

The **Project Manager** at the worksite is to ensure that operators of any plant and equipment are:

- Competent to use it.
- Operating safe handling and work techniques.
- Using plant and equipment to which it was designed.
- Wearing appropriate safety clothing.
- Not left unsupervised.

#### 7.1 Purchasing

7.1.1 ABEC's purchasing rules are not discussed in this document but must be adhered to at all times. However, all equipment purchased must conform to the relevant safety standards as dictated at the time of purchase for that equipment.

7.1.2 The Directors carry the responsibility to ensure that equipment conforms to required standards and Project Managers will be responsible on site for ensuring that this is maintained.

#### 7.2 Existing

7.2.1 All existing equipment must comply with PUWER and any guards identified must be fitted before use commences. It is the responsibility of the Directors to ensure that this takes place.

7.2.2 All employees must ensure that the equipment in use is safe and report back all defects or failures to the Directors or line managers.

## **7.3 Testing**

- 7.3.1 A competent person will draw up the scheme for inspection and testing of equipment in the workplace.
- 7.3.2 A competent body will carry out the inspections in accordance with the scheme.
- 7.3.3 Mains testing will be done on a five yearly basis.
- 7.3.4 Portable Appliance Testing (PAT) - the frequency for testing portable and transportable equipment shall be determined by risk assessment.
- 7.3.5 Use of electrical equipment brought in from uncontrolled sources should be actively discouraged and not used unless adequately tested.

## **7.4 Vehicle safety and Maintenance.**

### **7.4.1 Vehicles**

- The Director for Health and Safety will ensure that all road vehicles comply with the Road Traffic Act but each driver is responsible for that vehicle at the time of use. Each vehicle will carry the required insurance for work purposes, road tax and, where necessary a current MOT.
- Company vehicles older than three years shall be subject to an annual test for road worthiness and safety (an 'MOT'), unless other periods are required by law.
- Company vehicles will be serviced every 10,000 miles regardless of the recommendations for the specific car.
- You must be an authorised licensed driver to operate a company vehicle.
- You must not allow persons not authorised or employed by the company to operate a company vehicle.
- Prior to operation of a company vehicle you will receive instruction on the appropriate steps to take if you were involved in a road traffic accident i.e. how to fill out the accident report form and take names of witnesses.

### **7.4.2 Driver responsibilities**

- Vehicle checks should be carried out by drivers before using the vehicle – check to include lights, mirrors, tyres and any damage to vehicle (see vehicle check sheet). The Director or Line Manager should be informed immediately if there are any concerns over the safety or roadworthiness of the vehicle.

- Drivers will be expected to operate the vehicle in accordance with all the necessary regulations and as a minimum in accordance with the Highway Code. They should never put themselves or others at risk. ABEC does not expect drivers to exceed prescribed speed limits at any time and any offences committed by drivers whilst on company business will be treated seriously and could result in disciplinary action and possible dismissal. The driver will be responsible for the payment of any fines for traffic violations, parking etc.

#### **Drivers must ensure:-**

- They hold a suitable and current licence for the vehicle in use. Copies of the licence taken by ABEC for file will be from original documents only.
- The Directors should be informed of any changes to their driving licence within 24 hours.
- They report all vehicular accidents to the Director for Health and Safety as soon as possible but always within 24 hours, and they should also ensure the insurance company is informed in accordance with company policy and the insurer's terms and conditions.
- Always ensure the vehicle is used for its intended purpose and no other.
- Drivers **MUST NOT** drive under the influence of drugs or alcohol, where prescription drugs are used, check with the label or your GP before driving.
- Medical conditions that affect driving **MUST** be brought to the company's attention as soon as known about.

#### **7.4.3 Smoking in vehicles**

As of the 1<sup>st</sup> July 2007 smoking in company vehicles will not be permitted unless the vehicle is for the sole use of an employee only. Vehicles that carry other members of staff or general public will be included in this ban. A No Smoking sign will be clearly affixed to/on the front dash so all passengers can see. (Or other prominent areas where passengers may sit). It should be noted that smoking is not permitted in any shared vehicle even if occupants are not in the vehicle at the same time. (I.e. work on different shifts).



#### **7.4.4 Drivers using their own vehicle for ABEC Group business**

Drivers using their own cars on ABEC business must ensure that their car is fit for purpose and complies with the Road Traffic Act. They must ensure they provide ABEC with a copy of their insurance documents (which should ensure the car is covered for work purposes), and a current MOT certificate if needed. Drivers will be expected to maintain their cars in accordance with the manufacturer's recommendations.

**Table 1: Inspection and Testing of Portable and Transportable Electrical Equipment in a Low Risk Environment**

<b>Equipment / environment</b>	<b>User checks</b>	<b>Formal Visual Inspection</b>	<b>Combined inspection and testing</b>
Battery operated (less than 20 volts)	No	No	No
Extra low voltage (less than 50 volts AC) e.g. Telephone equipment, low voltage desk lights	No	No	No
IT e.g. Desktop computers, VDU screens	No	Yes 2-4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines NOT handheld, rarely moved	No	Yes 2-4 years	No if double insulated, otherwise up to 5 years
Double insulated equipment NOT hand-held, moved occasionally e.g. Fans, table lamps, slide projectors	No	Yes 2-4 years	No
Double insulated equipment HAND-HELD e.g. Some floor cleaners	Yes	Yes 6-12 months	No
Earthed equipment (Class 1) e.g. electric kettles, some floor cleaners	Yes	Yes 6 months – 4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to
Cables (leads) and plugs connected to the above, extension leads (mains voltage)	Yes	Yes 6 months – 4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to

Notes:

1. This guidance is for equipment used in low risk environments only. Frequency and testing regimes in higher risk environments should be defined by risk assessment.
2. Source: HSE

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## Section 8.0

### Mobile Phone Use

#### 8.1 Mobile Phone in vehicles

##### **It is an offence to use a hand held mobile phone or similar device whilst driving or in certain other circumstances.**

Employers have a legal duty, under Health and Safety law, to ensure the safety of their employees, volunteers and of anyone else who may be affected by their activities. This duty also applies when employees are driving for work purposes (including travelling to meetings or on delivery rounds).

Providing mobile phones to our employees is not an offence. Requiring our employees to make or receive calls whilst driving without hands-free equipment is an offence. Therefore, ABEC does not require any staff to make or receive calls whilst driving on business. Employees caught breaching this ruling will be personally liable to both a fine and penalty points on their licence.

It is also an offence to use a device interactively to access any sort of data including internet, text or other images. Using a personal digital assistant either with a data card inserted or connected to another mobile device via Bluetooth, infrared or any other means may well be an offence.

In addition, drivers who use a cradle hands-free phone could also face prosecution for failing to have proper control of their vehicle if their driving is considered to be dangerous or reckless because of the distraction. The use of a hand held phone, even when stationary i.e. in a traffic jam at the traffic lights, will remain an offence.

##### **When driving on ABEC business**

- All mobile phones other than those in a fixed hands-free cradle **must** be turned off.
- Hands free equipment should only be used when the driver judges it is safe to do so.
- Whilst driving you can make or receive calls whilst the phone is being held in a cradle (but is not recommended).
- You can make a 999 call on a hand held phone if it would be unsafe for the driver to stop.
- We recommend that you record a personal message on your mobile phone voicemail, e.g. you may be driving and will return the call within two hours.

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## 8.2 General Use

The link between mobile phone use and significant illness is not proven and there are opposing views, therefore common sense precautions must be taken.

- Retrieve messages only when parked and the engine is turned off.
- Minimise mobile phone use and use landlines where possible.
- Avoid contact with the phone or antenna when making a call (personal hands-free kits will be provided where appropriate).
- Limit exposure by changing ear at short, regular intervals.

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## Section 9.0

### Information, Instruction, Training & Supervision (IITS)

All employees will be consulted and all issues should be dealt with at source and at the time.

- 9.1** Information relating to Health and Safety issues will be issued to all employees as required or identified by the risk assessments.
- 9.2** The Health and Safety Law poster is displayed. This should be read in conjunction with the Health and Safety policy, Section 2.0, Responsibilities.
- 9.3** Health and Safety advice can be obtained from the Director or the Health and Safety Executive as displayed on the Health and Safety Law poster.
- 9.4** Instruction into the safe use of all equipment will be given as identified by the risk assessments.
- 9.5** All detailed instructions will be in written form, normally as a safe system of work or method statement.
- 9.6** Any required training will be identified by the Director and arrangements made as soon as practical.
- 9.7** Where an employee identifies a safety training need then it should be discussed with the Director for consideration.
- 9.8** Supervision will be provided at the level deemed necessary for the employees, for example, young and inexperienced employees will have a higher degree than those more experienced.
- 9.9** All employees will be supervised in terms of Health and Safety by regular checks and discussion at management meetings.

## Section 10.0

### Accidents (including Reporting of Disease and Dangerous Occurrences Regulations 1995 – RIDDOR)

- 10.1** All accidents and first aid treatments, no matter how minor, will be reported in the accident book.
- 10.2** Any accidents requiring the use of the emergency services must be dealt with first before the above.
- 10.3** The responsibility to inform the enforcing authority for reportable incidents will be undertaken by the Director.

Accidents or near misses that come under the RIDDOR reporting requirements can be reported to the HSE in the following ways:

- All incidents can be reported online at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm).
  - A telephone service remains for reporting fatal and major injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)
  - Incapacitation reporting: From the 6<sup>th</sup> April 2012 the trigger point will increase from over three days to over seven days incapacitation (not counting the day on which the accident happened).
  - Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.
  - Employers and others with responsibilities under RIDDOR must still keep a record of all over three day injuries – if the employer has to keep an accident book, then this record will be enough.
  - The deadline by which the over seven day injury must be reported will increase to 15 days from the day of the accident.
- 10.4** Asbestos and lead at work are covered by specific legislation and should be treated accordingly.
- 10.5** Categories of accidents covered by this procedure are as specified on the HSE RIDDOR website. (see 10.4).

**10.6** The responsibility for ensuring that accidents are reported, investigated and that counter measures are taken to prevent a recurrence lies with the Director. All categories of accidents and incidents described in this document will be reported to the Director within a maximum time scale of twenty four hours.

#### **Near Miss Incidents**

Near miss incidents will be investigated by a competent person nominated by the Director, as is appropriate to the nature of the incident. On completion of the investigation the Director will ensure other parties are informed and will monitor the progress of any actions to be taken to prevent a recurrence.

#### **Dangerous Occurrences**

Dangerous occurrences will be reported to the Director, as soon as practicable. Where the occurrence is reportable under RIDDOR, the Director will ensure that the Health and Safety Executive are informed.

#### **First Aid Treatments**

All first aid treatments will be recorded in the Accident Book. The Director, or a nominated competent person, will review such treatments in order to identify any trends for which counter measures could be applied.

#### **Potentially Disabling or Disabling Accidents**

Potentially disabling or disabling accidents will be reported to the Director as soon as is practicable and will be the subject of an immediate investigation. The Director will ensure that the Health and Safety Executive is informed as is deemed necessary.

#### **Major Accidents.**

In the event of a major accident, all appropriate personnel will be informed as soon as is practicable. The Director will ensure that the Health and Safety Executive is promptly informed. Initial investigations at the site of the accident will be carried out ensuring not to disturb any evidence or items that could have contributed to the cause of the accident. This investigation would be, where practicable, carried out by the Director

The initial investigation would be followed up by a detailed investigation. On completion of this investigation, a report of findings, including details of short and long term actions, together with time scales required to prevent recurrence, will be drawn up.

#### **Fatal Accident**

In the event of a fatal accident, the area of the accident will be isolated and nothing will be moved or interfered with, except by the emergency services or where action is required to protect others who may be at imminent risk.

The Director, will inform the Health & Safety authorities by the telephone as soon as possible.

The Director, together with all personnel throughout all levels of the company, will provide full co-operation to the Health and Safety Executive representatives conducting any investigations.

***AII ACCIDENTS MUST BE RECORDED IN THE ACCIDENT BOOK  
NO MATTER HOW MINOR THEY SEEM AT THE TIME***

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## ABEC Accident/Incident Report Form

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Name of injured person if applicable \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Who was injured person?

Type of injury: \_\_\_\_\_

Details of incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Injury requires physician/hospital visit? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of physician/hospital: \_\_\_\_\_

Address: \_\_\_\_\_

Physician/hospital phone number: \_\_\_\_\_

Signature of injured party \_\_\_\_\_ Date \_\_\_\_\_

\*No medical attention was desired and/or required.

Signature of injured party \_\_\_\_\_ Date \_\_\_\_\_

**Return this form to Andrew Dyke, Technical Director within 24 hours of incident.**

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## Section 11

### First Aid

- 11.1 ABEC staff will be trained in the use of First Aid to an agreed level by the risk assessment process and in accordance with The Health and Safety (First-Aid) Regulations 1981.
- 11.2 First aid equipment is located at all site premises and in all vehicles.
- 11.3 Responsibility for replenishment of first aid kits will be that of the Appointed Person for that site or the driver of the vehicle.

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## Section 12

### Asbestos

The Company is committed to ensure that there is no exposure of employees or any person carrying out work on any premises to asbestos. The **Director** and **Project Managers** are responsible for identifying all likely locations where asbestos may be present.

Where it is suspected that any material is believed to be asbestos or suspected to contain asbestos then it must be tested and identified by analysis by a contractor accredited by the UK Accreditation Service (UKAS), before any work may commence.

Where asbestos is confirmed to be present then it will be necessary to take suitable precautions to remove or eliminate the risk to employees. Only Competent personnel will be employed to deal with the product and on no account may employees proceed with their work until the asbestos has been made safe.

The **Project Manager** at the worksite is to ensure that the discussions are held with the site management to identify any potential risks with asbestos and request access to a Site Asbestos Register. (This will most likely be necessary on buildings built from 1950 to 2000) The **Project Manager** will ensure that operators are aware of the location of any asbestos in the site in order to avoid disturbing the material and of potential risk of working on asbestos.

Individual responsibilities are to inform the **Project Manager** of any suspected material that may contain asbestos and to comply with any instructions to avoid disturbing any identified hazardous materials.

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## Section 13.0

### Working at Height

Working at height is a hazardous activity, which accounts for a large number of deaths and injuries each year by falls and by falling objects striking people below.

Where a fall from height is possible, a risk assessment shall be carried out and, if possible an alternative method for carrying out the work will be sought.

The Company will ensure:

- All working at height activities are assessed, planned and organised.
- Only competent persons shall be allowed to work at height.
- Suitable work and access equipment shall be provided and used to prevent falls from height.
- All equipment that is provided is used correctly, inspected and maintained.
- The risk from falling through fragile surfaces will be controlled.
- The risk from falling objects will be controlled.

The hierarchy for the management of work at height is:

- Avoiding work at height, where possible.
- The use of work equipment or other means to prevent falls where working at height cannot be avoided.
- Where the risk of a fall cannot be eliminated the Company will employ work equipment or other measures to minimise the distance and the consequence of a fall should one occur.
- Collective means of protection shall be used where possible and with individual measures used as a last resort.

All work involving the erection and use of scaffolding will be planned and contracted to conform to British Standard 12811-1:2003. The Director will ensure that details of the use and loadings required for the scaffold is provided to the scaffolding contractor.

Before accepting a scaffold for use, the Site or Project Manager will obtain a handing over certificate from the Scaffolding Contractor. The Scaffold will subsequently be inspected by a competent person in accordance with the undermentioned schedule and any remedial action required shall be made within 24 hours of the inspection:

- Before being taken into use for the first time

- After any substantial addition, dismantling or other alteration
- After any event likely to have affected its strength or stability
- Weekly

No person, other than a competent Scaffolder will be permitted to alter, erect, dismantle or otherwise work on any scaffold erected on Company sites or for use by Company employees.

Any scaffold being erected, altered or dismantled, or otherwise not suitable for use, must have a warning notice or notices affixed that it is not suitable to be used. The notices shall be affixed on all sides and in positions that can be seen easily by any person at all times. All scaffolds must be checked at the end of each working day to ensure that access to the scaffold cannot be easily made by children and other unauthorised persons.

Materials must not be dropped or thrown down from scaffolds, other than by means of a chute, or other suitable safe method. To prevent debris chutes being used as slides when unattended, access to the upper ends of the chutes should be prevented, e.g. by providing a lockable cover or an effective barrier.

Where an open edge, such as a stairwell, has been protected with guardrails and toe board, the space between guardrail and toe board should not be in excess of 470mm. Should the gap be greater than then it is to be closed with a secured barrier, an additional guardrail or other suitable material.

Portable access equipment such as MEWPs, mobile towers, podiums, stepladders etc. will only be erected/used by competent operatives. Control measures to minimise the risks associated with this type of equipment must be detailed in task specific risk assessments.

Stepladders/ladders may only be used where it is not possible to utilise equipment with guardrails e.g. MEWPs, podiums. This may be the case in areas where there is limited space available. In these circumstances, stepladders/ladders may be used provided a suitable risk assessment has been carried out. Stepladders/ladders must be used in accordance with the guidance available on the HSE website.

All openings in floors must be securely covered or be clearly marked to show that there is an opening below. Where covers have been used to guard open edges at manholes or small floor openings, it is important that they are effectively secured and signed as children are likely to try and remove covers to investigate what lies below.

## Section 14.0

### Emergency Procedures, Fire & Evacuation

It is the responsibility of ABEC's Director for Health and Safety to ensure that Fire Risk Assessments have been completed for all sites.

- Escape routes should be checked on a regular basis by the Director or by a nominated competent person.
- Fire extinguishers are serviced and maintained annually by the nominated company.

#### 14.1 Fire Alarm

- The alarm is to be raised immediately in accordance with local systems in operation.
- Local procedures will be produced for all sites.
- On hearing the fire alarm, proceed to the nearest exit and then to the fire assembly point. Do not endanger yourselves or others by stopping to gather personal possessions.
- Ensure everybody evacuates to the assembly point.
- Do not operate fire extinguishers unless trained to do so. Do not endanger yourself or others by attempting to fight the fire.
- The Director (or deputy) on site shall take a roll call at the muster point.
- The fire assembly point will be clearly marked at all sites
- Staff must always make themselves aware of the emergency procedures for the other sites they are visiting.

***ENSURE you follow procedure as it could save lives, including yours.***

#### 14.2 Fire procedure for – Vehicles

On the rare occasion that a fire may occur in a vehicle (or you suspect a problem with a vehicle that may result in a fire) you must put the safety of yourself and others first. A human life is more important than a vehicle. A vehicle along with anything in it can be replaced.

If a fire situation occurs whilst you are driving or the vehicle is stationary:

- Pull over immediately in a safe manner, turn the ignition off and get away from the vehicle to a safe distance. A safe distance is considered to be as far as reasonably practical where you can still see the vehicle.

- DO NOT collect personal belongings from the vehicle.
- Raise the alarm - Ensure any passengers or members of the public are made aware of the fire and are instructed to get away from the vehicle to a safe distance.
- Notify the emergency services immediately.
- Make sure the emergency services are made aware of any flammable substances, gas bottles or potentially dangerous products that you may be carrying in the vehicle.
- When it is safe to do so at the earliest possibility notify the Director of the situation that has occurred.

### 14.3 Fire Procedure for - Sites visited

When visiting sites it is important to do the following:

- If the site has not made you aware of site fire safety procedures please make yourself aware of the basics (e.g. nearest fire exit, Fire alarm, muster point). Make sure you stay with the person that is supervising you and follow their clear instruction in the event of a fire. It is likely that they have been trained in fire safety procedures for that site.
- Further to this follow the Vehicle fire safety procedure above.

### 14.4 Emergency Arrangements

The **Project Manager(s)** is responsible for identifying arrangements for dealing with emergencies at the worksite and maintaining them. Prior to the commencement of any task, the requirements for each location will be assessed by the **Project Manager** and included into the Project Control Form.

Events that could involve falls from heights; accidents with portable appliances, electrical equipment etc., must be planned for, however unlikely they may be. It is the **Project Managers** responsibility to have available a functioning means of communication (mobile phone) to call the emergency services. The **Project Manager** should also be able to identify the precise location for the emergency services to respond.

The **Project Manager** is responsible for ensuring that employees and contractors are fully aware of the emergency arrangements in place, for each task and worksite undertaking.

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## **14.5 Additional consideration for lone working**

At ABEC, because of the nature of the work you spend a lot of time working alone.

Lone working in relation to fire safety and emergency evacuation has been considered.

The points below are in addition to the procedures above if you are working alone:

- Always carry your mobile phone on your person. This will prevent you looking for a phone to contact emergency services. It will also prevent you from being tempted to search for your mobile phone before exiting a vehicle or a building.
- If you have locked a door for your safety because you are working alone always leave the key in the lock or next to the lock so that you can unlock the exit quickly without delay in the event of a fire.

## Section 15.0

### Lone Working and working at sites

- 15.1 This policy identifies the way in which ABEC will ensure that lone workers and on-site workers are not exposed to additional risks by virtue of their lone or remote working and identifies a process to ensure that risks are assessed and control measures are in place.
- 15.2 The Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 place a duty on employers to ensure, so far as reasonably practicable, the health, safety and welfare of all persons employed by ABEC, or others persons engaged in any activity on the premises.
- 15.3 The process - a risk assessment will be carried out if it is identified that employees are at risk when lone or remote working, and the likelihood of this occurring. The assessment will take into account the nature and type of the operation that is being undertaken, emergency procedures, the risk of violence and the level and type of supervision available. This risk assessment will be undertaken with the co-operation of those who work alone or remotely, and will be recorded in the organisation's risk assessment file. The risk assessment will be updated and reviewed on a periodic basis or when work practices change or if new information relating to the risks is received.
- 15.4 Guidance for lone and remote workers – the nature of the work of the organisation means visits take place off site and occasional working alone in the office. The following guidance should be considered in all cases:

#### **Prior to arrival on site:**

- Ensure that all customer's names, addresses, arrival times etc. are noted with a colleague and that they know to check you have returned.
- If you have serious concerns about your safety on any particular spell of lone or remote working, then discuss these with the Directors.

#### **When on site:**

- Ensure that you have your mobile phone with you.
- When travelling in your vehicle, keep valuables hidden and pay particular attention at traffic lights and times when you are stationary.

### **In the event of an incident occurring:**

- If felt appropriate, contact the police on 999.
- Try and avoid confrontation.
- If violence is threatened or you feel uncomfortable, withdraw from the situation as soon as possible.
- Notify a Director of any incident as soon as possible and preferably within 24 hrs.

### **When working alone in the office:**

- Ensure all doors are securely locked where appropriate.
- Do not allow entry to any unknown person.
- Should an incident occur, contact the police immediately.

### **Working on sites – safety considerations**

The nature of the sites we work on is extremely varied but each member of staff should ensure that basic Health and Safety rules are observed.

- Hi visibility (hi-viz) vests and steel toecap work-boots should be worn on all sites and additional PPE as required by site rules. This is for your safety. Use gloves provided if required.
- Your vehicle should be parked safely and legally and on large sites, the hazard warning lights should be on unless site rules direct otherwise.
- On large sites, follow all site instructions as written or given verbally on entry and ensure you walk in any designated pedestrian areas wherever possible.
- Report to the site contact on arrival, before commencing work. If no contact name has been given, ask for the person with responsibility to authorise your entry on to site.
- Ensure that when unloading you use good manual handling practice and if necessary use sack trucks, trolleys or other equipment provided for the purpose of moving loads, provided you are trained to do so. If your load requires a fork-lift or other lifting equipment, ensure that this is carried out by someone trained to do so.
- The **Project Manager(s)** are responsible for carrying out regular monitoring and inspections of the worksites, to ensure that the potential for accidents, incidents and property damage, is minimised.
- The **Project Manager(s)** are responsible for ensuring that all staff are aware of the local Health & Safety procedures.
- The **Project Manager(s)** are responsible for ensuring the Sub Contractors are compliant with Health and Safety rules

- The **Project Manager(s)** are responsible for checking sub contractors method statements and risk assessments on site.
- In the event of any non compliance, the Project Manager is to contact a sub contract representative and if this is not resolved the **Director** is contacted for resolution.
- The review of the working arrangements takes place each twelve months by the **Directors** and an **independent Health & Safety Specialist**.
- The **Project Manager(s)** along with the Director is responsible for the investigation of accidents, incidents and any work related cause of sickness absences.

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## Section 16.0

### Young Persons at Work

The law at present requires employers to assess risks to all employees or volunteers, including young workers, and to do what is reasonably practicable to control those risks.

Young workers are seen as being particularly at risk because of their possible inexperience, lack of awareness of existing or potential risks, and immaturity.

Children under 13 years old are generally prohibited from any form of employment. Children between 13 years of age and the minimum school leaving age are prohibited from being employed in industrial undertakings such as factories or construction sites, except when on work experience schemes approved by the Local Education Authority.

The Health & Safety (Training for Employment) Regulations 1990 effectively designate children on work experience as employees for the purposes of Health and Safety legislation. Employers offering work experience placements to children must provide them with at least the same Health, Safety and Welfare protection that they give their own employees.

Additionally, some age related restrictions prohibit young workers, including children on work experience, from working with particular machinery or undertaking particular tasks. A list of these is provided in HS(G)11 65 'Young People at Work. A Guide for Employers'.

The Health and Safety (Young Persons) Regulations 1997 requires employers to:

- Assess risks to young people, less than 18 years old, before they start work.
- Take into account their inexperience, lack of awareness of existing or potential risks, and immaturity.
- Address specific factors in the risk assessment.
- Provide information to parents of school age children about the risk and the control measures introduced.
- Take account of the risk assessment in determining whether the young person should be prohibited from certain work activities, except where they are over minimum school leaving age (just before or just after their 16th birthday), it is necessary for their training and where risks are reduced so far as is reasonably practicable, and where proper supervision is provided by a competent person.

## Section 17.0

### Health Surveillance

There are several sets of Regulations which place a duty on the Company to undertake health surveillance for its employees. Some of these are listed below:

- The Management of Health Safety at Work Regulations 1999 (as amended)
- Control of Asbestos Regulations 2006
- Control of Lead at Work Regulations 2002 (as amended)
- Control Of Substances Hazardous to Health Regulation 2002 (as amended)
- The Control of Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005

In simple terms health surveillance is about putting in place systematic, regular and appropriate procedures to detect early signs of work related ill health and acting upon the results, thereby preventing further harm. The result of the surveillance can also act as a management tool to assess the effectiveness of the control measures, provide feedback on the accuracy of risk assessments, but most importantly identifying and protecting individual employees at risk.

The Regulations mentioned above set out their own requirements; as an example; audiometric testing for noise induced hearing loss. The Company will consult with its Health and Safety Advisers regarding the procedure for each Regulation to ensure that the best response is provided for each individual.

As a safeguard and to ensure that employees are not exposed to adverse occupational health conditions, the Company will assess each working activity and decide if specific workplace exposure limits or action values are exceeded and implement the following procedures if this proves to be necessary:

- Provide access to an occupational physician or nurse prior to the commencement of work, in order to take a base line reading and make an initial assessment of the employee's suitability to carry out the work.
- Provide medical surveillance at regular intervals (annually) for each employee exposed to the hazard and advise them on their state of health.
- Monitor the suitability of an employee to continue working in the environment or provide alternate work.

Note: To date the Company has not implemented these measures, as the requirement has not arisen.

## Section 18.0

### Alcohol, Drugs and Smoking

ABEC has the responsibility to recognise the potential Health and Safety risks within the working environment, which may occur as a result of alcohol and drug abuse. This will enable ABEC to develop a positive action programme which will lead towards assistance and treatment for the individual. ABEC operates a no drink or drugs policy at work.

#### 18.1.1 Legal Obligations

The organisation would be committing a criminal offence by ignoring the principal legislation in the UK for controlling drug and alcohol abuse. There is a legal requirement under Section 2 of the Health and Safety at Work etc. Act 1974 to "ensure as far as is reasonably practicable, the health, safety and welfare at work of all employees". Section 7 of the Act requires "employees to take reasonable care of the health and safety of themselves and others who may be affected by their acts and omissions at work".

In addition, the Transport and Works Act 1992 imposes strict regulations regarding the alcohol and drug levels in those staff working in "safety critical" posts, for example driving vehicles and operating machinery which applies to the activities of ABEC.

#### 18.1.2 Key issues for the organisation

Dealing with health and safety risks posed by inappropriate drinking and drug misuse is a legitimate and serious issue for all employers. It is ABEC's aim to ensure the provision of a safe working environment and a high standard of safety for its employees, sub-contractors and clients. In order to demonstrate an integrated approach to handling alcohol and non-prescribed drug related problems, it is important for ABEC to support the following strategy and make all those who work with them aware of it:

The Directors are aware of the issues arising as a result of alcohol or drug related problems. These include absenteeism, high accident levels, impaired work performance, mood swings and misconduct.

When an employee acknowledges that they have a problem, ABEC will enable them to seek help and treatment, on the understanding that:

- Whilst undergoing treatment, they will be on sick leave and entitled to sick pay benefits.
- On completion of the recovery programme the employee is able to return to the same or equivalent work provided it is safe for them to do so and there is no risk to the business, the employee or anyone who may come into contact with ABEC business activities.

- Should returning to work jeopardise the employee's recovery, a review will be made to ensure an agreed course of action will be taken. This will include alternative employment, retirement on the grounds of ill health or ill-health dismissal.
  - If a relapse occurs, medical advice will be sought in an attempt to ascertain how much more treatment/rehabilitation is required. Should recovery seem unlikely, at the discretion of the management, early retirement may be considered.
  - If an employee is known to be intoxicated by alcohol or drugs during working hours, arrangements will be made to escort the individual from the premises. Disciplinary action will take place when the employee has had time to become sober, prior to returning to work. An act of gross misconduct will result in being summarily dismissed.
- 18.1.3** All employees and subcontractors will be made aware that they should not cover up for employees or co-workers with a drink or drug problem, but recognise that collusion represents a false sense of loyalty and will result in longer term damage.

ABEC will therefore provide confidential and impartial information and advice, to assist individuals to make informed, constructive choices and support the individual in seeking appropriate assistance, including from their own doctor.

## Smoking

### 18.1.4 Purpose

This has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to comply 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.

### 18.1.5 Policy

It is the policy of ABEC that our workplace is smoke free, and all employees have a right to work in a smoke free environment. ABEC have therefore adopted a policy of not allowing smoking on their premises or vehicles at any time by all persons.

### 18.1.6 Implementation

Overall responsibility for policy, implementation and review rests with the Directors. However, all staff are obliged to adhere to and support the implementation of this policy. The Directors shall inform all existing employees, and contractors of the policy and their role in the implementation and monitoring of the policy.

Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within premises, and in all smoke free vehicles.

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#### **18.2.4 Non Compliance**

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

#### **18.2.5 Further Information**

Information on giving up smoking can be obtained from the NHS Smoking Helpline on 0800 169 0169.

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## Section 19.0

### Violence and Aggression

The Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 impose duties on the organisation that include assessing the risk of violence, such as assault or verbal abuse, and protecting employees from those risks as far as reasonably practicable.

ABEC will endeavour to eliminate or reduce the likelihood of violence at work because it can impair morale amongst employees and give a poor impression of the organisation.

ABEC will assess the risks to all our staff and introduce all reasonable steps to minimise and control the risk of violence, verbal abuse or intimidating behaviour.

ABEC accepts that facing aggressive behaviour is not part of an employee's job, and the reporting of such incidents will not reflect badly on employees.

In order to assess the risk to personnel, employees should report to the Directors if they experience any incident that subjects them to:

- Physical assault, whether or not injury results.
- Verbal abuse, shouting or swearing.
- Threatening behaviour, with or without any form of weapon.
- Anything that they feel might damage their health through anxiety or stress.

For those jobs that are identified to have increased risks, ABEC will introduce physical controls where reasonably practicable, together with sufficient information, instruction and training to enable the employee to minimise the risk.

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## Section 20.0

### Stress

The HSE define work related stress as “the adverse reaction people have to excessive pressures or other types of demand placed on them”. However, a degree of pressure and challenge may well be beneficial and aid people in their work.

- 20.1** ABEC will undertake to identify by risk assessment, areas that are likely to have a high degree of stress associated with them.
- 20.2** ABEC will endeavour to understand by consultation, areas that may evoke high stress levels.
- 20.3** ABEC will focus on four key areas to be looked at:
- Identification of stress
  - Who to discuss it with
  - What to do next
  - Support
- 20.4** If work related stress is identified then a process of support will enable employees to deal with it or provide, where practicable, a process for job change.
- 20.5** Return to work interviews are a primary part in helping the above process work.

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## Section 21.0

### The Construction (Design and Management) Regulations 2007

When the Company is engaged to undertake a project, we will comply with the applicable provisions of The Construction (Design and Management) Regulations 2007. We most frequently operate in the role of contractor as defined by the regulations.

The duties are set out in the regulations and associated Approved Code of Practice (Managing Health and Safety in Construction – Construction (Design and Management) Regulations 2007). These duties are replicated below.

**For all projects contractors must:**

- a. Check clients are aware of their duties;
- b. Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced;
- c. Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site;
- d. Ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;
- e. Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency;
- f. Ensure that any design work they do complies with regulation 11;
- g. Comply with any requirements listed in Schedule 2 and Part 4 of these regulations that apply to their work;
- h. Co-operate with others and co-ordinate their work with others working on the project;
- i. Ensure the workforce is properly consulted on matters affecting their health and safety; and

- j. Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

### **Planning and managing construction work**

Contractors should always plan, manage, supervise and monitor their own work and that of their workers to ensure that it is carried out safely and that health risks are also addressed. The effort invested in this should reflect the risk involved and the experience and track record of the workers involved. Where contractors identify unsafe practices, they must take appropriate action to ensure health and safety.

If one contractor is overseeing the work for a domestic client then they should ensure that the work of the various contractors is properly co-ordinated, and that there is good co-operation and communication (see paragraphs 20 and 21).

### **Site induction, information and training**

Contractors must not start work on a construction site until they have been provided with basic information. This should include information from the client about any particular risks associated with the project (including information about existing structures where these are to be demolished or structurally altered), and from designers about any significant risks associated with the design.

Contractors must ensure, so far as is reasonably practicable, that every worker has:

- a. A suitable induction; and
- b. Any further information and training needed for the particular work.

Further advice on training and competence is given in paragraphs 193-240.

### **Induction**

Inductions are a way of providing workers with specific information about the particular risks associated with the site and the arrangements which have been put in place for their control. On non-notifiable sites, induction will need to be provided by the contractor, or by arrangement with the main contractor on site.

Induction is not intended to provide general health and safety training, but it should include a site-specific explanation of the following:

- a. Senior management commitment to health and safety;
- b. The outline of the project;

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- c. The individual's immediate line manager and any other key personnel;
  - d. Any site-specific health and safety risks, for example in relation to access, transport, site contamination, hazardous substances and manual handling;
  - e. Control measures on the site, including:
  - f. Any site rules,
  - g. Any permit-to-work systems,
  - h. Traffic routes,
  - i. Security arrangements,
  - j. Hearing protection zones
  - k. Arrangements for personal protective equipment, including what is needed, where to find it and how to use it,
  - l. Arrangements for housekeeping and materials storage,
  - m. Facilities available, including welfare facilities,
  - n. Emergency procedures, including fire precautions, the action to take in the event of a fire, escape routes, assembly points, responsible people and the safe use of any fire-fighting equipment;
  - o. Arrangements for first aid;
  - p. Arrangements for reporting accidents and other incidents;
  - q. Details of any planned training, such as 'toolbox' talks;
  - r. Arrangements for consulting and involving workers in health and safety, including the identity and role of any:
  - s. Appointed trade union representatives,
  - t. Representatives of employee safety,
  - u. Safety committees;
  - v. Information about the individual's responsibilities for health and safety.

## **Reporting incidents**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require the 'responsible person' to notify any death, reportable injury, disease or dangerous occurrence to the relevant enforcing authority. The responsible person is the employer or, for the self-employed, the contractor or principal contractor.

## **Additional duties for notifiable projects**

In the case of notifiable projects, contractors must also:

- a. Check that a CDM co-ordinator has been appointed and HSE notified before they start work (having a copy of the notification of the project to HSE (form 10, see paragraph 18), is normally sufficient);
- b. Co-operate with the principal contractor, CDM co-ordinator and others working on the project or adjacent sites;
- c. Tell the principal contractor about risks to others created by their work;
- d. Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work;
- e. Comply with any reasonable directions from the principal contractor, and with any relevant rules in the construction phase plan;
- f. Inform the principal contractor of any problems with the plan or risks identified during their work that have significant implications for the management of the project;
- g. Tell the principal contractor about accidents and dangerous occurrences;
- h. Provide information for the health and safety file (see paragraphs 256-268).

Contractors must co-operate with the principal contractor, and assist them in the development of the construction phase plan and its implementation. Where contractors identify shortcomings in the plan, the contractor should inform the principal contractor.

On notifiable sites, contractors must promptly inform the principal contractor about risks to other site workers or members of the public resulting from their work. This includes anything, for example from risk assessments and written systems of work, which might justify a review or update of the construction phase plan. Contractors must also provide details to the principal contractor of any other contractors who they engage to assist in the carrying out of the work. Principal contractors must be in a position to know who is working on the site. Principal contractors also have duties relating to the provision of information to contractors, and they will not be in a position to discharge these duties if they are not told that such contractors have been engaged.

Contractors must also provide information about RIDDOR incidents to principal contractors so that they can monitor compliance with health and safety law and, if necessary, review the arrangements for the management of health and safety.

On notifiable projects, site induction should be provided by the principal contractor, but the contractor must co-operate with the principal contractor to ensure that an adequate site induction is provided.

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## Section 22.0

### Welfare Arrangements

The Company will ensure the provision of suitable welfare facilities, at the Company's office and at all project locations, to ensure compliance with applicable regulations.

These facilities may include:

- Sufficient washbasins (with hot, cold or warm running water) and toilets for the numbers expected to use them, or, integrated wash stations that include soap, barrier cream, hand towels/driers. Separate facilities will be provided for males and females, where possible. Shared facilities will have lockable doors.
- Rest areas with tables and chairs (with backs), a microwave and kettle so as to prepare, eat and drink during break times.
- Changing facilities, including drying rooms, which will include an area for the storage of PPE and personal clothing.

The Regulations below set the detailed standards for the office and projects:

- The Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Construction (Design & Management) Regulations 2007

As the company generally operates as a contractor on projects, welfare provision is the responsibility of the Principal Contractor under CDM 2007. On all projects, we will ensure that this duty has been fulfilled adequately and liaise with the Principal Contractor to ensure that a suitable standard is maintained. If, for any reason, the Principal Contractor fails to provide adequate welfare arrangements, we will make our own arrangements before beginning work.

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## Section 23.0

### Contractors Policy

#### 23.1 Statement

The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 impose duties to safeguard the Health and Safety of those who are not in ABEC's employment but who may be affected by the organisation's activities. These duties also apply to a contractor working for ABEC or on the premises of ABEC to safeguard the organisation's employees and customers from the contractor's activities.

ABEC will endeavour to employ only competent sub contractors, who will be selected according to the company's specifications, including satisfactory replies on the Contractors' Questionnaire which follows

No work will be allowed to begin until the Contractors' Questionnaire has been completed and copies of the required documentation have been provided. One of the main duties of ABEC is to ensure adequate co-operation between the company and the contractor. No contract will commence or continue unless a member of staff has been placed in charge of liaison with the contractor. The use by contractors of the company's welfare facilities will be permitted only if they have requested this before commencing work. Permission will be granted depending on the nature of their operations.

All contractors will complete an agreement sheet.

An example of this pre-qualification document follows.

## **New Subcontractor Questionnaire**

The attached Questionnaire is a standard preparation and not all items will be applicable. However, you are required to give submissions in respect of those questions with a tick in the “insert” box.

Together with the above, you are required to submit your Company’s Safety Policy Statement in accordance with the 1974 Health and Safety at Work Act or you will be required to complete the ABEC Health & Safety documents.

### **SECTION 1 - COMPANY DETAILS**

1.1 Registered Company Name:

1.2 Trading Name if Different From Above:

1.3 Outline Description of Works Carried Out:

1.4 Will you be undertaking any works that fall outside the CIS Scheme such as planned maintenance?

1.5 Company Registration Number (Limited Companies Only):

1.6 Registered Company Address:

1.7 Trading Address if Different From Above:

1.8 Contact Information:

Tel:		Mob:	
Fax:		Email:	

1.9 What is your UTR (Unique Tax Reference) for CIS purposes:

1.10 Are you VAT Registered, If so, what is your VAT Registration Number:

1.11 What is your national insurance number (Sole Traders Only):

1.12 Bank Details

Bank Name:	
Account Name:	
Sort Code:	
Account Number:	

## **SECTION 2 – INSURANCES**

2.1 Do you have the following insurances? Please enclose copies of all certificates ensuring any renewal / policy dates are visible.

Public Liability Insurance:	Yes / No	£
Employers Liability Insurance:	Yes / No	£
Professional Indemnity Insurance:	Yes / No	£

## **SECTION 3 – HEALTH & SAFETY**

3.1 Do you have a Health and Safety Policy statement? If so please attach a copy:

3.2 Please include the name and title of the most senior person in your Organisation responsible for co-ordinating health and safety matters.

3.3 Are you a CSCS Skill card holder? Please enclose copies of all cards / certificates ensuring any renewal / policy dates are visible.

3.4 Have you been served an Improvement Notice or Prohibition Notice by an HSE Inspector or other enforcing authority in the last three years?

**\*\*\* ABEC Working Safe Practice \*\*\***

Please as part of ABEC health and safety requirements visit [www.abec.co.uk](http://www.abec.co.uk) and click on working safe on the blue bar on the foot of the page. Download the ABEC Health & Safety Policy and complete online form.

**SECTION 4 – PAYMENT TERMS & PURCHASING PROCEDURES**

4.1 ABEC operate a strict payment terms of 45 days end of month. We have two payment runs in a calendar month which are run on the 15<sup>th</sup> of every month and the 30<sup>th</sup> of every month. Please bear this in mind for all payment dates.

**You must always quote ABEC Purchase Order number on all invoices. Failure to do so will more often than not delay payment.**

**SECTION 5 - DECLARATION**

Signed on Behalf Of:	
Name:	
Position:	
Date:	

**SECTION 6 – OFFICE USE ONLY**

Received Date:	
Acknowledged By:	
Status (Approved/Non Approved/Pending):	

**FOR APPROVED CONTRACTORS ONLY.**

Date of Approval:	
Account Set Up on <u>Sage Line 50</u> :	
Supplementary Account Set Up on <u>Construct</u> : (Non CIS Works Only – if applicable)	

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## Section 24.0

### Review and Monitor

**24.1** To ensure ABEC is maintaining safe working practices at all times we will:

- Review policies, procedures and practices annually, unless major change occurs.
- Discuss any issues regarding Health & Safety openly.
- Review the accident book on a quarterly basis and report findings to all.

The Directors will be responsible for investigating accidents including any vehicle accidents.

**24.2** The Directors will be responsible for investigating work-related sickness absences.

**24.3** The Directors will discuss Health and Safety issues bi-annually as an agenda item.

**24.4** The management meeting will have an agenda item for Health & Safety to be discussed and reviewed as required.

**24.5** There will be an open forum for discussion and consultation on safety issues.