



HEALTH & SAFETY POLICY

PART 1

POLICY STATEMENT

15 ARNSIDE ROAD
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INTRODUCTION

Simer Environmental Services Ltd (the Company) monitors their working practices. Where new practices are identified the policy will be revised and updated accordingly. The Company Health and Safety Policy has been produced in three parts,

1. The Policy Statement, underlining the principals of the Company, as signed by the Company directors.
2. The Responsibilities, outlines responsibilities of Company employees and subcontracted workforce
3. The Arrangements, covers safe working practices and procedures undertaken by the Company.

The Company and its subsidiary companies will maintain high standards of health, safety and welfare as an integral part of efficient safety management. The Company management expects employees or sub-contractors to carry out their work and comply fully with all associated statutory acts, regulations and approved codes of practice.

The Company has an overall responsibility to ensure that the working activities undertaken by its employees or sub-contractors under their control are carried out safely.

Employees or sub-contractors also have a responsibility to ensure that any work carried out does not constitute a health or safety risk to any persons that may be affected by their acts or omissions. This includes, if necessary, working with permit-to-work systems, complying with method statements, placing of warning signs and or notices, or any other system or manner that promotes safety.

Risk assessments must be undertaken and in place prior to any hazardous process being carried out. All employees or sub-contractors must be aware of the risk assessment prior to the undertaking of hazardous processes.

Any specialist Company or persons operating on a sub-contract basis to the Company must provide all associated risk assessments and method statements, in writing, prior to undertaking the works on a client's site.

Any employee of the Company found wilfully disregarding instructions or procedures, which are being implemented for the sole purpose of ensuring health and safety, will be subject to investigation and possible disciplinary action.

The Company will act upon any appointed sub-contractor who fails to comply fully with the Simer Environmental Services Ltd health and safety policies and procedures.

HEALTH & POLICY STATEMENT

Simer Environmental Ltd, regard compliance with the Health & Safety At Work etc. Act 1974 and the Environment Protection Act 1990 as an essential objective for all people who work for the Company.

It is our policy to do all that is reasonable to prevent personal injury and damage to property and to protect staff, contractors, members of the public and the environment from reasonably foreseeable hazards.

In particular, it is our policy to:

- Provide and maintain safe and healthy conditions taking account of statutory requirements to provide training and instructions to enable employees to perform their duties safely and efficiently.
- Make available all necessary safety devices and protective equipment and supervise their use as necessary.
- Actively pursue reduction in the use of substances and processes, which adversely affect the environment.

Employees have a legal duty to co-operate in the implementation of the Company's policy by:

- Not interfering with or misusing anything provided by the Company in the interest of promoting Health and Safety.
- Reporting incidents that have or may lead to accidents.
- Complying with all Health, Safety and Environmental instructions.

It is the responsibility of the Management team to ensure full compliance of the Company Health and Safety Policy.

Signed

Managing
Director:



Date: 11 January 2024

Company
Secretary:
(Director)



Date: 11 January 2024

Policy Review date, 12 months from last review.



HEALTH & SAFETY POLICY

PART 2

RESPONSIBILITIES

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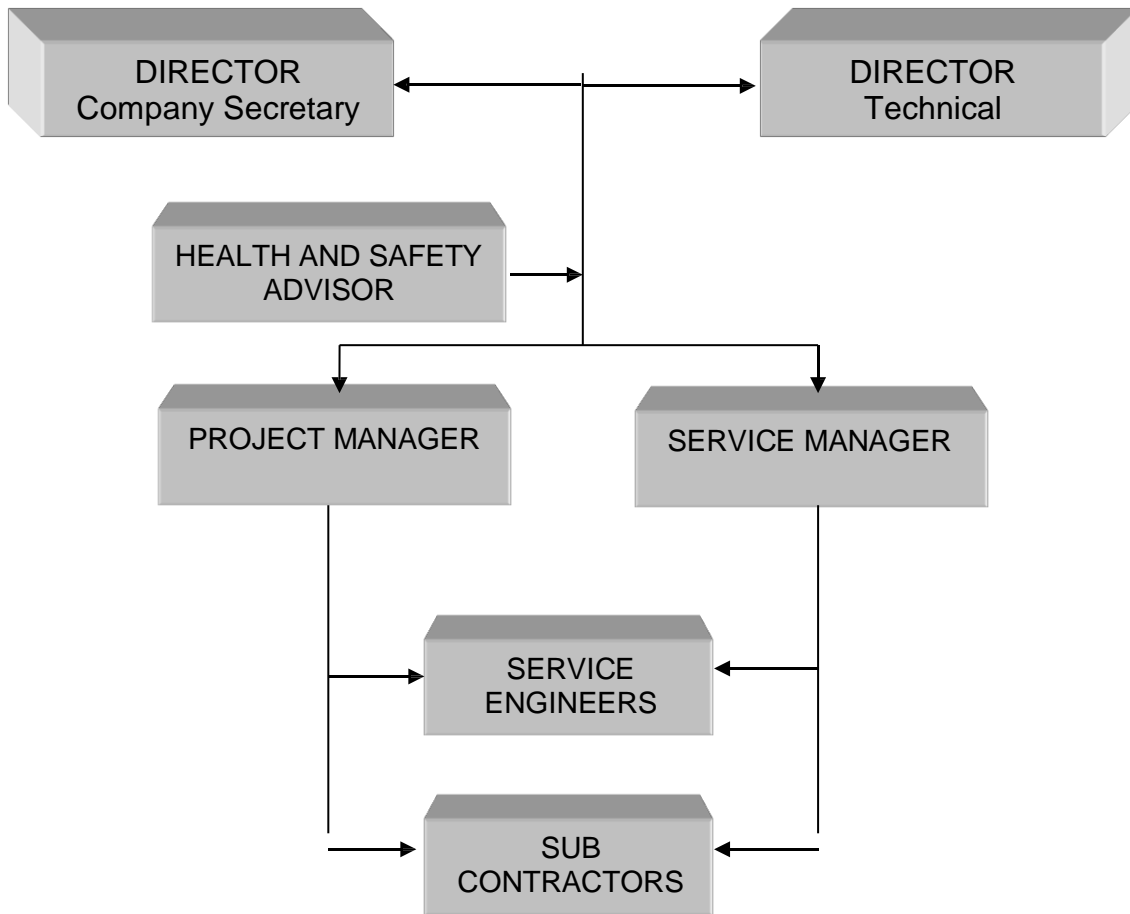
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POLICY PART 3 ARRANGEMENTS

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HEALTH AND SAFETY POLICY - RESPONSIBILITIES



The Company operate a total communication policy with regard to health and safety.

The Technical Director will ensure:

The Policy is reviewed in compliance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

All levels of the organisation fully understand the arrangements for the implementation of the Safety Policy.

Health and Safety issues raised by employees are recorded and investigated.

Competent persons are provided to address health and safety issues within the Company.

Employees are informed of first aid provisions and recording procedures.

Arrangements for fire safety are implemented and that all relevant checks are carried out.

All accidents are investigated, and control measures implemented to prevent any recurrence.

Assessments relevant to the Companies activities are reviewed and employees informed of the results.

That suitable and sufficient personal protective equipment is provided for employees and that suitable records are maintained.

Joint consultations between management and employees take place.

Records are compiled on all work equipment, which require statutory inspections, testing, or maintenance.

Any faulty work equipment is immediately taken out of service until repaired or replaced.

All welfare facilities, including temperature, lighting, and ventilation levels, are adequate.

Safe access and egress is provided and maintained.

Relevant statutory signage is provided and displayed.

Persons are competent to carry out the work and have suitable and sufficient knowledge and understanding.

Review competence levels of staff and provide training to meet with working practices.

Ensure provisions are in place to guarantee that articles and substances are handled and stored in a proper manner.

The Company Secretary (Director) will ensure:

Suitable and sufficient funds are made available to meet with legal requirements for personnel health, safety and the safety and wellbeing of those who may be affected by the Company acts or omissions.

Maintain the first aid facilities and advise the relevant agencies in relation to any reportable incidents, diseases or dangerous occurrences.

Company vehicles are maintained in a serviceable condition and fit for the purpose.

Company car drivers hold a current driving licence with the appropriate classification and categories to meet with the requirements of their post.

Company car drivers have completed a driver safety checklist. See Appendices.

The Project & Service Managers will ensure:

All personnel are made aware of the Company policies and procedures.

All tools and plant are checked and maintained in a serviceable condition.

Any defective tools and plant are withdrawn from use until repaired or replaced.

Accidents or dangerous occurrences are recorded, reported and investigated as appropriate.

Employees are competent to carry out the work and have suitable and sufficient knowledge and understanding.

Tools and plant are made available.

Review competence levels of staff and provide training to meet with working practices.

Employees Duties:

Every employee working for the Company has a duty of care under the Health and Safety at Work etc. Act 1974 Section 7 to take reasonable care of himself and any other person who may be affected by their actions and omissions.

In addition to the above, Section 8 states that under no circumstances must employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare such as guards, signs or firefighting equipment.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of Health and Safety Legislation are adhered to.

Employees are obliged to: -

- Always follow Safety Rules, avoid improvisation and comply with the Health and Safety Policy
- Do not perform work that you are not qualified to undertake.
- Always store materials, equipment and tools in a safe manner
- Never block emergency escape routes.
- Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.
- Inform the Company of all accidents that occur.
- The Management of Health and Safety at Work Regulations require all employees to:
 - Utilise all items that are provided for safety.
 - Comply with all safety instructions.
 - Report to management anything that they may consider to be of any danger.
 - advise management of any areas where protection arrangements require reviewing.

Sub-Contractors/Self Employed Personnel:

Have in place suitable and sufficient arrangements to ensure full compliance of the Health and Safety at Work Act 1974 and approved codes of practice.

Sub-Contractors / Self-employed operatives must:

- read and understand the health and safety policies and procedures of Simer Environmental Services Limited (the Company). Any issues or areas of uncertainty, with the policy must be directed through management.
- comply with the policies and procedures as laid down by the Company.
- comply with instructions given by the Management of Company or the client.
- co-operate with the Company in ensuring a high standard of Health and Safety on all contracts with which they are involved.
- carry out risk assessments in relation to their activities, ensure that appropriate Health and Safety arrangements are implemented, and by adequate liaison inform and co-operate as necessary with the Company.
- report any accidents or dangerous occurrences while under contract to the Company Secretary.
- be able to converse fluently in English. In the event of a Sub Contractor or Self Employed not having English as their first language then the Company will consider support by translation, Interpreter, written policies as provided by the HSE or other means.

General Information for Employees:

Information regarding Health and Safety law is provided by a number of methods and is as follows:

The approved poster “Health and Safety Law – What You Should Know” is displayed in the Company office. This poster will always be kept in a legible condition with the address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) and the names of responsible persons entered in the appropriate spaces provided.

Management have access to a Health and Safety Consultant who will advise on all aspects of health and Safety.

Management and employees have access to the Company Health and Safety General Policy, which contains all relevant information about Company health and safety policies, procedures, recording and monitoring.

Joint Consultation:

Simer Environmental Services Ltd values the experience of all employees. Any input to providing a healthier and safer working environment is welcomed and will be considered.

As a part of continued development, the Company Directors will hold a health and safety review meeting every quarter, all health and safety issues will be discussed with the aim of improving the safety standards throughout the Company and its activities.

All information about Health and Safety is communicated by means of consultation between management and employees.

It is the responsibility of Management to inform subordinate employees or persons under their control of any issues, which may affect their working practice or environment.

If employees raise any concerns with regard to Health and Safety, management will investigate and either deal with it themselves or seek further advice from fellow Management or the appointed health and safety advisor.

If required, senior management will request that our Consultants liaise with the Health and Safety Executive or Local Authority on the Company's behalf.

Simer^o

Environmental Services Ltd.

HEALTH & SAFETY POLICY

PART 3

ARRANGEMENTS

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H & S POLICY ARRANGEMENTS

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REGULATORY INSTRUMENTS

Acts and regulatory instruments associated to the companies working practice:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992,
- The Control of Asbestos Regulations 2012
- Construction (Design and Management) Regulations 2015
- Confined Spaces Regulations 1997
- The Control of Substances Hazardous to Health Regulations 2002
- The Health and Safety (Display Screen Equipment) Regulations 1992 rev
- The Electricity at Work Regulations 1989
- The Regulatory Reform (Fire Safety) Order 2005
- Manual Handling Operations Regulations 1992 rev
- The Control of Noise at Work Regulations 2005
- Personal Protective Equipment at Work Regulations 1992
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, rev 2012
- The Health and Safety (First-Aid) Regulations 1981
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision & Use of Work Equipment Regulations 1998
- Work at Height Regulations 2005
- Control of Major Accident Hazards (COMAH) Regulations 1999

The instruments above are not to be taken as an exhaustive list related to Simer Environmental Services Ltd working practices. Other acts, regulations, standards and approved codes of practice may apply in and during varied and associated working practices. Due diligence is always required to ensure full compliance.

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ACCESS EQUIPMENT

Safe access

In many cases the prospective Client or the Main Contractor will stipulate and/or provide the means access on a job, but whenever we are tendering and quoting for work, the Company will ensure that the means provided, or the means quoted for is the safest for the task.

Consideration will be given to the following means of access in the order they appear:

- Independent Scaffold
- Fixed or Mobile scaffold towers
- Mobile access equipment (Cherry Pickers)
- Ladders (for short term work only)

If the client prohibits the use of ladders alternative safe means of access must be sourced.

Safe place of work

It is Company policy to ensure full edge protection on all elevations where access is needed and where falls might occur, unless the work is for a short duration where other safe measures will be introduced. The edge protection will prevent both people and materials falling to the ground or onto others below.

Normally there will be a scaffold platform erected which provides adequate edge protection, a suitably guarded working platform and storage space for materials.

The Company will only use tried and trusted scaffold erectors and will ensure they are fully aware of the potential loading on the scaffold and on the edge protection, should someone fall against it. If required alternate means of fall protection will be assessed and considered, i.e., crash decks, nets, inflatable structures and safety harnesses, training will be given as appropriate for persons working at height.

The Managing Director will monitor working at height and the effect of the weather, if it is considered present a high-risk work will be stopped. As experienced and trained engineers we expect you to look out for yourself and your co-workers and to stop working immediately. If you think you are at risk or in danger advise your manager so the issue can be resolved.

Use of Scaffold

As we will be working off a scaffold that someone else has commissioned and/or erected on our behalf, the Project or Service Manager and/or Managing Director will ensure, so far as is reasonably practicable, that everything has been done to safeguard our operative's while working from the structure.

This means that it has been erected by a specialist contractor, is regularly checked by a competent person and that a scaffold register is kept recording those checks.

Before operatives use the scaffold, they must visually inspect the structure for any obvious defects and take notice of any scaffold tags and other information given to

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them by the Project or Service Manager and/or Managing Director or other such responsible person.

No-one must alter or interfere with a scaffold structure in any way. Any required alterations must have the consent of the person controlling the structure. That person should then arrange for the alteration to be carried out by a person competent to do so and will enter it in the scaffold register.

Use of Mobile Scaffold Towers

Prior to using or when hiring tower scaffolds, as with every other piece of work equipment, the tower components will be checked for wear and damage and maintained or replaced as necessary on a regular basis. Records of these checks will be held in the site office.

Anyone using the tower will be given specific training in the erection and hazards in use. If you are not trained to erect a tower do not do so.

Use of Mobile Elevated Working Platforms (MEWPs)

When it is considered necessary the Project or Service Manager and/or Managing Director will hire MEWPs to provide safe means of access and a safe working platform.

Whenever hiring equipment, the Company will ensure that it is used by a competent person. No one will be permitted to use any such equipment unless they have been trained.

The Company will operate a safe system of work to control the use of the equipment; this will cover the following elements:

- Handover certificate and manual is provided by the installer
- Area of use cordoned off with barriers.
- Actions taken to prevent tipping
- Protected from damage
- Persons being thrown out of carrier
- Checking for ground and overhead obstructions
- Protection from adverse weather.

Whenever working at height is carried out from MEWPS or high-risk areas a harness must be worn fitted to a fall restriction device and secured to an anchor point.

The Project or Service Manager and/or Managing Director has the responsibility to ensure that a rescue plan is established and documented prior to working at height with a harness.

No employee is permitted to work with a harness unless trained and a rescue plan is in place.

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Ladders

The Working at Height Regulations and the HSG150 guidance state that ladders should only be used as a “workplace” for short-term work and that they are only suitable for light work. Generally, they should be regarded only as a means of access to work at heights.

Whenever using a ladder, the operative must maintain a three-point contact at all times.

It is our policy to use ladders only when the use of a mobile tower or mobile elevated work platform is not practicable and the work is of short duration.

Despite ladders being inspected routinely by the Company the operative or users have a responsibility to ensure the ladder is in a safe condition, before and after use. Any defects must be reported to the Project or Service Manager and/or Managing Director immediately.

Any defective ladders must be taken out of service.

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ACCIDENT REPORTING AND INVESTIGATION

The reporting of work-related accidents, diseases and dangerous occurrences is a legal requirement.

All employees must notify a Manager or Company Director as soon as reasonably possible in the event of:

- receiving first aid treatment whilst on and in relation to Company business
- an accident occurring during or as a result of their work actions, which did or could have resulted in injury
- in the event of being off work for a period of three days, as a result of or in connection to a working activity
- suffering from a disease caused by a working activity

A Director will notify the HSE on any of the above, after confirming with the requirements and guidance in RIDDOR.

See RIDDOR section.

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ALCOHOL AND DRUGS

Alcohol and drugs can impair individual reactions. Under no circumstances will any employees:

Report to work on any premises having consumed alcohol or under the influence of drugs

Report for work in an unfit state due to the consumption of drink or drugs

Be in possession of alcohol or drugs whilst at work

Drugs, which have been prescribed by a General Medical Practitioner, are permitted providing they do not adversely affect the person's ability to carry out the work for which they have been employed in a healthy and safe manner.

Failure to comply with this requirement will result in instant dismissal from site and possible disciplinary action

ASBESTOS

It must be noted that Asbestos is a known killer and no chances are to be taken.

Commercial clients are required to advise the Company on the location of any asbestos containing materials, by means of an asbestos register, in compliance with The Control of Asbestos at Work Regulations and as a duty under the Health and Safety at Work Act.

Domestic clients may not be aware of any asbestos on their property therefore if there are any suspicious substances that an employee is not aware of then they must stop straight away and seek assurance from the Safety Co-Ordinator.

The Company will make all employees aware of common locations and products that contain asbestos material as a part of asbestos awareness programme.

On no account will the Company permit its employees to knowingly undertake the removal of, or work on, asbestos containing materials. The Company will not directly undertake non-notifiable asbestos work, non-licensed notifiable work or licensed work.

In all cases the Company will instruct Licenced Contractors to undertake any form of work on asbestos materials.

On finding what is suspected as ACM's:

- Stop Work Immediately
- Secure the Area
- Notify persons in the vicinity
- Notify Management Immediately
- Do not resume work until the area has been inspected, analysed, appropriate action taken and confirmed free of ACM's

The client must first provide a copy of the removal, and if applicable an air-monitoring, certificate prior to restarting works on areas that had asbestos identified, confirming that the location is safe and free from contamination. Once the area is proven to be free from asbestos or safe, normal works may proceed.

CONFINED SPACES

Confined spaces are defined as subsequently, if not completely, enclosed work areas such as the sewer beneath the building, oil storage tanks accessible through inspection hatches, service ducts etc. or area where there is a risk of death or serious injury from hazardous substances or dangerous conditions e.g., lack of oxygen.

Prior to carrying out confined space work the following must be considered and recorded on a risk assessment and method statement:

- Supervision
- A system for communication
- Atmosphere testing and monitoring
- Gas purging
- Ventilation
- Removal of residues
- Isolation from gasses, liquids and other flowing materials
- Isolation from mechanical and electrical equipment
- Personal and respiratory protective equipment
- Safe access and egress
- Fire prevention
- Lighting
- Static electricity
- Emergency rescue
- Limited working time
- Permit to work
- Personal abilities

On no account must an employee enter or undertake confined space working unless trained to do so and an assessment has been carried out and all considerations have been applied.

Any equipment used must be in a serviceable condition. In the case where calibration is required confirmation must be received to ensure suitability and worthiness.

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CONSTRUCTION DESIGN AND MANAGEMENT

The CDM 2015 Regulations are intended to ensure the complete safety of any building from its design right through to its demolition and relate in the main to industrial and commercial premises.

Prior to undertaking any works in relation to the CDM Regulations the Project Manager will assess if the works are notifiable, if they are, notification would be submitted by the appointed Principal Designer to the HSE. Any works other than notifiable would be carried out in the spirit of the CDM Regulations.

Notification Requirements:

1. A project is notifiable if the construction work on a construction site is scheduled to—
 - a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
 - b) exceed 500 person days.
2. Where a project is notifiable, the client must give notice in writing to the Executive as soon as is practicable before the construction phase begins.
3. The notice must—
 - a) contain the particulars specified in Schedule 1; of the CDM Regulations
 - b) be clearly displayed in the construction site office in a comprehensible form where it can be read by any worker engaged in the construction work; and
 - c) if necessary, be periodically updated.
4. Where a project includes construction work of a description for which the Office of Rail Regulation is the enforcing authority by virtue of regulation 3 of the Health and Safety (Enforcing Authority for Railways and Other Guided Transport Systems) Regulations 2006, the client must give notice to the Office of Rail Regulation instead of the Executive.
5. Where a project includes construction work on premises which are or are on—
 - a) a GB nuclear site (within the meaning given in section 68 of the Energy Act 2013);
 - b) an Authorised defence site (within the meaning given in regulation 2(1) or the Health and Safety (Enforcing Authority) Regulations 1998); or
 - c) a new nuclear build site (within the meaning given in regulation 2A of those Regulations), the client must give notice to the Office for Nuclear Regulation instead of the Executive.

The Company will maintain communication with the Principal Designer and key personnel with responsibilities, as defined below and;

- as a part of programmed works
- works in progress and
- post completion snagging phase.

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CONSTRUCTION DESIGN AND MANAGEMENT Cont'd

Communication would be through attendance of meetings, email, phone or other reasonable process defined within the contracted works.

The Company may, within their skill, knowledge, experience and capabilities carry out multi roles to secure the health and safety of projects.

The Designer will not commence work in relation to a project unless satisfied that the Client is made aware owned by the client under the CDM 2015 Regulations

The Designer is responsible for ensuring compliance with the CDM 2015 Regulations.

See Guidance below for responsibilities under CDM 2015

CDM 2015 duty holders	Summary of role/main duties
<p>Clients</p> <p>Organisations or individuals for whom a construction project is carried out.</p>	<p>Make suitable arrangements for managing a project. This includes making sure that:</p> <ul style="list-style-type: none"> • other duty holders are appointed • sufficient time and resources are allocated. <p>Clients must also make sure that:</p> <ul style="list-style-type: none"> • relevant information is prepared and provided to other duty holders • the principal designer and principal contractor carry out their duties • welfare facilities are provided.
<p>Domestic clients</p> <p>People who have construction work carried out on their own home, or the home of a family member, that is not done in furtherance of a business, whether for profit or not.</p>	<p>Domestic clients are in the scope of CDM 2015 but their duties as a client are normally transferred to:</p> <ul style="list-style-type: none"> • the contractor, on a single contractor project <p>or</p> <ul style="list-style-type: none"> • the principal contractor, on a project involving more than one contractor. <p>However, the domestic client can choose to have a written agreement for the principal designer to carry out the client duties.</p>
<p>Principal designers</p> <p>Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p> <p>Principal designers Cont'd</p>	<p>Plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of a project.</p> <p>This includes:</p> <ul style="list-style-type: none"> • identifying, eliminating or controlling foreseeable risks • ensuring designers carry out their duties. <p>Prepare and provide relevant information to other duty holders.</p> <p>Provide relevant information to the principal contractor to help them plan, manage,</p>

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	monitor and co-ordinate health and safety in the construction phase.
<p>Designers</p> <p>Those who, as part of a business, prepare or modify designs for a building or product, or prepare or modify designs to systems relating to construction work.</p>	<p>When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> • construction and • the maintenance and use of a building once it is built. <p>Provide information to other members of the project team to help them fulfil their duties.</p>
<p>Principal contractors</p> <p>Contractors appointed by the client to co-ordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and co-ordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • liaising with the client and principal designer • preparing the construction phase plan • organising co-operation between contractors and co-ordinating their work. <p>Ensure that:</p> <ul style="list-style-type: none"> • suitable site inductions are provided • reasonable steps are taken to prevent unauthorised access • workers are consulted and engaged in securing their health and safety • welfare facilities are provided.
<p>Contractors</p> <p>Those who do the actual construction work. They can be either an individual or a company.</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.</p> <p>For projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.</p> <p>For single-contractor projects, prepare a construction phase plan</p>
<p>Workers</p> <p>The people who work for or under the control of contractors on a construction site.</p>	<p>They must:</p> <ul style="list-style-type: none"> • be consulted about matters which affect their health, safety and welfare • take care of their own health and safety and that of others who may be affected by their actions • report anything they see which is likely to endanger either their own or others' health and safety • co-operate with their employer, fellow workers, contractors and other duty holders.

CONSTRUCTION DESIGN AND MANAGEMENT Cont'd

When using sub-contractors - the Company will:

Arrangements

- Engage competent sub-contractors
- Ensure the sub-contractor's safety standards are adequate via a Sub Contractor Questionnaire process.
- Supply sub-contractors with information and training, where necessary.
- Monitor their safety performance.
- Ensure they supply information to the Planning Supervisor for the health and safety file.
- Ensure coordination and co-operation.
- Review their performance on completion of works.
- The Company, when appointed as the Project Manager, will manage and control health and safety on-site and maintain records of such undertakings.

Arrangements

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

It is the Companies responsibility to ensure that all work-related hazardous substances are controlled, safeguarding all employees or persons who could be affected by the use of them.

The Company will ensure, so far as reasonably practicable, that any substances hazardous to health intended for use will be assessed to ensure that they do not pose a risk to the health and safety of their employees or any other persons.

Employees are not permitted to use substances likely to cause harm or injury without assessing the risks first being carried out. An assessment must be carried out by combining the technical information as supplied by the manufacturer, i.e. Material Safety Data Sheet and the process. Additional information is available from the HSE information line and or other professional bodies.

Substances can be inhaled; absorbed and ingested therefore it is vitally important that contact is adjusted to meet with the level of risk.

It is realised that field operations, especially in the event of an emergency occasionally require the acquirement of substances, i.e. sealants, resins, compounds etc. The engineer has a duty of care and should request a data information sheet on the product to assist in making a judgement during an assessment process.

Always wash your hands thoroughly before eating or drinking after a working process, as many hazardous substances can be harmful when they contaminate food or drink.

Note the fact that many substances change to toxic gases or hazardous chemicals when burnt and a cigarette or pipe does this very efficiently. Never smoke near hazardous substances.

Solvents

Solvents have four significant hazards:

- It may be flammable, and as nearly all-solvent vapour is heavier than air, it will collect in drains or ducts, causing a potentially explosive situation.
- Solvent vapour is a narcotic and will cause drowsiness, headaches and unconsciousness. Long-term effects can cause brain damage, give personality changes, permanent narcosis and loss of memory.
- Solvents remove grease, so remember that when they contact the skin, they remove the natural protective oils, thus penetrating the skin, developing into dermatitis or eczema.
- Solvent vapour penetrating the lungs and liquid penetrating the skin is taken by the blood, passed directly to all the body's organs and can be dangerous with prolonged exposure.

Arrangements

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) Cont'd.

Dust

Inhaled dusts can be harmful:-

- When dust settles in the lungs it remains there and is not removed. This build up over a period of years can form an irritant causing many lung complaints like bronchitis, emphysema, silicosis or cancer.
- When drawn into the respiratory system it can act as a sensitizer causing asthma, flu-like systems (Extrinsic Allergic Alveolitis) or runny nose and nasal congestion (Rhinitis).

Aerosols

Before using an aerosol read the hazard data sheet on the product and make sure you follow the instructions laid down with respect to the wearing of any protective mask, gloves or clothing. The container must be protected from sunlight and must not be exposed to temperatures exceeding 50°C, do not pierce or burn and use in well ventilated areas.

Apart from the effects of the chemicals in the spray, the propellant may be flammable or act as an asphyxiant if breathed in. Aerosols must never be sprayed on to the equipment that is switched on (live) e.g. computer screens, overhead projectors etc., and must not be used next to any source of ignition e.g. gas heaters, electric fires etc.

Refrigerant Gasses

The Company only permit those trained on the use and safe handling of refrigerant gasses to undertake reclamation and charging of systems.

Arrangements

DISPLAY SCREEN EQUIPMENT

An assessment will be carried out to determine whether or not an employee who works on display screen equipment is a User. A User is someone who habitually uses the equipment as a significant part of his or her work, i.e. an alternative means to do the job is not available and continuous spells of an hour or more are encountered. If they are a User, we will ensure the regulations are followed to reduce or remove the risk so far as is reasonably practicable.

The workstation will be analysed to reduce any risks and will be reviewed when changes in the workstation occur or when the operation of the system changes.

All risks will be recorded unless they are identified as being insignificant and the assessment can be easily repeated.

Where a User experiences eyestrain or visual difficulties with DSE the Company will provide an eyesight test.

The Company is required to meet the cost of providing eye tests and if required ophthalmic glasses specific DSE Users.

In the event of a User suffering from any of the following physical effects, i.e. aching wrists, neck or eye strain, headaches, back ache and stress they should request a re-assessment.

For DSE Assessment form. **See Appendices:**

Arrangements

DRIVING OF VEHICLES

It is the responsibility of employees to ensure that Company vehicles are maintained in a serviceable condition while in use and any malfunction relating to safe operation is to be attended to immediately (i.e., change blown bulbs, top up screen wash bottles, replace worn wiper blades, etc.).

Under no circumstances are employees to drive a Company vehicle where its condition could be regarded as unsafe or where it does not meet legal requirements under the Road Traffic Act (i.e., road tax, insurance, defective tyres, etc.).

Any defect to the vehicle must be reported as soon as reasonably practicable. If defective in a way, which would place the driver at risk or in breach of any legality, then the vehicle must be safely and securely parked and the defect reported immediately to the Company Secretary.

No person other than a Company employee is permitted to drive a Company vehicle.

Persons are not permitted to drive Company vehicles whilst under the influence of drugs or alcohol.

Each Company vehicle is supplied with:

- First-Aid kit
- Fire Extinguisher
- Pack of Eye Wash Solution
- Check list

Items used must be replaced as soon as possible, it is the responsibility of the driver to check the equipment and advise the Management on items that need replacing.

Employees are to be aware that there is a risk when driving without breaks or after working long hours without sufficient sleep or during emergency call outs at night. Tiredness can kill and driving while fatigued is dangerous.

Employees are warned that the use of hand-held mobile phones while driving is illegal. The Company will not accept any liability for employees using phones while driving. It is Company policy that the vehicle is brought to rest and stopped in a safe place with the ignition switched off, prior to considering the use of the phone.

The Company expects employees to adopt a responsible attitude towards driving and they should not take unnecessary risks.

Company vehicles are to be maintained in a clean condition inside and out, it is the driver's responsibility to ensure this is implemented.

Drivers of Company vehicles will be liable to paying all fines related to breaches under the road traffic act or approved codes of practice.

Arrangements

ELECTRICAL SAFETY

The Electricity at Work Regulations imposes duties on employers and employees to take precautions against the risk of death or personal injury from electricity in work activities.

Only competent electricians, in compliance with the approved codes of practice and legislative requirements, will carry out all electrical works

The Company will ensure that all the electrical equipment and tooling will meet with the current legal requirements.

All Company owned equipment must be recorded onto the Company equipment register and undergo an initial and routine inspection. Where required, a certificate of inspection will be presented.

The user must inspect all portable electrical equipment, including extension leads, visually prior to use. Any defective equipment must be taken out of commission, pending repair or replacement.

Portable electrical equipment will be subject to portable appliance testing tested on a six monthly basis.

Management must be advised on all defective equipment.

Where possible portable battery operated tools are to be used

Low voltage electrical appliances run through an 110v isolated transformer must be used for external and site use.

RCD or RCB's must be used, as a link between the mains circuit and required connection, wherever a 240v supply is needed to run power tools etc.

All associated electrical supplies must be isolated, locked off and confirmed dead prior to undertaking electrical remedial works or new installations.

Working live on supplies is not common practice will not be permitted under normal conditions.

On no account must live work take place unless Management of Simer Environmental Services Ltd authorise the action and special conditions are implemented.

Each isolator and dedicated socket outlet should be clearly labelled to show which equipment it supplies. Isolating switches should preferably have a facility for locking them in the OFF position.

There is an increased risk of electric shock if water gets into electrical equipment. Do not trail extension cables through water, and do not let water get into electrical equipment during cleaning. Hoses and pressure washer creates the most significant risk: do not use a hose to clean equipment that is not suitably constructed.

Arrangements

EMPLOYMENT OF YOUNG PERSON

All work undertaken within the organisation is subject to risk assessment and suitable preventative and protective measures are to be put in place. As young persons (under the age of 18 years of age) are acknowledged as being at particular risk, an additional specific effort is required to ensure that their work is subject to adequate risk assessment.

Where work has already been subject to a formal risk assessment for adult employees, it is sufficient to review the risk assessment taking care to ensure that the vulnerability of young persons is taken into account.

Young persons will be provided with induction training, carefully supervised in their work and their progress towards an understanding of safe working monitored by their supervisor and the departmental line manager.

Where children (under the age of 16 years) work within the organisation, typically for work experience, their activities shall be agreed in advance of commencement and subject to risk assessment and/or a review of the existing risk assessments. A summary statement of the work, any risks and the appropriate precautions shall be completed and made available to parents, guardians, schools etc. as appropriate

The line manager responsible for the supervision of children within the department and the appropriate personnel staff shall be available to parents, guardians, schools etc. to answer questions and reassure as to the care which will be taken to protect the children from work-related risks.

Whilst young persons are reminded of their obligation as well as all other employees to follow instructions and work safely, all other employees are expected to maintain awareness of the working arrangements and practices of their young colleagues, and intervene if they feel that the safety is being prejudiced through the inexperience and lack of knowledge

Records shall be kept of induction training, skills training, risk assessments and the detailed arrangements for supervision.

Arrangements

FALL ARREST EQUIPMENT

Where fall arrest equipment is provided it should consist of a full body harness (relevant standard: BS EN 3611) and a lanyard. BS EN 3632 (fall arrest systems), which provides guidance on how the various components of a system should be assembled.

Safety harness should be attached to a suitable anchorage point in the basket by a lanyard with an energy absorber. An energy absorber may not be suitable for use with a MEWP which is restricted to low height working, e.g. below about 5 metres (depending on the fall arrest equipment used), as the distance between the anchorage point on the MEWP and the ground may not be sufficient for the energy absorber to deploy correctly before the user hits the ground. This clearance height should be considered in the risk assessment.

The lanyard must be of correct length so as to allow normal work to be carried out without restriction, but should be as short as practicable.

Never expose harnesses or personal protective fall equipment to:

- chemicals or similar substances
- direct sunlight
- heat

Always:

- check equipment before and after use for cuts, splits or contamination.
- store in a clean and safe environment
- report any deficiencies to the Company.

Arrangements

FIRE PRECAUTIONS

OFFICE / WORKSHOP FIRE SAFETY

In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises.

All fire exits must be of a minimum of 750mm. Exits and doors are to be kept clear at all times.

Fire Doors are indicated by signage (White text on Blue background).
Fire Exits routes are indicated by signage (White text on Green background)

A Fire Action Notice will be displayed at all main exit routes and on the first-floor landing. The Fire Action Notice will advise on the location of the fire assembly point, action for notifying the fire and rescue service.

Automatic fire detection systems are in place and will be tested on a weekly basis.

Fire Extinguishers are situated on each floor, at designated fire points. All points will be identified by signage, identifying the type and usage of the extinguisher.

In the event of detecting a Fire:

- raise the alarm by breaking the glass on a Fire Alarm Call Point (Red box with glass covering a button)
- do not fight the fire unless trained to do so
- if fighting fire, do not place yourself between an exit and the fire
- close all windows and doors on route to the exit
- vacate the building at the nearest point
- do not stop to pick up personal belongings
- go to the designated Fire Assembly Point at the front of the building
- do not re enter the building unless told by the Fire and Rescue Officer

STAFF TRAINING

All employees will be made aware of the fire action procedures on joining and during their employment.

An evacuation drill will be carried out annually and recorded in the site Fire Safety File.

Arrangements

FIRE PRECAUTIONS Cont'd

General Fire Safety (Clients Sites)

All employees must make themselves familiar and adhere to the Clients Fire Safety procedures when on their sites.

When carrying out action that could lead to providing a source of fire (fuel, oxygen or ignition) the employee must make the client aware and take appropriate action to reduce the risk to a minimum. i.e. remove source, maintain a clean working area, introduce a fire watch with trained personnel, check the area on completion and up to an hour from completion.

Extinguishers

Water (Red Label)

For fires in ordinary combustible building materials. Conducts electricity. NOT to be used on live electrical equipment.

Dry Powder (Cylinder colour Red with FRENCH BLUE Label)

Extinguishers the flames over inflammable liquids and small fires in solid materials. Re-ignition may occur in overheated liquids, such as hot bitumen. Non-conductor. May be used on live electrical equipment.

Foam (Cylinder colour red with PALE CREAM Label)

Forms a blanket over inflammable liquids. Gives better control over re ignition than dry powder, well suited to extinguish fires in overheated liquids such as bitumen boilers and oil tanks. Conducts electricity. NOT to be used on live electrical equipment.

Carbon Dioxide (Cylinder colour red with BLACK Label)

Rapidly extinguishes flames over inflammable liquids such as petrol and oil, which may spread to other materials before a foam Blanket could be formed.

Halon (Cylinder Colour red with EMERALD GREEN Label)

Especially suited to vehicle fires. Do not use in confined spaces, fumes are dangerous.

Arrangements

HAND-ARM VIBRATION SYNDROME (HAVS)

HAVS is a condition that has the potential to affect any worker who uses powered hand-held or hand-guided tools as a major part of their job. Workers whose hands are regularly exposed to high vibration may suffer from several effects on the hands and arm, including impaired blood circulation and damage to the nerves and muscles. It is felt as a tingling or numbness in the fingers or where finger blanching occurs. There are other names for the condition: 'vibration white finger', 'dead finger' and Secondary Raynaud's Syndrome.

The effects are cumulative and as time passes the attacks may involve considerable pain and loss of manual dexterity, resulting in clumsiness and reduced grip strength. In severe cases, blood circulation may be permanently impaired and fingers may take on a blue-black appearance.

As indicated above, the primary cause of HAVS is work involving holding vibrating tools or workpieces. The risk depends on the magnitude of the vibration and how long an individual is exposed to it. Other aspects that can have an effect are the grip, push and other forces used to guide and apply vibrating tools or workpieces, the pattern of exposure, how much of the hand is exposed to the vibration, temperature, smoking and individual susceptibility.

Any employee suffering from any of the following symptoms must advise Management:

- tingling or numbness of fingers
- not being able to feel things properly
- loss of strength in hands
- the fingers going white (blanching) and becoming red and painful on recovery (particularly in the cold and wet, and probably in the tips at first)

Some of the common tooling that may be likely to cause the above symptoms are:

chainsaws	concrete breakers	cut-off saws	hammer drills
hand-held grinders	impact wrenches	jigsaws	needle scalers
pedestal grinders	polishers	power hammers and chisels	power lawn mowers
power sanders	scabblers	trimmer/brush cutters	

Arrangements

HAND-ARM VIBRATION SYNDROME (HAVS) Cont'd

Equipment with high levels of vibration

If it is found that there are items of equipment with high vibration levels (greatly exceeding 2.8m/s^2), action is required to reduce this. The solution may be purchase of different/new equipment, improved maintenance/servicing, using the equipment for shorter periods of time and information to staff on how to minimise the risks.

Purchasing of new equipment

Whenever new equipment is to be purchased, the supplier's vibration information should be checked in advance and every effort made to ensure that equipment with the lowest vibration levels and best protection is obtained. Any second-hand equipment should also be assessed before being put into use.

Maintenance of equipment

In order to minimise the deterioration of equipment, items should be inspected and serviced on a regular basis. Advice from the suppliers/manufacturers should be taken into account. There may be certain routine checks that lead to early identification of problems or accessory replacements, in which case these should be carried out at a set frequency.

Individual users must be made aware that if at any point they feel a machine performance has deteriorated in terms of vibration, they must report it at the earliest opportunity so that further investigations can be made.

Health Surveillance

If there is a significant risk of HAVS, i.e., an individual's vibration exposure regularly exceeds 2.8m/s^2 , then a health surveillance programme be arranged by the Company. The aim of this is to identify at an early stage any member of staff who may be showing medical signs of developing HAVS. If at any time between the routine checks, a member of staff notices any of the signs of HAVS, they should report it to the Company Secretary in order that referral to an Occupational Health practitioner can be organised and investigation of the equipment carried out by a competent person.

Arrangements

HOT WORK

Employees involved in welding, cutting, brazing or grinding operations will ensure that good safe working methods are applied at all times and that the equipment is used and stored safely without causing a risk to others.

Electric Arc –

Severe and sometimes, fatal accidents happen as a result of electrical shock while using electrical welding appliances. Any persons using the arc welding must be competent and carry out all measures to ensure the task is carried out in a safe manner.

Check:

- systems are in place in accordance with the manufacturer's guidance
- the welder is not switched on before being plugged in
- all connections/leads are free from defect and safe
- all equipment is earthed and insulated, and in good condition
- protective screens have been erected, and consideration of the environment has been taken into account
- PPE is in good working order and worn

Gas Welding –

Check:

- systems are in place in accordance with the manufacturers guidance
- flame arrestors are fitted to cylinders
- equipment for loose connections and or gas leaks
- for the possible build-up of oxygen or fuel gasses in confined spaces
- cylinders are away from any heat source
- cylinders are retained upright in a rack or trolley.
- PPE is in good working order and worn

Always: -

- use approved face shields and protective clothing
- erect screen if necessary to protect other personnel
- remove combustible material from work area
- ensure adequate ventilation, particularly in enclosed spaces
- have a charged fire extinguisher nearby

Fire Watch

Always finish hot work an hour prior to leaving the site to ensure that risks from fire can be observed and controlled. If working from a permit to work the client may take on this responsibility, this must be confirmed in writing prior to leaving site.

Arrangements

HOUSEKEEPING

Employees are expected to carry out their work for or on behalf of the Company in a clean and orderly manner.

A tidy site is a safe site:

- Ensure that the site area is safe and secure at all times, using warning signs and guarding to reduce risks to members of the public.
- Stack and secure all materials as they arrive on site.
- Protect all materials that can be damaged by the weather.
- Lower all debris to the ground by hoist, pulley or chute – do not throw it down.
- Dispose of waste materials in a suitable manner and in compliance with local authority and legislative requirements.
- Keep tools, materials and fixings away from the edge of openings in the structure.
- Remove all tools and plant when work is complete.
- All reclaimed refrigerant is to be returned to the Company office for recycling.
- Leave site clean and tidy on completion.

Housekeeping also relates to Company vehicles and all drivers are to ensure that their vehicles are kept in a clean and serviceable condition.

All recycling will be carried out in compliance with Environment Agency guidance and the Hazardous Waste Regulations. Waste transfer certificate will be held on file at the head office.

Arrangements

LIFTING EQUIPMENT

On no account must lifting equipment be used by an operative before it has been subjected to a thorough examination by a competent person, or if supplied by another party, confirmed by physical evidence, i.e. certification of inspection.

All Company owned equipment must be recorded onto the Company equipment register and undergo an initial and routine inspection. Where required, a certificate of inspection will be presented.

All lifting gear or equipment used by the Company will comply and be used in compliance with the requirements of the Lifting Operations and Lifting Regulations.

Were the services of a mobile crane are required the following will be supplied:

- A copy of the latest examination report
- Certificate of the competent user
- Certificate of insurance
- Any associated road closure certificates
- Notification and certification of the banksman

The limitation of the crane will be assessed in conjunction to the lifting requirements. Under no account must the crane operator exceed the lifting capabilities of the crane and or his level of competence.

When the crane is in operation the Banksman must place himself a safe position and in clear view of the crane operator to give clear and concise signals, in some cases mobile communications may be used. The Banksman must wear a high visibility jacket, hardhat and safety footwear during all lifting operations.

The crane must not be operated where a Banksman is not available.

Arrangements

LONE WORKING

There is no general prohibition on working alone but sometimes the Risk Assessment will stipulate that at least two people must be involved for specific tasks.

When the work you are carrying out does not present a special risk, you must still protect yourself in the event of sudden illness or crime by arranging for the Company or a colleague to telephone you at regular intervals, thus in the absence of an answer a responsible person or the police could be summoned.

Never work alone in high-risk areas unless you contact the Company first and a risk assessment has been carried out and safeguards are in place.

Arrangements

MANAGEMENT OF HEALTH AND SAFETY

In compliance with the Management of Health and Safety at Work Regulations (MHSAW) the Company has a duty to have written policies, procedures and risk assessments if employing more than five.

To comply with the MHSAW Regulations this policy has been produced to meet with the companies working practices. The Company will, in compliance with HSG 65, audit, review, measuring and plan to amend the policy and working procedures accordingly.

Risk assessments are an essential part of ensuring the safety of employees and or anyone else who may be affected by its acts or omissions. The Company will ensure that risk assessments will be carried out in accordance with the MHSAW, associated regulations and approved codes of practice.

For risk assessment forms. **See Appendices.**

Arrangements

MANUAL HANDLING

The Company will wherever it is reasonably practicable avoid manual handling altogether. Where this is not reasonably practicable a suitable and sufficient assessment of all such manual operations will be undertaken.

If manual handling tasks cannot be avoided the Company will so far as is reasonably practicable seek to automate or mechanise the handling operation. Employees are reminded that if automated or mechanical aids are provided for manual handling operations then there is a legal duty on employees to use them.

All persons undertaking manual handling operations which involves a risk of being injured from such operations must observe the following rules:

- Never attempt to lift a load beyond your physical capabilities; always get help if you have any doubts, do not take short cuts or get impatient, wait for help.
- Stand with the feet apart (but no wider than shoulder width) and positioned with one foot slightly forward alongside the object pointing in the direction of movement. NEVER lift and twist at the same time.
- Bend the knees and not the back.
- Get a firm grip with the whole hand and not just the fingertips.
- Keep the back straight, chin tucked in, head up and lift by straightening the legs.
- Keep the load close to the body with the heaviest side nearest, as this will reduce the lever effect.
- You should always be able to see over the load.
- Get help to open doors.
- Avoid trapping fingers when placing the load down.

Those handling in high winds, wet conditions or wearing personal protective equipment which may affect manual handling, such as gloves, must be aware of the extra risks this may involve.

Arrangements

MOBILE PHONES

Although presently there is no evidence to show that mobile phones can cause ill health it is wise to take steps to reduce the length of time spent on the phone. Also to reduce the likelihood of traffic accidents due to the use of the mobile phone some basic advice must be considered. Therefore observe the following points wherever possible:

- Only use a mobile phone when it is necessary and not for longer than is strictly necessary. Keep conversations short and simple.
- When using a hand-held phone, ensure the antenna (aerial) is fully extended and do not press the phone to your ear or the side of your head.
- A mobile phone regulates its own power output to correspond to signal strength and it is therefore advisable to make calls from areas with good signal coverage where possible.
- Never use a hand-held phone while driving. Make use of the hands-free phone and only do this when it is safe to do so. You **MUST** exercise proper control of your vehicle at all times.
- Do not initiate a call using a hands-free phone whilst driving.
- Warn incoming callers when you are driving and advise that you may need to break off the conversation.
- Always find a suitable place to stop, retrieve messages and make or continue telephone conversations.
- Do not use a mobile phone when working with flammable substances e.g. hydrocarbons.

Arrangements

NOISE

Hearing damage caused by exposure to noise at work is permanent and incurable. Research estimates that over 2 million people are exposed to noise levels at work that may be harmful.

The Company shall ensure that risk from noise exposure is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable. When on a client's site and operating in a hearing protection zone, defined by a blue sign with a white picture of a head wearing ear muffs, hearing protection must be worn.

- (1) The lower exposure action values are –
 - a) a daily or weekly personal noise exposure of 80 dB (A-weighted); and
 - b) a peak sound pressure of 135 dB (C-weighted).

- (2) The upper exposure action values are –
 - a) a daily or weekly personal noise exposure of 85 dB (A-weighted); and
 - b) a peak sound pressure of 137 dB (C-weighted).

- (3) The exposure limit values are –
 - a) a daily or weekly personal noise exposure of 87 dB (A-weighted); and
 - b) a peak sound pressure of 140 dB (C-weighted).

As a rule of thumb if you cannot hold a conversation at a distance of 2 metres without shouting then it is more than likely that the surrounding noise level is at a point where hearing protection should be worn to safeguard from hearing damage.

Hearing protection is available to all engineers, where the noise exceeds the lower exposure limit hearing protection must be worn.

The Company will provide health surveillance to workers regularly exposed above the upper exposure action values. Where exposure is between the lower and upper exposure action values, or where employees are only occasionally exposed above the upper exposure action values, health surveillance will only be required if information comes to light that an individual may be particularly sensitive to noise induced hearing loss NIHL. This may be from past medical history, audiometric test results from previous jobs or other independent assessments. A few individuals may also indicate a family history of becoming deaf early on in life. If this information is brought to the attention of the Company then those individuals will be provided with health surveillance.

Arrangements

PERSONAL PROTECTIVE EQUIPMENT

The Company will ensure that their employees are provided with any necessary protective clothing or equipment to safeguard the health and safety of their employees.

Any protective equipment provided must be properly maintained, suitable and sufficient and meet with associated standards and codes of practice.

Head protection must be worn correctly wherever there is a risk of impact to the head or in designated head protection areas.

Eye protection must be worn where there is a foreseeable risk of eye injury occurring or where designated by the client.

Safety footwear is provided to all engineers and must be worn at all times where a risk of injury or in a designated safety footwear area. .

Hi visibility jackets are to be worn in any area where there is a likelihood of traffic/plant movement or where required by designation.

Any defective PPE is to be reported as soon as possible to management for replacement.

Defacing, abusing or intended damage to personal protective equipment could lead to disciplinary action.

Operators will be training in use of the harness and lanyard, and the procedures for periodic inspection, maintenance and storage of fall protection PPE.

Harnesses, lanyards and associated equipment must be stored to prevent from oil, heat, sun and other possible contaminates. All equipment must be within test date and certificated. If the equipment is not certificated it **MUST NOT BE USED**.

Arrangements

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR),

It is a statutory requirement for an injured person to report details of any accident, regardless how minor, to his employer. An entry in an Accident Book constitutes notification that an accident has occurred.

Reporting / Investigation

All incidents / accidents will be investigated and reviewed by the Company Directors. All employees are required to notify either, the Company Safety Coordinator or Office Manager when an accident / incident occur.

All accidents, diseases and dangerous occurrences must be reported as soon as reasonably practicable dependant on severity. If it is reportable it must be reported through the Incident Contact Centre (ICC). The ICC has been established as a single point of contact for receiving all workplace incidents in the UK.

In the event of having to report an accident / incident one of the Directors will use one the following routes:

Telephone - 0845 3009923 (Opening Hours Mon – Fri – 08:30 – 17:00)

Internet - by providing information on the HSE site:
<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

The Incident Contact Centre will forward details of incidents to the relevant enforcing authority, which is the environmental health department of our local authority.

Regulations require the Health and Safety Executive to be notified of:

Death or major injury

If there is a death of any person, whether or not they are at work, must be reported if it results from an accident arising out of or in connection with work i.e. an employee, or a self-employed person working on our premises is killed or suffers a major injury (including as a result of physical violence); or a member of the public is killed or taken to hospital as result of our actions. The Company must notify the above ICC without delay by telephone. They will ask for brief details about our business, the injured person and the accident. The Company

Arrangements

must complete an accident report on the Internet form (F2508) or a hard copy and send within ten days unless advised by the HSE otherwise.

Over-seven-day injury

If there is an accident, act of physical violence or an over-seven-day injury connected with work to an employee, or a self-employed person working on our premises the Company must complete and send an accident report via the Internet or a hard copy to the enforcing authority within ten days. An over-seven-day injury is one, which is not major but results in the injured person being away from work or unable to do their normal work for more than three days (including non-workdays)

Disease

If a doctor notifies you that you are suffering from a reportable work-related disease then you must inform the Company. The Company will, confirm whether the disease is reportable with the HSE via the above number and if so, then complete the appropriate documentation either on the Internet or hard copy (F2508A), sending as required.

Dangerous occurrence

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (e.g. by telephone to the Director of Training who will advise the HSE in the same way). Within ten days the Company must then complete the appropriate documentation either on the Internet or hard copy (F2508) sending as required.

Accidents resulting in Death, Major injuries or when a Dangerous Occurrence has happened must be reported immediately by a Director or an appointed person to the HSE and our Insurance Company, additional consideration should be given to notifying the Company Appointed Health & Safety Advisor for further investigation.

Recording

The Company's responsible person is required to record any incident where a person is incapacitated for more than three consecutive days, arising from a work activity. These records must be retained for at least three years from the date of incident.

Arrangements

SAFETY SIGNAGE

SAFETY SIGNS

A safety sign is a sign combining geometrical shape, colour, pictorial symbols and sometimes text to provide specific health and safety information or instruction.

PROHIBITION SIGNS

Round with white background and red border and cross bar, symbols are black and placed centrally on the background without obliterating the cross bar. The sign means you must not ignore the relevant information displayed.

HAZARD WARNING SIGNS

Triangular with a yellow background and a black border, the symbols are black and placed centrally on the background. The sign warns of a particular hazard.

MANDATORY SIGNS

Round with blue background and white symbol. The sign indicates protective clothing to be worn, equipment that must be used or things that must be done.

EMERGENCY SIGNS

Square or oblong with white symbols on a green background. The sign indicates safe conditions such as First Aid or emergency routes.

CHEMICAL HAZARD LABELLING

Labels will be placed on containers holding chemical substances to show hazards such as corrosive, flammable, harmful etc., and details are found in the relevant Safety Data Sheet.

Arrangements

STRESS

The Company are committed to protecting the health, safety and welfare of our employees and recognises that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the Company and managers are responsible for implementation and the Company is responsible for providing the necessary resources.

Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

Policy

- The Company will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The Company will provide training for all managers and supervisory staff in good management practices.
- The Company will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The Company will provide adequate resources to enable managers to implement the Company’s agreed stress management strategy.

It is important to realise that we all have stress, this is a natural and important factor to maintain personal stimulation and can be self-managed to a degree, this is known as positive stress.

Negative stress is when the stress factors become personally uncontrollable and can be as a result of actions from others or unmanageable personal issues. Three causes of negative stress are a lack of control, lack of support from people around you, and a lack of meaning in what you are doing.

Stress reactions can cause us to feel hopelessness, anguish, boredom and frustration can also be a part of the stress experience. Outwardly, our reactions are noticeable when we unconsciously tense up our shoulders, furrow our brow or bit our teeth together. Or we might get a lump in our throat, a knot in our stomach, a stiff neck or feel pressure over our chest.

Any employee having symptoms of negative stress must advise the Company, enabling actions to be taken to assist in overcome any work associated issues that may be affecting them.

Arrangements

TRAINING

All employees will be assessed on their training needs. This will be carried out by a Company Director. There are several ways in which training will be provided

- New employee induction
- Job-specific for new starters
- Supervision and management
- Specialised
- Reinforcement or refresher

New employees

New employees are known to be more likely to have accidents than those who have had time to recognise the hazards of the workplace. Formal health and safety training will form part of the induction programme. Training will also take place when job conditions change and result in exposure to new or increased risks. It will be repeated periodically where appropriate, and be adapted to any new circumstances.

The key points that will be covered in induction training are:

- discussion of the organisation's overall health and safety policy or programme
- safety philosophy; safety is as important as production or any other organisational activity, cause and prevention of accidents, responsibilities of management and employees
- local, national and organisational health and safety rules or regulations, and how those violating them may be subject to disciplinary action
- the health and safety role of the management team includes taking action on and giving advice on potential problems, and how they are to be consulted if there are any questions on health and safety
- where required, the wearing or use of personal protective equipment is not a matter for individual choice or decision – its use is a condition of employment

Employees would not normally be expected to pay for work related training although they are reminded to check their contractual terms and conditions.

Arrangements

WELFARE ARRANGEMENTS AND FIRST AID FACILITIES

Welfare facilities are provided in the offices of Simer Environmental Services Ltd.

In most cases the client will provide welfare facilities, i.e. toilet, washroom, and possible refreshment area, it is the duty of all employees to respect any shared services provided. It may be necessary, In the event of a long-term project, for the Company to provide portable facilities these will be assessed and introduced accordingly.

Any persons sustaining, or requiring treatment for, an injury must record the incident in the accident book located in the staff kitchen.

All service engineers will be trained on a recognised HSE, one day, competent persons first aid course.

In the event of first aid treatment being required appropriate provision will be made to ensure that a first aid box is available, all Company vehicles carry a first aid kit.

It is the driver's responsibility to ensure that the First Aid box is replenished via the Company Secretary.

In most cases when working on a client's site there will be First Aid provision. In the event of receiving treatment at a client's site the accident must be recorded in their book. In addition, and were practically possible the Company Secretary must be advised on any first aid treatment received immediately after by the injured person or a representative.

Some accident situations do require instant action and in such cases the following guidelines should be observed:

- Do not move the injured person, unless their position is endangering their life.
 - Stay with the injured person, reassure them, and make them comfortable by keeping them warm and ensuring they can breathe freely. This will help to prevent the onset of shock.
 - Call for assistance and get someone else to fetch the medical services.
 - If shock sets in, lay the person flat on their back, raise their legs, loosen tight clothing, keep them warm and reassure them until medical help arrives.
 - Do not apply grease or ointments to a burn. Try to exclude the air by covering with clean material but do not bandage.
 - Bruises and sprains should be bandaged firmly. Cold water applied will relieve pain.
 - Large open wounds should not be touched. Clean the surrounding skin and cover with dry clean material – get medical help.
 - Do not attempt to set broken limbs. Make the injured person comfortable and call for assistance to get them to hospital.
 - Cover any open wound with dry clean material.
- In case of electric shock, **DO NOT TOUCH** the victim until the power supply is switched off. Treat as for shock and get medical help immediately.

Arrangements

WORK EQUIPMENT

The Company will ensure that all work equipment is suitable and sufficient for the intended purpose. Second hand equipment must meet with current legislative requirements prior to being accepted and used by the Company

All Company owned equipment must be recorded onto the Company equipment register and undergo an initial and routine inspection. Where required, a certificate of inspection will be presented.

On no account must guarding be tampered with, or removed.

Operatives must not use any equipment unless they have first received the appropriate information and training to enable them to use it in a safe and efficient manner.

In the event of equipment being damaged or found to be defective it should be taken out of action and the Company Management advised of the fault.

Purchasing of new equipment

Whenever new equipment is to be purchased, the supplier's vibration information should be checked in advance and every effort made to ensure that equipment with the lowest vibration levels and best protection is obtained. Any second-hand equipment should also be assessed before being put into use. Ref, to Hand and Arm Vibration Syndrome

Arrangements

WORKING AT HEIGHT - ACCESS EQUIPMENT

Before using any form of access equipment you should first:

- consider if there are any alternatives to working at height
- know when to use a it
- decide how to go about selecting the right sort of access equipment for the particular job
- understand how to use it
- know how to look after it; and
- take sensible safety precautions.

Scaffolding

Any scaffolding or access equipment must be used in compliance with associated guidelines, safeguarding from collapse and providing a safe working platform. Side protection must be in place to prevent items falling or being knocked to ground level. A risk assessment and method statement must be carried out and completed prior to use.

Where scaffolding has been erected a hand over certificate must be issued, confirming it safe to use prior to any associated works being carried out.

Ladders / Stepladders

Any ladder hired or loaned must show or have a proof of inspection. You should only use ladders or stepladders once a risk assessment has been carried out and:

- There is no safer means of access to work from.
- The work is for a short period than 30 minutes
- They will not be struck by vehicles
- Suitable warning signs, barriers or cones are in place.
- They are secured and will not be pushed over by other hazards such as doors or windows, by securing doors (not fire exits) and windows where possible. If this is impractical, have a person standing guard at a doorway, or inform workers not to open windows until they are told to do so.
- Pedestrians are prevented from walking under them or near them, by using barriers, cones or, as a last resort, a person standing guard at the base.
- The ladder in on a firm base and footed or alternately secured
- Ladders are put up at the correct angle of 75°. To judge the angle use the angle indicator marked on the stiles of some ladders or the 1 in 4 rule (1 unit out for every 4 units up).
- The restraint devices on **stepladders** are fully opened. Any locking devices must also be engaged.

Ensure that ladders and stepladders meet British or European standard - BS 2037, BS 1129, BS 7377, BS EN 131 (or EN 131) that the ladder is undamaged and is right height for the job.

Arrangements

WORKING AT HEIGHT - ACCESS EQUIPMENT Cont'd

Always wear flat shoes and ensure that the steps are clean. All ladders or stepladders should have non-slip feet, when using the operative must not over-reach, get a good grip, work front-on and have the steps on a firm and level base.

All working areas must be firm to support any form of access equipment, where the chocking of access equipment is required it should be suitable and sufficient to take the load and secured so as not to cause further hazards.

Mobile Tower Scaffolds

Prefabricated aluminium mobile tower scaffold will be erected and used in accordance with manufacturer's instructions. The Prefabricated Aluminium Scaffolding Manufacturers Association (PASMA) Operators Code of Practice will be adhered to.

All work involving mobile tower scaffolds will be tendered or negotiated for taking into account the above code of practice.

The manager/competent person will ensure that mobile towers can be used safely and efficiently on site taking into account floors, ceiling heights, roof members, type of work etc.

All mobile towers will be erected by PASMA trained operatives or by operatives under direct supervision of a competent person.

No person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorised by site supervisor.

A competent person must check mobile towers before use, to ensure they are in accordance with the above codes of practice.

A competent person will inspect all mobile tower scaffolds at 7-day intervals. Records of inspection made are to be retained by the competent person during the project. On completion of the project the inspection report forms are to be returned to the Manager at the Company office.

Safe System of Work

When mobile tower scaffolds are not in use, care must be taken to ensure that third parties i.e. unauthorised members of the public cannot reach or climb scaffolds.

All operatives erecting, altering, dismantling or working around the base of mobile tower scaffolds must wear safety helmets.

Arrangements

WORKING AT HEIGHT - ACCESS EQUIPMENT Cont'd

Mobile elevating work platforms (MEWPs)

MEWPs can provide safe access and safe working at heights, and are often safer than ladders or other access equipment.

Whenever using MEWPs consideration must be given to the following

- Operator competence and safety.
- Risk assessment, safe systems of work.
- Recovery of trapped operator due to malfunction of MEWP at height
- Equipment test certification and inspection record lock out devices.
- Operating radius, safety zone.
- Loading capacity.
- Installation, ground, level, subsidence, overturning.
- Traffic movement, collision.
- People, obstruction, movement, restricted access.
- Overhead supplies, arching, collision.
- Any other obstructions.
- Weather conditions, wind, rain.
- Security of operator and equipment while operating the MEWP fall protection, toe boards.
- Harnesses, lanyards, anchorage points, hardhat and other personal protective equipment.
- Signage.
- Banksman, ground control.

Always use duct boards when working on roof surfaces, which may be fragile, but are structurally safe, placing the boards across joists. Never work on an area where there is no edge protection or without personal fall protection. (See fall arrest equipment.)

SIMER ENVIRONMENTAL SERVICES LTD

HEALTH & SAFETY POLICY

APPENDICES

15 ARNSIDE ROAD
WATERLOOVILLE
HAMPSHIRE
P07 7UP

Tel:023 9225 8059

Fax:023 9226 7059

E-Mail: m.wood@simer-environmental.co.uk

APPENDICES:

DSE Assessment Form

Risk Assessment Form

COSHH Assessment Appraisal

Contractors Health and Safety Questionnaire

DSE ASSESSMENT

Monitor Type, CRT, TFT, Laptop.

DSE Operator: _____

Display Screen	Yes	No	Comments
1. Characters clear and readable			
2. Text size comfortable			
3. Specification suitable for user			
4. Brightness/contrast adjustable			
5. Does swivel & tilt			
6. Free from glare and reflection			
Keyboard			
7. Separate from screen			
8. Tilts			
9. User has comfortable positioning			
10. User has good techniques			
11. Characters on keys clear			
Mouse, Trackball			
12. Suitable for task			
13. Positioned correctly			
14. Correct support			
15. Speed adjustments correct			
Software			
16. Appropriate for task			
Furniture			
17. Desk large enough for flow of work			
18. Non-reflective surface			
19. Document holder (if appropriate)			
20. Chair, adjustable height			
21. Chair, adjustable back			
22. Chair, provides good lumbar support			
23. Footrest available (if necessary)			
Environment			
24. Sufficient room			
25. Trailing leads secured			
26. Blinds fitted to windows			
27. Suitable lighting			
28. Reasonable noise level			
29. Reasonable temperature/humidity			
DSE Operator			
30. Informed of potential risks to health			
31. Trained to adopt good position			
32. Work organised with rest breaks			
33. Aware of availability of eye test			

Signature of operator: _____ Date: _____

Signature of assessor: _____ Date: _____

RISK ASSESSMENT

Sheet No:		Company:		Date:	
Job No:		Location:		Time:	

Task Description	Hazard identification & Persons at Risk	Current Controls	Assessment			Action to reduce hazard: Priorities: Avoid-Combat at source-Control	Assessment			Residual risk:
			A	x B	=		A	x B	=	

Score	1	2	3	Interpretations of assessment A x B	
A Severity/Injury potential	Slight (Less 3 Days absence)	Serious (Over 3 days absence)	Major (Death or serious)	1-3 L (low)	Identify
B Likelihood	Low (Harm seldom occur)	Medium (Harm will occur)	High (Near certain or certain harm)	4 M (medium)	Combat
Assessor:			Signed:	6-9 H (high)	Reconsider practice

Please return to Simer Environmental for the attention of Damian Douglas, Service Manager

COSHH ASSESSMENT APPRAISAL

Name	<input type="text"/>	DATE:	<input type="text"/>
Material Code	<input type="text"/>	Job No:	<input type="text"/>
Trade Name			
Supplier/Manufacture			

Material Usage Information

How much of the material was used on this job? (approx.)

How much of the material is used in one working day? (approx.)

How long is the worker exposed to the material during the working day?

<1/2 hour 1/2 - 2 hours 2 - 4 hours 4 - 8 hours Over 8 hours All day

Where is the material used? (Please indicate below)

Outside Inside Well Ventilated Inside Poorly Ventilated Confined Space

Other (Please specify)

Work Practice Information

i.e. Diluting, Mixing, Hand Applying, Brushing, Spraying etc....

Existing Control Measures

i.e. Fume Cabinet, Local Extraction Ventilation etc....

Please return to Simer Environmental for the attention of Damian Douglas, Service Manager

SIMER ENVIRONMENTAL LIMITED

CONTRACTOR HEALTH AND SAFETY QUESTIONNAIRE

Section 1 – Health and Safety Policy, Organisation and Arrangements		
1.1 Does your Company have a written Health and Safety Policy – If employing 5 or more you must have a health and safety policy		
YES	NO	If YES, please enclose a copy of your latest revision of your Health and Safety Policy
Contractors/Subcontractors with less than 5 employees and not having a policy must sign to accept to operate under the Health and Safety Policy conditions of Simer Environmental Services Limited. Signature		
Print Name:		
Section 2 –Membership of other schemes		
2.1 Does your Company belong to the Local Authorities CHAS (Contractors Health and Safety) Scheme?		
YES	NO	If Yes, Please enclose a copy of your registration certificate / letter of acceptance.
Section 3 – Training		
3.1 Does your Company have a formal health and safety training programme for your employees?		
YES	NO	If YES, please enclose details of your health and safety training programme and your procedures / arrangements for identifying health and safety training needs. If NO, please describe how you assure the competency of your operatives to undertake their works safely.
3.2 Does your Company belong to any of the following training schemes? (please tick and enclose any relevant registration details / certificates.)		
Construction Industry Training Board		Investors In People
Construction Skills Certificate Scheme		Other (specify)
3.2 Other.		
Section 4 Insurance		
4.3 You are legally required to hold a current Public Liability Insurance In compliance with the Employers’ Liability (Compulsory Insurance) Act 1969 (In addition you may have professional indemnity cover)		
Please supply copies of your current PL/PI insurance policies. It is your responsibility to ensure we have a current copy covering the duration of works.		
Section 5 – Health and Safety Monitoring, Audit and Review		
5.1 It is your duty to comply with the Health and Safety at Work etc. Act 1974 and associated regulations and codes of practice		
Simer Environmental Services Ltd, will at times, conduct audits covering contracted works. In doing so reserve the right to instantly terminate, at no cost to themselves, the services of any Contractor/Subcontractor due to their failings in health and safety.		
5.2 Does your Company employ external health and safety consultants?		
YES	NO	If YES, please enclose CV(s) for your health and safety consultant(s) including details of any formal health and safety qualifications they possess and a resume of the services they provide.
5.3 If You answered NO to both questions 5.1 and 5.2 above please give details below on how your Company obtains advice on compliance with health and safety legislation, who undertakes these duties and also any formal health and safety qualifications this person possesses.		

5.3 Answer.		
5.5 Does your Company undertake formal site health and safety inspections?		
YES	NO	If YES, please detail who undertakes these inspections and how often. Please enclose a copy of a site inspection undertaken within the last three months. If NO, please detail how you monitor on-site health and safety performance
5.6 Does your Company keep records of all accidents to employees?		
YES	NO	If YES, please enclose accident records over the past 3 years
5.7 Has your Company been issued with an improvement notice, a prohibition notice or been prosecuted by any Enforcement Agency (HSE / EHO) within the last 3 years? (Please note the HSE's database of prosecutions may be checked to verify this information)		
YES	NO	If YES, please supply any available information relating to these notices / prosecutions. (Note: This information will not necessarily lead to your Company being rejected from the list.)
Section 6 Sub-Contractors		
6.1 Does Your Company employ sub-contractors?		
YES	NO	If YES, please detail their trade qualifications and health and safety training details
6.2 Does your Company keep records of all accidents to sub-contractor employees		
YES	NO	If YES, please enclose details of accidents over past 3 years and those reported under RIDDOR
6.3 Has any Company working directly under your control been issued with an improvement notice, a prohibition notice or been prosecuted by any Enforcement Agency (HSE / EHO) within the last 3 years? (Please note the HSE's database of prosecutions may be checked to verify this information)		
YES	NO	If YES, please supply any available information relating to these notices / prosecutions. (Note: This information will not necessarily lead to your Company being rejected from the list.)
6.4 Does your Company undertake any training for its sub-contractors		
YES	NO	If YES, please give details of the training provided, by whom and how often.
HEALTH, SAFETY & ENVIRONMENT QUESTIONNAIRE		
I certify that the information I have supplied on the questionnaire is complete, accurate and true.		
Print name:		Position:
Signature:		Tel No:
		Date:
Name of the Company:		

Thank you for completing this questionnaire. All information received will be treated as strictly private and confidential - No information given will be shared with other parties or reproduced without the express permission of your Company.