



AIRPORT FACILITIES GROUP LTD

HEALTH & SAFETY POLICY

Revised to conform to the Health and Safety at Work etc Act, 1974

(Last Revision 31st October 2018)

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MARCO AFL

Health and Safety Policy Statement

The Company recognises and accepts its responsibility to provide and maintain a safe and healthy working environment for all its employees, and to carry out its operations without risks to the health and safety of others.

The Company expects all Managers and Supervisors to continuously seek to improve our health and safety performance through active leadership.

Employees are expected to take care of themselves and others who may be affected by their act or omissions and to co-operate with the Company on health and safety matters.

The Company will only engage contractors and temporary staff who are competent and adequately resourced to undertake their work in a safe and healthy manner.

The Company will consult and communicate with employees on a regular basis to ensure the highest levels of health, safety and welfare are established and maintained.

To enable the Company Policy to be carried out, responsibilities for health and safety have been effectively assigned and accepted at all levels within the organisation. Suitable resources will be provided and maintained for the implementation of this Policy.

We will achieve our Policy objectives by ensuring:

- Adequate resources are provided including the appointment of a competent Health, Safety & Environmental Manager.
- Assessments of workplace risks are undertaken, preventive and protective measures implemented and communicated to those affected.
- Safe methods of work are developed and adopted.
- Plant, equipment and tools are inspected and maintained at regular intervals.
- Safe arrangements are made for the use, storage and transportation of articles and substances used at work.
- A safe place of work with safe means of entry and exit provided and maintained.
- Employees are provided with suitable and sufficient information, instruction, training and supervision to enable them to avoid hazards and positively contribute to their own health and safety whilst at work.
- The working environment is safe and without risks to health and safety, including the provision of adequate welfare facilities.
- The correct safety equipment (including personal protective equipment) is provided where appropriate, maintained and properly used.
- Health and safety monitoring including inspections and audits are undertaken to ensure the required safety standards are being achieved and the Company Policy remains up to date and effective.

- All accidents are properly recorded and reported. Lost time accidents will be fully investigated, and steps taken to eliminate recurrence.
- The Directors are ultimately responsible for health, safety and welfare within the Company.

This Health and Safety Policy will be reviewed annually, amended and updated as necessary. The Policy and any changes to it will be brought to the attention of all employees.

Mr David Gill and Mr Simon Fox are totally committed to ensuring the highest standards of Health, Safety & Welfare for everyone at Airport Facilities Group, it is our intention to seek ways of proactively improving our work methods and practices to ensure that you the workforce benefit from a safety culture that is continuously improving.

“Our commitment must also be your commitment.”



31st October 2018

David Gill, Managing Director

Dated

Section 2

Organisation

This section of the Company Health and Safety Policy describes:

- The organisation in place to effectively implement all aspects of the Company Health and Safety Policy.
- The health and safety responsibilities assigned to individuals at all levels within the organisation to ensure the Policy objectives are achieved and maintained.

MANAGING DIRECTOR

The Directors are ultimately responsible for health, safety and welfare within the Company and are specifically responsible for:

- Ensuring adequate resources are provided for the implementation and maintenance of the Company Health and Safety Policy.
- Making arrangements for the effective planning, organisation, control, monitoring and review of health, safety and welfare matters within the Company, and ensuring these arrangements are effectively integrated with other management activities.
- Promoting interest and enthusiasm for health and safety matters throughout the Company.
- Ensuring health and safety is at the start of every agenda during Board meetings and senior management meetings.
- Observing all relevant health and safety standards when visiting Company premises and work sites, leading on health and safety matters by setting a good example.

The Managing Director is specifically responsible for Health, Safety and Welfare within the Company.

In the absence of the Managing Director, the Operations Director will take full responsibility for health, safety and welfare matters within the company.

QUANTITY SURVEYOR/ESTIMATOR

It is the duty of the Quantity Surveyors / Estimators to ensure so far as is reasonably practicable the Health, Safety and Welfare of employees whilst at work and others who may be affected by the operation of the Company. In particular the Quantity Surveyors / Estimators are responsible for:

- To read and understand the Company's health and safety policy and comply with the prescribed arrangements.
- Be aware of and have knowledge of the various statutory requirements governing the Company's activities and their application.
- To ensure that the requirements of health and safety legislation, i.e., the Construction Design & Management Regulations 2015, are complied with as they apply to the company activities
- Identify and assess any potential hazards and risks in order to, as far as reasonably practicable minimise or remove them
- To promote safe working methods by providing detailed information and instruction to all employees and subcontractors
- Provide adequate information to enable safety management systems to be implemented to control working at height including the design of scaffold and other working platforms to reduce the risk as far as is reasonably practicable the risk of any person being injured from falling from height or being struck by falling materials
- Provide adequate information, as required, to ensure the correct implementation of designs, where design changes affect the risk environment on the work site
- Report any unsafe situation observed whilst on site, in particular non-compliance with the requirements of any Construction Phase Plan
- Set a personal example when visiting work sites and carry out your own work in a safe manner

PROJECT MANAGER

It is the duty of the Project Managers to ensure so far as is reasonably practicable the Health, Safety and Welfare of employees whilst at work and others who may be affected by the operation of the Company. In particular the Project Managers are responsible for:

- Ensuring adequate resources are deployed for the implementation and maintenance of the Company Health and Safety Policy.
- Ensuring the Health and Safety Policy is effectively implemented throughout the Company.
- Promoting interest and enthusiasm for health and safety matters throughout the Company.
- Ensuring health and safety is an agenda item at Project Manager Meetings, Pre-start meetings and site progress meetings.
- Monitoring and reviewing the health and safety performance of the Company and taking appropriate action where required.
- Observing all relevant health and safety standards when visiting Company premises and work sites and to lead on health and safety matters by setting a good example.
- Ensuring employees are competent to carry out their work in a safe and healthy manner.
- Ensuring all levels of supervision are made aware of their health and safety responsibilities, including ensuring the responsibilities are reflected in job descriptions and performance reviews.
- Making adequate arrangements to consult with employees and others on health, safety and welfare matters.
- Ensuring negligence in respect of health and safety duties and procedures is treated as a disciplinary matter.

SITE MANAGERS/SUPERVISORS

Detailed below are the individual responsibilities of Managers and Supervisors to assist the Company in meeting its legal obligations in ensuring the health and safety of employees and others who may be affected by the operation of the company.

- To ensure the Company Health and Safety Policy is effectively implemented and maintained at all locations and functions under their control.
- To ensure all employees under their control are made aware of and understand the requirements detailed in the Health and Safety Policy.
- To ensure all employees under their control are provided with sufficient information, instruction, training and supervision to carry out their duties in a competent manner.
- To ensure health and safety is included as an agenda item at all team meetings.
- To promote interest and enthusiasm for health and safety amongst all staff under their control.
- To ensure employees under their control are aware of any risks associated with their work and the precautions to be observed to avoid injury and ill health.
- To ensure risk assessments are undertaken within their areas of responsibility and arrangements made with the Health, Safety & Environmental Manager for the preparation and issue of safe working guidelines for inclusion in the Company Health and Safety Policy.
- To ensure employees with specific health and safety responsibilities such as first aiders, fire wardens and safety co-ordinators are fully aware of their duties and provided with sufficient resources including time to fulfil their duties.
- To ensure disregard for the Company Health and Safety Policy is treated as a disciplinary action.
- To make arrangements to regularly consult with all employees under their control on health, safety and welfare matters including safety representatives where appointed.
- To ensure health and safety concerns of employees and others receive prompt attention and suitable actions taken to remedy any defects in the Company health and safety arrangements.

EMPLOYEES

Employees have a responsibility:

- To correctly use all work items provided by the Company in accordance with the training and instruction received on the safe use of such items.
- To develop a personal concern for your own and other's health and safety and not to do anything that would adversely affect you're own or other's health and safety.
- To co-operate with the Company on health and safety matters including following the requirements detailed in the Company Health and Safety Policy.
- Not to intentionally abuse, misuse or interfere with anything provided for health and safety reasons.
- To make full and proper use of any safety devices and equipment provided for your use.
- To report the absence or depletion of any machinery guards, safety devices and equipment to your immediate manager/supervisor.
- To report all accidents, near misses, uncontrolled hazards and dangerous situations to your immediate manager.
- To report immediately any damage to plant, equipment, tools and appliances to your manager and take the offending item out of use until effective repairs or replacement has taken place.
- To adopt a proactive approach to health and safety by making suggestions to assist the Company in continuously improving its health and safety performance.

HEALTH, SAFETY & ENVIRONMENTAL MANAGER / HEALTH & SAFETY ADVISORS

The Health, Safety & Environmental Manager/Health & Safety Advisors will assist the Managing Director on the following matters concerning health, safety and welfare within the Company as requested:

- Keeping up to date with changed and new legislation.
- Revisions to the Health and Safety Policy EHS management system and associated documentation.
- Accident investigations and reporting.
- Liaison with the enforcing authorities, external bodies and the client
- Workplace and work activity inspections and audits, including the production of reports, KPI's and trend analysis.
- Suggestions on continuous improvement in relation to the Company health and safety performance.
- Risk assessments, both general and specific.
- Training staff at all levels within the organisation, in relation to health and safety.
- Attending health and safety meetings and developing a company monthly EHS meeting

COMPETENT PERSONS

The following have been appointed 'Competent Persons' to help the Company comply with its legal duties and protect the health, safety and welfare of employees and others who may be affected by the operations of the Company:

First Aiders/Appointed Persons.

Responsible for taking control in the event of an accident and where appropriate administering first aid to an injured or ill person.

Responsible for accident recording and maintenance of the Company first aid facilities and equipment.

The names of the first aiders and appointed persons are detailed on the first aid notices displayed within the premises or on site.

Risk Assessors

The Company has trained and appointed key personnel to undertake risk assessment, method statements and formulate health and safety plans with the help and guidance of the Health, Safety & Environmental Manager.

The following key personnel are appointed as risk assessors:

Health & Safety Advisors

Health, Safety & Environmental Manager

Mr David Pummell CMIOSH MIIRSM FRSPH IMAPS AIEMA is responsible for advising the Company on all aspects of health, safety and welfare and is assisted by the Health & Safety Advisors Mr Ian Ashton AIIRSM, Mr Barry Andrewes, Mrs Trudi Longhurst and Mr Harrison Gill

Fire Marshals

The Office Managers will undertake this role at company premises.

The Site Managers or Supervisors will undertake the role on site locations.

Section 3 - Arrangements

Abrasive Wheels

Policy.

The Company recognises the main risk of injury associated with the use of abrasive wheels are caused by flying particles, wheels bursting and operators coming into contact with moving parts of the wheel or machinery.

The Company will ensure employees are trained in the correct selection and mounting of abrasive wheels as well as the risks associated with the use of grinding machines and the precautions to be observed.

Procedure.

An adequate number of persons will be trained to select and mount abrasive wheels.

Details of the training given and the persons authorised to change abrasive wheels will be held electronically on the shared drive within the companies training matrix.

Relevant employees will receive sufficient information, instruction and training on the use of portable grinding machines.

The Company use portable grinding machines, when such machines are used the following safe system of work will be utilised:

- ◆ Suitable eye protection will be worn at all times when operating grinding machines.
- ◆ Where excessive noise or dust is generated when using grinding machines suitable ear defenders and facemasks will be worn.
- ◆ The operator will carry out a visual inspection of the grinding machine to ensure it is free from defects before being put into use.
- ◆ The operator will ensure the correct abrasive wheel is fitted to the machine for the work to be undertaken and that the wheel is not damaged or badly worn.
- ◆ Where there is a risk of fire suitable spark guards will be positioned around the work area and a suitable fire extinguisher placed adjacent to the place of work.
- ◆ Suitable precautions including the erection of barriers, guards and signs will be taken to prevent unauthorised persons entering the work area.
- ◆ On completion of the work, the work area will be cleared of any surplus materials, dusts etc.
- ◆ Suitable checks will be made on completion of each work task to ensure hot materials have suitably cooled and a fire risk does not remain.

Accident and Near Miss Reporting and Recording

Policy

The Company will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. This policy outlines the procedures to be followed when an employee or other person experiences an accident or near miss on Company premises.

The following definitions apply to this procedure:

ACCIDENT means an unplanned, unexpected random event, which results in injury, damage or loss.

Examples include a person falling resulting in a fractured bone and incorrect use of office equipment resulting in damage and breakdown.

NEAR MISS means an unplanned event, which does not cause injury, damage or loss but had a high potential to do so.

Examples include a heavy box falling from a high level shelf narrowly missing a passer by or a short circuit in an item of electrical equipment resulting in an explosion and malfunction of the equipment.

Procedure

General Reporting

Employees must ensure all accidents are recorded in the accident book no matter how minor.

Any accident to an employee outside their normal place of work during normal working hours must also be recorded in the accident book. The person in charge of the premises where the accident occurred must also be informed.

Details of accidents to persons other than employees including clients, visitors and contractors must be recorded in the accident book by the person witnessing the accident or attending the injured person.

If due to an accident the injured person is unable to make an entry in the accident book, a witness or individual attending the injured person must complete the entry.

Where an accident involves treatment from a first aider, details should be recorded in the accident book.

The new type accident book (B1510) conforming to the Data Protection Act is readily available for use and inspection. The book contains information that must be completed by law.

The accident book will be reviewed once every six months by the Managing Director and Health, Safety & Environmental Manager to identify any trends in accidents and to implement suitable corrective action if appropriate. Reviews may result in revisions to the Company Health and Safety Policy and associated documents.

Reporting to the Health and Safety Executive

Certain injuries, diseases and dangerous occurrences (near misses) must be reported to the HSE within a given timescale and to an approved format.

Examples of reportable injuries include:

- ◆ Fracture other than to fingers, thumbs or toes.
- ◆ Dislocation of shoulder, hip, knee or spine.
- ◆ Loss of sight (temporary or permanent).
- ◆ Amputation.
- ◆ Injury resulting in a person being absent from work or unable to do their normal work for more than seven days.

Examples of reportable dangerous occurrences are:

- ◆ Electrical short-circuit or overload resulting in fire or explosion.
- ◆ Accidental release of any substance which may damage health.

The Health, Safety & Environmental Manager holds a full list of reportable injuries, diseases and dangerous occurrences.

All reportable incidents must be reported immediately to the HSE by the quickest route, normally by telephone or fax.

The Health, Safety & Environmental Manager will complete details of reportable accidents or Dangerous occurrences on Forms F2508 and F2508A respectively. The appropriate form will be forwarded to the HSE within fifteen days of the date of the accident.

The Health, Safety & Environmental Manager will retain original and a copy of forms F2508's.

All reportable incidents will be fully investigated by the Health, Safety & Environmental Manager and a written report prepared detailing the circumstances of the incident and recommended actions to prevent recurrence.

The Managing Director will notify any reportable incident, which may lead to a claim for compensation, to the company insurers.

Employees must complete an absence from work self-certification form where an injury results in an absence from work. The form must be completed to reflect that the absence from work resulted from a workplace accident.

Alcohol, Drugs and Substance Abuse

Policy

The Company recognises that the health and safety, performance, conduct and relationships of persons at work may be affected by anyone under the influence of illegal drugs, excessive amounts of alcohol or through substance abuse.

A proactive approach to managing alcohol, drugs and substance abuse within the workplace has been adopted in order to minimise the ill health and other adverse effects on employees.

Procedure

The following rules and approach to managing alcohol, drugs and substance abuse within the Company will apply:

All new employees and temporary staff will be advised of the health risks and possible related consequences from the effects of alcohol, drugs and substance abuse as part of the induction process for new employees.

The Company, through a random testing policy will make every effort to identify employees with possible alcohol, drug and substance abuse related problems at an early stage.

Employees suffering alcohol, drugs or substance abuse related problems will be counselled by the Managing Director to establish the extent of the problem and advice on sources of information and treatment if appropriate.

Employees are encouraged to ask for assistance if they feel matters relating to drug use, the consumption of alcohol or abuse of substances are beyond their control. Any such assistance will be treated with complete confidentiality.

The following rules will apply in relation to alcohol, drugs and substance abuse when working for the Company:

- ◆ The taking of illegal drugs or substance abuse will not be allowed on Company premises or when acting on behalf of the Company.
- ◆ The consumption of alcohol will not be allowed on Company premises or when acting on behalf of the Company during normal working hours except, when in conjunction with appropriate client entertainment or Company events.
- ◆ Persons found under the influence of alcohol, illegal drugs or substances will be removed from the Company premises or place of work and not allowed to return until fully recovered.
- ◆ The use of illegal drugs, abuse of substances or being under the influence of alcohol during normal working hours is considered a disciplinary offence.
- ◆ Employees must not drive, operate machinery, equipment, plant or use power tools if under the influence of alcohol, illegal drugs or substances. If under such an influence and required to drive or operate office equipment you must report your condition immediately to your manager or senior person on the premises.
- ◆ Employees must check with their doctor or pharmacist about the side effects of prescribed medicines and follow any guidance issued. Where the taking of prescribed drugs may affect your conduct, work performance or relationship with others you must make your Manager the Health, Safety & Environmental Manager and the Managing Director aware of such circumstances.

Asbestos

Policy

The Company will ensure asbestos is effectively managed in all workplaces occupied by the Company in compliance with The Control of Asbestos Regulations 2012 and when encountered during work undertaken by the Company.

The Company recognises the serious health risks that may result from exposure to asbestos at work. We will ensure employee's exposure is either prevented or controlled to acceptable levels.

Procedure.

The Company will ensure that any premises occupied by them that are likely to contain asbestos will have a survey conducted by a competent person to establish the presence or otherwise of materials containing asbestos and an Asbestos Management Plan put in place.

Where the Company lease premises, we will ensure the landlord undertakes an asbestos survey where asbestos is likely to be present.

Wherever possible asbestos materials will be clearly labelled with the recognised asbestos warning sign.

Any person likely to work near materials known to contain asbestos will be notified of its location and instructed on the precautions to be observed to ensure asbestos fibres are not released into the air.

The Client/Principal Designer will identify under the requirements of the CDM regulations the presence of asbestos materials within the pre-construction information.

Where appointed as the Principal Contractor the Company will ensure the methods used for controlling exposure to asbestos are detailed in the construction phase plan and supporting risk assessments and method statements.

Where asbestos is left in place regular monitoring of its condition will be undertaken to detect conditions that may lead to the release of airborne fibres. Frequency of Monitoring will be identified by risk assessment with suitable records kept.

Where materials containing asbestos have deteriorated suitable actions such as sealing, enclosing or removing will be taken.

Company employees will not be permitted to undertake work on asbestos insulation, asbestos coating or asbestos insulation board under any circumstances. Licensed contractors will undertake such work only.

Employees and subcontractors of the Company may occasionally undertake minor works on asbestos cement products. Such work will only be authorised after consulting the Health, Safety & Environmental Manager.

Work may be undertaken on asbestos cement products which is non-licensed work by appropriately trained employees and subcontractors of the Company. Some of this work, from the 6 April 2012, needs to be notified to the relevant enforcing authority and written records will be kept of non-licensed work along with a list of employees on the job and the likely level of exposure.

From April 2015, all company employees/self-employed persons undertaking notifiable non-licensed work with asbestos will be under health surveillance by a Doctor.

Before any work is undertaken on asbestos cement products a full risk assessment and method statement will be produced detailing the risks involved and the control measures to be applied.

Where materials or dust are discovered, that are suspected of containing asbestos, then all work on or near the material/area must stop immediately.

The Manager or Supervisor in charge of the work is responsible for ensuring work stops immediately, all persons withdraw from the area, the area is made safe and relevant persons informed of the likely presence of asbestos.

Arrangements will be made for a competent person to test the suspect material/dust to establish the presence or otherwise of asbestos.

Suitable action will be taken to enclose, seal or remove any asbestos material confirmed to be present.

Work will only commence when it is completely safe to do so and as authorised by the Manager and Supervisor in charge of the project.

Construction Design and Management Regulations

Policy

The Company will comply fully with the requirements of the Construction Design and Management Regulations 2015. On CDM projects the responsibilities of Principal Contractor or contractor normally apply, in some situations the responsibilities of Principal Designer and Designer may apply.

Procedure

To ensure the effective management of health and safety from conception of a project through to completion the Company will undertake the following responsibilities in relation to the specific duty holder appointment/s: -

Principal Contractor.

- 1 Develop the pre-construction Information into a construction phase plan before construction work starts on site.
- 2 Ensure all subcontractors are competent to undertake their work and that adequate resources will be allocated to effectively implement health and safety.
- 3 Obtain risk assessments and method statements from subcontractors, including the control measures to be implemented to eliminate or control to acceptable levels risks to health.
- 4 Obtain from contractors' relevant information for inclusion in the Health and Safety File
- 5 Ensure all subcontractors cooperate with each other and the Company so that all parties meet their legal responsibilities.
- 6 Ensure all subcontractors' employees are provided with information on risk to their health and safety including the control measures to be implemented.
- 7 Ensure all subcontractors' employees have been provided with adequate health and safety training.
- 8 Arrangements are in place to consult with persons or their safety representatives on health and safety matters.
- 9 Health and safety performance is monitored by undertaking regular inspections and audits.
- 10 Take reasonable steps to ensure unauthorised persons do not enter the site.
- 11 Clearly display a copy of the notification of the project (Form F10) on site.

Principal Designer.

- 1 Ensure the notification of the project is sent to the Health and Safety Executive.
- 2 Ensure designers comply with their duties under the regulations.
- 3 Ensure designers cooperate with each other so that all designers can comply with their duties under the regulations.

- 4 As requested advise the client on the competence and resources of designers, contractors and the contents of the construction phase health and safety plan.
- 5 As requested advise contractors on the competence of designers.
- 6 Ensure the pre-construction Information is prepared for inclusion in the tender package.
- 7 Assist in monitoring the safety of the project during the construction phase
- 8 Ensure the Health and Safety File is prepared, kept up to date and handed to the client at the end of the project.

Contractor

- 1 Cooperate with the Principal Contractor so that both parties can comply with their legal responsibilities.
- 2 Provide the Principal Contractor with risk assessments, method statements and other information regarding health and safety on site.
- 3 Comply with any directions given by the Principal Contractor.
- 4 Comply with any applicable rules detailed in the health and safety plan.
- 5 Provide the Principal Contractor with any information required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- 6 Provide employees with the names of the Principal Designer and Principal Contractor.
- 7 Provide employees with information on the contents of the health and safety plan, risk assessments and method statements.

Designer

- 1 Where appropriate make the Client aware of their responsibilities under the regulations, including publications issued by the Health and Safety Executive and other relevant sources.
- 2 Apply risk assessment to the design process with the key objective of eliminating risks to the health and safety of persons carrying out work during the construction period, during future maintenance and repair work on the structure once built. Where elimination is not reasonably practicable the risks will be controlled, and measures implemented to protect all persons, the provision and use of personal protective equipment is considered a last resort.
3. Not to start Design work unless the client has appointed a Principal Designer.
- 4 To co-operate with other designers and the Principal Designer to ensure health, safety and welfare matters are fully addressed and suitable controls implemented.
- 5 To provide information on the design to the Principal Designer, in particular matters that need to be included within the pre-construction Information such as risks to be controlled on site, sequence of construction, temporary structures/supports.
6. Provide information on any hazardous substances or materials to be used during the construction phase and during future maintenance and repair works, including the provision of manufacturers or suppliers health and safety data sheets.
- 7 Ensure all design works comply with the Workplace Health Safety & Welfare Regulations.

Consultation with Employees

Policy

The Company acknowledges the importance of employee involvement in health and safety matters, including regular consultation between employees and management of the Company.

Suitable arrangements will be made to consult and communicate with employees on health and safety matters, including where appropriate actions to improve the Company health and safety arrangements and performance.

Procedure

Consultation, General

During the Consultation process the Company will give information to employees and others on proposed health, safety and welfare matters, listen to and taking account of employees and other persons views before making any health and safety decisions that could have health and safety consequences.

Consultation will be carried out on matters relating to health, safety and welfare such as:

- ◆ Changes, which may substantially affect the health and safety of persons such as changes to procedures, work equipment, methods of work or workplaces.
- ◆ Arrangements made by the Company for obtaining competent help on health, safety and welfare to achieve compliance with the law and follow best practice.
- ◆ Information on risks to the health and safety of persons at work and the measures to be taken to eliminate or control those risks to acceptable levels.
- ◆ Identification, planning and delivery of health and safety training.
- ◆ Health and safety consequences of introducing new technology.

The views of employees, the safety representatives, persons on temporary contracts or from an employment agency, and persons on work experience will be considered as appropriate during the consultation process.

Regular consultation and communication on health and safety matters will take place by one or more of the following:

- ◆ Management meetings with employees.
- ◆ Team meetings.
- ◆ Notice boards, memo's, letters etc.
- ◆ Electronic means.

Provision of Information.

During the consultation process suitable and sufficient information will be provided for all persons concerned to understand:

- ◆ Risks and hazards associated with work activities, workplaces and work equipment.

- ◆ The controls in place or to be introduced to eliminate or reduce to acceptable levels those risks and hazards.
- ◆ The procedures and actions to follow when encountering risks and hazards.

The information provided may be verbal or in writing dependant on the degree and type of hazards and risk involved. Written information will normally be in the form of risk assessments and safety management procedures.

Where appropriate the matters discussed at consultation meetings will have minutes taken. Where matters requiring attention are identified the minutes will detail the name of the person responsible for taking appropriate action and the timescale for completion. Copy of minutes will be displayed on the company notice board.

In certain situations the Company will not make available information:

- ◆ Which would breach a prohibition imposed.
- ◆ Relating specifically to an individual, unless the individual consents to its being disclosed.
- ◆ Which could damage the Company reputation.
- ◆ Which would be used for the purpose of bringing prosecution or defending a legal action.
- ◆ Which provides information on matters not relating to health and safety.

Notice Boards.

Where the Company wishes to pass health and safety information to employees, written information will be displayed on the notice boards located within the premises and on site.

Memos, Letters, Electronic Means.

The Company may communicate health and safety information or instructions either to groups of employees or individuals by means of memo's, letters or e-mail as appropriate. Records of such communications will be retained for reference purposes.

Twelve Top Tips for clearer verbal communication

If you want to get your message across, speaking clearly is best rather than shouting. Here's some advice on how you can communicate effectively on site with people who aren't fluent in English:

1. Use short, simple sentences and speak clearly and not too fast. Use simple words where possible – for example, 'cut' rather than 'laceration'.
2. If a worker doesn't understand, repeat your sentence using the same words. If this doesn't work, re-phrase.
3. Give instructions in the right order. For example: 'First bring up the boards, then close the door.' not 'Before you close the door, bring up the boards'.
4. Use technical terms commonly used in the building trade (eg. 'Toe board' or 'crank bar'), but remember you may need to explain them.
5. Explain commonly used slang words, e.g. guy, gear, dodgy – but avoid using complicated slang phrases.

6. Avoid irony and jokes which may be hard to understand or taken the wrong way. (e.g. "I wasn't born yesterday").

7. Use 'active' language such as 'You must wear a hard hat' rather than 'Hard hats must be worn', in the second example it is not clear who should carry out the action.

8. Always check that you've been understood. Ask open questions like 'So how many doors do you need to hang today?' If you ask a closed question (which can only have a 'yes' or 'no' answer), such as 'Do you understand?' operatives may answer 'Yes' when in fact they have not understood.

9. Be aware that workers may be embarrassed or afraid to tell you that they have not understood what you said. Encourage them to ask questions and to tell you when they have not understood.

10. Pair a newcomer who speaks little English with someone who speaks the same first language, but better English.

11. Make sure everyone understands the common shouts used to warn of danger, e.g. Look out! Below! Duck!

12. Remember, Health & Safety procedures vary from country to country, meaning that foreign workers may be less familiar with them and might require more explanation.

13. Where it is clear the individual does not understand and you are unable to pair them with a buddy who speaks English and their language then you must contact the main office who will arrange for an interpreter to be sourced.

Where further information is required the company will contact BLIS Services, which is a one-stop shop for businesses who want to benefit from improved language and cultural skills. The website location is:

www.blis.org.uk where the following information can be found including local directories of:

- Translators and interpreters
- Language trainers and courses
- Cultural consultants
- Language-related facilities

BLIS Services is maintained by CILT, the National Centre for Languages. www.cilt.org.uk

Control of Contractors.

Policy

It is our Policy to ensure the health and safety of contractors who work on our premises as well as employees, clients, visitors and others who may be affected by the operation of the Company.

The Company will plan, co-ordinate, control and monitor the activities of contractors to ensure the health and safety of all persons who may be affected by their work activities.

We are also committed to ensuring construction work carried out on Company premises is undertaken without risks to the health and safety of employees and others by complying with the requirements of the Construction Design and Management Regulations for reportable projects.

The Company will only use contractors who have been assessed as capable to undertake their work in a safe and healthy manner and who will allocate adequate resources to health and safety management.

Procedure

Managers intending to engage a contractor to undertake work must liaise with the Managing Director to ensure the contractor is competent to undertake the work in a safe and healthy manner.

Where a contractor's work is likely to last more than thirty days or entail more than 500-person days of work, authorisation from the Managing Director must be obtained and a Project Manager may be appointed to manage the contractor's work and ensure they comply with relevant health and safety legislation.

Before contractors start work on site the Project Managers will obtain from the contractor's risk assessments and where appropriate method statements for the work activities to be undertaken. These risk assessments and method statements will be used to monitor the performance of the contractor whilst on Company premises. The Health, Safety & Environmental manager will be consulted where assistance is required in assessing the suitability of risk assessments provided by contractors.

When arriving on Company premises the contractor must make an entry in the visitor's book and report to the Project Manager or nominated person who will then be responsible for co-ordinating the contractor's work. On leaving the premises the contractor must make a further entry in the visitor's book.

The Company has an approved contractor list. All contractors selected must be chosen from the approved list. Before being included on the approved list contractors are sent a health and safety questionnaire. Responses from the questionnaire are reviewed and approved by the Health, Safety & Environmental Manager.

Display Screen Workstations

Policy

The Company recognises the risk of musculoskeletal disorders, eyestrain and fatigue as the main causes of injury and ill health relating to the use of display screen equipment.

All reasonable steps will be taken to ensure the health and safety of employees who work with display screen equipment by adopting a risk minimisation approach to such work.

Procedure

The Company will implement the following procedures to ensure full compliance with its stated policy:

- ◆ Risk assessments of each display screen workstation will be undertaken by competent persons to identify the specific risk and take appropriate measures to minimise those risks to user health and safety.
- ◆ The guidance provided within the Health and Safety Executive document “VDU an Easy Guide to the Regulations” will be used to carry out the risk assessments and the form used to record the findings.
- ◆ Risk assessments will be reviewed when there are substantial changes in the layout of the display screen workstation.
- ◆ Employees will be provided with information and training on the risk associated with the use of the display screen equipment, and the methods to be adopted to reduce those risks to a minimum.
- ◆ Suitable steps will be taken to incorporate changes in work routines to ensure intense periods of display screen activity are not undertaken within the working day. This will be achieved by recommending that employees undertake other work tasks for a period of ten minutes in every hour of continuous display screen work.
- ◆ Arrangements will be made for staff to be provided with eye and eyesight tests where this is identified as required by the risk assessment process or when a request is received from an employee experiencing visual problems. The Company will meet the full costs of the eye and eyesight tests.
- ◆ Arrangements will be made to provide employees free of charge with suitable spectacles or contact lenses where the results of eye and eyesight tests indicate they are required specifically for display screen work. Alternatively, the Company will make an allowance to replace existing spectacles. In each case, the contribution to be made by the Company will be equivalent to the cost of providing national health frames and lenses, and in either case a receipt must be produced before payment is made.
- ◆ Where employees are provided with spectacles or contact lenses they are responsible for their safekeeping. Employees are expected to show the same degree of care towards spectacles and contact lenses as they would to any other work equipment. Anybody who misuses or interferes with anything provided for reasons of health and safety may be subject to action under the Company disciplinary procedures.
- ◆ The Company will provide items such as footrests, glare screens and document holders where they are considered necessary as a result of the risk assessment of the display screen workstation.

- ◆ Ensuring that software is suitable for the task and does not cause stress to the user. Training will be provided to users of software and include the actions recommended to minimise possible adverse effects on health from using software.

Electricity

Policy

The Electricity at Work Regulations requires certain precautions to be taken against the risk of death or personal injury from electricity in any work activity. The regulations also place duties on employers, employees, and self-employed persons to comply with the requirements as are within their control. Employees have an additional duty to cooperate with their employers. The Company will fully comply with these requirements.

Procedures

Temporary Electrical Installations

Temporary site supplies must be installed in accordance BS 7671 Requirements for electrical installations (The IEE Wiring Regulations). The Principal/Main Contractor must ensure that all Contractors comply with the relevant aspects of the Electricity at Work Regulations.

Competence of Operatives

Only competent electrical contractors should undertake site electrical installations. The contractor must be a specialist electrical engineering company having its technical experts controlled by Chartered Electrical Engineers; a Member of the Electrical Contractors Association or a contractor who is on the approved list of the National Inspection Council for Electrical Installation Contracting any of whom should be fully conversant with the standards required.

Temporary Electrical Testing Certificate

All temporary electrical installations must have electrical commissioning certificates, including any site cabins.

System Voltage

The most acceptable reduced voltage compromise for site work (including portable tools and lighting) is 110 V, single or three phase, so that no part of the installation is at more than 55V or 65V respectively to earth. The Company will adhere to these standards, so far as is reasonably practicable. No 240v item will be allowed on a construction site, unless by prior agreement, the equipment in question must also be fitted with suitable RCD protection.

Lighting on Site

All festoon lighting and portable lamps (including inspection lamps) must be run from a 110V supply, the most practical choice of lamp being the tungsten filament type.

Electrical Tools

All portable electric plant, tools and lighting used on site must be down rated to 110v, no 240v item will be allowed on a construction site, unless by prior agreement, the equipment in question must also be fitted with suitable RCD protection.

Supply leads to these tools are likely to be lengthy; every effort should be made to protect them from damage. Tools should be disconnected before any adjustments are made or attachments changed.

Whilst all electric portable tools should be subject to inspection, testing and maintenance by competent persons, users should check them before use and ensure that the flexible cable is not damaged and is firmly connected to both tool and plug.

Airport Procedures for Safe Isolation of Electrical Circuits/Equipment

1. Electrical Isolations

Only GAL appointed Skilled Person (registered in GAL database) is to undertake the work on electrical installation.

Procedures for Skilled Person working on or testing of low voltage equipment, listed in Table LV1 of GAL Electrical Safety Rule Book are to be followed.

Step 1

Check that it is safe and convenient with the occupier/user to isolate the circuits to be worked on.

Step 2

Note: If the isolator is an off-load device, remove the entire load first.

ISOLATE FROM ALL SOURCES OF SUPPLY, IF IN DOUBT – STOP AND ASK.

- Make Sure the isolating device is identified correctly for the circuit/equipment to be worked on.
- Switch the point of isolation to the OFF position and secure with the GAL approved safety lock, as set in the rule book 6.1.32 of GAL Electrical Safety Rule Book.
- Fix caution sign, described in Rule 6.1.33 of GAL Electrical Safety Rule Book, at the point of isolation. Caution sign shall display the company name, details of the individual isolating circuit/equipment including name and contact number. Where it is not practicable to incorporate contact details on same sign then an additional notice may be used with the caution sign.
- Use appropriate locking off devices for each different type of isolator i.e. MCB, Switch-fuse disconnecter etc.
- Where it is not possible to lock off the isolating device then the fuse or links should be removed and the door of the distribution board shall be secured with a safety lock and caution sign fitted as described above.

Step 3

ENSURE THAT THE CIRCUIT/EQUIPMENT TO BE WORKED ON OR TESTED IS THE CIRCUIT/EQUIPMENT THAT HAS BEEN ISOLATED.

- Use appropriate (GAL APPROVED) voltage test indicator.
- Test the voltage tester for correct operation by means of a proving unit or known supply.
- Prove dead with the voltage tester at the point of isolation and at all places where work is to be carried out. Where it is not practicable to prove dead at point of isolation, the skilled person, using appropriate tools and protective equipment, is to prove dead at the places of work or test as soon as conductors have been made accessible to a voltage tester.
- Re-test the correct operation of voltage test indicator on proprietary proving unit or known live source.

2. Testing and Certification

Carry out dead test of the circuits/equipment that has been worked on (DB XX, Circuit XX) and record the results on appropriate Test Certificate.

If the test results are satisfactory then go to the next step. Otherwise carry out remedial works until satisfactory Dead Test results have been achieved.

Remove the Signs and Safety Locks from point(s) of isolation.

Energise the circuit/equipment, carry out Live Test in accordance with latest BS7671 requirements and record the readings on appropriate Test Certificate. NOTE: if RCD/RCBO devices have been installed then RCD/RCBO test must be carried out to BS7671 and results recorded.

If the Live Test Results are unsatisfactory (do not meet the requirements of BS7671) than the circuit/equipment is to be isolated again and any remedial work(s) to be carried out until satisfactory Test Results have been achieved.

Upon satisfactory Test Results restore and leave the circuit/equipment in an operational state.

Emergency Procedures.

Policy

The Company recognises the importance of developing effective emergency procedures to protect the health and safety of employees and others in the event of an emergency.

The Company will ensure employees are trained in the procedures to follow in the event of an emergency occurring.

Regular practice emergency drills will be undertaken to assess the effectiveness of emergency procedures and where appropriate improved procedures will be developed and implemented.

Procedure

The Company have developed emergency procedures in the following areas:

Fire.

Accident.

Competent persons have been appointed to take control of these emergency situations.

Fire

Fire Marshals have been trained and appointed to take control in the event of a fire. Refer to the Company Policy on Fire and Fire Instruction and Training Procedure.

Accident

An appropriate number of fully qualified first aiders have been appointed to take control in the event of a major accident or ill health situation. Refer to the Company Policy on Accident and Near Miss Reporting and Recording.

Contact with External Services.

The location and phone numbers of external services such as the Fire Service, Doctors, Medical Centres, Gas, Electricity and water Supply companies will displayed on the notice board, all competent persons will be trained on the procedures to follow when dealing with emergencies and contacting external services.

Contact will be made with external services to establish the need or otherwise for simulated emergency and evacuation drills. Where appropriate drills will be undertaken at the recommended intervals.

Site Works

The arrangements for fire safety and accident procedures when undertaking site works will be detailed in risk assessments, method statements and where appropriate health and safety plans. All documents will be contract specific.

Fire Safety

Policy

The Company recognises the main purpose of fire safety legislation is to safeguard life. We also recognise the main causes of fire within the workplace as faulty electrical equipment or systems, matches, arson and smokers' materials.

All reasonable steps will be taken to prevent or minimise the risk of fire in the workplace. This will be achieved by:

- Providing employees with suitable training based on fire prevention.
- Provision of suitable fire warning systems, firefighting and detection equipment, fire exit and escape route signs, fire safety procedures and emergency lighting.
- Regular maintenance of the fire warning systems, firefighting and detection equipment.
- Regular fire drills to ensure employees and others are aware of the procedures to follow in the event of a fire.
- Regular inspection and testing of electrical equipment and systems.
- Suitable security arrangements to reduce the possibility of arson.

Procedure

The Company will undertake a fire risk assessment on all of its premises and ensure that all operatives are made aware of the findings contained in the Fire Risk assessment.

Simulated fire evacuation drills will be undertaken at twelve monthly intervals to ensure employees are aware of the procedures to follow in the event of a fire.

Emergency lighting equipment and systems will be regularly inspected and maintained by a competent person. Partial and full discharge test will be undertaken at intervals as recommended by the installers or manufacturers. Functional testing of the system is undertaken on a monthly basis by GAL/HAL staff.

A sufficient number of fire extinguishers will be provided that are suitable for the risk involved.

A notice will be fixed above each extinguisher detailing the type of substance within the extinguisher and the type of fire that can be fought.

The area around each extinguisher will be kept clear at all times so that its location can be easily identified in an emergency situation.

All extinguishers are inspected by a competent person annually. The date of the last inspection is indicated on the label affixed to the extinguisher.

Fire escape routes and fire exit doors will be clearly marked to the prescribed standards i.e. green background with white pictogram.

Fire safety procedures will be displayed around the building.

Suitable signs are displayed on all internal fire doors to remind persons to keep them shut at all times.

Signs are displayed on the external faces of all final escape doors to remind persons to keep the area around the door clear at all times.

The Company operates a no smoking policy within their premises.

Smoking will only be allowed outside Company premises at break and lunch times.

All employees will be provided with fire safety training as part of the induction process for new employees.

General fire safety training will be repeated once every year for existing employees to keep them up to date.

All employees will receive training to recognise the different types of fire extinguisher within the workplace, the types of fire they can fight and the methods of operation.

A suitable number of fire wardens have been trained and appointed to take control of fire safety within the workplace.

The duties of fire wardens include:

- ◆ Ensuring all persons have evacuated the area under their control in the event of a fire and reporting this fact to the person in charge at the fire assembly point.
- ◆ Undertake regular inspection of the workplace to ensure fire safety arrangements are being adhered to.
- ◆ Advising persons when it is safe to re-enter the building following a fire following consultation with the Fire Officer as appropriate.

The work of contractors on site will be tightly controlled to ensure the fire risks associated with their work is prevented or reduced to acceptable levels. Where there is a risk of fire contractors will be required to provide and maintain fire risk assessments and method statements.

When working on site fire safety arrangements will be detailed in risk assessments, method statements and health and safety plans as appropriate. These documents will be contract specific.

First Aid

Policy

The Company recognises its duty to provide adequate first aid provisions for employees who may become ill or are injured at work.

Employees will be informed of the arrangements for first aid including the names of first aiders and location of the first aid boxes.

Procedure

A suitable and sufficient number of employees will be trained as fully qualified first aiders to take responsibility for administering first aid, seeking medical assistance when required and the provision and maintenance of first aid boxes.

The number of first aiders trained will be enough to cover for holidays and sickness so ensuring a sufficient number of trained persons is available in the workplace at any time.

Notices will be displayed in suitable locations around the workplace reminding employees of the names of the first aiders and the location of the first aid boxes.

Due to the low risk nature of the Company's operations and the accessibility of outside accident and emergency facilities, it is not considered necessary to provide a first aid room within Company premises.

First aiders will keep records of the items used from the first aid boxes, by whom and for what reason.

First aid boxes will be stocked to the prescribed standards. A card will be held in each first aid box to remind first aiders of the quantities of each item for restocking purposes.

All accidents no matter how minor must be recorded in the accident book held within the premises. Where first aid treatment is given to an injured person this fact must be recorded in the accident book.

Information on first aid arrangements will be included as part of the induction training for new employees. All employees will be informed of any changes to the Company first aid arrangements.

Hand Tools

Policy.

The Company recognises the importance of the correct selection, use and maintenance of hand tools in relation to the minimisation of risks to health and safety.

Hand tools will be selected to ensure they are fit for the intended purpose and work to be undertaken.

Tools will be maintained as necessary to ensure they remain in efficient working order and safe to use.

Employees will be provided with information on the risk to health and safety when using hand tools and trained on the safety precautions and safe systems of work to be observed.

Procedure.

The Company will carry regular inspections to determine the condition and method of using hand tools. Any defects identified will be rectified or the tools taken out of use until effective repair or replacement takes place.

Employees must look after their tools and not use any that are defective in any way.

When using hand tools at workbenches ensure the bench always remains tidy. On completion of the work benches should be cleared of all workpieces and tools, benches must then be suitably cleaned.

Many risks can be controlled by ensuring tools are properly used and maintained, for example:

- ◆ Hammers – avoid split broken or loose shafts. Worn or chipped heads. Heads should be properly secured to the shaft.
- ◆ Files – only use with a proper handle fitted. Keep the teeth clean and never use a file as a lever.
- ◆ Chisels – always ensure the cutting edge is sharpened to the correct angle. Do not allow mushroom heads to form on metal chisels, grind of the sides regularly.
- ◆ Screwdrivers – avoid split broken or loose handles. Never use a screwdriver as a chisel or hit with a hammer.
- ◆ Spanners – do not use spanners with splayed jaws. Ensure only the correct size spanner is used, do not use an oversized spanner it could slip or fracture. Do not use pipes or tubes as extension handles to apply excessive force.

Hazardous Substances

Policy

We recognise our responsibility to ensure all reasonable steps are taken to prevent or control to acceptable levels employee's exposure to hazardous substances.

To achieve our Policy the Company will:

- Undertake specific COSHH assessments of the risks to health from exposure to hazardous substances before they are put into use.
- Determine the precautions needed to prevent or control to acceptable levels exposure to hazardous substances.
- Ensure control measures such as ventilation systems and the issue and use of personal protective equipment are effectively maintained.
- Where necessary monitor exposure of employees to hazardous substances and the company uses Doc HQ, Park Surgery, Hursley Road, Chandlers Ford, Hampshire, SO53 2ZH.
- Provide employees with information and training on risks to their health and safety from exposure to hazardous substances and the precautions to be observed.

Procedure

Before any new substance is put into use the Project Manager will obtain health and safety data sheets from the suppliers/manufacturers. A Risk assessor will complete a risk assessment for the manner in which the substance is to be used.

Where it is proposed to purchase a new hazardous substance, the Project Manager should be consulted. Data sheets and risk assessments will be completed and where appropriate the hazardous substance will be added to the register.

Employees will be provided with sufficient information and training on the risk of exposure to hazardous substances and the precautions to be observed, including the correct type and use of personal protective equipment.

COSHH risk assessments and health and safety data sheets will be displayed at the point of storage/use for high risk substances.

When not in use the top on the hazardous substance container must be securely fixed. The container will be held in a secure location away from food and drink. Only authorised persons should have access to the secure storage area.

Due to the low risk nature of the hazardous substances currently in use there is no need to monitor employee's exposure, as the method of use would not expose employees to published harmful levels.

Contractors must provide the Project Managers with health and safety data sheets and risk assessments for the hazardous substances they use on Company premises or work sites.

Health and Safety Information

Policy

The Company recognizes their legal responsibilities to provide certain information to employees and others with regards to health, safety and welfare matters.

Effective provision of information is also important in the elimination and control of workplace risks to health and safety.

The Company will:

- Provide and maintain or make available for inspection up to date health and safety information to employees and others as appropriate. Information may be in paper or electronic form.
- Take into account the knowledge, skills and experience of employees when determining the type and detail of information to be provided.

Procedures

The Company will provide or make access available to health and safety documentation including relevant Acts of Parliament, Regulations, Approved Codes of Practice, Guidance Documents, Manufacturers and Suppliers instruction manuals, data sheet and publications from lead and professional bodies.

The Health, Safety & Environmental Manager holds regulations, approved codes of practice, guidance documents and other relevant publications applicable to the work of the Company. These documents will be referred to or provided by the Health, Safety & Environmental Manager when assisting the Company in meeting its legal duties.

Publications will be held under the control of the Health, Safety & Environmental Manager and made available to employees and others as the situation demands.

Publications provided will be reviewed on a yearly basis by the Health, Safety & Environmental Manager, Managing Director and Project Managers to ensure they remain up to date and appropriate to the operation of the Company.

Specific legislation requires employees to be provided with certain information, these requirements have been included in the appropriate section of this health and safety policy. To summarise information will be provided on:

- ◆ Risks to health and safety including those created by exposure to hazardous substances.
- ◆ Preventive and protective measures.
- ◆ What employees ought to do when encountering risks and hazards.
- ◆ Emergency procedures including those responsible for evacuation.
- ◆ Temporary employees on fixed term contracts will be provided with information on any special occupational skills or qualifications needed for the work and any requirements for health surveillance.
- ◆ First aid arrangements including facilities, names of the first aiders and the location of first aid equipment.

- ◆ Clear and relevant information on the measures to be taken in conjunction with safety signs.
- ◆ Information on employee's health, safety and welfare in the form of the 'Health and Safety Law - What You Should Know' poster displayed at the workplace or the approved leaflet given to each employee.
- ◆ Result of hazardous substance exposure monitoring and collective results of any required health surveillance.
- ◆ Information contained on safety data sheets.
- ◆ Weight of loads and heaviest side of any load whose center of gravity is not positioned centrally, for persons undertaking manual handling.
- ◆ Health and safety information about display screen work.
- ◆ Condition and method of use of work equipment including hand tools.
- ◆ In relation to work equipment, foreseeable abnormal situations, what to do and lessons learned from previous experience.
- ◆ Risks that personal protective equipment will avoid or limit.
- ◆ The purpose of personal protective equipment provided and the way in which it must be used.
- ◆ What employees need to do to keep personal protective equipment in working order and good repair.
- ◆ Method Statements and Risk Assessments.
- ◆ Construction Phase Plans.
- ◆ Safe Systems of Work.

Where appropriate records will be retained of the documents held by individuals to ensure the individual is kept up to date with changed or new documents.

Health and Safety Monitoring

Policy

The Company recognises the importance of effective health and safety monitoring as the means of assessing the effectiveness of the Health and Safety Policy and providing information for management review and action.

We also recognise that health and safety monitoring provides evidence to the Enforcing Authorities that health and safety within the Company is being actively managed.

Monitoring programmes will be developed and implemented each year. The Project Managers will ensure monitoring is undertaken within the agreed time-scales and reports produced as appropriate.

Procedure

At the start of each financial year the Managing Director, Project Managers and Health, Safety & Environmental Manager will agree and produce a programme of inspections and audits.

The agreed programme will be circulated to all persons with a monitoring responsibility and those in control of the work area or work activities where the inspections and audits will take place.

The findings of the inspections and audits will be brought to the attention of the manager in charge of the area or work activity audited. The manager will be required to implement suitable corrective actions where unsatisfactory performance or conditions have been identified.

Records of inspections and audits will be held under the control of the Health, Safety & Environmental Manager.

Inspection and audit records will be held for three years from the date of completion.

Managers will review inspection and audit reports on a yearly basis. Where appropriate, action will be taken to ensure continuous improvement in the Company health and safety performance is achieved.

Formal inspection and audit responsibilities and frequencies will generally be as follows:

- ◆ The Project Managers will undertake safety inspections once every week.
- ◆ The Health and Safety Advisors will undertake safety inspections once every week.
- ◆ The Health, Safety & Environmental Manager will undertake a full audit once every twelve months.

Details of safety inspection will be recorded on BIM 360 Field together with the recommendations for improvement.

Machinery

Policy

The Company recognises the risk associated with machinery, in particular the risk associated with moving dangerous parts of machinery.

The Company is committed to ensuring the health and safety of employees when using machinery and will ensure that:

- All new machinery meets current European and other health and safety requirements.
- Existing equipment meets the same high standard of safety as new equipment.
- Machinery is regularly serviced and maintained and where appropriate subject to statutory inspection.
- Safe working procedures are adopted at all times when using, setting, cleaning, maintaining etc machinery.
- Employees are competent to undertake work involving the use of machinery.
- Where appropriate suitable items of personal protective equipment are provided and worn.
- Machinery guards and other safety devices are regularly checked for correct operation.

Procedures

New Machinery

All new machinery will comply with relevant European and other health and safety requirements. New equipment will only be purchased that carries the CE mark.

New machinery will be supplied with suitable operation and maintenance manuals, which will be held by the supervisor in charge of the machinery. Manuals will be made readily available for use by employees.

Existing Machinery

All existing machines will meet the same high safety standards as existing machinery.

A risk assessment has been completed for all existing machinery within the Company to ensure it complies with relevant health and safety legislation.

Risk assessments are held by the supervisor in charge of the machinery and are readily available for inspection by employees.

The control measures detailed in the risk assessments must be observed at all times.

Maintenance of Machinery

All machinery will be subject to regular planned maintenance in accordance with the manufacturer's recommendations.

Training

All persons who work with machinery will be fully trained on the risks and the safety precautions to be observed. A training programme will be developed for each machine.

Only fully trained persons who have received appropriate training will undertake work on machinery.

Records of training will be held in the shared drive on the training matrix.

Personal Protective Equipment

Suitable items of personal protective equipment (PPE) will be issued to and worn by employees working with machinery.

The PPE required is detailed within the risk assessments for each machine, COSHH assessments relating to hazardous substances used in conjunction with machinery also detail where PPE may be required.

Supervisors are responsible for ensuring appropriate PPE is issued, maintained and worn.

Safety Checks

Regular checks at appropriate intervals will be undertaken to ensure machinery guarding and other safety devices function correctly.

Details of safety checks will be recorded on checksheets held under the control of supervisors.

Defects identified will be rectified as soon, as is possible. Where defects represent high risk of injury the machine will be taken out of use until suitable remedial actions have been taken.

Maintenance of Plant and Equipment.

Policy.

The Company will take all reasonable steps to ensure the health and safety of employees whilst maintaining plant and equipment, as well as the safety of others who may be affected by the maintenance works.

The Company will liaise with suppliers, manufacturers and owners of plant and equipment to ensure suitable and sufficient information is available on the correct and safe maintenance procedures to be followed.

All persons undertaking maintenance work will be informed of the risks to health and safety and trained on the precautions to be observed.

Procedure.

Before any maintenance work commences on plant or equipment all sources of energy will be isolated. Suitable means to prevent the energy sources from being accidentally restored will be adopted including the use of locking devices. Suitable notices will be displayed at all points of isolation to warn persons of the danger and not to operate the isolation devices.

In the case of electricity supplies, the equipment will be tested to confirm it is dead after isolating from the supply before work commences.

Suitable precautions will be taken to prevent unauthorised persons from entering the work area whilst maintenance works are being undertaken. Precautions may include locking plant room doors, erecting guardrails and barriers and the display of warning signs.

Manufactures and supplier's maintenance procedures will be followed at all times when undertaking maintenance work.

Employees will be issued with and wear suitable personal protective equipment when undertaking maintenance work. Personal protective equipment may include hearing defenders, safety goggles or glasses, gloves, facemasks, steel toe-capped shoes and general work overalls.

Where hazardous substances are used as part of the maintenance works health and safety data sheets will be made available to employees.

The correct tools and equipment will be provided for all maintenance works, which are fit for purpose and maintained in efficient and safe working order.

For some high-risk maintenance activities, a permit to work system operated by the Contracts Manager will be adopted. High risk work includes hot works and live electrical working.

Precautions will be taken to ensure all sources of energy are safely restored to normal operating conditions and in the correct sequence.

On completion of the maintenance works adequate tests will be undertaken to ensure the plant and equipment can be operated safely before handing over to the Supervisor or Manager in charge.

Where running maintenance works or tests are undertaken employees will ensure that relevant machinery guards and safety devices are in place and operational respectively.

Records of the maintenance work and any remedial repairs undertaken will be recorded in the maintenance logbook for each item of plant and equipment.

Manual Handling

Policy

We recognise that manual handling injuries are the most common cause of absence from work and recognise that such injuries may result in long term effects.

Our policy is to reduce risk associated with manual handling and to provide guidance on the measures needed, including correct handling techniques to ensure safe manual handling is undertaken.

Wherever possible the need for manual handling will be avoided. Where this is not possible risk will be reduced by the provision of suitable manual handling aids and training employees in safe handling techniques.

Procedure

The risk assessors will assess the risk to employees whose jobs involve manual handling. In assessing risk consideration has been given to four key elements of any manual handling activity, namely the **Load, Individual, Task** and the **Environment**.

The assessment format for manual handling is in accordance with the guidance provided within the Manual Handling Operations Regulations.

Mechanical aids such as fork lift trucks, sack barrows, trolleys and pallet trucks will be provided if appropriate for use when manual handling activities are undertaken.

Employees will be provided with information on safe handling techniques, including the display of notices reminding employees of correct handling techniques.

Suitable information and training will be provided for staff whose jobs involve regular manual handling activities.

Wherever possible heavy items will be stored between shoulder and waist height. The workplace will be arranged wherever possible to avoid the need to stretch and twist when undertaking manual handling tasks.

Employees are expected to make full and proper use of the mechanical aids provided and to adopt the correct manual handling techniques in accordance with the instruction and training they have been provided with.

Employees must never take unnecessary risks when carrying out manual handling tasks, and where necessary seek advice in the best technique to be adopted or seek assistance to perform the manual handling task.

When undertaking manual handling tasks employees must ensure the route is clear from obstructions and where necessary suitable resting places are available to put down heavy or awkward loads.

Where necessary information on the weight of the load and centre of gravity where not positioned centrally will be provided to assist with safety in manual handling operations.

Personal Protective Equipment

Policy

The Company recognises personal protective equipment as an important means of controlling risks where the risk presented by a work activity cannot be adequately controlled by other means.

Appropriate personal protective equipment will be provided as identified by risk assessments.

Personal protective equipment will be maintained or replaced as necessary and provided free of charge to employees.

Procedure

A specific risk assessment will be undertaken on all items of personal protective equipment to ensure they are suitable to protect against the risk involved.

A register of all personal protective equipment issued to employees will be held by the Health & Safety team and made available for inspection upon request.

Where two or more items of personal protective equipment are worn simultaneously the Company will ensure they are compatible so that the effectiveness of each item is maintained.

Suitable accommodation will be provided for the storage of personal protective equipment when not in use to prevent damage or contamination.

Personal protective equipment will be cleaned, repaired or replaced as necessary to ensure it remains effective in protecting the individual against the identified hazard.

Employees will be informed of the risks involved and the protection provided by the personal protective equipment against those risks. Training will be provided on the correct use, maintenance and storage of personal protective equipment.

Employees are instructed to use and maintain the personal protective equipment in accordance with the information and training they have received.

Risk Assessment

Policy

The Company recognises its duty to assess the risks to the health and safety of employees and others and to eliminate or control to acceptable levels those risks. The risk assessment will identify and prioritise the measures needed for the Company to comply with health and safety law.

All reasonably practicable steps will be taken to ensure risk assessments are undertaken at all Company premises, work locations and for all work activities undertaken. In controlling risk the Company will introduce suitable preventive and protective measures.

Procedure

Risk Assessment

Risk Assessors will undertake risk assessments of all work activities and work locations in conjunction with Operatives, Site Supervisors, Site Managers and Project Managers as appropriate.

Details of risk assessments are recorded on the computer system operated by the Company.

Operatives, Site Supervisors, Site Managers and Project Managers are provided with copy risk assessments and method statements for the work activities or work areas under their control.

Site Supervisors, Site Managers and Project Managers shall ensure that any matters requiring action are suitably implemented and that employees under their control follow the safe systems of work identified in the risk assessments.

Risk assessments will be reviewed when there are changes in the workplace, in particular:

- ◆ The introduction of new tools, plant and equipment.
- ◆ Employees being given changed or new job responsibilities.
- ◆ Following reportable accidents and near misses.
- ◆ Following the results of inspections and audits of the workplace and work activities.
- ◆ Changed or new legislation.

The reviews may result in changes to the risk assessments or revisions to the Company Health and Safety Policy.

Employees will be provided with information, instruction and training in relation to the findings of the risk assessments, in particular:

- ◆ Risk to health and safety.
- ◆ Measures will be put in place to eliminate or reduce those risks to acceptable levels.
- ◆ The procedures to follow in the event of an emergency.
- ◆ Distribution of the names of the persons in control of emergency situations should they arise.

Hazard Identification

Employees are encouraged and have a legal duty to report hazards to their Supervisors & Managers as appropriate to ensure suitable actions are taken to eliminate or control risk to health and safety.

Hazards will also be identified:

- ◆ As a result of an accident and near miss investigations.
- ◆ Following workplace and work activity inspections and audits.

In all situations where new or changed risks to health and safety are identified, a full risk assessment will be undertaken and where appropriate changes to the Company Health and Safety Policy made.

Control Measure

In identifying and deciding on appropriate control measures the Company will follow the general principles of prevention, which are:

- ◆ Avoiding risks.
- ◆ Evaluating the risks, which cannot be avoided.
- ◆ Combating the risks at source.
- ◆ Adapting the work to the individual, especially as regards to the design of the workplace, the choice of work equipment and the choice of working and production measures, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reduce their effects on health.
- ◆ Adapting to technical progress.
- ◆ Replacing the dangerous by the non-dangerous or less dangerous.
- ◆ Developing a coherent overall prevention policy, which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- ◆ Giving collective protective measures priority over individual protective measures.
- ◆ Giving appropriate instructions to employees.

Statutory Inspections

Policy.

The Company recognises that certain items of plant and equipment must undergo regular tests and examinations to ensure defects and weaknesses are detected and remedial action taken as required.

The Company will ensure that a competent person undertakes the required statutory test and examinations and suitable records maintained and made available for inspection.

Procedure.

The plant and equipment detailed below will be regularly tested and examined at the frequency indicated:

Plant/Equipment	Inspection Frequency
Lifting Equipment	12 Months
Lifting Accessories	6 Months.

Reports of inspection and examination will be held by the Health & Safety Officer and made available for inspection upon request.

All defects or weaknesses identified will be repaired or rectified as necessary.

Records of testing and examination will be held for a period of five years from the inspection date.

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Training

Policy

The Company is aware of the legal obligation relating to the training of new and existing employees.

It is our policy to ensure all employees are adequately trained in the following general areas:

- The Company Health and Safety Policy and associated procedures and associated documents.
- Training in the tasks they are expected to undertake.
- Training on the procedures to follow in the event of an emergency situation arising.

Procedures

Induction training will be provided for all new employees and staff on a temporary contract when first joining the Company. In particular induction training will cover the following health and safety matters:

- ◆ The Health and Safety Policy including the organisation in place for carrying out the Policy and the safe working practices to be followed.
- ◆ Fire procedures and precautions including means of raising the alarm, action to take upon hearing the alarm, location of fire escape routes and exits, location of the assembly point, name of responsible person in charge of the emergency situation and what procedures to follow in relation to office equipment.
- ◆ Names of the person responsible for first aid and the location of first aid boxes and other first aid facilities.
- ◆ Accident and near miss reporting and recording.
- ◆ Details of any specific hazards in relation to the employee's work activities or work location, including the precautions to be observed to prevent injury or ill health. This may include the safe use and maintenance of plant, equipment, machinery and tools.
- ◆ Name of the competent persons appointed to assist the Company in meeting its legal obligations.
- ◆ Arrangements for consultation with employees on health and safety matters, including the means by which consultation is undertaken.
- ◆ The employee's general responsibilities in relation to health and safety.
- ◆ Arrangements for providing job specific health and safety training.
- ◆ Details of refresher and specialist training as appropriate.

Specific health and safety training will be undertaken by a competent person either using in house or external sources as appropriate.

Employee training needs will be identified and discussed during staff reviews and appraisals. Training needs may also be identified following accidents, near misses, inspections or audits.

Training will also be provided where there are changes in the work place including:

- ◆ The introduction of new tools, plant and equipment.
- ◆ Employees being given changed or new job responsibilities.
- ◆ Introduction of changed or new legislation.

Records of health and safety training will be held electronically on the companies shared drive in the form of a training matrix under the control of the Health & Safety Officer. Records may include training record sheets which are signed by employees or training certificates issued by the training provider.

Wherever possible the competence of persons will be assessed by means of an end of course written assessment or exercises during the training delivery.

Specific legislation requires employees to be provided with certain training, these requirements have been included in the appropriate section of this health and safety policy. To summarise training will be provided on:

- ◆ On recruitment.
- ◆ On being exposed to new or increased risks.
- ◆ Refresher training repeated as appropriate.
- ◆ First aid training for registered first aiders.
- ◆ The meaning of safety signs.
- ◆ Measures to be taken in connection with safety signs.
- ◆ Training for safety representatives.
- ◆ Risks created by exposure to substances hazardous to health and the precautions to be observed.
- ◆ Results of any required exposure monitoring.
- ◆ Collective results of any required health surveillance.
- ◆ Use of display screen workstations.
- ◆ Noise exposure: level, risk of damage to hearing and actions employees can take to minimise risk.
- ◆ How to get ear protectors, when they should be worn, how to look after them and how to report defective ear protectors and noise control equipment.
- ◆ When to seek medical advice on loss of hearing.
- ◆ Methods that must be followed when using work equipment.
- ◆ Risk from using work equipment and the precautions to be observed.
- ◆ Risk that personal protective equipment (PPE) will avoid or limit.

- ◆ The PPE's purpose and the way it must be used.
- ◆ How to keep the PPE in working order and good repair.
- ◆ Selection and mounting abrasive wheels.

Visitors & Protecting the Public

Policy

The Company accepts its responsibility to ensure the health and safety of visitors whilst on Company premises.

Our Policy regarding the control of visitors to our premises is:

- To be aware that visitors are present on our premises.
- To make visitors aware of any risks to their health and safety.
- To make visitors aware of the procedures to follow in the event of an emergency.
- Where necessary ensure visitors are accompanied by a member of staff at all times.

Procedure

The Company employee responsible for the visitor will advise them of the procedure to follow in the event of an emergency situation including the name of the person in charge of the visitor's health and safety whilst on company premises.

The person receiving the visitor will ensure they are accompanied at all times whilst on Company premises and not allowed to enter restricted areas.

A register of visitors will also be maintained on site for each contract undertaken by the Company.

Protecting the Public

The Company recognises that its activities have the potential to cause injury or ill health to members of the public and others. We also recognize that children are injured or killed on or near construction each year. The following measure will be taken to eliminate or reduce these risks to acceptable levels.

Wherever possible suitable fencing will be erected around the perimeter of the site to prevent unauthorised persons entering. The main entrance to the site will be kept locked outside normal working hours.

Suitable signs will be displayed at the entrance to the site and on fencing around the perimeter to warn persons of the danger and to keep out.

Site vehicles and pedestrians will be segregated by the use of designated routes, barriers and signs as appropriate.

A suitable procedure will be developed to ensure only authorised persons are allowed onto the site. All persons will be required to report to the site Manager / Supervisor and sign into and out of the site.

All persons working on the site will undergo induction training to warn of the dangers of allowing unauthorised persons onto the site and the precautions to be observed to prevent such persons entering.

Where appropriate briefing sessions will be held with client representatives to warn of the danger associated with the work and the methods to be used by the Company to control risks including preventing unauthorized persons getting onto the site.

A full risk assessment will be undertaken for each project to determine the measures needed to prevent unauthorized persons entering the site.

The risk assessment will also consider specific risk and associated controls over matters such as site transport, loading and unloading activities, scaffolding, slips trips and falls, electricity, dust, noise, falling objects, stored materials, hazardous substances etc to ensure members of the public are adequately protected.

The guidance provided in HSE publication 'Protecting the Public Your Next Move' HSG151 will be followed as appropriate.

Working at Heights

Policy

The Company recognises the importance of managing work at heights with the same degree of expertise and to the same high standards as other core business activities.

It is the policy of the Company to ensure that the most suitable working platform is selected when working at heights. In addition, the Company has developed safe systems of work for each type of working platform.

Procedure

The Company will comply fully with the requirements of the Working at Heights Regulations 2005, in particular:

- 1 Avoid work at height where they can;
- 2 Use work equipment or other measures to prevent falls where they cannot avoid working at height;
- 3 Where the risk of a fall cannot eliminate, use work equipment or other measures to minimize the distance and consequences of a fall should one occur.

The Company will ensure all work at height is properly planned and organized including the provision of plans for emergencies and rescue.

The Company will ensure that a risk assessment is carried out under regulation 3 of the Management of Health and Safety at Work Regulations in relation to work at heights;

That all work at height takes account of weather conditions that could endanger health and safety;

All company operatives involved in work at height are trained and competent;

All equipment for work at height is appropriately inspected and these inspections are recorded.

When selecting equipment for work at height the company will ensure the following criteria is Applied:

1. Select the most suitable equipment.
2. Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses);
- 3 Take account of, the working conditions; and risks to the safety of all those at the place where the work equipment is to be used.

The company will ensure that all equipment, temporary structures (e.g. scaffolding), and safety Features comply with the detailed requirements of Schedules 2 to 6 of the Working at Heights Regulations 2005.

The risks from fragile surfaces are properly controlled and the company will take into consideration that surfaces may deteriorate over a period of time creating fragile surfaces.

The risks from falling objects are properly controlled by the use of fans, debris netting, brick guards, toe-boards and will ensure that nothing is:

1. Thrown or tipped from height if it is likely to injure anyone;
2. Stored in such a way that its movement is likely to injure anyone.

If any company workplaces contain an area in which there is a risk of someone being struck by a falling object or person, then Airport Facilities Group will ensure that the area is clearly indicated and that (as far as reasonably practicable) unauthorised people are unable to reach it.

The following safe systems of work for the working platforms used by the Company are detailed below:

Ladders and Steps

The Company will provide suitable working platforms as a first priority when working at heights, ladders in this instance will be used to provide a safe means of access to the working platform and comply with the general requirements detailed below.

Ladders will only be used as a place of work where working platforms cannot reasonably practicably be provided and the work lasts for a maximum of 30 minutes.

All ladders and steps must be inspected for defects before being put into use.

Timber ladders and steps must not be painted or treated in a manner that prevents defects being seen.

Ladders should be stored on racks supported on the stiles only. Storage areas should be dry, well ventilated and away from sources of heat.

Ladders must be securely tied or footed at all times to ensure they cannot slip outwards or sideways. Ladders must always be placed on firm level ground. Ladders over 5 meters long should not be footed, they must be securely tied.

Ladders must extend a suitable distance above a working platform or support, to ensure a suitable handhold is available and be placed at an angle of 1 out to 4 up.

Extension ladders should have the following minimum overlaps:

- | | | | |
|----|----------------|---|---------|
| 1) | Under 5 meters | - | 2 rungs |
| 2) | 5-6 meters | - | 3 rungs |
| 3) | Over 6 meters | - | 4 rungs |

Ladders not in use at the end of the working day shall be removed or their use prevented.

Use both hands when climbing ladders and never overreach.

When working from a ladder always ensure a good handhold is available.

When climbing a ladder carry tools in a belt or similar holder, use a pulley to raise and lower materials.

Steps should be set at right angles to the work whenever possible. The top step must not be used to stand on, unless suitable guard and handrails are fitted.

Always use steps in the fully open position, ensure ropes are tight at all times.

Scaffolds and Mobile Towers

Scaffolds must only be erected, modified or dismantled by competent trained persons.

All scaffolding must be inspected before being used, at intervals of seven days and after adverse conditions by a competent person. All necessary notices/tags must be affixed to the scaffolding and documentation completed. Copy inspection certificates shall be provided when requested.

Partly erected or dismantled scaffold must have notices displayed and access blocked.

All scaffolds must be erected on firm safe foundations, and where appropriate securely fixed to the building.

Access ladders must be securely tied and protrude above the landing place by a suitable distance to provide a handhold.

The distance between landing stages on high scaffolds must not exceed 9 meters.

Guardrails and toe boards must be provided on all scaffolding including mobile towers, where a person could fall.

The main guardrail on scaffolds and mobile towers must be at least 950mm above the working platform.

Toe boards on scaffolds and mobile towers shall rise above the working platform by at least 150mm.

Mid guardrails must be installed so there shall be no unprotected gap between guardrails and toe boards of more than 470mm, on scaffolds and mobile towers.

Scaffolds erected by one contractor may be used by other contractors, provided employees ensure the scaffold is safe and conforms to the relevant regulations.

Ensure that working platforms are kept clean and free from tripping hazards, and that the scaffold or mobile tower is not overloaded with materials or equipment. Ensure brick guards are fitted where appropriate. Working platforms and decking should be closely boarded to full width.

Always lock the wheels on mobile towers before use and never move it with people on the platform or structure.

Never climb the structure of a mobile tower, always use the access ladders.

Steps and ladders should never be used from the working platform of scaffolds or mobile towers to gain additional height.

Mobile towers should not be used above the safe height contained in the manufactures assembly guide.

Mobile Elevated Work Platforms

Safety harnesses shall be worn at all times and fixed to appropriate anchor points on the platform for Boom MEWPs. Safety helmets shall also be worn at all times.

Where fitted outriggers and stabilisers shall be safely deployed and set down on firm level ground.

The machine shall remain level at all times.

Make sure that all tools and material are secure.

Make sure that the working platform is kept clean and tidy and is not slippery.

Make sure that all work is undertaken within the specified reach of the machine.

When moving the machine make sure the route is clear and safe, including keeping clear of overhead power systems.

Ensure the safe working load of the machine is not exceeded.

Ensure adequate signs and barriers are erected around the work area.

Do not operate equipment at height in high winds.

Only fully trained persons holding the correct IPAF accreditation shall operate mobile elevated work platforms.

Ensure that ground conditions are satisfactory for the machine and stabilising devices.

Carry out daily inspections of the machine before putting into use and complete the MEWP Check sheet form.

All mobile platforms shall be inspected and maintained in accordance with statutory and manufacturers requirements.

Records/certificates of inspection are stored on the company shared drive and will be made available upon request.

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Workplace Health, Safety and Welfare

Policy

The Company recognises its duty to ensure the workplace meets the health, safety and welfare needs of all employees of the Company and others who visit or work at the premises, including the needs of persons with disabilities.

The Company will ensure the requirements of The Workplace (Health, Safety and Welfare) Regulations and The Construction Design & Management Regulations 2015 are complied with.

Procedures

The Company will ensure the following health, safety and welfare standards are achieved and maintained.

Where construction work is undertaken the health, safety and welfare requirements will be detailed in risk assessments, method statements and health and safety plans as appropriate. These requirements will be specific to each contract.

Ventilation

Suitable ventilation will be provided throughout the workplace including the supply of fresh clean air. Ventilation will where appropriate dilute warm humid air and provide air movement, which gives a sense of freshness without causing draughts.

Windows and other openings will provide the basic source of fresh air, where necessary mechanical ventilation will also be provided.

Ventilation will be provided to remove or control sources of dust, fumes and vapours from production processes, where appropriate a supply of fresh air will also be provided.

Temperature

The temperature within the premises will be maintained at a minimum temperature of 16 degrees centigrade, where physical work is required the temperature will be maintained at a minimum 13 degrees centigrade.

Lighting

Suitable and sufficient lighting will be provided to enable persons to work and move about safely. Where necessary local lighting will be provided to supplement background lighting particularly where close or difficult work is being undertaken.

Local lighting will be provided at places of particular risk such as pedestrian and vehicle access points.

Emergency lighting will be provided where a sudden loss of light may create a risk.

Light fittings will be regularly cleaned and maintained as necessary to ensure they remain in efficient working order.

Cleanliness and Waste Materials

The workplace will be regularly cleaned, and waste materials removed. The surface of floors, walls and ceilings will be cleaned/decorated as required.

Room Dimension and Space

The premises will be arranged to ensure there is enough free space for people to move about freely and complete their work in comfortable conditions. A minimum of 11 cubic meters working space will be provided for each person.

Workstations and Seating

Workstations will be suitable for the persons using them and for the work undertaken. Workstation will be designed so that persons can leave them swiftly in an emergency. Where work can be done seated suitable seats will be provided. Where person's feet do not touch the floor suitable footrests will also be provided.

Maintenance

The workplace, plant, equipment, tools, safety devices and systems will be regularly maintained to ensure they remain in efficient working order and good repair.

Floors and Traffic Routes

Floors and traffic routes will be suitable for the work undertaken within the premises. Suitable markings will be placed on the floor to identify designated routes for vehicles and pedestrians and the storage of materials, plant and equipment.

Wherever possible vehicles and pedestrians will be segregated, and separate entry/exit points provided for each.

Open sides of staircases will be suitably fenced to prevent persons falling, a suitable handrail will be provided to at least one side of each staircase.

Falls and Falling Objects

Where a person might fall suitable guard rails and toe boards will be erected.

Where fencing and guarding does not provide adequate protection against falls, then fall arrest equipment including safety harnesses will be provided and worn.

Storage racking will be provided that is suitable for the items stored. Racking will be secured to the floor and where appropriate building fabric. Heavy items will be stored towards the bottom of racking with lighter items towards the top.

Transparent Doors, Gates, Walls and Windows

Windows, transparent or translucent surfaces in walls, partitions, doors and gates will be made of safety materials or adequately protected against breakage.

Where there is a danger of persons coming into contact with such surfaces they shall be suitably identified.

Openable Windows

Openable windows, skylights and ventilators are capable of being opened, closed and adjusted safely. Where necessary for maintenance purposes the area around such items will be suitably fenced off.

All windows and skylights are capable of being cleaned properly and safely. Contractors undertake such cleaning work on behalf of the Company.

Doors and Gates

Doors on main traffic routes capable of opening in both directions will have suitable vision panels fitted. Powered gates and doors will be regularly serviced and fitted with safety devices to prevent persons becoming trapped.

Sanitary Conveniences and Washing Facilities

Suitable sanitary and washing facilities for both male and females will be provided at readily accessible places. Washing facilities will be provided with hot and cold running water and means of washing and drying.

Sanitary and washing facilities will be adequately ventilated and kept in a clean and tidy order.

Drinking Water

Suitable supplies of drinking water from taps and spring water from cool dispensers will be made readily available.

Accommodation for Clothing and for Changing

Suitable facilities will be provided for the storage of work and normal clothing. Where appropriate the accommodation will be segregated to prevent contamination between work and home clothing.

Suitable facilities will be provided for changing clothes from home to work wear and vice versa.

Facilities for Rest and Eating Meals.

Suitable facilities for resting and for eating meals will be provided and maintained. The premises are designated 'No Smoking' providing protection to non-smokers from the discomfort of tobacco smoke.

Young Persons

Policy

The Company is aware of the additional risks associated with the employment of young persons and will take all reasonably practicable measures to ensure their health and safety whilst in the employment of the Company.

The Company will ensure an extra duty of care is exercised in relation to young persons ensuring increased levels of information, instruction, training and supervision are provided.

Procedure

Before employing any young person, a risk assessment will be undertaken in relation to the proposed work activities and workplace where the young person will be employed.

All young persons will undergo general induction training on their first day of employment with the Company. The manager in charge of the workplace and work activities of the young person will provide ongoing specific training to ensure full awareness in relations to the risks to health and safety and the precautions to be observed.

In the case of a young person who has not reached school-leaving age, full communication with the school/teaching establishment will take place before the child commences employment. This communication process will ensure both parties are aware of the risk to the health and safety of the child, including the precautions to be observed to eliminate or control to acceptable levels those risks.

The parent or guardian of the child will be provided with written information on the risks to health and safety, including the measures in place to protect the child from injury or ill health.

Young persons will be covered by the Company's insurance whilst working on Company premises.

Noise

Policy

This procedure describes the methods and procedures to ensure employees and others do not suffer from noise induced hearing loss or that noise does not have any adverse effects on the environment.

The procedure describes the methods used to meet legal requirements, in particular the Control of Noise at work regulations 2005.

This procedure covers noise generated within the Company workshop and when working on clients sites.

Responsibilities.

The Directors to ensure resources are available to achieve full compliance with the requirements of this procedure.

Managers and Supervisors to ensure the requirements of this procedure are followed for work under their control.

Employees for ensuring they follow the relevant sections of this procedure for the work they are undertaking.

Definitions.

LEP,d - Daily personal noise exposure, is the total exposure over the whole working day, considering the varying noise levels in the working environment and how long a person is exposed to them.

Related Documents.

The Control of Noise at Work Regulations 2005

Procedure.

1.0 General

- 1.1 Exposure to high levels of noise can cause both temporary and permanent hearing loss.
- 1.2 Noise can also affect work performance particularly where high levels of concentration are required. Exposure to high noise levels can in turn contribute to stress and errors at work.
- 1.3 This procedure describes the methods adopted by the Company to eliminate or reduce to acceptable levels employees and others exposure to harmful levels of noise.

2.0 Assessment of Noise

- 2.1 Where exposure at or above any of the action levels stated in the Noise at Work Regulations is likely, a noise assessment will be undertaken. The purpose of the noise assessment is to:
 - Identify the daily noise exposure of employees and others who may be at risk of hearing damage.

- Obtain information necessary to control the noise exposure.
 - Draw up an action plan to eliminate or reduce the risk of hearing damage.
- 2.2 Persons competent in the task, using equipment that is regularly calibrated, will only undertake noise assessment, this will be the Company Health, Safety & Environmental manager.
- 2.3 The Company Health, Safety & Environmental manager undertaking the assessment will record details of the results of the noise assessments and any reviews.
- 2.4 Records of noise assessments will be retained for a period of 40 years.

3.0 Noise Reduction

- 3.1 Where exposure to noise needs to be controlled this will be achieved as far as is reasonably practicable by engineering means such as acoustic enclosures/jackets, anti-vibration mountings etc.
- 3.2 Where engineering controls are not reasonably practicable then hearing protection will be provided and worn.
- 3.3 In practice a combination of engineering controls and hearing protection will be required dependant on the findings of the noise assessment.

4.0 Action Levels

4.1 The noise at work regulations lay down requirements, which must be followed, should exposure to noise be at or above the action levels specified in the regulations. The action levels specified are:

- First Action Level A daily personal noise exposure of 80dB(A).
- Second Action Level A daily personal noise exposure of 85dB(A).
- Third Action Level Is a peak action level of 200 pascals (equivalent to 140dB(A).

4.2 Where exposure at or above the first action level is likely the following actions will be taken:

- Employees will be informed of the expected exposure levels and instructed to make full and proper use of any engineering controls available.
- Employees will be issued with and advised to wear hearing protection.

4.3 Where exposure at or above the first or peak action levels are likely the following actions will be taken:

- Engineering controls will be used in priority to hearing protection to control exposure to noise.
- Employees will be informed of the expected exposure levels and instructed to make full and proper use the engineering controls provided.
- Hearing protection zones will be created, and signs displayed to indicate the limits of the zone. Persons will be issued with and instructed to wear hearing protection when working in or entering a hearing protection zone.

5.0 Maintenance of Equipment

5.1 Any equipment provided to control exposure to noise will be regularly maintained to ensure it remains in efficient and effective working order. Details of maintenance work undertaken will be recorded.

6.0 Provision of Information, Instruction and Training

6.1 Where employees are likely to be exposed to noise at or above any of the three action levels suitable information, instruction and training will be provided, including:

- The risk of hearing damage that may occur due to exposure to noise at or above the action levels.

7.0 Guidance Table Showing Exposure Times

The table below gives the maximum period workers can be exposed to different sound levels without exceeding that limit.

Sound level dB(A)	Maximum exposure period (hours per day)
80	8
85	4
90	2
93	1
96	½
99	¼

Each increase of 3 dB(A) doubles the noise level and cuts the time in half that an operative can be exposed to that level without ear protection.

Vibration

Policy

The use of various types of hand-held tools, those which are of a rotary or percussive nature, are a serious cause of growing concern. The regular and prolonged use of such tools can cause the users to suffer various forms of damage, a condition known as 'hand-arm vibration syndrome' (HAVS), the most common form of which is the damage caused by vibration white finger (VWF).

People who are regularly exposed to high vibration can have conditions such as 'dead finger' or 'dead hand', which is caused by damage to the blood vessels or blood supply and the damage to nerves of the finger causing permanent loss of feeling and other damage to muscles and bone may also contribute to pain and stiffness in the hands and wrists.

Symptoms of vibration white finger are usually set off by the cold, with early indications of the fingertips rapidly becoming pale and loss of feeling. These attacks can produce numbness and 'pins and needles', this phase is followed by an intense red flush (sometimes preceded by a dusky bluish phase) signalling the return of blood circulation to the fingers and is usually accompanied by an uncomfortable throbbing. Continued work will see the affected area becoming larger. It is the policy of the company to avoid the exposure of employees to vibration levels that can cause harm.

Purpose and Scope

This procedure describes the methods and procedures to ensure the risks to employees and others from Hand-arm vibration syndrome are controlled.

This procedure covers vibration generated when using plant and equipment supplied by the company within workshop and when working on sites.

Responsibilities

The Directors for ensuring resources are always available to achieve full compliance with the requirements of this procedure .

Managers and Supervisors to ensure the requirements of this procedure are followed at all times for work and work equipment under their control.

Employees for ensuring they follow the relevant sections of this procedure for the work/activity they are undertaking.

Definitions

HAVS	Hand-arm Vibration Syndrome
VWF	Vibration White Finger

Related Documents

HSG 88 Hand-arm vibration
HSG 170 Vibration solutions, practical ways to reduce the risk of hand-arm vibration injuries
INDG 175 Health risks from hand-arm vibration (advice for employers)
Airport facilities HAVS Site file

Procedure

1.0 Risk Assessment

- 1.1 All work tasks involving the generation of vibration, will be considered during a risk assessment which is required under the Control of Vibration at Work Regulations 2005.
- 1.2 Various tools and operations within the construction industry can expose personnel to hazards from vibrations such as road and concrete breaking, concrete vibro thickeners, chisels (air or electric), compressor guns, pneumatic drills, angle grinders, cut-off wheels, chainsaws and woodworking machinery.
- 1.3 The risk of their causing vibration-related injury depends on a number of issues which will be considered when carrying out the risk assessment, the amount of vibration, how long the equipment is used and the conditions of use, the posture of the operative and the temperature at which work is carried out. Each of these will have impact on the long-term effects including bone and muscle damage.

2.0 Airport Facilities Group Strategy For Reducing Vibration

- 2.1. The development of an effective strategy by Airport facilities to reduce vibration is an essential management aim of the companies to ensure the exposure of our operatives to the effects of vibration is to be reduced. Risk assessments of all work tasks are carried out, during which the following issues will be addressed.
- 2.2 Wherever possible the task will be undertaken without using high vibration tools
- 2.3 The Company will ensure that any new tools that are purchased have vibration controls built in and information is passed onto all employees before use.
- 2.4 All tools, whether supplied new or second hand, will be safe to use and handle in compliance with the requirements of the Provision and Use of Work Equipment Regulations 1998 and relevant British Standards.
- 2.5 Recognition of Symptoms by the Managers and Supervisors at an early stage.
- 2.6 The Company will supply training to operatives in the correct use of vibrating tools and will also include how to recognize the vibration symptoms and the need to report them to their Manager and Supervisor.
- 2.7 The company recognizes that the evaluation of reported symptoms of injury and by taking immediate action, i.e. the introduction of health surveillance checks has given us a healthier work force and understand the extent of any problems that may arise to allow appropriate action to be taken ensuring there is no reoccurrence so as to allow continual improvement.
- 2.8 The company will ensure arrangements for operatives to stay warm by providing good welfare facilities for the workplace and suitable protective clothing and gloves, which will reduce the effect of cold on the operatives' hands and other parts of the body.

3.0 Fundamental Methods to Reduce Exposure

- 3.1.1 Managers, Estimators and Supervisors are to ensure that where possible more fundamental methods will be implemented to reduce hazards to employee's from vibration and these will include the elimination, if possible, of the hazard through substitution of other non-hazardous processes e.g.
 - By automation or mechanisation of the process.

- The reduction of vibration at source by modifying or redesigning the equipment or process, along with correct installation and regular maintenance.
- The reduction of vibration transmission in the path between the source and the handles or other surfaces gripped by operatives' hands.
- The minimisation of the amount of force required to apply and control the tools.
- The reduction of the exposure period for the operative through job rotation.
- Blocking the vibration path by inserting a vibration-absorbing resilient element between the source of the vibration and the operative.

4.0 Training and Information

- 4.1 Airport Facilities Group will provide for employee's all necessary information and training to enable them to carry out their work tasks in safety and without the risk of injury to themselves or anyone who may be affected by their actions. The nature of the risk, any signs of injury and why these signs of injury should be reported either to someone who will arrange for them to be investigated. All cases or suspected cases are to be reported to the Health, Safety & Environmental Manager immediately.

5.0 Other Factors Contributing to Physical Damage

- 5.1 Hand-arm vibration syndrome (HAVS) is caused to employees by holding and working with tools that vibrate at a frequency of between 2 to 1500 Hertz* (Hz). Such a frequency is potentially damaging. However, the risk increases with the vibration magnitude and the length of time that operatives are exposed to it. The most hazardous range to the operative is in the range of 5 to 20 Hz. Other points which should be considered, may be the grip, push and other forces used to guide and apply the vibrating tools or pieces of work equipment. The tighter the grip, the more vibration energy is transferred to the hands the exposure pattern length and frequency of work and subsequent rest periods, how much of the hand and other parts of the body are exposed to the vibration, other factors affecting blood circulation, such as temperature, smoking and individual susceptibility.

7.1 Maintaining Blood Circulation

- 7.2 All employees are to be instructed of the importance of keeping the hands and body warm to help maintain good blood flow to the fingers and reduce the risk of injury. Specific measures include wearing anti-vibration gloves using proprietary heating pads for the hands, using tools with heated handles, allowing operatives to warm up before starting work and helping them to stay warm wearing warm weatherproof clothing for cold wet areas, avoiding or cutting down smoking (smoking reduces blood circulation), and massaging and exercising fingers during work breaks.

7.3 Work Patterns

- 7.4 An important factor in preventing hand-arm vibration syndrome is by reducing the time which operatives are actually exposed to vibration. In a team of employees, if the use of a vibrating tool is shared between them, as opposed to it only being used by one person all day then the tool can be kept in use for the full day, by splitting up the work in this way and by rotating such personnel not operating the tools at that time to other areas of work will lessen the effects of vibration on the actual user and assist the maintenance of blood circulation thus.

Temporary Works

Policy

The temporary works policy describes how the risks and hazards associated with temporary works are identified, classified and controlled.

The appointment of staff responsible for identifying, controlling, designing and constructing temporary works is described, together with their duties and responsibilities.

The importance of communication between all parties should be especially noted. Effective communication is vital to ensure safe, practical and economic temporary works solutions and the delivery of the company's temporary works policy.

B Responsibilities

The Directors are to ensure adequate resources are available to achieve full compliance with the requirements of this procedure.

The Project Manager is to ensure the requirements of this procedure are fully implemented at all times for temporary works undertaken of projects they are in control of and to ensure that the Temporary Works Coordinator is appointed to the project.

The Temporary Works Co-ordinator to ensure the control and co-ordination of all Temporary work activities, Communication of information amongst all the parties involved, registration and recording of all correspondence and documents relating to the temporary works, progress monitoring and verification of the design and the construction method. The TWC will also appoint the TWD. The TWC shall be responsible for ensuring that all checks and inspections are carried out and recorded, inspections may be carried out by the TWS as directed by the TWC.

The Temporary Works Designer is responsible for producing a conforming design, which satisfies all the requirements of the temporary works design brief, provide resolutions to technical queries, undertake design changes as requested and provide design notes to highlight all critical stages of construction and necessary checks.

The Temporary Works Design Checker will be appointed on Class 2 & 3 Temporary works and will be an external consultant who will be responsible for checking the TWD temporary works design.

C Definitions

TWC	-	Temporary Works Co-ordinator
TWD	-	Temporary Works Designer
TWDC	-	Temporary Works Design Checker
TWS	-	Temporary Works Supervisor
TWR	-	Temporary Works Register
TWSOS	-	Temporary Sign off Sheet

D Related Documents

SHE MP04A Temporary Works Register
SHE MP04B Temporary Sign off Sheet
Health and Safety at Work Act 1974

CDM Regulations 2015
Management of health & Safety at work Regulations 1999
Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
Provision and Use of Work Equipment Regulations 1998 (PUWER)
BS 5975: 2008+A1:2011 Code of practice for temporary works procedures and the permissible stress design of falsework

E Procedure

1.1 Classification of Temporary Works

Class 0: Basic Construction Methods - lower risk

- Shallow trenches and pits, not exceeding 1.2m depth with no significant surcharge or groundwater.
- Low-rise formwork at ground/excavation level, max 2.4m double sided, 0.9m single sided, Standard.
- Scaffolds to TG20:13 tables, Site hoarding and fencing up to 2m high. Single storey welfare cabins.

Class 1: Routine Construction Methods - low to medium risk

- Use of standard components to catalogue design for support in pits and trenches to CIRIA 97 Trenching Practice.
- Designed scaffolds and loading platforms to TG20:13 tables or software.
- Double sided formwork with access platforms at ground/excavation level.
- Single sided formwork to 2.4m. Formwork/falsework at not more than 6m height,
- Permanent formwork e.g. metal decking. Mobile crane outrigger pads and foundations in good ground crane to 50te.
- Concrete pumps on outriggers/pads with good access / good ground conditions. Site hoarding and fencing greater than 2m high.
- Two story welfare cabins.

Class 2: Specialist construction methods - medium to high risk

- Departures from catalogue design for standard components.
- Propping involving multiple props on multiple levels.
- Demolition/dismantling methods and temporary conditions.
- Back propping designs.
- Special designed scaffolds.
- Excavation using waling frames.
- Piling, demolition and carnage platforms; outrigger foundations in good ground crane exceeds 50T.
- Designed lifting equipment.
- Barge mounted equipment.
- Conventional tower crane bases unless of complex design.
- Routine stress cases in the permanent works resulting from temporary conditions.
- Class 1 method used in an unusual or high risk situation.
- Small facade retention schemes not close to public areas.
- Large basement excavation and propping schemes.

Class 3: Complex, unusual, bespoke construction methods - high risk

- Temporary works combining inter-acting multiple design.
- Unusual concepts.
- Façade retention schemes close to public areas.
- Bridge demolition.

- Partial demolition or modification of existing structures.
- Excavations and cofferdams in tidal conditions.
- Excavations and cofferdams in poor ground (eg weak clay fill to deeper than 5m, water bearing fill deeper than 5m).
- Demolition plant operating on a suspended slab where more than the immediate bay floor is vulnerable.
- Use of the existing structure as anchorage for cutting away and lowering large steel or concrete cantilevered sections.
- Pre-weakening and collapse schemes for explosive demolition where the surrounding clear area is less than 1x building height in all directions.
- Any class 2 method used in an unusual or high risk situation.

1.2 Temporary Works Register

A Temporary Works Register (form SHE MP04A) will be developed by the Project Manager and Temporary Works Coordinator (TWC) at the start of every project and will identify all temporary works required for the project.

The purpose of the register is to ensure that each item of temporary works whether originating within Airport facilities or from a contractor, is formally identified, designed and checked in accordance with company requirements.

The register shall be updated as necessary by the Project Manager & TWC throughout the duration of the contract.

1.3 The Concept and Design Brief for Temporary Works

1.3.1 The Concept

The Project Manager will establish the concept of the temporary works and carry out a risk assessment in conjunction with the TWC and TWD as to the preferred method of construction, the choice of materials or systems, plant, labour and any access problems which may exist.

The nature and scope of the permanent works will also be a major consideration in the choice of scheme, particularly any stated sequence of working or time related restrictions called for in the contract.

It is important therefore that the client's engineer and the relevant statutory bodies are consulted where appropriate during the formulation of the concept to prevent adoption of unacceptable methods and materials.

1.3.2 The Design Brief

The Project Manager will arrange for the design brief and design risk assessment to be carried out under the direction of the TWC by the TWD.

The full details of the permanent works, site ground conditions, adjacent overhead or underground services and any other relevant information, should form a complete statement of the working performance required of the temporary works and the circumstances affecting it.

The Temporary works is to be included in the programme of works ensuring enough time and resources are allowed for.

All communication must be channeled through the TWC, who is authorised to apply, and progress the requirements of the brief and the programme.

At all stages, from design brief to dismantling of the temporary works, it is necessary to check that the information being used is correct and that the work is carried out as specified. Changes in the

requirements of the design brief should be recorded therein as well as being incorporated into the design and drawings.

As specialist equipment suppliers accept virtually no responsibility for the use of equipment on sites, particular attention should be given to the physical and functional interfaces between these suppliers and any designed temporary works.

The health and safety aspects of design need to be communicated to, and where necessary discussed with, the Principal Designer / Client so as to:

- Avoid or reduce risks arising from any interaction with the work of others involved in design and planning;
- Enable the information to be incorporated into the health and safety plan.

The person responsible for communicating this information will be the Project Manager & TWC.

1.4 Temporary Works Procedures Duties and Responsibilities of Staff for Temporary Works

When acting as Principal Contractor or Contractor, Airport facilities Group have responsibilities for all temporary works, which are required for any part of the Project or our works included in our contract.

The responsibility will commence where applicable through each of the following stages, initial concept, through design stage, to erection, use, dismantling and includes the temporary works of contractors under our control which will be classified, properly checked and approved at each phase.

The company's senior management directors will ensure that the appointed project manager has adequate knowledge of the operations to be carried out, including:

- Methods and techniques required;
- Hazards likely to be encountered
- Risks involved and preferred solution;
- Controls required for the satisfactory and safe construction of the works.

The companies appointed authorised project manager is in full charge of the works and responsible for the safety of all Airport Facilities Group operations on each of their projects assigned to them by the Operations Director.

It is essential that those involved with temporary works at any stage in the process are fully aware of their duties and responsibilities.

These must be clearly defined by the project manager when they appoint the individuals concerned.

1.4.1 Formally Appoint Persons to Carry Out Individual Duties

The project manager must appoint suitably experienced individuals to carry out all the key elements of the temporary works.

The appointments will be confirmed in writing to each individual, giving clear instructions on their duties, responsibilities and authority.

The following appointments must be considered and where appropriate appointments made depending on the classification nature and extent of the temporary works.

- Temporary Works Coordinator (TWC)
- Temporary Works Designer (TWD)

- Temporary Works Design Checker (TWDC)
- Temporary Works Supervisor (TWS)

It will normally be the case on large projects that the TWC and TWS are based on site. However, on medium sized and small projects the TWC will be appointed on a visiting basis.

In such cases the project manager will assess the specific requirements for temporary works with the site manager before making the appropriate appointments.

Temporary Works Coordinator shall be:

- Sufficiently experienced to recognise the need for temporary works (TW);
- Acknowledged experience and knowledge of the construction methods to be used;
- Who recognises limits to their technical abilities and when to request assistance;
- Who is a competent communicator and administrator;

Responsible to carry out:

- Control and co-ordination of all TW activities;
- Communication of information amongst all the parties involved in TW;
- Registration and recording of all correspondence and documents relating to TW;
- Preparation of a meaningful and comprehensive design brief;
- Progress monitoring at all stages;
- Verification of the design and the construction methods.

Duties to ensure that:

- The design is checked;
- Methods and materials satisfy the requirements of the design;
- Changes and corrections are designed, verified and carried out as required;
- Inspections are done at critical stages during construction and before loading;
- The strength of the permanent works is adequate to permit removal of the TW;
- Written authorisation to load / dismantle are issued as appropriate;
- Full liaison is conducted with the client / Principal Designer.

Authority to enforce the requirements of:

- Company safety policy;
- Contract;
- Design brief;
- Approved design;
- GAL Technical Standards.

Temporary Works Designer

- An external consultant;
- A supplier's or contractor's designer with the necessary accreditation(s);
- Experienced engineers of proven design competence.

Responsibilities to produce:

- A conforming design which satisfies all the requirements of the design brief;
- Detailed documents that are comprehensive and easily understood by those using them;
- Resolutions to technical queries;
- Design changes as requested by the TWC;
- An appreciation of the effects of the TW on the permanent works;
- Design notes to highlight all critical stages of construction and necessary checks.

Duties

- Conform to codes of practice and design standards appropriate to the works;
- Conform to all GAL applicable technical standards;
- Produce a safe, economic design within the timescale of the programme;
- Liaise fully with the TWC to resolve any queries;
- Consult recognised specialists when required to expedite the design, as agreed with the TWC;
- Liaise with the Principal Designer / Client, through the TWC.

Temporary Works Design Checker

In all cases of class 2 & 3 temporary works, an external consultant, will be appointed by either: Airport Facilities (Gatwick) Ltd under instruction from the client or the client direct.

The qualifications, duties and authority of the TWDC are similar to that of the TWD. The responsibility of the TWDC is to verify the design and confirm that to the TWC.

Temporary Works Supervisor shall be:

- A Site Manager/Supervisor, general or trades foreman who:
- Is safety trained & able to spot potential problems;
- Has acknowledged relevant experience of the construction method;
- Is technically able and can understand the drawings and design principles.

Responsibilities:

- Safety at all times, especially during erection, use and dismantling of TW;
- Contribute to the design brief, method, skills, plant, materials, access, etc;
- Ensure the standard of workmanship is good, careful attention to detail;
- Ensure that all operatives involved are familiar with the method statement through the use of a toolbox talk which must be documented to include attendee's;
- Supervise erection, loading and removal in the correct sequence;
- Activate the checking procedures called for by the design and the contract;
- Organise the works to meet programme.

Duties:

- Safety;
- Understand the design details;
- Ask for more detail from the Project Manager & TWC if not completely sure of what is required;
- Recognise the authority of the TWC and carry out his/her instructions;
- Not to change any details or method unless with the written agreement of the Project Manager / TWC;
- Advise the Project Manager / TWC of unforeseen conditions, impractical details etc. if they arise.

Authority:

- Organise all construction activities relating to the Temporary Works.
- Enforce the checking regime required by the TW design, this procedure and the Contract.

1.5 Checking of Temporary Works

Checking is essential at every stage of temporary works, from initial concept, through design stage to erection, use and dismantling.

The result of all inspections and checks will be recorded in writing and action taken to correct any faults.

Checking will be carried out in a systematic manner with reference to the statutory requirements. Return inspections to verify the correction of faults will follow the same systematic routine to check every feature that could have altered in the intervening period.

Particular care will be taken to ensure that above the obvious technical load bearing properties of the temporary works, the safety of the people involved with them is assured.

The adequacy of access ways and working platforms and their edge protection measures must be of paramount consideration.

The Project Manager / TWS must ensure that the temporary works sign off sheet (SHE MP04B) is completed following the final erection check. This form must then be given to the TWC to facilitate the authorisation to load the