



James Penman
Plant Hire Limited

JPP-HS-P-0521



Health and Safety General

Policy Manual

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1.0 INTRODUCTION

1.1 General

- (1) The Health and Safety at Work Act 1974 places a legal duty on all Companies employing five or more employees to have a written health and safety policy. This Manual represents James Penman Plant Hire Limited Health and Safety (H&S) Policy Systems and Procedures which comprises of the following sections:

1.1.1 Section 1 - General Policy Statement

- (1) This section contains a reference to our general policy statement regarding our intentions towards health and safety. The statement details our commitment to managing our undertakings in such a way that the health, safety and welfare of our employees, clients, visitors, contactors and members of the public are maintained as far as is reasonably practicable.
- (2) This section also outlines our organisation for safety and describes who is responsible for delivering each of the elements committed to in our policy statement. Responsibilities for safety lie with all members of the organisation from the James Penman Plant Hire Limited through to each individual staff member.

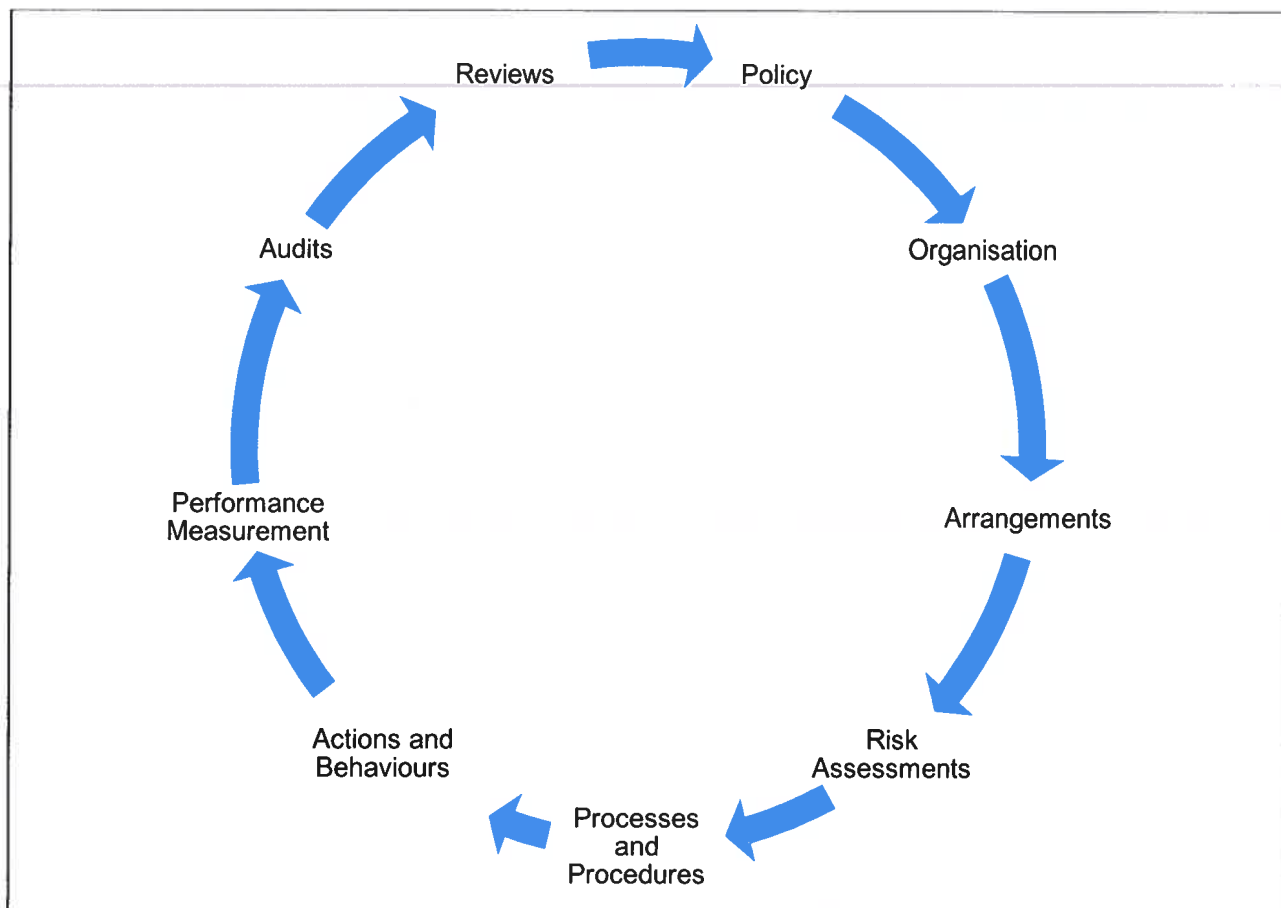
1.1.2 Section 2 - The Arrangements

- (1) The second section is the most specific and details what our actual procedures are in practice and the safe systems of work we apply to our business. These cover all areas of our business risk. Where there is a requirement for information to be documented, forms are used for this templates of which are located in section 3.



- (2) This document is based on the principles contained within the HSE publication "Successful Health and Safety Management (HS(G)65). Our interpretation is shown in Figure 1 below:

Figure 1 - HSE Principles



SECTION 1 - GENERAL POLICY STATEMENT

1.0 COMPANY POLICY STATEMENT

- (1) JPP-HS-P-0521-HS-PS-0520-Health and Safety General details the policy statement on Health and Safety.

2.0 RESPONSIBILITIES

2.1 Introduction

- (1) The allocation of responsibilities for activities necessary for safety management is an essential step in the creation of a system. A clear chain should be identified so that managers and employees all understand their individual areas of responsibility.
- (2) An organisational hierarchy for H&S is shown at Heading 3.0 of this Section.

2.2 Procedure

- (1) Our successful handling of H&S matters is a line responsibility that requires the active participation of all levels of management, persons in key positions and employees. This is reflected in the allocation of both general and specific duties as listed below. These responsibilities are only given to those who have control over them.

2.2.1 Main Board Directors and Group Companies Directors

- (1) Have ultimate responsibility for ensuring that James Penman Plant Hire Limited fulfils its H&S obligations as set out in the Policy. They are responsible for the provision of adequate resources (funds, time and will) through which the aims of the Policy can be achieved. They supply Group companies' employees with advice and health and safety direction by engaging M2 Safety Consultants Limited to act as competent H&S advisors.

2.2.2 Senior Managers (Within all Group Companies)

- (1) Are responsible for supporting the Directors in their H&S role by ensuring operations are planned, initiated and documented such that risk of loss, physical, financial or environmental is minimised. They shall lead by personal example to ensure that they are perceived as being proactive in all health and safety matters.

2.2.3 Line Management (includes Supervisors)

- (1) Are accountable for implementing the Policy in their own areas, by meeting objectives and by encouraging and assisting their staff to develop & apply risk assessments and safe working controls. They provide personnel with quality supervision and ensure that they are properly trained and supported in their duties. They are responsible for the health and safety of the employees who report to them.

2.2.4 Employees

- (1) Are responsible for taking care of themselves and others, for complying at all times with our health and safety system requirements and for acting in a responsible and constructive manner in support of our best efforts.

2.2.5 Specific Responsibilities

- (1) Table 1 clearly supports the general duties by defining the main actions that must be taken to meet our policy objectives. It further identifies the position of the individuals responsible for its completion.

Table 1 - Responsibility Matrix

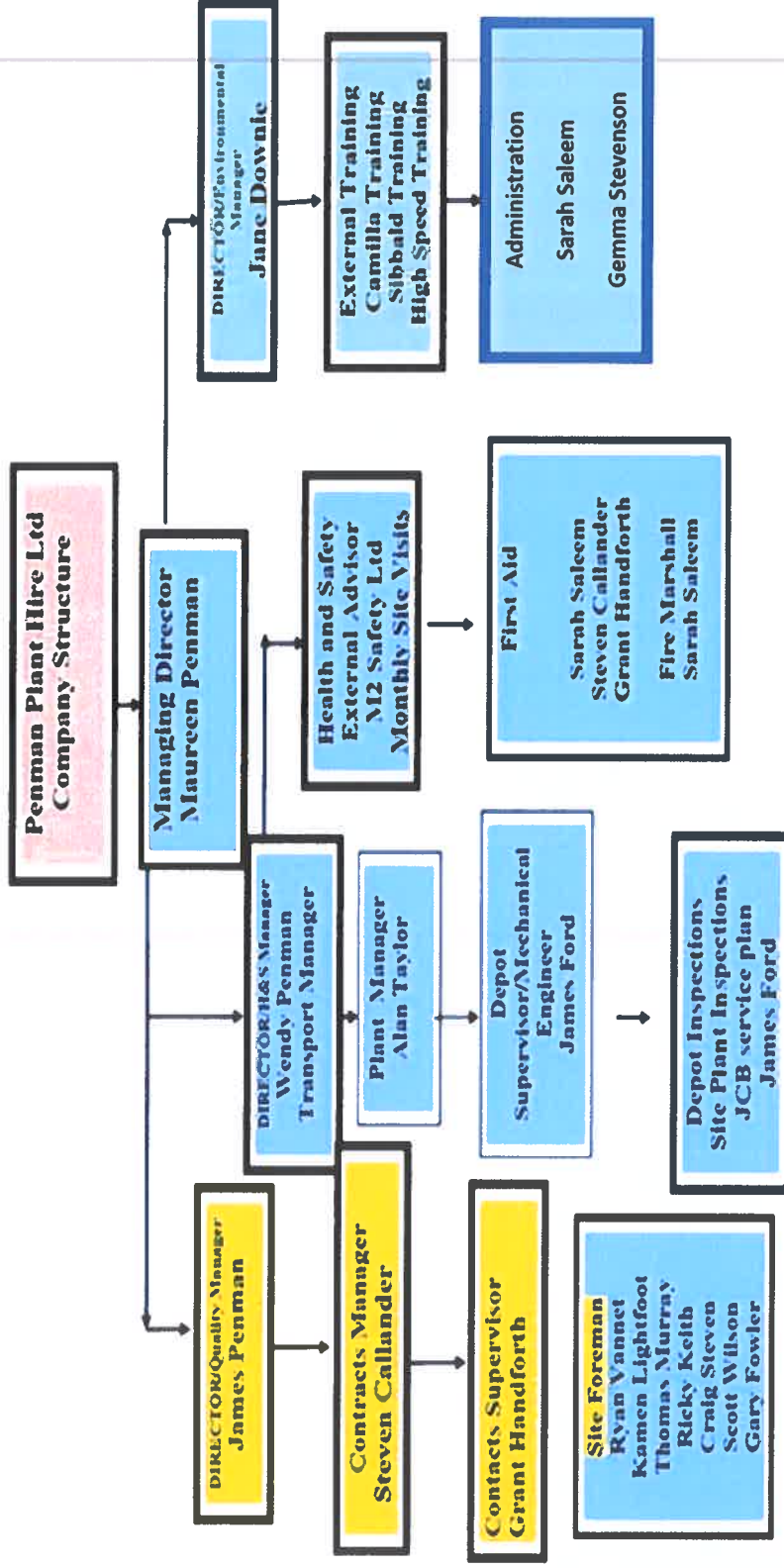
Responsibility	Actions	Position
Policy	Signs Policy Statement	Group Managing Director
	Has Control of Policy Manual.	Individual Managing Directors
	Review Policy Annually	Directors & H&S Advisors
Risk Assessment	Holds Risk Assessment Plan	Senior & Line Management
	Carries out and implements Risk Assessments	Line Management
	Review Risk Assessments	Senior & Line Management
Monthly Inspections	Carry out inspections	Line Management
	Review findings of Inspections	Senior Management
Equipment Safety	Organise and Maintain Equipment Maintenance & Testing Schedules	Director & Senior Management
Manual Handling	Complete Task Specific Assessment	Line Management
Contractor Control	Ensure Contractor Competence	Director & Senior Management
Visitor Control	Control of authorised and unauthorised visitors	Director & Senior Management
Display Screen Equipment (DSE)	Complete assessments and implement required controls	Operations Manager
Control of Substance Hazardous to Health (COSHH)	Keep inventory of all substances & ensure relevant Data Hazard Sheets and assessments held on site	Senior & Line Management
Personal Protective Equipment	Issue and control as required	Line Management
Training	Complete induction training	Line Managers
	Create individual training records	Line Managers
First Aid	Appoint competent persons	Director
	Instruct staff on arrangement	Line Management
	Provide & Replenish Supplies	First Aider/Appointed Person
Accident Investigation & Reporting	Records & Investigates all incidents	Senior / Line Management
	Reports to enforcing authorities	Director



Responsibility	Actions	Position
Fire Safety	Ensure suitable fire extinguishers & emergency lighting are supplied and maintained annually	Director & Senior Management
	Carry out weekly alarm tests	Director & Senior Management
	Carry out a fire risk assessment	Director & Senior Management
	Ensure 6 monthly fire drills are carried out.	Director & Senior Manager
	Ensure evacuation procedures are in place and everybody aware	Senior & Line Management
Employee Consultation & Communications	Ensure relevant notices are in place and updated.	Director & Line Management



3.0 HEALTH AND SAFETY ORGANISATION CHART





SECTION 2 - H&S POLICY ARRANGEMENTS

1.0 RISK ASSESSMENTS

1.1 Introduction

- (1) The process of risk assessment is required by the Management of Health and Safety at Work Regulations 1999. It is a legal requirement for us to apply it throughout our business areas. We must assess the risks to all persons on the premises, record the significant results, apply appropriate control measures and inform employees of the details. The findings of these risk assessments are used to create specific safe working practices.

1.2 Procedure

- (1) The Risk Assessment Programme is used to identify and prioritise all the areas that require to be assessed. This plan also helps to ensure that all of assessments are reviewed at least on an annual basis. Using the Risk Assessment Form (located in section 3) to record the results, we carry out the assessment using the following Five Steps.



1.2.1 Step 1 Identify Hazards

- (1) A Hazard is defined as:
 - (a) Any action or condition with the potential to cause harm to people, property or the environment.
- (2) Walk around the workplace or area being assessed and look for hazards, which you could reasonably expect to result in harm under the conditions in your workplace. Ask staff for their opinions and involve them in the process, as they may have noticed hazards, which are not immediately obvious to you. Table 2 lists some typical hazards and their associated risks.

Table 2 - Hazard Examples

Hazard	Risk
Walking on floor surfaces that are wet or damaged.	There would be a risk of Slips, Trips & Falls.
Handling Chemicals & Hazardous Substances (e.g. cleaning fluids, battery acids & dusts).	There would be a risk of exposure which could cause burns, dermatitis or even asthma.
Working at height: (e.g climbing up & down ladders).	There is a risk of falling or the ladder collapsing.
Working with or beside moving parts of machinery which could trap and/or catch hold of clothes, hair & fingers etc.	There would be a risk of crushing, cuts & nips.
Manual Handling, lifting excessive weights or being untrained	Could result in backache and damage.
Noise: Working in an area so noisy that it is difficult to hear what someone is saying while up close.	Could cause temporary or even permanent hearing loss.
Inadequate Ventilation/Heating/Cooling Systems.	Unpleasant fumes from welding, painting etc & uncomfortable working conditions could cause stress.
Poor Housekeeping	incorrect waste disposal could also cause fire hazards.

1.2.2 Step 2 Decide Who Might Be Harmed from the Hazards You Identified

- (1) Don't forget people who are not in the workplace all the time, e.g. cleaners, visitors, contractors, and maintenance staff. Include members of the public in your review. Consider trainees, young persons, and expectant mothers as special cases.



- (2) Whether the job can proceed or not depends upon the level of residual risk. Priority must be given to those risks which affect the largest numbers and/or could result in serious harm. To eliminate the risk, or reduce it to low, it may be necessary to apply additional controls using the hierarchy below:
- (a) Elimination:
 - (i) Prevent exposure by discontinuing the activity altogether which completely removes the risk.
 - (b) Substitution:
 - (i) Try another option, e.g. replacement of a chemical with one with less harmful.
 - (c) Use of barriers:
 - (i) Enclose, separate or prevent access to the hazard e.g. by guarding, isolation or segregation.
 - (d) Use of procedures:
 - (i) Limit exposure time by introducing job rotation or alternative safe systems.
 - (e) Use of warning systems:
 - (i) Signs, instructions, audible and visual alarms.
 - (f) Use of personal protective equipment:
 - (i) Use only as the last line of defence after all other control systems has been exhausted.

1.2.5 Step 5 Review the Assessment

- (1) Assessments are reviewed annually, after any workplace change, and on the introduction of new machinery or work activities.
- (2) Findings from the completed assessment should show that:
 - (a) A proper check was made, and hazards were identified.
 - (b) You asked who might or could be affected or harmed.
 - (c) You dealt with the obvious significant hazards, taking into account the severity & likelihood by actioning control measures.
 - (d) All persons concerned have been made aware of the risks & applied control measures.
 - (e) Any remaining risks are Low.



- (3) There are specific risk assessment requirements see list below, but the risk assessment may not need to be repeated so long as all the significant risks are dealt with and the assessments kept relevant. I.e. Noise.
- (a) The Control of Substances Hazardous to Health Regulations (COSHH) 2002
 - (b) The Noise at Work Regulations 2005
 - (c) The Fire (Scotland Act) 2005
 - (d) Manual Handling Operations Regulations 1992
 - (e) First Aid Regulations 1981
 - (f) Provision and Use of Work Equipment Regulations (PUWER) 1998
 - (g) Workplace (Health Safety and Welfare) Regulations 1992
 - (h) Personal Protective Equipment Regulations 1992
 - (i) Display Screen Equipment Regulations 1992
 - (j) Control of Asbestos Regulations 2012



2.0 WELFARE

2.1 Introduction

- (1) The Workplace (Health, Safety and Welfare) Regulations 1992 replaced a total of 35 pieces of old law, including part of the Factories Act 1961, and parts of the Offices, Shops and Railway Premises Act 1963.
- (2) People connected with workplaces, such as Site Managers and owners of buildings that are leased to one or more employers, have a duty to make sure that requirements falling within their control are satisfied.

2.2 Procedure

- (1) Our Senior and Line Managers will ensure by regular inspections that welfare arrangements are adequate. Any issues found that cannot be immediately resolved will be taken to the Director for discussion with the Director at one of our regular communication meetings, and where any action is required, will be assigned to an appropriate person with an agreed timescale for its completion. Any outstanding action will be documented and reviewed at the next meeting.
- (2) The following points detail the main requirements of the Workplace Regulations and should be taken into account when completing inspections. An inspection checklist is available in section 3 which is used to document inspection findings.
- (3) Employers to ensure adequate maintenance (i.e. kept in a clean state and in good working order) of the workplace, systems, equipment, etc.
- (4) All indoor workplaces to be sufficiently ventilated by a source of fresh or purified air. Ventilation systems must be fitted with a failure warning alarm, where necessary for health and safety.
- (5) A reasonable temperature (normally 16°C minimum or 13°C where work involves strenuous physical effort - note there is no legal maximum temperature) to be maintained in all indoor workplaces. Any heaters or cooling systems supplied must not produce noxious fumes. Employers must put up thermometers in appropriate places.
- (6) Adequate lighting to be provided in the workplace. Where reasonably practicable, this must be natural light. Emergency lighting must be provided where necessary for health and safety, e.g. where lighting failure could create a particular risk of danger such as on emergency exit stairways.
- (7) Workplaces, and everything they contain, are to be kept clean. It must be possible to clean the floors, ceilings and other walls. Employers must ensure that rubbish does not accumulate.
- (8) All work rooms to have enough space to ensure health and safety - 11 cubic metres per person is considered suitable taking into account fixtures and fittings.



- (9) All workstations to be suitable for their purpose. If most of the job can be carried out while sitting, suitable chairs or other seating must be provided. Outdoor workstations must allow fast emergency evacuation or rescue, prevent the risk of slipping or tripping, and protect the user against adverse weather conditions.
- (10) Floors, and other surfaces used as a traffic route, to be made of a suitable material and kept clear of slip and trip hazards. There must be adequate drainage.
- (11) Measures to be taken to prevent people falling from heights or being hit by falling objects. Where reasonably practicable, these measures should not rely on the provision of personal protective equipment or information, instruction and training. However, anywhere these risks exist must have warning signs.
- (12) That clear panels in doors and gates, etc must be made of safety glass, or other safety material, and must be marked so that people can tell there is a barrier.
- (13) That windows and skylights that can be opened must be able to be opened, closed, etc safely. Open windows must not create a risk to safety and that it must be possible to clean windows and skylights safely.
- (14) Workplaces to be arranged to ensure that vehicles and people move around safely. Traffic routes should be in a suitable location and fit for purpose, have adequate number of suitable signs, and are appropriately segregated where people and vehicles share the route.
- (15) Suitable sanitary conveniences and washing facilities to be provided. They should be well ventilated and clean and should be well maintained. There should be separate facilities for men and women, except if they are in a lockable room.
- (16) Employers to provide a supply of drinking water at easy to access locations. The water must be wholesome and there must be a sign saying that it is drinking water where necessary.
- (17) Employers to provide somewhere suitable for employees to store their work clothes and personal clothes. Storage facilities must be in a suitable location, provide security for personal clothes, and separate work clothes where necessary for health and safety, e.g. where work clothes are contaminated. If people have to change into work clothes, the employer must provide suitable changing facilities, which allow for men and women to change separately.
- (18) Employers to provide suitable rest facilities in easily accessible locations. Smoking must be prevented within the workplace. Pregnant women and breast-feeding workers must also be provided with suitable rest facilities.
- (19) If food might become contaminated in the workplace, the employer must provide suitable eating facilities in the rest areas. There must be somewhere suitable for people to eat their food in all workplaces where food is normally consumed.



3.0 EQUIPMENT INSPECTION, MAINTENANCE & TESTING

3.1 Introduction

- (1) The Provision and Use of Work Equipment Regulations 1998 (PUWER) stipulates that all work equipment must be safe to use, operators must be trained in its use and such equipment must be adequately maintained and inspected. PUWER defines work equipment as including 'any machinery, appliances, apparatus, tools or installation for use at work.
- (2) The Electricity at Work Regulations 1989 also applies to our workplace. Therefore, we will fulfil our obligations under these Regulations. A schedule for testing different appliances depending on the type of equipment, frequency of use, conditions of use and other factors affecting wear and tear is located in the equipment register. Wherever necessary, specialist electrical assistance will be obtained from outside the company.

3.2 Procedure

- (1) In order to minimise the risk of injury from work equipment, we have put in place arrangements for the assessment of any risks so that appropriate control measures to minimise the risks are identified. An inventory of all equipment that requires to be maintained is held by the Director and Senior Managers keep details of the individual equipment under their control. Together they are responsible for ensuring all items are maintained, inspected and tested by competent persons as appropriate and certificates and records of inspections are retained.
- (2) There are 3 types of checks done on our equipment, these are:

3.2.1 User Checks

- (1) Individual employees are expected to carry out a general visual inspection prior to using any piece of equipment. This includes (but is not exhaustive):
 - (a) That plugs, leads and equipment casings are fit for purpose and in sound condition.
 - (b) The equipment is free from defect.
 - (c) Equipment guards are in place and in correct working order.
 - (d) Equipment is used only for operations for which it is suitable and intended
 - (e) Control mechanisms and warning devices are in efficient working order.
- (2) If any employee finds a piece of equipment to be defective in anyway, they must report it to their Line Manager or Supervisor immediately so that it can be taken out of use, repaired or replaced as necessary.



3.2.2 Visual Inspections

- (1) Senior and Line Managers carry these out on a regular basis maintaining a record of such inspections. The inspection includes that:
 - (a) There is no obvious mechanical or environmental damage to equipment
 - (b) Sockets are not being overloaded.
 - (c) Protective mechanisms are in suitable working order.

3.2.3 Formal Examination and Testing

- (1) External inspectors examine our specific equipment, including testing as required.
- (2) Some of our equipment subject to examination and testing includes those items listed in Table 4:

Table 4 - Examination and Testing Frequencies

Item	Frequency
Portable electrical equipment	Refer to individual Equipment Registers
Fixed electrical systems	3 Yearly
Gas Systems	Annually
Pressure Systems (boilers, air receivers etc)	Annually
Firefighting equipment, fire safety systems	Annually
Emergency lighting	Annually
Company vehicles [cars and vans]	Annually



3.2.4 New and Replacement Equipment

- (1) Assessments are also carried out on all new, second hand or leased equipment to ensure it is suitable for use. The assessment includes the following:
 - (a) It possesses CE suitability marking.
 - (b) It is properly installed by a competent person.
 - (c) It is ensured that adequate instructions for safe use have been received from the supplier and training conducted as necessary.
 - (d) All dangerous parts are adequately guarded, and all guards are properly secured, effective, and functioning.
 - (e) All new and second hand plant and equipment will be entered into our maintenance schedule.
 - (f) The provision of suitable and effective safety devices.
 - (g) Suitable and readily comprehensible signs and warnings.
 - (h) The provision of suitable and effective controls.
 - (i) Suitable general, task and emergency lighting.
 - (j) Identifiable means of isolation, where appropriate.



4.0 MANUAL HANDLING

4.1 Introduction

- (1) The Manual Handling Operations Regulations 1992 apply to all our work activities. We consider that preventing this type of injury in our business will improve morale and contribute significantly to our profitability by reducing potential losses. Manual handling operations will be assessed for all activities and for any loads other than those which are clearly not significant.
- (2) In consideration of their special needs, we will take additional measures to secure the safety of young employees (under eighteen years old) and pregnant or nursing mothers this will include re-assessing and modifying our manual handling risk assessments.

4.2 Procedure

- (1) Manual handling activities are assessed during our normal risk assessment process. Where manual handling operations are identified as having a significant risk, we will record the controls and results of the assessment.
- (2) When assessing manual handling activities, the following 4 categories are considered.
 - (a) Task:
 - (i) What is to be moved and from where and to where.
 - (ii) Amounts of excessive lifting, lowering and travelling distances.
 - (iii) Frequent or prolonged exposure to lifting activities. and
 - (iv) Time allocated to recovery periods between manual handling activities.
 - (b) Individual:
 - (i) General fitness, strength and sex of the individual.
 - (ii) Existing health concerns (i.e. expectant mothers, previous back problems) and.
 - (iii) Lifting only what individuals are capable of.
 - (c) Load:
 - (i) The weight of the object.
 - (ii) Size and stability of load and:
 - (iii) Position of centre of gravity if it is not central.



- (d) Work Environment:
 - (i) Space constraints which could prevent good posture:
 - (ii) Uneven, slippery or unstable floors.
 - (iii) Steps, stairs, ramps and trip hazards and.
 - (iv) Environmental issues of temperature, wind conditions and lighting.
- (3) Activities where manual handling operations are non-routine and any that are identified as having significant risk will have a task specific assessment carried out by senior or line management in conjunction with the appropriate employees.
- (4) Employees will be informed of the assessment results and of any controls that need to be taken to reduce these risks.
- (5) Training in lifting techniques significantly reduce the risk of injury and will be provided for staff involved in any operations identified as having a significant risk.

4.2.1 Lifting Techniques

- (1) The key factors in safe lifting are:
 - (a) Maintain balance.
 - (b) Keep backs straight.
 - (c) Keep load close to body.
 - (d) Get a good grip.
 - (e) Make smooth, steady movements.



4.2.2 Control Measures

- (1) In order to reduce manual handling injuries, the following controls will be applied to assessments:
 - (a) Wherever straightforward, loads will be split into smaller loads to reduce the likelihood of injury.
 - (b) Where lifting teams are working, a team leader will be nominated to co-ordinate the effort.
 - (c) For the lifting of heavy or awkward shaped materials, equipment or loads, mechanical assistance (e.g. trolleys, hoists and pallet trucks etc) will be provided wherever reasonably practicable.
 - (d) Gloves and safety footwear will be provided at the expense of the business, where it is identified as necessary in the risk assessment.
 - (e) The distance loads have to be carried must be reduced to the minimum, this may require unpacking and separation of the load if necessary.
 - (f) Wherever reasonably practicable, manual handling tasks will be automated or mechanised.
 - (g) Employees who engage in significant manual handling operations will be trained in the correct techniques, this will include team lifting and kinetic handling, and any additional techniques required for special loads.
 - (h) Employees who are not employed for manual handling operations will not be allowed to carry them out without first having suitable and sufficient training.



5.0 CONTROL OF THIRD PARTIES

5.1 Introduction

- (1) The Health and Safety at Work, etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 impose duties to safeguard the health and safety of those who are not in our employment, but who may be affected by our business activities.
- (2) Third Parties are anyone who is non-employee and includes our contractors, clients, visitors, and friends of our employees, members of the public including and in particular children.

5.2 Procedure

5.2.1 Contractors & Sub Contractors

- (1) We will endeavour to employ only competent contractors, who will be selected according to our specifications. No work will be allowed to begin work until our contractor agreement and competence form has been completed and copies of any required documentation have been provided to us e.g. method statements, risk assessments and evidence of liability insurance cover. These records will be held by the Director and where required copies given to Senior Managers.
- (2) One of our main duties is to ensure that adequate information and co-operation exists between ourselves, our contractors and any neighbour who may be affected by the work.
- (3) Our contractors will be requested to report to the Director, Senior Manager or work originator before any work begins. This is so that we can ensure all relevant information is provided, work requirements clarified, and any site safety rules explained.

5.2.2 Visitors

- (1) We will take reasonable care for the safety of any Visitors to our sites and wherever possible they will be accompanied by a company representative who will be responsible for ensuring their safe evacuation in the event of a fire or other emergency. Visitors' rules shall be displayed at our reception and any visitor being left on their own will be made aware of site rules, emergency provisions and escape routes.
- (2) Any dangers that we are aware of on our premises that trespassers may encounter will be suitably controlled and warning notices erected.
- (3) Our premises are securely locked and alarmed out with normal working hours.



6.0 DISPLAY SCREEN EQUIPMENT

6.1 Introduction

- (1) The Health and Safety (Display Screen Equipment) Regulations 1992 apply to all work with DSE. The term display screen equipment [DSE] not only incorporates the Visual Display Unit (VDU), but the workstation i.e. desk, work surface, chair, input device, software, telephone, printer and document holder. As well as working on the actual VDU there are ergonomic factors that must be considered such as lighting and layout.
- (2) Hazards experienced by display screen users are often as a result of postural and visual fatigue. Postural difficulties usually take the form of back and neck ache, sprains and strains of areas such as fingers, hands, wrist, elbow and shoulder. Visual fatigue can result in poor eyesight, headaches or migraines. All of these types of fatigue may be due to poor ergonomics and working arrangements. Other hazards of the workplace can include those such as tripping over cables or carpets, lifting injuries picking up boxes of paper, etc.

6.2 Procedure

- (1) We will assist our office staff to perform a self-analysis of their workstations, to assess the associated risks and apply appropriate control measures. Assessments relating to DSE use will be re-visited when there has been a significant change to the employee or their work situation.
- (2) Workstation assessment forms are completed with the individual employee and the Operations Manager or Director. Completed assessments are then analysed to decide the extent of control needed and will determine whether the employee is deemed as being a significant user.
- (3) A copy of the DSE user guidance and assessment questionnaire is provided in section 3 of this manual.



6.2.1 DSE Users

- (1) A user is defined as anyone who:
 - (a) Depends on the use of DSE to complete their daily work tasks.
 - (b) Normally uses DSE for continuous spells of at least an hour or more at a time.
 - (c) Uses DSE in this manner more or less daily.
- (2) Where anyone is deemed as being a DSE "user", they will be entitled to a free eyesight test, and where corrective appliances are found to be necessary for VDU use only, payment for this agreed.
- (3) Eyesight tests will be authorised only upon request being made by the user to their Line Manager and only if an authorisation form has been given. The cost of the test and required basic corrective appliances i.e. (spectacles specifically for VDU use) will be at the cost of the company.
- (4) Assessment needs and payment responsibilities for any temporary recruited employee, or work experience trainee will be determined by each individual case.

6.2.2 Work Patterns

- (1) It is recommended that tasks are designed in such a way that spells of concentrated viewing whilst working on VDU screens are spaced throughout the working day. Short regular breaks should be taken from continuous screen or keyboard use, e.g. filing, answer telephones etc.



7.0 CONTROL OF HAZARDOUS SUBSTANCES

7.1 Introduction

- (1) The Control of Substances Hazardous to Health Regulations 2002 (COSHH) covers the use of, and exposure to substances (i.e. chemicals and preparations) in the workplace. The Regulations set out the framework for which we must assess, prevent or reduce exposure to any substances which present a risk to health, and maintain the systems that have been set up to do this. Hazardous substances may exist in several forms, i.e. gas, liquid, vapour or solid. Their effect may be immediate, such as a caustic liquid causing burning to skin, or delayed, such as exposure to detergents causing dermatitis.
- (2) Definitions of a "Substance that is Hazardous to Health":
 - (a) This term includes any material, mixture or compound which is harmful to people's health in the form in which it occurs in the work activity. Categories are:
 - (b) Substances labelled as dangerous (toxic, very toxic, harmful, corrosive and irritant) under other statutory provisions
 - (c) Substances assigned an WEL
 - (d) Harmful micro-organisms
 - (e) Substantial quantities of dust
 - (f) Any substance creating a comparable hazard
- (3) As of April 2005, a single type of limit has also been introduced, with Workplace Exposure Limits (WELs) replacing Maximum Exposure Limits (MELs) and Occupational Exposure Standards (OESs). The OESs for around 100 substances has been deleted as the substances are now banned, scarcely used or there is evidence to suggest adverse health effects close to the old limit value.
- (4) The Health and Safety Executive Guidance Note EH40 is published annually. It reproduces current Maximum Exposure Limits [MEL's] and Occupational Exposure Standards [OES's] for substances.



7.2 Procedure

- (1) Delivery of hazardous substances are only accepted if they are accompanied by current hazard data sheets and are stored in suitably marked containers.
- (2) For all our hazardous substances we:
 - (a) Gather information about the substances and how they are used
 - (b) Evaluate the health risks
 - (c) Determine what control measures are required
 - (d) Record the findings if not self-evident
 - (e) Inform, instruct and train workers about the risks and control measures
 - (f) Implement and monitor use of the control measures
 - (g) Where necessary monitor exposure of staff and undertake appropriate health surveillance
- (3) Where assessments identify significant hazards, the hierarchy of control that we follow are:
 - (a) Elimination:
 - (i) Wherever possible, exposure to hazardous substances should be controlled by eliminating them from the work activity. If the substance is not present, it cannot present a risk to employees' health.
 - (b) Substitution:
 - (i) It is sometimes possible to replace hazardous chemicals with non-hazardous or less hazardous ones. An example of this would be using water based paints instead of solvent based paints.
 - (c) Enclosure:
 - (i) Another way of controlling exposure to hazardous substances is to enclose it. An example of this would be the chemicals used in laser printers, which are enclosed in a plastic cartridge. When used properly, enclosure will prevent exposure from occurring.
 - (d) Engineering:
 - (i) Engineering controls may be needed to prevent or reduce exposure to hazardous substances. An example of an engineering control is local exhaust ventilation (LEV) for processes such as welding. LEV extracts contaminated air away from the work area before the worker inhales it.



- (4) Site Managers where necessary will hold a copy of their own substance inventory, Safety Data Sheets and individual assessments.
- (5) Line Management are responsible for ensuring the hazardous substances under their control have been assessed and that assessment results are passed on to the relevant persons. A copy of the cleaner's assessment guide will also be displayed in the cleaning material storage cupboard.

7.3 Safe Systems of Work

- (1) General safe systems of work are important in controlling hazardous substances. This will involve setting rules and procedures which must be followed by all, and includes:
 - (a) Banning eating, drinking or smoking in areas where hazardous substances are used.
 - (b) Procedures for cleaning up spillages of hazardous substances quickly and safely.
 - (c) Reducing the amount of hazardous substances used or stored in the workplace.
 - (d) Allowing only designated people who are suitably trained to handle hazardous substances.
 - (e) Marking areas where hazardous substances are used or stored and restricting access to these areas.
- (2) Employees will be trained and instructed in all relevant aspects of COSHH, such as how they should use control measures, what signs they should look for if any form of self-examination health surveillance is needed, and they will be made aware of the first aid or emergency arrangements needed for the products in use. Employees must always read the instructions and look at the levels marked on containers; and only use, store, transport and dispose of waste substances in accordance with those instructions and with their training.

7.4 Personal Protective Equipment

- (1) Exposure to hazardous substances where possible will be prevented or controlled using measures other than personal protective equipment (PPE). One reason for using PPE only as a last resort is that it only protects the wearer which means other people in the area who are not wearing PPE may be exposed. There is also the problem that it is the last line of protection, so that if there is a failure of the protective equipment, exposure to the substance will result.
- (2) PPE where appropriate and necessary for the task will be issued to staff by Line Management. Records of any PPE provided will be kept in individual employees' personal files and they will be made responsible for requesting replacement items where required.



8.0 PERSONNEL AND TRAINING

8.1 Introduction

- (1) The law does not specify precisely what training is required, but generally stipulates that staff must be competent to perform their tasks and be able to carry out their work safely without posing risks to themselves or any others who could be affected by their work activities. This means we must ensure that training needs are assessed and training provided where necessary.
- (2) In order to continue to work safely, training requirements will be revised and updated to take account of experience and changes in technology.
- (3) The task itself will dictate the specific type and level of training required. We will ensure that our staff is generally competent to work safely and that only competent adequately trained persons may undertake certain types of work associated with specific legal provisions.

8.2 Procedure

8.2.1 Induction Training

- (1) When an employee first joins the company, they are taken through an induction process. A company rules booklet and induction checklist form is used to aid this procedure and on its completion, the employee is asked to sign a copy which is held on their personnel file.
- (2) Although our health and safety training requirements are primarily determined at start of employment, refresher training needs or updates are assessed regularly by line management.

8.2.2 Ongoing Training

- (1) Additional specific H&S training requirements are reviewed at our regularly held inspections to ensure current needs are met and where necessary, revised and updated for example:
 - (a) On appraisal.
 - (b) On findings of risk assessments.
 - (c) On the introduction of new equipment.
 - (d) On the introduction of new substances.
 - (e) When there is a change in operations and/or processes.
 - (f) On the promotion of employees to other duties.
- (2) Training records are held within individual personnel files and these files are maintained and updated by the appropriate Line Manager.



8.2.3 Employee Responsibility

- (1) All our employees have a legal responsibility to co-operate with our training programme so that its objectives are met. They are expected to attend training courses when requested and must put into practice any new instruction or guidelines provided. They must also follow any revised working procedures once they have been given the appropriate information, instruction and training.



9.0 FIRST AID

9.1 Introduction

- (1) The Health and Safety (First-Aid) Regulations 1981 require that we make adequate provision for first-aid in respect of all employees.
- (2) We recognise our legal duty to make sufficient provision for first-aid to employees. We have assessed risks to our employees and determined the necessary provisions to deal with these risks. We will reassess the first-aid provisions annually, or whenever there is a relevant change in the workforce or the hazards to which they are exposed. We will revise our arrangements accordingly when there have been significant changes.

9.2 Procedure

- (1) We have determined the requirements for qualified first aiders or nominated appointed persons at each site available to co-ordinate response to injury or illness and to take charge of first aid arrangements. Included in these arrangements is the provision for cover, should they not be present. The names of the current first aiders, appointed persons and locations of first aid kits suitably equipped to meet the hazards in our operation are explained on induction to the company and to individual sites. This may also be identified on notices displayed throughout the building.



- (2) Travelling first aid kits are provided in vehicles working away from base. We request also where practical that our clients make their facilities readily available to as is necessary. Additionally, we will ensure that visitors and contractors on our premises, either have their own sufficient first-aid provision, or if their work involves no special risks then they may use of our facilities on agreement. Table 5 lists the items in our first aid kits.

Table 5 - First Aid Kit Contents

Item	No
Guidance card or leaflet giving general instructions on first aid e.g. HSE leaflet Basic advice on first aid at work	1
Individually Wrapped Sterile Adhesive Dressings (assorted sizes); consider use of hypo allergenic types where identified necessary	20
Sterile Eye Pads, with Attachment	2
Triangular Bandages individually wrapped triangular bandages	4
Safety Pins	6
Medium sized (approximately 12 cm x 12 cm) individually wrapped sterile un-medicated wound dressings;	6
Large sized (approximately 18 cm x 18 cm) individually wrapped un-medicated wound dressing	2
Scissors	1
Roll of Adhesive Tape	1
Individually Wrapped Moist Cleaning Wipes.	2
Pair of Disposable Gloves,	1
Tablets or medicines must not be kept in the first-aid box.	



10.0 YOUNG PERSONS

10.1 Introduction

- (1) The Management of Health and Safety at Work Regulations 1999 require employers to carry out an assessment of risk for young people at work. If certain risks are identified, young people must not be involved in that work activity.
- (2) A young person is defined under health and safety legislation as someone who has reached the legal school leaving age (usually 16 years old) but is not yet 18 years old.
- (3) A young worker's time shall not exceed eight hours a day or 40 hours a week (whether working for one or more employers). The maximum 8-hour day / 40-hour week shall not apply where the work is necessary to maintain continuity of (or respond to a surge in) service or production, where the additional hours will not interfere with training and where there is no adult worker available to perform the work.
- (4) Young workers will not be permitted to work between either 10pm and 6am (the default position) or, if the contract of employment provides, between 11pm and 7am. Unless they work in particular sectors (agriculture, retail trading, a hotel, a bakery, catering activities other than a restaurant or a bar, or postal/newspaper deliveries), when the prohibited hours of work are between 12 midnight and 4am.

10.2 Procedure

- (1) We will carry out suitable and sufficient risk assessments for any work involving young persons (16 to 18 years old) prior to their employment, and will communicate the result of this to them on their commencement of work. If the young worker is below the minimum school leaving age then written information regarding the risk assessment and the control measures taken will be supplied to the parents or guardians directly, or via an organisation such as the school.
- (2) Existing risk assessments for work involving young persons will be modified with the following considerations relating to their:
 - (a) Physical and psychological capacity to carry out the work effectively.
 - (b) Potential exposure to toxic or harmful substances or agents.
 - (c) Inexperience in the recognition of potentially hazardous situations, or lack of training.
 - (d) Potential exposure to extremes of heat or cold, noise or vibration.



- (3) Young people usually require a higher level of supervision than adult employees. They are likely to be new to the experience of working, unfamiliar with procedures, unsure of what is expected of them and may act less responsibly than adults owing to their immaturity. They may be curious and unaware of or unconcerned by the dangers of the workplace. Supervisors of young persons will keep a very close eye on them, especially during the first few weeks. They will make sure they understand how to carry out their work safely and that they are adequately disciplined if they do not follow procedures.



11.0 OFFSITE WORKERS

11.1 Introduction

- (1) The Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Workplace (Health, Safety and Welfare) Regulations 1992 apply to all our employees who visit other premises in the course of their work.

11.2 Procedure

- (1) We recognise that much of our work can be carried out in places that are not under our direct control. Therefore, we try to ensure that adequate measures are taken to maintain their safety whilst they are on our customer premises. We do this by ensuring they are properly prepared and instructed for all activities to be undertaken on their assignment.
- (2) We expect them also to be given sufficient induction from our clients covering emergency procedure for the site, the hazards of the business and the controls necessary for those risks i.e. participation in permit to work systems etc.
- (3) We will request our employees whilst they are on others locations to conform to all arrangements for fire, security and liaison, such as observing no smoking areas and reporting where necessary to an identified person before starting or leaving work or moving to a different area.
- (4) None of our employees are expected to work on clients locations without first being advised fully of the hazards they may face and how to deal with them. They will be required to liaise with a previously identified and agreed contact which will be preferably at management level for the first visit.



12.0 EXPECTANT MOTHERS

12.1 Introduction

- (1) The Management of Health and Safety at Work Regulations 1999 and the Maternity and Parental Leave Regulations 1999 apply to any of our employees who are pregnant, breast feeding or who have given birth within the last six months. The Workplace (Health, Safety and Welfare) Regulations 1992 also require us to provide rest facilities for new or expectant mothers

12.2 Procedure

- (1) We recognise the extra vulnerability of pregnant and nursing mothers, and additional risk assessments will be made when an employee notifies us that she is pregnant. Any additional controls required will be applied for the duration of the pregnancy and for six months after the birth.
- (2) Our display screen equipment workstations, e.g. computer are properly assessed and controlled and there is no additional risk to pregnant women or nursing mothers.
- (3) Additional risks to pregnant women and nursing mothers will be minimised as far as is reasonably practicable by completion of a risk assessment, the risks may include:
 - (a) Extended shift-work.
 - (b) Strenuous manual handling.
 - (c) Sitting/standing for extended periods.
 - (d) Work in extremes of temperature or cold stores.
 - (e) Work in areas or on surfaces with a higher risk of slips, trips or falls.
 - (f) Activities which prevent the employee leaving the work area for rest or to use toilet facilities.
 - (g) Any case where the medical practitioner of a pregnant woman or nursing mother states that her normal work could affect her health and safety.
- (4) As required by law, if additional risks to pregnant women and nursing mothers cannot reasonably be reduced, we will find alternative work (with no loss of terms or conditions), or authorised paid leave if alternative work is not available.

13.0 ENVIRONMENTAL MANAGEMENT AND WASTE CONTROL

13.1 Introduction

- (1) It is our policy that environmental protection shall cover all of our company activities. We will strive to exceed the minimum health and safety requirements of law and provide a working environment that is both comfortable and which maximises the effectiveness of our employees.
- (2) Respect for the environment shall be reflected in our operations, administration and by our employees. We seek to work continuously for improvement in the environment by:
 - (a) Reducing the use of non-renewable raw materials and energy
 - (b) Recycling waste as much as possible
 - (c) Keeping pollution at a minimum
 - (d) Organising operations according to current environmental laws and regulations relevant to our company activities
 - (e) Informing employees, customers and subcontractors on environmental matters and increasing their awareness

13.2 Procedure

- (1) Our environmental exposure and waste categories are relatively low risk, however we will continue to set and review specific objectives and targets, and take measures to achieve them. Management of these areas fall into the following categories:
 - (a) Sorting and collection of general waste which is uplifted and disposed by local authority. Special waste where appropriate shall be assembled, collected and disposed of by a licensed approved contractor.
 - (b) Regular maintenance of our heating systems to ensure efficient operation and temperature control.
 - (c) Good housekeeping practices to ensure the working environment remains tidy, and safety equipment and other facilities regularly reviewed.
 - (d) By choice and purchase of "environmentally friendly" products and services (i.e. paper, print cartridges, batteries, detergents, and other materials in use.
 - (e) Use of competent subcontractors with compatible environmental policies
- (2) Where reasonable, we will adapt our premises and facilities to accommodate those employees with disabilities.



14.0 ACCIDENT REPORTING, RECORDING AND INVESTIGATION

14.1 Introduction

- (1) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require accidents, diseases and dangerous occurrences which result from work to be reported. Employers must record all accidents however minor the injuries are, in the Accident Book B1 510 or similar.
- (2) Employees are obliged to report any accidents they have at work to their employer immediately, and the employer must investigate each accident. Failure to record the details of all injuries in the Accident Book could lead to claims for industrial injury benefits not being accepted. Accident Books must be available for inspection by enforcement officers and they must be kept for at least three years after the date of the last entry.

14.2 Procedure

- (1) All accidents, incidents and near misses will be reported in the first instance to line management and if necessary treatment obtained from the first aider. If the injury is of a serious nature or if there is any doubt, it is recommended that the injured person be sent to the nearest hospital for appropriate treatment. Where an employee has an accident whilst visiting another company's premises, they must inform the controller of that premises where possible as well as follow our normal reporting procedure.
- (2) An accident book folder with forms conforming to data protection requirements is held at all our sites. All accidents, incidents and near misses will be recorded there and completed forms passed to appropriate persons. If injured persons are unable to make an entry themselves, then the entry will be made by his or her representative. In addition to this all incidents are reported to the appropriate line manager who will if necessary, carry out a full investigation into the incident in an attempt to prevent a recurrence. Site or Line Managers will then report significant incidents to the Director who has the responsibility for reporting accidents and incidents to the enforcing authorities and to our liability insurers as necessary. Advice will be sought from our H&S advisors where required.



14.2.1 Reportable Accidents

- (3) In each of the following cases the Enforcing Authority will be notified as soon as possible by telephoning the incident call centre on (0845) 3009923 or alternatively by completing form F2508 and posting within 15 days; or by internet report on www.riddor.gov.uk or by e mail on riddor@natbrit.com. In the case of a major injury or dangerous occurrence, immediate telephone notification of the accident details, circumstances, injury and personal details of the injured party must be made.
- (a) Major Reportable Injury:
 - (i) Where a person dies or suffers serious injuries as specified in RIDDOR e.g. a fracture of a limb, loss of consciousness or acute illness.
 - (b) Seven day injury:
 - (i) Where a person is incapacitated for more than seven consecutive days (excluding the day of the accident but including any days which would not have been working days).
 - (c) Reportable Diseases:
 - (i) These include poisoning, skin diseases such as cancer, vibration white finger, hepatitis, and lung diseases such as occupational asthma.
 - (d) Dangerous Occurrences:
 - (i) Occurrences such as structural collapse, failure of a pressure system or any significant explosions.



15.0 FIRE SAFETY

15.1 Introduction

- (1) The Fire (Scotland) Act 2005 requires all owners and occupiers of commercial premises to assess fire hazards in their workplace and apply appropriate controls to eliminate or adequately control those risks.

15.2 Procedure

- (1) The Director will ensure that adequate fire safety arrangements and precautions are in place by ensuring a fire risk assessment is completed and reviewed annually and when any change occurs. The assessment will confirm that:
 - (a) Fire-fighting equipment is provided and maintained on an annual basis.
 - (b) Emergency lighting is maintained on an annual basis.
 - (c) Alarm tests are carried out weekly and.
 - (d) Fire drills carried out 6 monthly with records being held on file.
- (2) Senior and Line Managers will act as fire warden for their own department, but when they are not available, the next senior person on site will act as deputy warden to ensure that all personnel, including visitors have exited safely to the designated assembly points.
- (3) On hearing the fire alarm, personnel must follow the evacuation instructions as displayed on our fire evacuation notices or as required on our Clients sites, keeping the following points in mind:
 - (a) Do not run.
 - (b) Do not stop to collect personal effects.
 - (c) Do not wander away from assembly points.
 - (d) Do not attempt to move vehicles.
- (4) Staff are instructed in evacuation arrangements on induction to the company and regular fire drills ensure continued awareness. Employees working or visiting other premises must ensure they are familiar with what action to take in the event of fire or emergency evacuation for that site.



15.3 Fire Extinguisher Colour Codes

- (1) Fire Extinguishers are now all red in colour with a 5% band of colour to signify the content.
- (2) There are several different types of fire extinguishers available, see Table 6 below:

Table 6 - Fire Extinguisher Types

5%Colour code band:	Red	Cream	Blue	Black
Contents - suitable for:	Water	Foam	Powder	Co2
Class A - wood, paper, etc	Yes	Yes	Yes	Yes
Class B - oil, grease, petrol and diesel.	No	Yes	Yes	Yes
Class C - Flammable gases	For Cooling	Shut off the supply		
Electrical	No	No	Yes	Yes

16.0 EMPLOYEE CONSULTATION & COMMUNICATIONS

16.1 Introduction

- (1) The Health and Safety (Consultation with Employees) Regulations 1996 covers the duty of the employers to consult employees in good time on matters which could affect their health and safety, specifically on:
 - (a) Measures introduced which may affect their health and safety, including the introduction of new technology.
 - (b) Arrangements for appointing competent persons to assist with health and safety.
 - (c) Information which should be passed to employees as required by various legislation (such as hazards and controls as identified by risk assessments).

16.2 Procedure

- (1) Consultation will be facilitated by means of regularly held meetings where H&S issues will form part of the standard agenda. These meetings will be attended by the Director, Senior and Line Management and where necessary notes will be kept detailing what actions are to be taken. The purpose of these meetings is to provide a forum in which information may be conveyed and employee questions on health and safety issues answered. In addition, these meetings will provide an opportunity to assess the continuing effectiveness of our policy.
- (2) All employees are encouraged to bring up issues or queries relating to their health and safety with their Line Management who will ensure appropriate action is taken or relayed to the Senior Manager or Director.

16.2.1 Information for Employees

- (1) In order for all relevant information to be readily accessible and visible to our employees, designated H&S notice boards or notice areas may be provided throughout our sites. These notices will be maintained and kept current by the Director or Senior Management they will contain relevant information such as:
 - (a) Signed and Dated Health and Safety Policy Statement.
 - (b) Completed H&S Law Poster.
 - (c) Fire Evacuation Notices.
 - (d) First Aid Arrangements.
 - (e) Liability Insurance Certificate.
 - (f) General Health and Safety Direction and Advice including significant findings of risk assessments.
- (2) Where notice boards are not available we may provide information to staff using individual handouts, leaflets or booklets.



17.0 MONITORING, AUDITS, INSPECTIONS & REVIEWS

17.1 Introduction

- (1) The Health and Safety at Work, etc. Act 1974 requires safety systems to be reviewed 'as often as is appropriate' and when there are 'significant changes in the organisation or arrangements', but at least annually. Monitoring is the only way management can find out whether our efforts are achieving the desired (or indeed any) results, and is the basis for proof, improvement and a factor in job satisfaction.

17.2 Procedure

- (1) Monitoring is carried out on both an active and reactive basis.
- (2) 'Active Monitoring' is designed to provide information about the company's health and safety performance before an accident, ill-health or incident occurs. This is achieved through out safety audits and inspections.
- (3) Auditing involves collecting and collating information on the effectiveness of our safety management system and using it to create plans for the correction of any shortcomings. Our Safety Management system is audited annually by our safety advisors, and written reports with recommendations for improvement are generated. Records are requested at the time of the audit to show evidence that safety is being properly handled.
- (4) Inspections are used to verify existing situations and although they are only snapshots, they build up to provide a valuable picture of progress or change. Senior and Line Managers carry out regular inspections to ensure safe working practices are being followed.
- (5) 'Reactive Monitoring' provides information about our performance after an accident, incident or ill-health has been reported. Accident and investigation reports are used to identify accident trends and their underlying causes.
- (6) The findings from all of our monitoring activities are used as a basis for reviewing and updating the policy document in order to keep it current, and to amend where required our safe systems of work.

18.0 CONSULTANT FOR HEALTH AND SAFETY ADVICE AND SUPPORT

- (1) M2 Safety Consultants Ltd (the Consultant) provides this function for the Company.
- (2) The Consultant will adopt the General Responsibilities previously stated within this policy and will observe the following duties when at work:
 - (a) Set a personal example both in the conduct of the Company's business and when on the premises of others.
 - (b) Fully maintain a current knowledge of all legislation and best industry practice related to the fields in which they must practise.
 - (c) Select, inform, train and supervise personnel under their personal control so as to ensure that they are healthy, safe and competent in their allotted tasks.
 - (d) Ensure that operations under their direct control are planned, operated and documented, such that the risk of loss (physical, financial or environmental) is minimised.

18.1.1 Details

Company: M2 Safety Consultants Ltd
Address: Buchan House, Quarry Road, Northfield
City: Aberdeen
Postcode: AB16 5UU

18.1.2 Advisors

Advisor 1:

Name: Ron Murray
Title: Managing Director
Mobile: 07714 220203

Advisor 2:

Name: Fraser Morrison
Title: Director
Mobile: 07714 220204



19.0 THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 ROLES

19.1 Principal Contractor (PC) Role

The principal contractor must:

- plan, manage, monitor and coordinate the entire construction phase
- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
- liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed
- prepare a written construction phase plan (PDF) before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- have ongoing arrangements in place for managing health and safety throughout the construction phase
- consult and engage with workers about their health, safety and welfare
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
- ensure all workers have site-specific inductions, and any further information and training they need
- take steps to prevent unauthorised access to the site
- liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

19.2 Contractors

A contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.

- (3) Contractors and the workers under their control are most at risk of injury and ill health from construction work. Contractors therefore have an important role in planning, managing and monitoring their work to ensure any risks are controlled.

19.2.1 Contractors duties:

Contractors must:

- make sure the client is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

(4) In addition to the above responsibilities, contractors working on projects involving more than one contractor must:

- coordinate their work with the work of others in the project team
- comply with directions given by the principal designer or principal contractor
- comply with parts of the construction phase plan (PDF) relevant to their work
- Where a contractor is the only contractor working on a project, they must ensure a construction phase plan (PDF) is drawn up before setting up the site.

(5) When working as the only contractor for a domestic client, the contractor takes on the client duties, as well as their own as contractor. However, this should involve them doing no more than they will normally do to comply with health and safety law.



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