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## **1 HEALTH AND SAFETY POLICY STATEMENT**

The Health and Safety at Work Act etc 1974 requires all companies with 5 or more employees to have a written health and safety policy. The Bishops Electrical & Building Services Limited statement of health and safety policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety and that of contractors, clients and visitors;
- To provide and maintain a safe place of work;
- To ensure safe handling and use of tools, equipment and materials;
- To ensure that safe working practices are followed;
- To provide safety equipment, including personal protective equipment (PPE) and ensure it is used;
- To provide safety information, instruction, training and supervision;
- To ensure all employees are competent to do their tasks;
- To prevent accidents and cases of work-related ill health;
- To review and revise this policy as required due to changes in legislation, working practices, the types of work undertaken or key company personnel.
- To review and revise this policy on an annual basis as a minimum requirement.
- To develop an "Open door" culture to encourage communication.
- To share information by regular discussion and toolbox talks.

<b>Paul Bishop Director</b>	
<b>Initial Issue Date</b>	April 2016
<b>Next review</b>	April 2017

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## **2 RESPONSIBILITIES**

### **2.1 Work Activities**

The primary work activities of Bishops Electrical & Building Services Limited are internal and external building works to educational premises and facilities, including:

- Refurbishment of existing premises.
- Installation of office partitioning and suspended ceilings.
- Painting and decorating.
- Installation of vinyl flooring.
- Laying of foundations and brickwork.
- Plumbing works.
- Steelworks.
- General building.

### **2.2 Employer's Responsibilities**

- Paul Bishop has overall and final responsibility for health and safety issues within the Company.
- Paul Bishop has day-to-day responsibility for ensuring this policy is put into practice during project works on site.

### **2.3 Employee's Responsibilities**

The term "Employees" refers to all staff, whether they are:

- Full- or part-time.
- Subcontractors.
- Temporary or permanent (including agency staff and workers from outside the UK).
- Self-employed.
- Young people on work-experience.
- Apprentices.
- Employed at the same address or at more than one location.

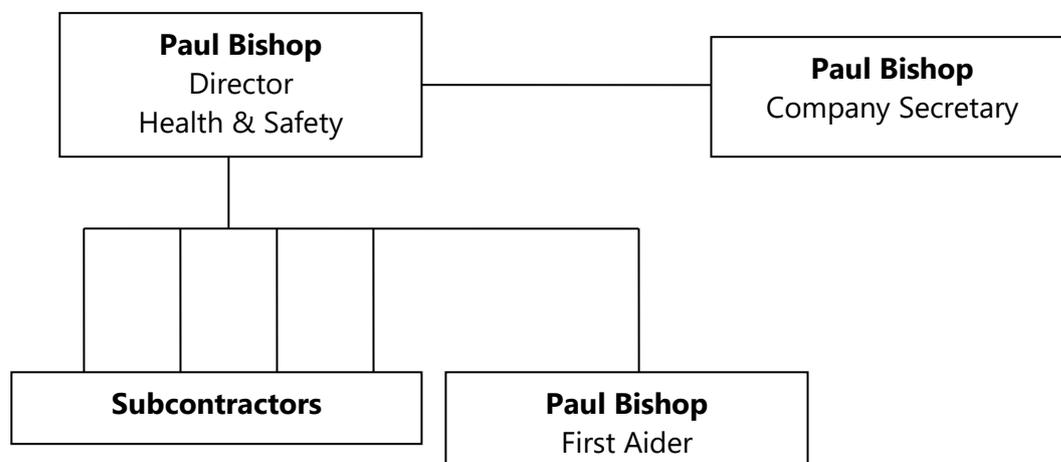
Employees of Bishops Electrical & Building Services Limited are required to:

- Co-operate with supervisors and the management of the Company on health and safety matters.
- Not interfere with anything provided to safeguard health and safety of staff, clients or other contractors.
- Take reasonable care of their own health and safety.
- Take reasonable care of the health and safety of others, including site visitors, passers-by and anyone who may be affected by our work.
- Work in a safe manner in accordance with safe working practices and Company risk assessments and method statements.

- Use personal protective equipment and any other safety equipment as instructed by the Company.
- Address and resolve health and safety issues as they arise on site wherever possible.
- Report all health and safety concerns and issues that cannot be addressed and resolved to Paul Bishop.
- Not to use any tools or equipment that are damaged or otherwise unsafe.

Failure to follow the Company's documented health and safety procedures and processes may result in disciplinary action.

## 2.4 Organisation chart



The guiding principles of health and safety in the UK are set out in a number of laws and codes of practice. Some of the key ones are listed below. The Directors of Bishops Electrical & Building Services Limited understand their duties and will act in accordance with them at all times, for the benefit of all parties. The Company expects that everyone working for the Company will do the same. Further information is supplied in a folder called "Health and Safety Information". A copy of Managing Health and Safety in Construction, the Approved Code of Practice to The Construction (Design and Management) Regulations 2007, is kept in the office for reference.



### **Applicable regulations include:**

- Health and Safety at Work Act 1974
- The Management of Health and Safety Regulations 1999
- The Construction (Design and Management) Regulations 2007



**Further information can be found in the following leaflets and HSE publication:**

Health and Safety Law: What you should know

Health and safety regulation... a short guide

Leading health and safety at work

Managing Health and Safety in Construction

The absolutely essential health and safety toolkit for the smaller construction contractor

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### **3 ARRANGEMENTS**

This section sets out how the various responsibilities outlined in the previous section are to be put into action on a day to day basis.

#### **3.1 Managing Health and Safety Risks**

Paul Bishop will:

- Undertake Risk Assessments.
- Approve action required to remove or control risks.
- Be responsible for ensuring the action required is implemented.
- Check that the implemented actions have removed/reduced the risks.

Generic risk assessments and method statements will be reviewed every 6 months, or when the work activity changes, whichever is soonest.

All work activities will be assessed to determine whether they are covered by the generic documents.

Specific risk assessments and method statements will be produced where the work activity is outside the scope of the generic documents.

#### **3.2 Consultation with Employees**

Consultation with employees is provided by Paul Bishop for all staff. Bishops Electrical & Building Services Limited recognises that the safety of everyone who works for the Company is of paramount importance and has an "Open door" policy on matters relating to health and safety. Any employee who has an issue with a matter relating to health and safety should talk to Paul Bishop in the knowledge that his or her concerns will be taken seriously and that remedial action will be taken if necessary.

#### **3.3 Staff Inductions**

Paul Bishop is responsible for providing each new employee with a health and safety induction, so that he/she knows what is expected by Bishops Electrical in terms of processes, procedures and behaviour.

The induction process should cover the following areas:

- The Health and Safety Policy - what is it and why is it important?
- Risk assessments and method statements - what are they and why are they important?

- Bishops Electrical's system of health and safety records - what are they, why are they important?
  - Training Record
  - Vehicle Record
  - Record of Risk Assessments and Method Statements.
- The accident book – when, how and why to use it.
- Health monitoring – employees are to bring to Paul Bishop's attention any conditions such as dermatitis etc. so that they can be monitored.
- What to do in an emergency.
- First Aid provision.
- The importance of good housekeeping.
- Asbestos awareness.
- Manual handling – dos and don'ts.
- The Control of Substances Hazardous to Health.
- Reporting work related sickness or ill-health.
- Courtesy on client's sites.
- Issuing and fitting of Personal Protective Equipment and other work equipment.
- What to do if you have health and safety concerns.
- Environmental issues – why is protecting the environment important?
- Waste management – why is it important, what are waste management plans? Segregating waste on site, and correct disposal.

This is a useful opportunity to ask questions if you have any special requirements or health and safety concerns.

In addition, induction training will sometimes be necessary for all employees, e.g. when work commences at new premises. This may sometimes be given by an external person, e.g. the client's health and safety officer. Every site is different, but this training should include matters such as:

- Signing in and signing out procedures/limitation of access and no-go areas.
- Welfare arrangements.
- Any special emergency procedures that operate on this site.
- Other users of the site.
- Routes for vehicle movements.
- Parking arrangements for contractors' vehicles.
- PPE requirements on this site.
- Disposal of waste.
- Matters impacting on the environment, e.g. keeping noise, dust or emissions to a minimum.
- Other hazards that may be present, e.g. asbestos.

If at the end of such an induction, any employee feels that further information is required, he should speak to Paul Bishop for further clarification.

### **3.4 Safe Premises and Equipment**

Paul Bishop will be responsible for:

- Identifying all equipment needing maintenance, repair or replacement.
- Identifying and providing any safety equipment required.
- Ensuring effective maintenance procedures are drawn up.
- Ensuring that all identified maintenance, repair or replacement of equipment is implemented.
- Checking that all new equipment meets health and safety standards before purchase.
- Controlling waste.

All tools and equipment should be visually inspected before use and any problems found must be reported to Paul Bishop immediately or as soon as is practically possible.

Paul Bishop will be responsible for:

- Identifying all site tools and equipment needing maintenance, repair or replacement.
- Identifying and providing any safety equipment required, including personal protective equipment for site based staff.
- Ensuring effective maintenance procedures for site tools and equipment are drawn up.
- Ensuring that all identified maintenance, repair or replacement of site tools and equipment is implemented.
- Checking that all new site tools and equipment meet health and safety standards before purchase.

Any problems found with tools and equipment must be reported to Paul Bishop immediately or as soon as is practically possible.

### **3.5 Safe Handling and Use of Substances (COSHH)**

Paul Bishop will be responsible for:

- Identifying all substances used that need a COSHH assessment.
- Undertaking COSHH assessments for substances used.
- Ensuring that all actions identified in the assessments are implemented.
- Ensuring that all employees are informed about the COSHH assessments.
- Checking that new substances can be used safely before purchasing. Where possible, always select the least hazardous product.

Assessments will be carried out every 6 months, or when the work activity changes, whichever is soonest.

### **3.6 Information, Instruction or Supervision**

- The Health and Safety Law poster is displayed in the Company office.
- Health and safety information is issued by Paul Bishop.
- Health and safety advice is available from Paul Bishop.
- Supervision of young workers/trainees will be arranged, undertaken and monitored by Paul Bishop.
- Paul Bishop is responsible for ensuring that employees working at other employers' sites are given relevant health and safety information.

Specific risk assessments will be prepared for employees identified as being vulnerable, particularly young people under the age of 18, taking into account their inexperience, lack of awareness of risks and physical immaturity, etc.

### **3.7 Competency for Tasks and Training**

Paul Bishop will:

- Provide induction training and job specific training for all employees.
- Ensure that all employees have an understanding of health and safety regulations and understand and follow safe working practices.

Specific jobs requiring special training are:

- First aid
- Safe mounting and use of abrasive wheels
- Work at height.

Training:

- Will be identified, arranged and monitored by Paul Bishop.
- Records are kept in the Company office by Paul Bishop, to show who has been trained and when, so that refreshers can be arranged as necessary.

All employees are given health and safety induction training when they start work, covering basic safe working practices. Health and safety training is also provided when risks change or periodically, if skills do not get used regularly.

Health and Safety information is also contained in a separate folder.

### **3.8 Personal Protective Equipment (PPE)**

PPE is defined as all equipment (including clothing that gives protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety, e.g. hard hats, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. Hearing protection and respiratory protective equipment provided for most work situations

are not covered by these regulations because they are covered by other regulations; these items need to be compatible with any other PPE provided, however.

The main requirement of the regulations is that this equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. The Regulations also require that PPE:

- is properly assessed before use to ensure it is suitable;
- is maintained and stored properly;
- is provided with instructions on how to use it safely; and
- is used correctly by employees.

***Remember: personal protective equipment is always a last resort – not a substitute for a safe system of work!***

While on construction sites all employees will wear the appropriate personal protective equipment (PPE):

- Steel toe-capped boots will be worn at all times while on construction sites.
- Dust masks will be worn during dust producing activities, whilst goggles will be worn if grit, dust or shards of metal and other materials are producing. Disposable masks should be changed regularly and worn only once. If work involves cutting concrete, consult your respiratory protective equipment supplier about the type of dust mask required: this will vary depending on the nature and duration of the task. Masks should be well fitted – facial hair or stubble can impair the fit of a mask and therefore its effectiveness.
- Hard hats are required during all activities being carried out at height. They also need to be worn if work is being carried out overhead, or if services are located overhead. Site rules may dictate that workers wear a hard hat and other personal protective equipment at all times whilst on site, and if this is the case the rule should be obeyed regardless of the perceived risks.
- Wear ear defenders whenever noise levels are above 80 decibels. Ear defenders are compulsory when the noise level is above 85 decibels. If you need to shout to make people 1 metre away hear you, ear defenders must be worn. **ALL** people exposed to the noise need to wear ear defenders, not just the person doing the job.
- Gloves should be worn when handling sharp materials.

Ensure PPE is properly stored, kept clean, and maintained in accordance with the manufacturer's maintenance schedule.

Note: misuse of Personal Protective Equipment is not acceptable any circumstances and may result in disciplinary action.

### **3.9 Accidents, First Aid, Work-Related Illnesses and Reporting**

No work activities are carried out that require health surveillance.

All our work is carried out on occupied sites where there is first aid provision during normal office hours. On some sites, there is also a walk-in medical centre. Before work commences, Paul Bishop will ascertain contact details for the relevant first aider. In addition, a first aid kit is kept in each company vehicle and all employees are aware of basic first aid procedures. The contents of each box should be checked at regular intervals.

A minimum stock of first-aid items would include:

- A leaflet giving general guide on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium-sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings
- Two large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings
- One pair of disposable gloves.

Items should be re-stocked as they are used and any deficiencies should be reported to the responsible person so that new supplies can be organised.

All employees must report all accidents, cases of work-related ill health or injury as soon as possible to Paul Bishop so that they can be recorded in the accident book and remedial action be taken, if appropriate. The accident book is kept securely in the Company office and is data protection compliant.

Paul Bishop is responsible for reporting accidents, diseases and dangerous occurrences in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (amended as of 6<sup>th</sup> April 2012) to the enforcing authority. Fatal and major injuries must be reported straight away by telephone on 0845 300 99 23. Other incidents should be reported as soon as possible on-line at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

Reportable injuries include:

- Death or major injury including accidents when a member of the public is killed or taken to hospital;
- Fracture other than to fingers, thumbs or toes;
- Amputation;

- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; requiring resuscitation; requiring admittance to hospital for more than 24 hours.
- Over-seven-day injury which results in the injured person being away from work or unable to do the full range of their normal duties for more than seven consecutive days (including any days they wouldn't normally be expected to work such as weekends, rest days or holidays) not counting the day of the injury itself. Must be reported within fifteen days, from the day of the accident.
- Accidents connected with work (including acts of physical violence).
- Some work-related diseases. These should be reported as soon as you receive notification from a doctor that an employee has a notifiable condition.

***If something happens which does not result in a reportable injury, but which clearly could have done, it may be a dangerous occurrence which must be reported immediately (e.g. by telephone) to the enforcing authority.***

If an accident (or "Loss incident") occurs which is not reportable under RIDDOR, Paul Bishop will be responsible for investigating and for implementing remedial action.

### **3.10 Monitoring**

Paul Bishop is responsible for monitoring the work practices of employees and for monitoring the site works. Spot checks are carried out on site.

Paul Bishop is responsible for:

- Investigating accidents.
- Investigating work-related causes of sickness absences.
- Acting on investigation findings to prevent a recurrence.

### **3.11 Emergency procedures - fire and evacuation**

Fire is a serious issue on building sites: there are eleven building site fires each day in the UK. All employees must familiarise themselves with the site fire evacuation procedures, including any procedures that are specific to the site, and follow them in the event of a fire. Exit routes must be kept clear at all times. Staff should be made aware in advance of the nature of the alarm signal that they can expect to hear, whether this is a bell, claxon or shout of "Fire". This needs to be clearly audible above other noise on the work site.

In the event of a fire on site:

- Raise the alarm so that the premises can be evacuated.
- Contact the emergency services - telephone "999" UNLESS the site operates a different procedure. Be aware that on some major sites, during working hours, security may be the first port of call as they will contact the emergency services and arrange to escort them to the appropriate area.
- Tackle the fire with a portable fire extinguisher if trained and if it is safe to do so.
- Do not risk your own health and safety.
- Evacuated people should muster together at a safe distance from the building and report to Paul Bishop or the senior Bishops Electrical employee present.

If the location where site works are being carried out is evacuated, the person in charge of the Bishops Electrical & Building Services Limited works must account for all Bishops Electrical & Building Services Limited employees and report to the site management, and report to Paul Bishop as soon as possible.

- Use a water fire extinguisher on wood, paper or textile fires. Do not use a water extinguisher on electrical or liquid fires.
- Use a carbon dioxide (CO<sub>2</sub>) extinguisher on electrical or liquid fires.
- Use a foam extinguisher on liquid fires. Do not use a foam extinguisher on electrical fires.

All company vehicles should carry a fire extinguisher. Paul Bishop is responsible for ensuring that:

- All fire extinguishers belonging to the Company are serviced annually to the latest standard by a BAFE (British Approvals for Fire Equipment) registered company.
- After a fire extinguisher has been used, even if only partially, it must be recharged according to the manufacturer's instructions.

### **3.12 Welfare Facilities**

Good welfare facilities can have a positive benefit on health and well-being and can help prevent dermatitis and other work-related medical conditions.

The term "Welfare" refers to the following facilities:

- Toilets
- Washing facilities
- Changing areas
- Storage facilities
- Rest/eating areas
- Drinking water
- Heating.

All areas must have sufficient heating, light and ventilation.

The client generally provides welfare facilities when project works are being carried out in an existing building or on a construction site – this is what’s known as a “fixed” construction site. Planning for every project should include consideration of, and arrangements for, welfare facilities, and their cleaning and maintenance. Work involving materials hazardous to health or particularly dirty conditions may require the provision of additional washing or changing facilities. A basic clean every day may be sufficient for facilities to be kept in good order. Depending on the size and nature of the project, welfare facilities may need to be placed at more than one location to ensure that all staff have easy access. Provision may need to be increased if additional workers are brought in to the site.

In occupied premises, it may be possible to arrange with the client to use the permanent facilities on site. When using a client’s facilities, these must be left clean, tidy and in the state in which they were found; care should be taken not to leave items such as dirty overalls or paper towels lying around.

Prior to commencement of work on site:

- All welfare facilities must be operational on site.
- All staff should be made aware of welfare arrangements.
- An adequate number of toilets must be provided at all times.
- These must be readily accessible and provided free of charge to the workforce, open at all relevant times, be kept clean, and have hand-washing facilities.
- Wherever feasible, toilets must be connected to mains drainage and be water-flushing. If this is not possible, toilets with built-in supply and drainage tanks must be provided.
- Toilet paper must always be available.
- A van or other vehicle could serve as a rest area or eating area, if it is readily available and has sufficient seating. The rest area should provide shelter from the elements and be heated as necessary.
- Washing facilities should be located next to toilets and changing facilities.
- Basins/sinks should be large enough to allow washing of face, hands and forearms.
- Hot and cold/warm running water should be provided. If mains water is not available, clean water should be supplied from a tank.
- Soap and cloth or paper towels should be provided. If paper towels are to be used, a container for collecting soiled towels should be provided.

Always wash hands and face after work and before any eating, drinking or smoking.

Please note that there are different requirements for transient construction site (e.g. where workers are carrying out road building or repairs and operating at a distance from a fixed base).

### **3.13 Site security**

When working on site all Bishops Electrical & Building Services Limited personnel are to follow official site procedure for entry and exit to site, for example, report to main reception on arrival and sign in and out of the site registration book. All Bishops Electrical & Building Services Limited personnel must comply with the client's security requirements which may include searches of possessions and vehicles. Equipment and materials are to be delivered and removed via the same agreed route on and off site, by prior arrangement with the Client's security personnel and the Project Manager (if appropriate).

Tools and unfixed materials will be kept secured during work shifts and removed at the end of each shift. Tools will not be left lying around when not in use.

Barriers and notices will be used to segregate the work areas and to exclude unauthorized persons from the work area.

Details of our clients, their activities and of their sites will be treated as confidential by all staff. Failure to respect the confidentiality of Bishops Electrical & Building Services Limited' clients may result in disciplinary action.



#### **Applicable regulations include:**

Health and Safety at Work Act 1974  
The Management of Health and Safety Regulations 1999  
The Construction (Design and Management) Regulations 2007  
The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995  
The Health and Safety (First Aid) Regulations 1981  
The Personal Protective Equipment Regulations 1992



#### **Further information can be found in the following leaflets and HSE publication:**

Health and Safety Law: What you should know  
Health and safety regulation... a short guide  
Leading health and safety at work  
Managing Health and Safety in Construction  
A short guide to the Personal Protective Equipment at Work Regulations 1992  
Reporting Accidents and Incidents at Work: A brief guide to the Reporting Injuries, and Dangerous Occurrences Regulations (RIDDOR)

Basic advice on first aid at work  
First aid at work: your questions answered  
Provision of Welfare Facilities at Fixed Construction Sites  
The absolutely essential health and safety toolkit for the smaller  
construction contractor

### **3.14 Key Areas of Risk**

The key issues and hazards affecting the health and safety of employees through the work activities include:

- Slips, trips and falls
- Falls from height
- Mobile scaffold towers
- Fragile roofs and surfaces
- Noise from other activities being carried out on site
- Manual handling
- Electrical safety (including portable appliances)
- Excavations
- Smoking
- Hazardous substances (COSHH)
- Biological Hazard
- Dust
- Cuts and minor injuries
- Crush and entrapment injuries
- Vibration
- Burns
- Lead
- Asbestos
- Display screen equipment
- Fire
- Abrasive wheels
- Hot works
- Rosin-based fluxes
- Legionnaires' disease
- Stress
- Working in the sun
- Dehydration
- Driving on public roads
- Site vehicles
- Refuelling of plant
- Vulnerable workers
- Drugs and alcohol
- Horseplay
- Dermatitis

These areas are examined in more detail in the pages that follow. Other areas of risk that are not covered here should nonetheless be addressed in site specific risk assessments and method statements, e.g. confined spaces working, lone working, etc.

### Slips, trips and falls

- **Remember: a tidy site is a safe site. Slips, trips and falls are the commonest causes of injury on construction sites.**
- Ensure the work site is kept tidy with materials stored in a safe manner.
- Make sure there are no trailing cables. If necessary, cable should be covered with a clearly marked cable cover.
- If lighting is not adequate to permit safe working, inform Paul Bishop.
- Use appropriate access equipment for working at heights.
- Ensure access equipment is positioned on level ground.
- Mop up spills of water and other liquids promptly and effectively.
- If flooring is uneven or damaged it should be made good, marked clearly, covered (taking care not to create another trip hazard) or segregated by a physical barrier, e.g. tape, particularly when tools and materials are being carried across in the vicinity.



#### Applicable regulations include:

Health and Safety at Work Act 1974



#### Further information can be found in the following leaflets:

The absolutely essential toolkit for the smaller construction contractor

### Falls from height

- **Remember: falls from height are the biggest killer on the UK's construction sites - every fortnight one construction worker is killed as a result of a fall from height.**
- All work at height will be done in accordance with The Work at Height Regulations 2005.
- Use appropriate work platforms and access equipment for working at heights – ladders are not designated as work platforms.
- When using a ladder, you should always have three points of contact – tools and materials should be carried in a suitable holster or raised by mechanical means.
- Ensure work platforms and access equipment are positioned on level ground and guard-rails and toe-boards etc are in place to prevent people, materials and tools falling.
- Work platforms will not be overloaded; the weight of operatives and materials will be considered to ensure they are not overloaded.

- When working in a loft, ensure that the trap is protected with barriers or a suitable weight-bearing board (which should not in itself pose a trip hazard): it is easy to step back and fall through.
- Getting on and off a roof presents a major risk. A secure means of entry and exit is vital. If there is any possibility of falling, a correctly fitted harness must be worn.
  - Do not work on roofs in icy, rainy or windy conditions – anyone carrying a roof sheet can easily be blown off the roof if they are caught by a gust of wind.
  - Remember that working next to an excavation also counts as working at height.

### **Mobile scaffold towers**

Mobile scaffold towers must be erected by a competent person and sited on ground that is firm and level. In addition:

- Do not climb up the rungs on the end frames of a mobile scaffold tower unless the rungs have been designed for the purpose of getting to and from the working platform.
- Never use a mobile scaffold tower or scissor lift as a support for ladders, trestles or other access equipment.
- Always ensure that the wheels are locked when a mobile scaffold tower is in use.
- Platforms should be empty when they are moved.
- Never use a mobile scaffold tower with missing or broken parts or with incompatible components.
- Never use this equipment in weather conditions that are likely to make it unstable.
- When not in use, mobile scaffold towers or scissor lift should be secured or blocked off to prevent unauthorised access.

### **Fragile roofs and surfaces**

A fragile material is one that does not safely support the weight of a person and any load they are carrying - the fragility of a roof does not depend solely on the composition of the material in it. The following factors are also important:

- thickness of the material;
- the span between supports;
- the type, number, position, condition and quality of fixings;
- the design of the supporting structure, e.g. the purlins
- the age of the material.

Sometimes the entire roof surface is fragile, in other cases only part of the roof is fragile, e.g. when fragile roof lights are contained in an otherwise non-fragile roof.

Sometimes the fragility of a roof can be disguised, for instance when old roofs have been painted over.

The fragility, or otherwise, of a roof should be confirmed before work starts. If there is any doubt, the roof should be treated as fragile unless, or until, confirmed that it is not: ***it's dangerous to assume that a roof is non-fragile without checking this out beforehand.***

At NO time may any Bishops Electrical employee work on, from or pass over fragile material, unless platforms, coverings or other similar means are provided that adequately support them: properly installed safety netting beneath the roof surface will provide collective fall protection within the protected area. Protection is also needed when anyone passes by or works nearer than 2 metres to fragile materials.

Harnesses can provide an effective solution, but if used they require adequate attachment points which may be difficult to arrange in work on fragile roofs. They also rely on user discipline, training and constant supervision to ensure that they are consistently and correctly used. Harnesses must be regularly and properly maintained by a competent person.

The following control measures should also be noted:

- Support platforms should be at least 600 mm wide and more when the work requires it – make sure that support platforms are long enough to provide adequate support across roof members – they should span across at least two purlins.
- Using a platform may spread the load, but that will not provide enough support if the only thing supporting it is the fragile materials.
- Walking on the lines of purlin bolts gives no protection at all - it is like walking a tightrope and must never be allowed or condoned.
- Workers should not have to constantly move platforms about the roof - it is not acceptable to rely on using a pair of boards to 'leap-frog' across a fragile roof. Make sure there are enough platforms provided to avoid this.
- Precautions are needed to prevent a person falling from the platform - if possible provide the platform with edge protection comprising top rail, intermediate rail (or equivalent protection) and toe board.

Wherever possible make sure that all fragile materials, 2 metres or closer to the people at risk, are securely covered. Alternatively provide full edge protection, i.e. top rail, intermediate guard rail or equivalent and toe board, around or along the fragile material to prevent access to it.

Make sure that appropriate precautions are taken when installing such protection, e.g. the use of netting or safety harnesses.

Sometimes it will not be reasonably practicable to provide such protection, usually if the proximity to fragile material is irregular and short duration, i.e. a matter of minutes. Safety harnesses will usually be the appropriate solution and may be used in conjunction with any permanently installed running line systems.

Boundaries can be established identifying 'safe' areas containing the workplace and routes to and from it. If these are used:

- the boundaries should be at least 2 metres from the nearest fragile material;
- the boundary does not need to comply with full edge protection standards, but there should be a physical barrier (a painted line or bunting is not acceptable);
- tight discipline is essential to ensure everyone stays inside the safe area at all times.



**Applicable regulations include:**

Health and Safety at Work Act 1974  
Work at Height Regulations 2005  
Lifting Operations and Lifting Equipment Regulations (LOLER) 1998



**Further information can be found in the following leaflets and HSE information sheet:**

The Work at Height Regulations 2005 - A brief guide  
Heightsafe  
Preventing falls from boom-type mobile elevating work platforms

**Noise (from other site activities)**

The Control of Noise at Work Regulations 2005 came into force on 6 April 2006. The work activities of heating and plumbing are unlikely to cause high noise levels, but other work activities being carried out on site may create conditions requiring action to be taken.

- The lower exposure action value is 80 decibels (80dB). Hearing protection must be provided if an employee requests it. The peak sound pressure is 135 dB.
- The upper exposure action value is 85 dB and hearing protection must be provided and worn. The peak sound pressure is 137 dB.
- The exposure limit value is 87 dB. The peak maximum is 140 dB.

As a rough guide, if you need to shout to be heard by a person 2 metres away, the noise level is approximately 80 decibels and hearing protection is recommended. If

you need to shout to be heard by a person 1 metre away, the noise level is approximately 85 decibels and hearing protection must be provided and worn.

All people exposed to the noise, not just the person using the machine making the noise, must wear hearing protection.



**Applicable regulations include:**

Health and Safety at Work Act 1974  
Control of Noise at Work Regulations 2005



**Further information can be found in the following leaflets:**

Noise at work: guidance for employers on the Control of Noise at Work Regulations 2005

### **Manual handling**

Manual handling should always be avoided wherever possible but inevitably manual handling issues will be encountered when heavy and bulky items, radiators, carrying sheets of MDF, and carrying tools and other materials. Where possible, manual handling should be mechanised. A wide range of manual handling aids is available, e.g. you can put materials in a wheelbarrow, put tools or materials in a holster or belt when climbing a ladder, raise using a gin wheel or hoist. If a barrow or trolley is being used, ensure that the load is secured and balanced so that it cannot slip and cause injury. Do not overfill the barrow in case a protruding load causes injury to others.

Staff must be trained in manual handling procedures. Manual handling will be done in accordance with the Manual Handling Operations Regulations 1992 (amended 2002):

- Carry out a manual handling assessment of all tasks to identify what has to be lifted, the distance and the duration. Organise deliveries to avoid unnecessary handling of materials.
- Organise work activities so that manual handling is broken down into manageable actions of short duration.
- Every person has a different carrying capacity.
- Do not attempt to handle loads exceeding 20Kg on your own.
- Use the kinetic lift: bend knees, keep back straight, keep load close to the body.
- Use two people to carry heavier or awkward loads.

Remember that items that hold water - such as old radiators - should be emptied as completely as possible before they are lifted.

When lifting equipment is used, it should be installed, inspected and used in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. These regulations require that all lifting equipment provided for use at work should be: strong and stable enough for the task; marked to indicate safe working loads; subject to ongoing thorough examination/proper inspection; used safely - work should be planned, organised and performed by competent people; thoroughly examined before first use. The regulations apply to any equipment used at work for lifting or lowering loads, e.g. cranes, fork lift trucks, hoists, mobile elevating work platforms etc., plus lifting accessories, e.g. slings, eyebolts. Note that LOLER also applies if employees provide their own lifting equipment. Lifting equipment is also covered by Provision and Use of Work Equipment Regulations 1998 (PUWER).

Stand well back and keep hands and feet well clear of the load when mechanised lifting is in progress. Remember to that although it's human nature to want to intervene when a load starts to slip, serious crush injuries have been caused by falling loads.

Paul Bishop is responsible for carrying out manual handling assessments.



**Applicable regulations include:**

Health and Safety at Work Act 1974  
Manual Handling Operations Regulations 2002



**Further information can be found in the following leaflets:**

Getting to grips with manual handling: A short guide

**Mechanised Lifting Operations**

When lifting equipment is used, it should be installed, inspected and used in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. More information about the regulations can be found in the "Health and Safety Information" folder. These regulations require that all lifting equipment provided for use at work should be:

- Strong and stable enough for the task; marked to indicate safe working loads.
- Subject to ongoing thorough examination/proper inspection.
- Used safely - work should be planned, organised and performed by competent people.
- Thoroughly examined before first use.

The regulations apply to any equipment used at work for lifting or lowering loads, e.g. cranes, fork lift trucks, hoists, mobile elevating work platforms etc., plus lifting accessories, e.g. slings, eyebolts. Note that LOLER also applies if employees provide their own lifting equipment. Lifting equipment is also covered by Provision and Use of Work Equipment Regulations 1998 (PUWER).

Proper control measures must always be in place before lifting operations commence. Always check the equipment's load rating before use. It must never be exceeded. Make sure the equipment is placed on a stable, level surface. When lifting materials and equipment on site, barriers should be erected to keep unauthorised people out of the lifting area because of the risk of being crushed by the moving load. Never lift or suspend a load above people. A trained banksman should direct operations. Only trained and competent people should operate lifting equipment. Check that the load is secure and cannot slip or fall before the lift commences.

Stand well back and keep hands and feet well clear of the load when lifting is in progress. Remember that although it is human nature to want to intervene if a load starts to slip, serious crush injuries have been caused by falling loads.



**Applicable regulations include:**

Health and Safety at Work Act 1974  
Lifting Operations and Lifting Equipment Regulations (LOLER) 1998  
Provisions and Use of Work Equipment Regulations (PUWER) 1998



**Further information can be found in the following leaflets and HSE information sheet:**

Simple guide to the Lifting Operations and Lifting Equipment Regulations 1998  
Simple guide to the Provision and Use of Work Equipment Regulations 1998

**Electrical Safety (including portable appliances)**

Bishops Electrical & Building Services Limited staff use a variety of electrical appliances such as drills, jigsaws and chop saws. This kind of equipment that has a lead (cable) and plug and which is normally moved around or can easily be moved from place to place, is referred to as a portable appliance (the term also applies to equipment such as vacuum cleaners, kettles, heaters, fans, televisions, desk lamps; and also equipment that could be moved, e.g. photocopiers, fax machines, and desktop computers): if it is not properly inspected and maintained, portable electrical equipment can pose a risk of electrocution. **Remember: an electric shock at 230V for more than half a second can kill.**

Control measures are as follows:

- Do not use mains voltage equipment on construction sites, use 110v or battery powered tools. Avoid the use of mains powered equipment where possible and where it is unavoidable make sure the connection at the socket is made with a plug fitted with a residual current device (RCD) that operates at 30mA. Make sure the extension lead is protected by the RCD. Do not use electrical equipment in damp conditions.
- Always visually inspect electrical equipment before use. Do not use anything that appears damaged, e.g. equipment with a cracked casing. Do not attempt to fix broken equipment yourself: report damaged equipment to Paul Bishop, so that it can be repaired by a competent person or replaced if necessary, and prevent others from using it.
- Machinery and equipment should be CE marked. Installations and appliances must be properly maintained in a safe condition.
- Paul Bishop is responsible for arranging for a competent person to test electrical installations and portable appliances. Electrical installations must be tested upon completion and thereafter every 3-5 years depending upon the type of installation and the wear and tear that can be expected. Portable appliances should be tested annually as a minimum and more frequently if there is a high level of wear and tear. In accordance with the Provision and Use of Work Equipment Regulations 1999 (PUWER) all work equipment must be maintained in an efficient state, in efficient working order and in good repair.
- Extension leads are particularly prone to wear and tear and should be visually inspected every time they are used.
- Never leave electrical equipment in such a way that it could be switched on accidentally, e.g. if someone trips over it.



**Applicable regulations include:**

Health and Safety at Work Act 1974  
Electricity at Work Regulations 1989  
IEE 17th Edition Wiring Regulations 2015



**Further information can be found in the following leaflets:**

Electrical safety and you  
Electrical safety in construction

**Excavations**

Provide a safe means of access to and from the excavation. Be aware that excavations can collapse if not supported adequately, or sloped or battered to a safe angle. Excavations should be protected by secure barriers and there should be edge

protection to prevent people and vehicles from falling in; materials, plant and spoils should not be stored by the edge, as these may cause a collapse. If supports are to be used, these should be installed using a safe system of work so that people do not have to work in an unsupported trench. Excavations should be inspected regularly by a competent person. If a person is working in the excavation, at least one other person should be working at ground level at all times in case the excavation collapses.



**Applicable regulations include:**

Health and Safety at Work Act 1974



**Further information can be found in the following leaflets:**

The absolutely essential health and safety toolkit for the smaller construction contractor

### **Smoking**

The Department of Health says that “Smoking is the principle avoidable cause of premature death in the UK, killing more than 120,000 a year”. Even if an individual chooses not to smoke, research shows that there is no safe level of exposure to second-hand smoke.

From 1<sup>st</sup> July 2007, the Health Act 2006 became law in England. Under the terms of its five regulations, smoking is forbidden in most enclosed or substantially enclosed public places, including workplaces. The word “enclosed” refers to premises that have a ceiling or roof and are wholly enclosed on a permanent or temporary basis (except for doors, windows or passageways). “Substantially enclosed” refers to premises that have a ceiling or roof but also an opening in the walls that is less than half the total area of the walls. The area of the opening does not include doors, windows, or any other fitting that can be open or shut. The non-smoking legislation applies equally to both employees and visitors to the premises. Anyone who breaches the law could face heavy financial penalties – and any Bishops Electrical & Building Services Limited employee who does so will first be reminded of their legal obligations. If the employee refuses to comply, this matter will be escalated in accordance with Bishops Electrical & Building Services Limited’s disciplinary procedure.

It should be noted that this legislation also applies to vehicles if they are used in the course of paid work by more than one person – regardless of whether they are in the vehicle at the same time. Smoking will therefore not be permitted in any vehicle belonging to Bishops Electrical & Building Services Limited. Vehicles that are used primarily for private purposes will not be required to be smoke free, however.

Smoking in public places is dealt with as a public health matter in Great Britain. In England it falls under the remit of the Department of Health, but the Health and Safety Executive will provide information and also report infringements and complaints to the relevant enforcing authority, i.e. the local council.

Smoking is a powerful addiction and Bishops Electrical & Building Services Limited will support the efforts of any employee who wishes to give up. Information on giving up can be obtained from the NHS Smoking Helpline on: 0800 169 0 169. Further details can be found at various sites on the internet, including: [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk).



**Applicable regulations include:**

Health and Safety at Work Act 1974  
The Health Act 2006

**Hazardous substances (COSHH)**

The Control of Substances Hazardous to Health (2002) Regulations deal with the use and storage of any products that could be harmful to health if they are not properly controlled.

Typically, these will include substances such as cleaning chemicals and adhesives, but any liquid, gas, fume, solid material or dust that can cause ill health needs to be considered. This document contains COSHH risk assessments and COSHH data sheets for products identified.

Paul Bishop must:

- Identify areas of hazardous activity and list the substances being used.
- Obtain data sheets for the substances to identify the hazards and the control measures.
- Carry out a Risk Assessment for each of the hazardous activities.
- Put in place measures to remove or reduce these risks, and check that these are being carried out (including the use of protective clothing or equipment, where appropriate).

See separate folder for sample COSHH risk assessments and Material Safety Data Sheets on a range of commonly-used building products. The appropriate COSHH data sheets or risk assessments should be attached to task risk assessments and method statements on site.

If you are asked to use a product in the course of your work and are not shown the relevant COSHH information, contact Paul Bishop and ask for a COSHH assessment to be carried out or for an alternative product (for which a COSHH assessment is available) to be substituted.



**Applicable regulations include:**

Health and Safety at Work Act 1974  
Control of Substances Hazardous to Health Regulations (COSHH) 2002



**Further information can be found in the following leaflets:**

Working with substances hazardous to health: What you need to know about COSHH

**Biological Hazards**

Soil and mud can contain harmful germs such as the organism that causes tetanus. Old sanitary ware can also harbor harmful organisms which could cause a nasty stomach upset, amongst other things. It is vital to observe good hand hygiene when you have been carrying out groundworks or handling dirty materials or fixtures. Always wash the hands and forearms thoroughly, with soap, before eating, drinking, smoking or using the toilet, and at the end of the work day. Minor cuts and grazes should be attended to immediately, and should be cleaned thoroughly and covered with a suitable dressing to prevent harmful organisms from entering the wound.



**Applicable regulations include:**

Health and Safety at Work Act 1974  
Control of Substances Hazardous to Health Regulations (COSHH) 2002



**Further information can be found in the following leaflets:**

Working with substances hazardous to health: What you need to know about COSHH

**Dust**

Be aware that some materials that are safe when handled can become hazardous when sawn or drilled and dust is created: concrete, sandstone, granite and brick contain high levels of crystalline silica. Cutting these materials generates dust that can be breathed deep into the lungs resulting in serious, permanent health damage.

Always wear dust masks when carrying out any work that creates dust, or working in any area where other people are creating dust. Ensure that the masks are the right type for the work being done. Keep the mouth side of the mask clean and free from any contamination. In addition, if grit and shards are producing, goggles should be worn: flying debris can cover a wide area and result in long-term, serious damage to eyes. **ALL** people exposed to the dust and grit need to wear goggles and masks, not just the person doing the job.

Avoid dry sweeping of dust as this causes higher levels of dust exposure, where possible use a vacuum system with a suitable filter fitted for dust removal. To reduce dust when working with cement-based products, damp down before commencing.

When working with wood products such as laminate flooring, be aware that wood dust can cause irritation to the skin. This can lead to nettle rash or irritant dermatitis which can take up to 15 days to manifest. Symptoms will usually disappear when the skin is no longer in touch with the source of irritation.

Sensitisation dermatitis can also occur when exposure to wood dust belonging to certain species: once sensitised, the body sets up an allergic reaction and may react severely if subsequently exposed to a very small quantity of the same dust.

Other possible effects of exposure to wood dust include:

**Nose:** Rhinitis (runny nose), violent sneezing, blocked nose/nose bleeds (in rare cases, nasal cancer, a recognised industrial disease when hardwood dust has been inhaled)

**Lungs:** asthma and impairment of lung function (in rare cases, wood dust can cause extensive allergic alveolitis, a disease with flu-like symptoms, which causes progressive lung-damage). The latter condition can result from using red cedar or iroko woods. As with the skin, in cases of asthma where the body reacts in an allergic manner, even the lowest levels of exposure can cause a quick and severe reaction. Sufferers will be unable to continue to work with the dust as a result.

**Eyes:** soreness, watering and conjunctivitis

**Whole body:** inhalation of the dust from certain woods such as South African boxwood has given rise to symptoms such as headache, thirst, nausea, visual disturbance, drowsiness, anaemia and hepatitis. This is not usual for the common commercial woods.

In some instances, it may be necessary to specify a product which produces a less hazardous dust; seek advice from your wood products supplier.

When working with wood products, wear suitable clothing such that dust will not trap dust between the cloth and the skin and cause irritation. Barrier creams should be used. Good personal hygiene is essential when you have been working with wood dust.

Veneers are often made of hardwoods and so are composite materials such as plywoods. The type of wood making up particle boards, e.g. MDF, is not always known but is usually a high proportion of softwood.

An effective dust removal system will control exposure to wood dust to below the occupational exposure limits.



**Applicable regulations include:**

Health and Safety at Work Act 1974  
Control of Substances Hazardous to Health Regulations (COSHH) 2002



**Further information can be found in the following leaflets:**

A short guide to the Personal Protective Equipment at Work Regulations 1992

**Cuts and minor injuries**

Glass, sharp materials, general site power tools and wood working tools can cause serious cuts. All materials will be adequately and securely supported and held in position by operatives until they are fixed securely in position or have been removed.

Kevlar cut-proof gloves and sleeves will be worn at all times when handling sharp materials or using sharp tools. The gloves and sleeves will have a minimum EN388 test result of 5 for blade cut resistance. Sleeves will be a minimum length of 450mm.

Always wear appropriate clothing for construction sites: hard hat, shirt and long trousers (or overalls), coat as required, steel toe capped footwear.



**Applicable regulations include:**

Health and Safety at Work Act 1974



**Further information can be found in the following leaflets:**

Basic advice on first aid at work

**Crush/entrapment injuries**

Crush injuries can result during building work. Keep hands and feet clear, particularly when lifting and positioning heavy items such as a bathroom and kitchen fittings and heavy items of equipment. Do not wear loose clothing, jewellery or other items that could become entangled with moving parts of equipment, e.g. when using an electric drill. Long hair should be tied back for the same reason.

Before using electrical equipment such as saws, drills and angle grinders; the operator should familiarise himself with the controls, particularly the "off" switch. Always visually inspect equipment before starting work and report any defects. If necessary, stop work until the problem has been rectified. Always switch off before carrying out any maintenance procedure, e.g. changing a saw blade, or abrasive wheel, particularly

when dangerous parts need to be accessed, allow moving parts to stop and components that operate at a high temperature time to cool.



**Applicable regulations include:**

Health and Safety at Work Act 1974  
Provision and Use of Work Equipment Regulations 1998



**Further information can be found in the following leaflets:**

Simple guide to the Provision and Use of Work Equipment Regulations 1998  
Basic first aid at work

### **Vibration**

There are two types of vibration that can cause health problems for workers in the construction industry. Probably the more widely recognised of these is hand arm vibration. Using hand-held power tools such as angle-grinders, sanders and other "rotary" tools, power hammers and chisels, produces vibration which can result in a condition known as hand-arm vibration syndrome (HAVs). Often known as "Vibration white finger" this condition can cause permanent damage, including tingling and numbness in the hands, fingers and arms. Ultimately, this can render the sufferer unable to work or even perform everyday tasks. The greater the exposure to vibration, the more likely there is to be damage.

It should also be noted that lower-speed vibration is more damaging than a faster-vibrating machine. The manufacturer's literature (or the supplier) should always be consulted to establish recommended usage times for any vibrating equipment. In addition, the following general precautions should be observed:

- Avoid periods of extended use by varying the tasks or swapping over at regular intervals. Limit vibration exposure to a maximum of  $2.5\text{m/s}^2$  A(8) in 8 hours by obtaining information from equipment hire company or suppliers for safe duration of use.
- Ensure that equipment is regularly and properly maintained so that the job can be completed in optimum time and with minimum effort.
- Likewise, ensure that tools such as chisels are kept sharp for optimum efficiency.
- The machine should be adequately dampened to minimise vibration.
- Smoking restricts the circulation; workers who smoke should refrain from smoking prior to and during the use of vibrating equipment.
- Avoid using this equipment with cold or damp hands – or if the handles have become cold or damp they should be wiped before use.
- Do not grip handles too hard.

- Massage and move fingers prior to work and during work breaks when using vibrating equipment.
- Before use, the operator should familiarise himself with the controls, particularly the "off" switch.
- Machinery should be CE marked and regularly inspected and maintained.
- Note: wearing gloves is no protection from vibration.

The second type of vibration, known as whole body vibration, is shaking or jolting of the human body through a supporting surface, typically a seat or the floor. Driving or riding a vehicle along an unmade road or operating earth-moving machinery can cause whole body vibration which in turn can cause or aggravate back pain in mobile machine operators and drivers. Older people, people with pre-existing neck or back problems or young people are most at risk. To avoid risk of whole body vibration, the operator should: adjust the seat and hand/foot controls to the correct position, ensuring that you can see without twisting or stretching; not sit for long periods in the same position; avoid repeatedly climbing or jumping into the cab; try to avoid jolts or shocks – these can be a problem if the vehicle is driven fast, particularly over rough ground, or if the controls are operated aggressively; avoid repeated manual handling or lifting of loads.



**Applicable regulations include:**

Health and Safety at Work Act 1974  
Provision and Use of Work Equipment Regulations (PUWER) 1998  
Control of Vibration at Work Regulations 2005



**Further information can be found in the following leaflets:**

Control the risks from hand-arm vibration: Advice for employers on the Control of Vibration at Work Regulations 2005  
Hand-arm vibration: Advice for employees

**Burns**

Working with hot equipment, such as blow lamps, soldering irons, heat guns (and hot materials) can cause burns. Always pick this type of equipment up by the handle or grip, not by any part that could be hot and when not in use, do not put a hot gun down on material that could be flammable or melt. Drill bits can also become hot in use and should be handled with care. Always allow moving parts of equipment to cool before attempting to access them (e.g. to change a saw blade).

Burns can be very serious – if in doubt, always seek medical help. Cool the affected part with cold water until pain subsides – this may take 10 minutes or more, but should not delay getting the casualty to hospital.

Certain chemicals such as adhesives and cement can irritate or seriously damage the skin. Do not contaminate yourself with the chemical whilst helping the casualty. Treat in the same way as other burns but flood the affected area for 20 minutes. If necessary, continue treatment on the way to hospital. Remove contaminated clothing that is not stuck to the skin – do not attempt to remove anything that is stuck.



**Applicable regulations include:**

Health and Safety at Work Act 1974



**Further information can be found in the following leaflets:**

Basic advice on first aid at work

**Lead**

Some fluxes contain lead – always check before use, and when possible, choose a lead-free alternative. Lead cannot be absorbed through the skin, but if accidentally swallowed, can remain in the body in the bones, where it can ultimately cause symptoms such as anaemia, loss of weight, tiredness, irritability, headaches, etc. In the long term it can also cause kidney, nerve and brain damage.

When working with materials that are suspected of containing lead, it is vital that employees wash hands after work and before eating, drinking, using the lavatory or smoking. Ensure adequate ventilation and do not inhale fumes. Only eat, drink or smoke in areas that are free from lead contamination.

Be aware that lead piping may be present in old premises and that paints used in the 1960s can have a higher lead content.



**Applicable regulations include:**

Health and Safety at Work Act 1974  
Control of Lead at Work Regulations 2002



**Further information can be found in the following leaflets:**

Lead and you

## **Asbestos**

Work with asbestos can release small particles into the air. When inhaled, these can cause a number of incurable diseases which currently account for around 3,500 deaths in the UK every year. Many sufferers have worked in construction. The first symptoms can occur 15-60 years after exposure.

You are highly unlikely to encounter asbestos on a new-build construction site: the UK banned use of brown and blue asbestos (the most dangerous types) in 1985, white asbestos in 1999 (apart from a number of specialised uses). Workers should nonetheless be aware that: asbestos in different forms was common in buildings constructed pre-1980; ceiling tiles and textured finishes put up pre-1980 may contain asbestos particles.

All commercial property should have an asbestos register detailing where it is in the building and what type it is. Refer to this and the building management personnel for further information. Any asbestos in buildings should be labelled. When working on domestic premises, the situation may not be so clear; workers need to be aware of the typical uses of asbestos as this may help prevent you from being exposed accidentally.

Before its hazardous effects were known, asbestos was regarded as a "wonder material" and was used for a variety of construction purposes:

- Sprayed asbestos/loose packing - generally found as fire breaks including ceiling voids.
- Moulded or preformed sprayed coatings and lagging (e.g. thermal insulation pipes and lagging).
- Sprayed asbestos mixed with hydrated asbestos cement - used for fire protection purposes, e.g. in ducts, firebreaks, ceiling panels etc.
- Insulation boards for fire protection, thermal insulation, partitions/ducts.
- Compressed asbestos cement products – usually flat or corrugated sheets, e.g. roof/wall cladding, gutters, rainwater pipes, water tanks.
- Asbestos cement.

### **Only HSE licensed contractors are allowed to remove certain types of asbestos.**

Before starting work:

- The building itself will give you clues: was this building built/refurbished 1950-1980? Does it have a steel frame? Does it have boilers with thermal insulation? If the answer to any of these is "Yes", asbestos may be present.
- Ask the building manager/your supervisor whether this site has been checked for asbestos.
- If no information is available, stop work until proper checks have been carried out.

- You can't be sure a suspect material contains asbestos until it has been tested in a laboratory.

If you suspect asbestos is present:

- If you find hidden/dusty materials, inform your supervisor immediately.
- Your supervisor must carry out a risk assessment.
- If asbestos is present but is undamaged/undisturbed/in good condition, it may be safe to continue work.
- Damaged asbestos or asbestos in poor condition must be removed.

If accidental exposure occurs whilst work is in progress, stop work and inform your supervisor immediately, then:

- Wash hands, forearms and face straight away - especially before eating, drinking or smoking.
- Change your clothing.
- Do not resume work until told by your supervisor that it is safe to do so.
- Do not recommence work until specialist work or removal has been carried out (if necessary).
- If necessary, a new risk assessment must be in place. Only resume work once you have been shown it and agreed in writing to work in accordance with it.
  - Control measures must be in place before re-commencement.

Most asbestos removal work must be undertaken by a licensed contractor. Work is only exempt from licensing if the exposure of employees to asbestos fibres is sporadic and of low intensity. Removal of materials in which the asbestos fibres are firmly linked in a matrix, such as asbestos cement, Artex etc. are exempt from a licence.

Under the Control of Asbestos Regulations 2006, anyone carrying out work on asbestos insulation, asbestos coating or asbestos insulating board (AIB) needs a licence issued by HSE unless they meet one of the exemptions above.

Although you may not need a licence to carry out a particular job, you still need to comply with the rest of the requirements of the Regulations.

Control measures for working with asbestos include:

- Can you avoid exposure to asbestos by doing the job a different way?
- Do not disturb or damage materials you suspect may contain asbestos.
- Do not use power tools on asbestos - use hand tools, to reduce dust.
- Use an appropriate respirator (mask) if necessary, ensuring it fits properly, is clean, in good working order and stored safely. Do not re-use a disposable mask.
- Damping materials down reduces dust; clean up as you go using a special "type H" vacuum cleaner/damp cloths – don't let waste pile up.
- Use clean protective clothing – do not take overalls home for washing.

- Wash your hands and face when you take a break /finish work.
- Do not eat or drink in the work area.
- Make sure other risks, e.g. work at height, are assessed and controlled.
- Put asbestos waste into a suitable clean container, e.g. a heavy duty polythene bag inside a second bag. Label to show asbestos is present.
- Don't smoke – this increases your risk of cancer from asbestos.
- For disposal, asbestos must be taken to a licensed tip.

**The Control of Asbestos Regulations 2012 have made a few, limited changes to bring the UK into line with standards elsewhere in the EU. The key changes effective from 6<sup>th</sup> April 2012 are as follows:**

- **Some non-licensed work must be notified to the relevant enforcing authority.**
- **Brief written records should be kept of non-licensed work, which has to be notified, for example, the names of workers on the job plus the level of likely exposure of those workers to asbestos. This does not mean that air monitoring is required for every job: published guidance or experience of similar work in the past can be used to make an estimate of the degree of exposure.**

**In addition, by April 2015, all workers/self-employed people who carry out notifiable non-licensed work must be under regular health surveillance by an appropriate doctor (workers who are already under health surveillance for licensed work do not need to have an additional medical). *Medicals for notifiable non-licensed work are not acceptable for people who do licensed work.***



**Applicable regulations include:**

Health and Safety at Work Act 1974  
The Control of Asbestos Regulations 2012



**Further information can be found in the following leaflets:**

Asbestos dust kills: keep your mask on

**Display screen equipment**

Many of the guidelines discussed in this document, such as keeping a tidy site, manual handling and safe use of electrical equipment, apply equally to office-based staff performing tasks such as purchasing and administration.

As a small company, Bishops Electrical does not employ a member of staff specifically for office duties. Computer equipment is used infrequently, on an ad-hoc basis, for activities such as ordering materials and supplies, and finding product information.

Nonetheless, anyone who uses display screen equipment needs to be aware that it can cause particular muscular-skeletal problems through poor posture and poorly adjusted workstations, for example, carpal tunnel syndrome, repetitive strain injury. Computer equipment must only be used with proper office furniture and equipment to ensure that the desk and chair arrangement can be adjusted to avoid posture related problems. As when you use a vehicle belonging to someone else, if you work at someone else's workstation, this needs to be adjusted so that the seat and controls are comfortable for you to use.

The Health and Safety (Display Screen Equipment) 1992 Regulations set out the legal responsibilities for the employer and employee in detail. Bishops Electrical's policy is in line with this and good practice, in order to eliminate risk of work related upper limb disorders and associated issues:

- The operator should adjust chair and VDU to find the most comfortable working position - forearms should be approximately horizontal and eyes at the same height as the top of the screen.
- Make sure there is enough space to accommodate any necessary documents or equipment.
- A document holder may help to avoid awkward neck and eye movements: try different ways of positioning the keyboard, mouse, screen and documents to find the most comfortable way of working. Avoid placing the equipment so that you have to stretch your fingers or reach round obstructions.
- The desk and VDU should be arranged to avoid glare or bright reflections on the screen. Neither the operator nor the screen should directly face windows or bright light. Curtains or blinds should be adjusted to prevent unwanted light.
- There should be space under the desk to move legs freely; obstacles such as boxes or equipment should be moved.
- Excess pressure from the edge of the seat on the backs of legs and knees should be avoided - smaller users may find a footrest beneficial (or rest the feet on a big book or box file if a footrest is unavailable).
- Don't batter the keyboard! Soft keystrokes and straight wrists should help to avoid risk of injury when keying, and likewise, the mouse should be held lightly; mouse buttons should not be pressed hard.
- Empty space should be allowed in front of the keyboard to rest while not keying.
- Keep the screen clean, and chose settings which enable you to read the text easily. Brightness/contrast should be adjusted appropriately to suit the lighting conditions.

- If the characters on the screen are not in sharp focus, flicker or move, the screen may need servicing or adjustment.
- The operator should aim to take frequent short breaks from keying. These often occur naturally for activities such as filing.

Report any concerns relating to the computer equipment or workstation(s) to Paul Bishop.



**Applicable regulations include:**

Health and Safety at Work Act 1974  
The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)



**Further information can be found in the following leaflet:**

Working with VDUs

**Fire**

Before starting work on site, make sure you are familiar with the escape route and know where the muster point is, in case of fire.

To avoid the risk of fire, do not have any naked flames or other sources of ignition. Good housekeeping is essential: don't allow rubbish to build up in the work area. Keep all materials stored safely and keep escape routes clear.

Check substances such as decorating products and adhesives to determine if they are flammable. Flammable items must be stored in a safe manner in accordance with the manufacturer's literature.

Paul Bishop is responsible for carrying out regular checks on site to ensure that fire measures are in place.



**Applicable regulations include:**

Health and Safety at Work Act 1974



**Further information can be found in the following leaflets:**

Safe working with flammable substances

### **Abrasive wheels**

Any person operating an abrasive wheel should be trained and competent. This equipment should not be operated by young persons or anyone who could be classed as a “vulnerable worker”, e.g. a person who has impaired mobility or who may lack experience or knowledge. Most accidents using this type of equipment occur as a result of incorrectly or poorly fitted grinding wheels.

If fitted, guards should be used and should never be disabled or otherwise tampered with. Always use the correct tool when mounting or changing an abrasive wheel, in accordance with the manufacturer’s instructions. Before use, the operator should familiarise himself with the controls, particularly the “off” switch. Machinery should be CE marked and regularly inspected and maintained by a competent person. Always visually inspect equipment before starting work and report any defects, checking particularly for frayed leads (if appropriate). If necessary, stop work until the problem has been rectified. Always switch off – and ideally disconnect or remove the key - before carrying out any maintenance procedure, particularly when dangerous parts need to be accessed, allow moving parts to stop and components that operate at a high temperature time to cool. Never leave a machine in such a way that it could be switched on accidentally.



#### **Applicable regulations include:**

Health and Safety at Work Act 1974  
Provision and use of work equipment regulations 1998



#### **Further information can be found in the following leaflets:**

Simple guide to the provision and use of work equipment regulations  
1998

### **Hot works**

Ensure that equipment is not damaged before use, and replace if necessary; leakage of gas could pose a risk of fire or explosion. No-one should smoke in the vicinity of the work site and site smoking rules should be actively enforced.

When carrying out hot works on site the area must be clear of all flammable materials. A fire extinguisher appropriate to the material being worked on must be close to the point of work and be in full working order. Hot work shall stop at least 1 hour before the end of the working day and a period of at least one hour should be allowed to elapse between finishing work and the final check to make sure there are no sparks or smouldering materials that could cause a fire.

Clothing which has been contaminated and oil and grease – even if it is fire retardant – could pose a safety risk when in contact with gases used in joining. To avoid the risk of burns, tie back hair and do not wear loose clothing when brazing and change contaminated clothing when carrying out hot works. Ensure that brazing equipment is not damaged before use, and replace if necessary; leakage of gas could pose a serious risk of fire or explosion.



**Applicable regulations include:**

Health and Safety at Work Act 1974  
Provision and use of work equipment regulations 1998



**Further information can be found in the following leaflets:**

Simple guide to the provision and use of work equipment regulations  
1998  
The absolutely essential toolkit for the smaller construction contractor

**Rosin-based fluxes**

Serious health problems may arise from inhalation of fumes from rosin (also known as “colophony”) or its derivatives contained in solder fluxes. Fumes are produced when flux containing rosin is heated during soldering: this is one of the most significant causes of occupational asthma in the UK. Thereafter, even small exposure to fume can lead to asthma attacks which can be immediate or can be delayed by several hours. When fully developed, the condition is irreversible. Fumes can also irritate the upper respiratory tract and eyes. On contact, the fluxes or fume can also cause dermatitis. When using a hand-held soldering iron the operator’s head is likely to be near or actually in the fume, which may also put people working nearby at risk. High, short term exposure should also be avoided. Typically this would include activities such as working at an awkward angle or in an enclosed space.

Solder and flux are subject to COSHH regulations and a risk assessment should therefore be carried out when planning work. Where possible, prevention of exposure should take precedence over adequate control: where practicable, an alternative method or joining method should be used to rosin-based flux, e.g. “rosin-free flux” (although some so-called rosin free fluxes do contain rosin – this should be established before a flux product is selected, check also that the new product does not pose other health risks). For plumbing or pipe fitting, fastening using screws, bolts or compression joints may provide a suitable alternative. Water-soluble fluxes can be used as an alternative, but it should be noted that these leave a residue that must be rinsed away in order to avoid surface degradation.

When soldering, always ensure the work area has good general ventilation and use an extraction or fume control system if necessary. It is recommended that such equipment be examined and tested every 14 months. The HSE recommends that "Good general ventilation and careful positioning of the operator may be adequate for small-scale, infrequent work". Respirators should not be necessary during routine soldering work, but protective clothing and gloves will need to be worn if skin contact with rosin based fume or residues is possible. Adequate washing facilities should be provided. The HSE advises that employees involved in intermittent soldering activities should be subject to health surveillance in order to avoid risk of occupational asthma/dermatitis.



**Applicable regulations include:**

Health and Safety at Work Act 1974  
Control of Substances Hazardous to Health Regulations 2002



**For further information:**

Always check the manufacturer's safety data sheet before selecting or using a flux product

**Legionnaires' disease**

Legionella is a potentially fatal pneumonia caused by legionella bacteria and is the most well-known and serious form of a group of diseases known as legionellosis.

Infection is caused by inhaling small droplets of contaminated water. It cannot be passed from one person to another. Vulnerable groups include smokers, those aged 45+ and individuals whose immune systems are already impaired.

As well as natural water courses, legionella are widespread in the environment and may contaminate and grow in other water cooling towers, hot and cold water services and spa baths. They survive low temperatures and thrive at temperatures of between 20°C-45°C if the conditions are right, e.g. if a supply of nutrients is present. This could include rust, sludge, scale, algae and other bacteria. They are killed by high temperatures.

Work in accordance with the L8 Health and Safety Executive publication, this gives practical advice on the requirements of the Health and Safety at Work etc Act 1974, and the Control of Substances Hazardous to Health 1988 Act, concerning the risk from exposure to Legionella bacteria.



**Applicable regulations include:**

Health and Safety at Work Act 1974

Legionnaires' disease: The control of legionella bacteria in water systems  
Approved Code of Practice and Guidance



**Further information can be found in the following leaflets:**

Legionnaire's disease: A guide for employers

### **Stress**

Bishops Electrical & Building Services Limited recognises that stress is a health and safety issue and that stress can be detrimental to health, and can result in:

- Physical effects such as heart disease, back pain, gastrointestinal disturbances and various minor ailments
- Psychological effects including anxiety and depression.

Stress can also lead to harmful behaviour such as drinking too much caffeine, alcohol or smoking. Ultimately, time lost at work through stress can have a negative impact on productivity. Tackling the causes of stress before ill health occurs can help to prevent this situation and is in everyone's interest.

The term "stress" is distinct from pressure, which can be a positive state if managed correctly. The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demands placed on them", and has identified six key areas or "risk factors" which can be causes of work-related stress. These are:

1. The demands of the job – this can include workload, work patterns and the working environment. Bishops Electrical & Building Services Limited strives to make reasonable demands of its employees and to ensure that their skills and abilities match the requirements of the job, but employees should feel able to indicate if they are having problems coping with their workload.
2. The employee's control over his/her work – employees should feel that they have a say about how they do their work and that any concerns they raise will be listened to and met with an appropriate response. Also, the use of skills and initiative are to be encouraged. Where practical, the development of new skills through training and experience will be fostered.
3. The support received from colleagues or management – in particular, an employee should consult with their line manager sooner rather than later if he/she feels that stress is becoming a problem. If the stress is work-related, it may be possible to effect changes and to improve matters or prevent the situation from getting worse. If the stress is due to something outside work, it may nonetheless be possible to do something to reduce the employee's pressure.
4. Relationships at work: the Company strives to create a positive and fair culture. Bishops Electrical has its own disciplinary code and bullying and other kinds of unacceptable behaviour will not be tolerated.

5. The individual's role in the Company: each individual should understand his role within Bishops Electrical & Building Services and what is expected of him/her, and also that his/her concerns regarding this will be listened to and acted upon. If the employee feels that anything is unclear or conflicting, he/she should speak to Paul Bishop.
6. Change – this can be a great cause of stress. Where possible, employees will be involved in and informed about changes affecting the business, and a clear timetable of events will be laid down. If appropriate, training will be provided to prepare employees for changes to their work.

Many people find it difficult to discuss stress, but communication is vital in countering its effects; any employee who feels that stress at work is becoming an issue, should approach Paul Bishop in the knowledge that his/her concerns will be addressed in confidence.



**Applicable regulations include:**

Health and Safety at Work Act 1974

**Working in the sun/dehydration**

There's no such thing as a healthy tan! When working outside, avoid excessive exposure to sunlight by wearing appropriate clothing, including a hat, and using sun creams - too much exposure to sunlight can cause skin cancer. Don't be tempted to discard a shirt – sun burn can occur deceptively quickly.

In warm weather dehydration can be an issue and can seriously affect an employee's ability to function safely. In heat stress situations, employees should take frequent, small drinks of cool water, rather than tea, coffee or fizzy drinks. This will compensate for losses due to sweating. Employees should note that thirst is not a good indicator of dehydration: if you are thirsty, you are already beginning to suffer from the effects of dehydration.

In practice, when working hard in heat stress conditions employees should drink around 250 ml (half a pint) of fluid every 15 minutes or 500 ml (one pint) every half hour. This may not be practical in certain situations, e.g. if personal protective equipment is being worn that restricts the ability to drink or if dirty work is being carried out. In this case, the employee should be encouraged to drink 500 ml of water per hour before starting work, and the same amount during each rest period. If fluid loss continues to be a problem, this amount should be increased. Workers should ensure that they are adequately hydrated before commencing work, as salt losses caused by excessive sweating may mean that their fluid intake whilst working fails to keep up with fluids lost.



**Applicable regulations include:**

Health and Safety at Work Act 1974



**Further information can be found in the following leaflets:**

Sun protection: advice for employers of outdoor workers  
Keep your top on: Health risks from working in the sun

**Driving on Public Roads**

While there's no specific legislation concerning driving at work, the Health and Safety Regulations require employers to ensure the safety of all employees while at work. This includes staff using their own vehicles for work purposes.

Paul Bishop is responsible for: ensuring all vehicles used by staff, including employee-owned vehicles used for work purposes, are well maintained, safe, fit for purpose, taxed, appropriately insured and MOT'd; ensuring staff are fit and capable to drive them; trained, if necessary. Anyone who drives a private vehicle on Bishops Electrical's business - even a 5 minute trip to a local shop – **must** complete a Private Vehicle Record and supply up to date copies of their documentation. Only vehicles that are specifically insured for business use can be used for business purposes. You must inform Paul Bishop immediately if you are convicted of a driving-related offence or if your driver status changes.

Around 300 drivers are killed on the country's roads every year as a result of falling asleep at the wheel. Advice from the Department of Transport to avoid tiredness while travelling on the road includes:

- Make sure you have a good night's sleep before setting off on a journey.
- Plan your journey so you stop for a 15 minute break every two hours.
- Avoid long journeys if you already feel tired.
- Share driving duties where possible.
- Drink two cups of coffee or a high caffeine drink if you feel tired.

In addition, tools/materials being carried in a work vehicle should be properly secured so that they will not present a hazard in case of sudden braking or change of direction, etc.



**Applicable regulations include:**

Health and Safety at Work Act 1974



**Further information can be found in the following leaflets:**

Driving at work - managing work-related road safety

**Site vehicles**

Pedestrians and vehicles on site should be kept apart using barriers and signage. Take note of these and never cross or ignore barriers – they are there for your safety. Be particularly vigilant when carrying out refurbishment works on retail premises; where loading bays and vehicle parking are shared with other premises, control measures must be in place to safeguard workers from vehicles, before work commences.

When on a construction site, all site workers should be made aware of the route diggers and other site vehicles will use. To aid visibility on site, all staff must wear high visibility jackets at all times. Be aware that many accidents involving work vehicles and plant occur during reversing. Never approach or walk behind a reversing vehicle; if you must approach, attract the driver's attention first and then get them to stop. Be aware that the vehicle may have blind spots that mirrors cannot cure. Adequate clearance must be allowed around slewing vehicles.

Do not use an iPod or similar personal electronic equipment, or talk on a mobile telephone, when crossing areas where vehicles operate or when walking about on site – you may not hear an approaching vehicle, or other warning signal.

Never jump from the cab of a site or work vehicle – use steps or handholds provided, and report any damage to these. Keep the cab tidy and avoid creating slip or trip hazards: mud trodden into a cab can be a slip hazard when wet. Wear suitable non-slip footwear. Always wear the seatbelt provided, if there is one, and never carry a passenger unless on a specially provided seat.

Only operate a site vehicle if you are authorised and have been trained to do so. Only carry out maintenance procedures once the vehicle has come to a complete stop and has been immobilised – never with the engine still running. Always remove the key whenever you get out of the cab to carry out routine maintenance and because of the danger of theft, vandalism or malicious damage.



Hazard warning:

In the UK, each year more than 700 people are killed or seriously injured falling from work vehicles such as diggers or tractors\*



Applicable regulations include:

Health and Safety at Work Act 1974



Further information can be found in the following leaflets:

The absolutely essential health and safety toolkit for the smaller construction contractor

Driving at Work - managing work-related road safety

Source: Health and Safety Executive

### **Refuelling of plant**

Petrol, diesel, two-stroke engine oil and lubricant oils all pose the risk of fire and/or explosion if they are not handled and stored correctly. Petrol, diesel, two-stroke engine oil and lubricant oils are hazardous to the environment and must not be allowed to enter watercourses, drains or soil. Appropriate storage arrangements must be made if fuel or oil is to be stored on site, e.g. bunding using a proprietary system or by standing the substance within a metal container of sufficient capacity. Measures to deal with spills should also be in place.

Remember: petrol vapour is invisible and can travel considerable distances from spillage or fuelling sites.

The following should be considered for safe working:

- Appropriate welfare and first aid facilities must be available on site at all times.
- Before refuelling a vehicle or piece of equipment, ensure that the engine has stopped and that the machine has had time to come to rest completely.
- Maintain a safe distance from all sources of ignition at all times. Store fuel to avoid vapour ignition from any source such as fires, people smoking or equipment.
- Select a site shaded from direct sunlight and away from watercourses and drains.
- Use proprietary fuel containers that incorporate a non-spill spout. The containers must be clearly labelled and have caps which fit securely.
- Replace the fuel cap securely, ensuring that the 'O' ring seal on the cap is in good condition.
- Never transfer fuel or oil from one container to another.
- Keep fuel from contacting the skin. If it does, wash immediately with soap and water or use a first aid wipe. If fuel gets into the eyes wash out with sterile water immediately and seek medical advice as soon as possible.
- Spills should always be cleared up promptly and effectively.

#### **Note:**

**Clothing contaminated with fuel or oil poses a risk of fire, even if it is labelled as fire retardant: change immediately if clothes become soiled.**



Applicable regulations include:

Health and Safety at Work Act 1974  
Control of Substances Hazardous to Health (COSHH) Regulations 2002



Further information can be found in the following leaflets:

The absolutely essential health and safety toolkit for the smaller construction contractor  
Driving at Work - managing work-related road safety  
Working with Substances Hazardous to Health

### **Vulnerable employees**

Employees at increased risk include:

- New employees.
- Young workers (including young people on work placements).
- Employees whose first language is not English.
- Disabled workers.
- Lone workers.
- Pregnant workers
- Employees whose immunity is reduced, e.g. due to long-term illness.

Appropriate risk assessments must be carried out for all at-risk groups.

Due to lack of awareness, knowledge, experience and physical maturity, young workers - defined as "any person who has not attained the age of eighteen" - are the most vulnerable group at work. Planning their work needs to take into account additional considerations including:

- Lifting is restricted to objects that are within their acceptable capabilities. Do not exceed 20Kg on manual handling.
- Before any young person(s) uses any hand tools the competency of the person is assessed and approved. All tools should be inspected by a competent person prior to use to ensure they are in safe working order.
- Young Person(s) are given full training and be deemed competent before using any electrical equipment. **Note** – Young Person(s) will not work on any live circuits or equipment.

Under the Health and Safety at Work Act, employers have a duty to provide all employees with appropriate safety training to do their work without risk of accident or injury. Even if Bishops Electrical does not directly employ staff who are not English speakers, it is possible that other staff such as delivery personnel may enter one of the Company's sites and the well-being of these people needs to be safeguarded.

Measures to be in place include ensuring that suitable signage is in place, together with physical barriers where necessary, to ensure that no-one can stray into the hazard zone. If necessary, site maps could also be produced to indicate facilities such as toilets and other welfare facilities, to help visitors find their way around without putting themselves at risk.

Using interpreters on site has been found to be an unsatisfactory solution because people on site cannot be sure that the information has been translated correctly: communication needs to be conducted non-verbally in many situations. Even those who are non-English speakers need to be made aware of important words such as "Stop" and "Fire".

The Health and Safety Executive publishes leaflets and other information in 20+ languages and also a number of safety training cartoon DVDs featuring "Napo", a clueless new employee. The DVDs are without speech so overcome language barriers by putting across the safety message in a funny and visual way. Callers to the HSE's Infoline can, on request, also speak to advisors in languages other than English and Welsh.



**Applicable regulations include:**

Health and Safety at Work Act 1974



**Further information can be found in the following leaflets:**

The essential health and safety toolkit for the smaller construction contractor

**Alcohol and drugs**

Alcohol and drugs will not be permitted on site. Paul Bishop requires all workers employed by Bishops Electrical & Building Services Limited on site to be fit for work and will remove any person suspected of being under the influence of drugs or alcohol.

If you need to take prescription medication, please inform Paul Bishop as this may affect your performance, e.g. your ability to drive or operate machinery.



**Applicable regulations include:**

Health and Safety at Work Act 1974

### **Horseplay**

Horseplay is a frequent cause of accidents, and sometimes fatalities, on construction sites. At no time can horseplay by employees of Bishops Electrical & Building Services be condoned and such behaviour may result in disciplinary action in accordance with Bishops Electrical's procedures.



#### **Applicable regulations include:**

Health and Safety at Work Act 1974

### **Dermatitis**

Occupational dermatitis affects virtually all industry and business sectors, and can be a particular problem for construction workers. In severe cases it can make an individual unable to work. It is caused by the skin coming into contact with certain substances at work. Signs of dermatitis can be redness, itching, scaling and blistering, if it gets worse the skin can crack and bleed and the dermatitis can be spread all over the body. It is not infectious, so it cannot be spread from one person to another.

Precautions should be taken to prevent dermatitis occurring. Wearing the right sort of gloves can help, if these are not worn all the time, they should at least be worn when handling substances which can cause dermatitis. Keeping the skin clean and applying moisturising cream before and after work should be routine. Keep the work area – including tools and machinery, clean at all times. Ensure all protective clothing is worn, kept clean and in good order.

If symptoms are found you should contact your GP, informing them of substances that you have been exposed to. If spotted early and adequate precautions are taken, most people will make a full recovery.



#### **Applicable regulations include:**

Health and Safety at Work Act 1974  
Control of Substances Hazardous to Health (COSHH) 2002



#### **Further information can be found in the following leaflets:**

Preventing dermatitis at work

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## **4 HEALTH AND SAFETY INFORMATION**

Bishops Electrical is required by law to display a Health and Safety Law poster, telling employees what they need to know about health and safety.

Further health and safety information on the following topics is contained in a separate folder:

<u>Section</u>	<u>Topic</u>	<u>Leaflet</u>
1	Health and safety law	Health and safety law Health and safety regulations
2	Managing health and safety	Leading health and safety at work The absolutely essential health and safety toolkit for the smaller construction contractor Reporting Accidents and Incidents at Work: A brief guide to the Reporting Injuries, and Dangerous Occurrences Regulations (RIDDOR) Simple guide to the Provision and Use of Work Equipment Regulations 1998 A short guide to the Personal Protective Equipment at Work Regulations 1992
3	Risk Assessment	Five steps to risk assessment The high five: Five ways to reduce risk on site
4	Specific health and safety risks	Heightsafe: Essential health and safety information for people who work at height Safe use of ladders and stepladders

<u>Section</u>	<u>Topic</u>	<u>Leaflet</u>
4	Specific areas of risk (continued)	Avoiding falls from mobile elevated work platforms Electrical safety and you Electrical safety in construction Noise at work: Guidance for employers on the Control of Noise at Work Regulations 2005 Asbestos dust kills: keep your mask on Lead and you Getting to grips with manual handling Working with sewage: The health hazards Preventing dermatitis at work Legionnaires' disease: A guide for employers Hand-arm vibration: Advice for employees Control the risks from hand-arm vibration: Advice for employers on the Control of Vibration at Work Regulations 2005 Safe working with flammable substances Sun protection: advice for employers of outdoor workers Keep your top on: Health risks from working in the sun
5	COSHH	Working with substances hazardous to health: What you need to know about COSHH

<u>Section</u>	<u>Topic</u>	<u>Leaflet</u>
6	Welfare	Provision of welfare facilities at fixed construction sites
7	First aid	Basic advice on first aid at work First aid at work: your questions answered
8	Computer use	Working with VDUs
9	Driving	Driving at work: Managing work-related road safety

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## **5 ENVIRONMENTAL POLICY**

### **Statement of policy**

This document sets out the environmental policy of Bishops Electrical & Building Services Limited.

The Company acknowledges that its activities could potentially result in a variety of adverse effects on the environment, including the production of waste plasterboard, wood, glass, metal, builders rubble, minimal insulation and ceiling tiles, packaging and paper.

The aim of the policy is to encourage staff at all levels to help to improve the Company's environmental performance. The policy will be subject to revision as the result of factors such as environmental and other legislation, customer and supplier demand, product development, new information and changes in working practices.

By developing this policy, it is the Company's intention to make clear our commitment to continuous improvement of our environmental performance, preventing pollution and reducing the environmental impact of our business activities.

We will at all times strive to act in accordance with relevant environmental legislation, codes of practice and regulations, regarding these as setting the minimum standards of environmental performance.

### **5.1 Specific policies**

#### **5.1.1 Resource use**

The Company will seek to address its impact on the environment through the adoption of a sustainable procurement policy. We will conserve resources through efficient use, careful planning and good housekeeping.

#### **5.1.2 Energy use**

The Company will use environmentally safe and sustainable energy sources to meet our needs. Wherever possible, we will conserve energy through efficient use, careful planning and scheduled maintenance.

#### **5.1.3 Purchasing**

Where possible, only those suppliers that can demonstrate commitment to good environmental practices will be selected e.g. choose a steelwork supplier who will take old steelwork for recycling when supplying new materials. When practical,

products made from recycled/sustainable materials will be chosen in favour of those made from non-recycled materials.

#### **5.1.4 Transportation**

Wherever possible, we will co-ordinate route planning and delivery schedules thereby reducing both fuel consumption and exhaust emissions. Delivery personnel will also be made aware of good driving practices.

Waste produced by Bishops Electrical & Building Services Limited will be transported to our offices for disposal where there are no suitable waste disposal facilities on site. This will be in accordance with the Waste (England and Wales) Regulation 2011.

Bishops Electrical & Building Services Limited are registered as an Lower Tier Waste Carrier.

#### **5.1.5 The supply chain**

We will work with our suppliers to ensure they recognise and reduce the environmental impact of their products and transportation.

#### **5.1.6 Disposal of waste/waste management**

We will minimise waste, especially hazardous waste, and whenever possible recycle materials, packaging etc. We will dispose of all waste through safe and responsible methods.

- Special waste (hazardous) will be disposed of in accordance with COSHH guidelines, or, when appropriate, by a specialist contractor.
- Non-recyclable Controlled waste (non-hazardous) will be disposed of in suitable skips supplied by a licensed waste disposal company either on site or at our offices.

#### **5.1.7 Recycling**

The Company maintains that a primary part of its corporate environmental strategy is sustainable waste management and as such recognises its responsibilities to recycle materials wherever possible. In particular cardboard and paper will be recycled wherever possible and materials will be re-used.

#### **5.1.8 Emissions**

The Company is committed to reducing emissions arising from its business activities.

### **5.1.9 Training of personnel**

We will implement our environmental policy through guidelines and training.

### **5.1.10 Audit**

Regular audits of the Company's environmental performance will be carried out and changes to working practices and procedures will be implemented where necessary, taking particular account of new and amended laws and regulations. Any changes will be communicated in the ways described below.

## **5.2 Communication of the Policy Contents**

Paul Bishop is responsible for communicating the Company's Environmental Policy. They will disseminate information via the following channels:

- It will be included in staff inductions and joining packs.
- A copy of the policy will be displayed in the reception area.
- Copies will be available to staff on request.
- Copies will be sent to our suppliers and customers.

The policy should be made available not only to staff, but also to all interested parties, including members of the public.

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## APPENDIX 1: RISK ASSESSMENTS AND METHOD STATEMENTS

Regulation 3 of The Management of Health and Safety at Work Regulations 1999 states that the employer must carry out a risk assessment for every work activity undertaken by a company. A risk assessment, as its name implies, looks at the steps involved in a particular task, the hazards associated with it and how these hazards will be controlled. The employer then has to ensure that the control measures identified in the risk assessment are in place before the work can commence. The method statement sets out in a clear, step-by-step way how the task will be done.

All the Company's written procedures for carrying out work should be adhered to. Mistakes and accidents often happen as a result of "Human factors", in other words, when people:

- Encounter a new situation
- Deviate from usual practice.
- Are in a hurry.
- Feel tired or otherwise under par.

Remember, too, that accidents often happen when people have the best of intentions! Accidents are rarely the result of a single failing – more usually they come about because of a number of causes which have a domino-effect.

Generic risk assessments are acceptable for many tasks that are performed on a regular basis. Before commencing work, the site should be surveyed and any new or unanticipated hazards should be recorded in the "Site comments" box (by hand if necessary), together with details of the control measures to be used. If in doubt, ask your site supervisor for advice; if necessary (e.g. if you think you have found asbestos) an amended risk assessment and method statement will be provided before work resumes. Remember that a risk assessment and method statement should always be appropriate to the level of risk involved in a job – paperwork never saved anyone!

If you need to prepare a risk assessment and method statement, there are a number of handy hints to help you. It's important to remember that a **hazard** is something with the potential to cause harm, e.g. flooring adhesive. **Risk** is the probability that someone will be harmed: in this instance, high if the user fails to follow the appropriate control measures, e.g. use in a well ventilated area, store in an appropriate, labelled container, not mix with other products, etc. It's also useful to remember **SREDIM**:

- S** Select the task
- R** Record all the steps in the task

- E** Examine the hazards involved
- D** Develop control measures
- I** Implement measures
- M** Maintain or monitor (or review)

Another handy guide to remember is the health and safety hierarchy - otherwise known as **ERIC PD** - when planning work. Always start from the top of the list of control measures and work down:

- E** Eliminate – can I do this job a different way to eliminate risk, e.g. use a long-handled tool rather than going up a ladder?
- R** Reduce – can I use a less hazardous method, e.g. a different type of cleaning product?
- I** Isolate – can I use a barrier or other physical means to keep people out of danger?
- C** Control –e.g. limit exposure to vibrating equipment (because of the risk of hand arm vibration syndrome) or provide training.

- 
- P** Personal Protective Equipment – needs to be combined with and in line with best working practices; not a substitute for a safe system of work!
  - D** Discipline – horseplay and inattention leads to accidents!

Items above the line will make the workplace safer: items below the line affect the safety of individual members of staff.

When risk assessments are being carried out for project works, the COSHH Data Sheets for the products that are going to be used must be attached to the risk assessment (see separate folder for sample COSHH assessments and a blank COSHH assessment and COSHH Material Safety Data Sheets). The risk assessments must make reference to the products being used and the precautions and first aid procedures must be communicated to all people coming into contact with the product, in case of an accident.

Sample risk assessments and method statements follow. A record sheet should be completed by workers when using any method statement and risk assessment, to show that they have read it and agree to work in accordance with it. This should be retained on file by Bishops Electrical Ltd, in case it is needed as evidence in the event of an accident investigation.

***Bishops Electrical has an "Open Door" policy on health and safety matters: always tell Paul Bishop or your site supervisor if you have any concerns about health and safety or staff welfare.***



**Applicable regulations include:**

Health and Safety at Work Act 1974  
Management of Health and Safety at Work Regulations 1999  
Construction (Design and Management) Regulations 2007



**Further information can be found in the following leaflets and HSE publication:**

Five steps to risk assessment  
The High Five: Five ways to reduce risk on site  
Managing Health and Safety in Construction

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## **APPENDIX 2: SELECTION OF SUBCONTRACTORS**

The term "Contractor" refers to anyone brought in by the client to work at the client's premises, who is not an employee of that client.

The term "Sub-contractor" is used to denote anyone brought in by a contractor to work on the contractor's behalf. It is essential that all sub-contractors employed by Bishops Electrical & Building Services Limited:

- Are competent to do the job safely without risks to health and safety.
- Will work in accordance with the health and safety systems and practices of our clients, e.g. permits to work.
- Understand and will work in accordance with our Health and Safety policy and any risk assessments/method statements provided by Bishops Electrical Ltd
- Will co-operate when asked by Bishops Electrical or our clients to provide risk assessments, method statements, proof of training or other evidence of their adherence to safe systems of work and industry best practice.
- Will co-operate when health and safety spot-checks are carried out asked by Bishops Electrical or our clients (or their safety representatives).
- Stop work, if required to do so, where there are health and safety deficiencies, until such time as a safe system of work or control measures have been agreed.

Good communication is a vital part of this process; Bishops Electrical undertakes to share relevant health and safety information with its sub-contractors, including details of any risks that other parties could not be reasonably expected to know about. This information exchange is particularly important when more than one sub-contractor is involved or when there are to be variations to the agreed schedule of work. Work will be reviewed after completion to see whether performance can be improved in future.

A short form for the assessment of (potential) sub-contractors, Contractor Selection Record follows. This has been drawn up in accordance with the Approved Code of Practice for the Construction (Design and Management) Regulations 2007. Paul Bishop is responsible for ensuring that before any subcontractor is appointed, this document has been completed satisfactorily.



### **Applicable regulations include:**

Health and Safety at Work Act 1974  
Management of Health and Safety at Work Regulations 1999  
Construction (Design and Management) Regulations 2007



**Further information can be found in the following HSE publication:**

Managing Health and Safety in Construction

## **APPENDIX 3: ON-SITE CO-ORDINATION AND COOPERATION**

Clients, contractors and subcontractors have a duty to protect each other their workforce and other people (e.g. visitors, people living in close proximity and members of the public). Where work on site is not co-ordinated properly, the results can be costly for all parties. As well as the human cost, failure to co-ordinate adequately before, during and after work can result in delays to the work and claims for damages. Only by co-ordinating fully and properly can health and safety be effectively managed. Although not all projects are notifiable, the Construction (Design and Management) Regulations 2007 assign specific duties to all parties involved in the construction process, who can be described as parts of a communication web:

### **The client**

Bishops Electrical will participate actively in planning the health and safety arrangements of any project in conjunction with the client and any other contractor employed by the client. Bishops Electrical and its staff will work in accordance with the client's own health and safety policy. If appointed in writing to the role of principal contractor in writing by the client on a notifiable project, Bishops Electrical will undertake the actions shown below.

### **Principal contractor**

If a project is notifiable, ultimate responsibility for co-ordinating the activities of contractors on site rests with the principal contractor, (but other contractors still have a duty to take part in the information and communication process to ensure optimum site safety). The principal contractor's role includes:

- Planning, managing and monitoring the construction phase
- Preparation, development and implementation of site rules (including the initial plan before work begins).
- Giving relevant parts of the plan to contractors.
- Providing and maintaining suitable welfare facilities from the start of the project and throughout its duration – or ensuring that other appropriate measures are in place.
- Checking the competence of all employees.
- Ensuring that all workers have site inductions and any additional information and training necessary for the work.
- Liaising with the CDM Co-ordinator regarding ongoing design.
- Ensuring that site security is in place.

If another company is appointed principal contractor on a project, Bishops Electrical will:

- Co-operate fully with the principal contractor at all times and will provide any health and safety information required, including information about risks to other individuals arising from its work.
- This includes supplying information for incorporation in documentation such as the pre-tender health and safety plan and construction phase health and safety plan.
- Bishops Electrical will comply with any reasonable directions from the principal contractor and with any relevant rules in the health and safety plan. If shortcomings in the plan are identified, the principal contractor must be informed immediately so that changes can be made.

### **Use of sub-contractors**

- Bishops Electrical will select only suitably qualified and competent sub-contractors.
- New sub-contractors will be assessed using the sub-contractor selection questionnaire.
- Bishops Electrical will communicate clearly to any sub-contractor it appoints:
- All aspects of the work that is required, including work in the preparatory and completion phases. This will involve considering all the health and safety risks.
- The safety standards and practices that are expected, through its health and safety policy, risk assessments, method statements, and other relevant documentation. Bishops Electrical will ensure that any necessary Personal Protective Equipment is worn by its sub-contractors.
- Whilst work is in process, Bishops Electrical will monitor the sub-contractor and ensure work is being carried out in accordance with the safety plan. If work is not compliant, Bishops Electrical will liaise with the sub-contractor to remedy the situation immediately.

See the section that follows for further information on the appointment of sub-contractors.

### **Other measures**

- In addition, Bishops Electrical undertakes to comply with permits to work and other health and safety procedures set out by the client (and/or principal contractor, if appropriate).
- Bishops Electrical undertakes to keep a clear record of any accident involving individuals working on its behalf and to keep all relevant records and plans safely.

- Under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 1995, Bishops Electrical will inform the client/the Principal Contractor of any dangerous occurrence, death or near miss.
- Bishops Electrical will co-operate fully with any routine safety checks carried out on site by the client/principal contractor, and where necessary, will share the results of lessons learnt as part of the communication process with other contractors on site. If necessary Bishops Electrical will also make changes to its health and safety processes. If the client's/principal contractor's requirements cannot be met immediately, Bishops Electrical will stop work until such time as the requirements can be met.

The exchange of information is particularly vital when changes to the scheduled work are being made or when the client/principal contractor is in a position to know more about the inherent risks in a situation than the contractor: Bishops Electrical will provide information promptly, clearly and will co-operate fully in the liaison process.



**Applicable regulations include:**

Health and Safety at Work Act 1974  
Management of Health and Safety at Work Regulations 1999  
Construction (Design and Management) Regulations 2007



**Further information can be found in the following HSE publication:**

Managing Health and Safety in Construction

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## **APPENDIX 4: SITE SAFETY INSPECTIONS**

Site safety inspections are vital if standards of safety are to be maintained. The frequency of inspections will vary in relation to a number of factors, including:

- The hazards and risks involved in the activity
- The duration of the works.

For example, on a painting and decorating contract lasting six months a weekly inspection may suffice, but if work at height is being carried out, there should be a daily inspection of practices and work equipment. Inspections should be planned in, as an integral part of the work process, rather than conducted on an ad hoc basis.

### **Inspections by Bishops Electrical & Building Services**

Paul Bishop will conduct regular safety site inspections whilst work is in progress to ensure that work is being carried out in a safe way and in accordance with the Risk Assessment and Method Statement. In addition, from time to time the Company's health and safety consultant will be asked to carry out an inspection. A blank inspection form follows this section. A record of each inspection is kept by Paul Bishop.

### **Follow-up**

The findings of the inspection will be shared with the workforce and a date for a re-inspection will be agreed, if necessary. Information can be communicated in the form of a toolbox talk (which can be used to sound opinion), or the findings may identify a need for further, more formal training.

### **Inspections by others**

Everyone who works for Bishops Electrical should be aware that the Company's activities may also be subject to third party scrutiny; most of the sites where we work are within large sites or large construction projects, and whilst work is in progress, we can be subject to an official inspection or something less formal, by members of the client's or Principal Contractor's staff, including:

- Health and safety personnel
- The project management team
- The CDM Co-ordinator.

These individuals may report unsafe practices or ask to have a worker removed from site if they see an infringement (not only for unsafe working, but also in breach of the diversity policy, etc.).

### Health and Safety Inspectors

Be aware also that inspectors employed by the Health and Safety Executive have the power to visit workplaces, including construction sites, at any time, and are able to take a number of sanctions if work is not being carried out in a safe manner. This includes the serving of a notice, including:

- **A prohibition notice** - this tells a duty holder to stop an activity immediately; in practice this can mean closing down the work site until improvements are in place.
- **An improvement notice** – this specifies remedial action and gives the duty holder a date by which this must be completed.

An inspector's visit can also result in prosecution.



#### Applicable regulations include:

Health and Safety at Work Act 1974  
Management of Health and Safety at Work Regulations 1999  
The Reporting of Injuries, Diseases, and Dangerous Occurrences  
Regulations 1995 (as amended 2012)  
Construction (Design and Management) Regulations 2007



#### Further information can be found in the following leaflet and HSE publication:

Reporting Accidents and Incidents at Work: A brief guide to the Reporting Injuries, and Dangerous Occurrences Regulations (RIDDOR)  
Managing Health and Safety in Construction

## **APPENDIX 5: LOSS INCIDENT INVESTIGATION**

In the event of an accident, Paul Bishop will conduct an accident investigation as soon as practically possible. An accident investigation form has been designed for this purpose and a copy follows.

It is vital that if such an investigation is carried out, everyone involved co-operates, and shares any relevant information they have. It is also important to stick only to the known facts, and not to get involved in conjecture, hearsay or speculation: the process is about preventing something similar in the future, not apportioning blame.

Once the investigation has been concluded, Paul Bishop will communicate the findings and details of any corrective action required to all interested parties, including members of the Bishops Electrical team, the client and so on.

Details of the investigation must be kept securely by Paul Bishop with the Company's health and safety records.

In the case of a more serious incident, in which a person is killed or injured or property is damaged, or a near miss which clearly could have resulted in such an incident, Paul Bishop will make a report under the terms of RIDDOR, as described in section 3.9. Paul Bishop and all the staff of Bishops Electrical will co-operate fully with any accident investigation carried out by a third party, e.g. a Health and Safety Executive Inspector.



### **Applicable regulations include:**

Health and Safety at Work Act 1974  
Management of Health and Safety at Work Regulations 1999  
The Reporting of Injuries, Diseases, and Dangerous Occurrences  
Regulations 1995



### **Further information can be found in the following HSE publication:**

RIDDOR Explained

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