



**21<sup>st</sup> Century Contract Services Ltd**  
ELECTRICAL & MECHANICAL

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# 21ST CENTURY CONTRACT SERVICES LTD

## HEALTH AND SAFETY POLICY



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## **Health and Safety Policy Statement**

21st Century Contract Services Ltd (“the Company”) is committed to maintaining and improving, where possible, the health, welfare and safety of its employees/sub-contractors and ensuring the safety of all other persons who may be affected by the Company's business.

### **Introduction**

As Director I am ultimately accountable for health and safety. The Company is committed to providing the resources, training and systems of work to ensure that all work activities are undertaken by competent employees in a safe manner. These systems recognise the requirements to safeguard the health and safety of 21st Century Contract Services Ltd employees/sub-contractors, client's customers, other contractors and the public where affected by the Company's activities.

In making this commitment I recognise the requirement to comply with statutory safety legislation and the client's health and safety specifications, rules and procedures. The Company will comply with the Health and Safety at Work etc. Act 1974 and associated Regulations, in particular the Management of Health and Safety at Work Regulations 1999, the Working at Height Regulations 2005 and the Construction (Design and Management) Regulations 2007.

As Director, I will ensure that all foreseeable risks are identified, assessed and managed. Risk assessments will address the risks associated with undertaking work on sites and client premises.

### **Organisation and Responsibilities**

21st Century Contract Services Ltd has established daily informal, internal communications to ensure all employee and sub-contractors co-operate and



understand their roles and responsibilities. As Director I am responsible for the implementation and maintenance of the Company's safety management system, maintenance of records, document control, organisation of contracts and all associated health and safety arrangements.

The identification of the specific hazards, assessment of risk, and identification of the necessary management controls is a prime responsibility and is supported by effective planning to implement the controls and monitor performance.

Under the terms of their contract all employees and sub-contractors are required to co-operate with 21st Century Contract Services Ltd in its endeavours to maintain and improve health and safety and comply with safety legislation.

### **Management of Health and Safety**

21st Century Contract Services Ltd has identified the generic risks associated with its activities, which include testing, electrical, installations and maintenance. I am responsible for ensuring that employees/sub-contractors are competent to undertake the work through the provision of training and regular discussions on safety performance. They must have an understanding of method statement requirements and the supporting procedures and instructions. To assist me, the support of a professional safety consultant (Caroblee Safety Services Ltd) has been procured.

Safety procedures and instructions have been established to control the foreseeable risks and safety requirements associated with the work places. Plant and equipment, materials and substances will be stored and transported in a safe manner.

This Policy will be reviewed annually to ensure that it remains relevant and effective in achieving the Company's health and safety objectives.

**Signed:**

**Dated: 2<sup>nd</sup> February 2008**

**Steven Doyle**

**Director, For and on behalf of: 21<sup>st</sup> Century Contract Services Ltd**



## 1. ORGANISATION AND ARRANGEMENTS

### 1.1 Organisation

Steven Doyle is the Director of the Company and is responsible for the overall control of the Company, the office staff, operatives and sub-contractors.

#### 1.1.1 THE DIRECTOR will:-

- (a) Ensure the adoption and maintenance of proper standards of safety, health and welfare in all areas of activity of the Company to meet the requirements of the Safety at Work etc. Act 1974.
- (b) Initiate the policy for the prevention of injury, damage and wastage.
- (c) Ensure that adequate funds and resources are provided to meet the requirements of the policy during tender stage and also throughout the course of the project.
- (d) Co-ordinate and monitor the Safety Policy of the Company.
- (e) Ensure that effective means exist for safety communications within the Company Safety Policy document and it is distributed and displayed for the benefit of all employees and sub-contractors.
- (f) Set up and maintain regular communication links with the client to ensure that there is complete understanding of areas of responsibility, and satisfaction, on the part of the client, as to the effectiveness of the Safety Policy of the Company.



- (g) Ensure that arrangements are made and maintained for details of notifiable projects for work carried out for a domestic client where no commercial developer is involved, to be sent to the Health & Safety Executive on the appropriate form: NOTE non-domestic projects will be notified by the CDM Co-ordinator appointed by the client.
- (h) Ensure that adequate arrangements are made and maintained by all sub-contractors for the necessary reporting of injuries, diseases and dangerous occurrences to the Health & Safety Executive.
- (i) Ensure that in the tendering and planning stage of contracts, due allowance is made for adequate welfare facilities, for equipment to avoid injury, damage and wastage, including appropriate fire-fighting equipment and for those additional factors required by the Construction (Design & Management) Regulations 2007.
- (j) Keep up to date with recommended Codes of Practice and new safety literature; circulate information to each level of employee.
- (k) Foster, within the Company, an understanding that injury prevention and damage control are an integral part of business and operational efficiency.
- (l) Set an example of high personal standards of application and discipline in 'safety'.

1.1.2 THE CONTRACTS MANAGER will:-

- (a) Understand the Company's Safety Policy and appreciate the responsibility of each individual.



- (b) Know the requirements of the Health & Safety at Work etc. Act 1974, the Management (Health, Safety and Welfare) Regulations 1999, Working at Height Regulations 2005, the Construction (Design & Management) Regulations 2007, the Construction (Head Protection) Regulations 1989, the Lifting Operations and Lifting Equipment Regulations 1998 and other appropriate Regulations and ensure that they are observed on sites under his control.
- (c) Co-ordinate and monitor the Safety Policy of the Company.
- (d) Ensure that effective means exist for safety communications within the Company, in particular that the Company Safety Policy document is distributed and displayed for the benefit of all employees.
- (e) Ensure that employees receive adequate and appropriate safety training.
- (f) Institute proper reporting, investigation and costing of injury, damage and loss; promote action to prevent recurrence;
- (g) Carry out risk assessments and determine such risks at the contract planning stage:
  - (i) Ensure the most appropriate order and method of working consistent with safe practice.
  - (ii) Facilities for health, hygiene and welfare and, if these are to be shared, the arrangements for Form F.2202.
  - (iii) Provision for adequate site access, egress and lighting.



- (iv) Hazards which might arise from overhead power lines, underground services, and other situations which might lead to improvisations on site.
  - (v) Make provision for proper storage of highly flammable liquids and other hazardous substances.
  - (vi) Basic fire precautions.
  - (vii) Requirements for induction and specialist training relating to the contract.
- (h) Provide instructions to site (on large sites this to be in written form) to establish a working method, to explain the sequence of operations, to outline potential hazards and to indicate precautions to be adopted.
- (i) Review over working methods and precautions with site management before work starts, consulting with the Safety Consultant, as appropriate.
- (j) Ensure that work, once started, is carried out as planned and that all Construction Regulations, other appropriate Regulations and Codes of Practice are observed on site.
- (k) Insist that safe working practice is always observed.
- (l) Keep up-to-date with recommended Codes of Practice and new safety literature; circulate information applicable to each level of employee.
- (m) Reprimand any individual, with adequate training failing to discharge his responsibilities satisfactorily; take disciplinary action as necessary.





- (n) Carry out site inspections, at least on a weekly basis, to see that only safe methods of working are in operation and take steps to stop any dangerous practices; if necessary requiring work on any site to cease until proper safety standards are observed.
- (o) Make sure that particular attention is paid to new items of plant, new materials/substances and new work methods; obtain appropriate 'hazard data sheets' from suppliers; carry out assessments and determine any necessary control methods. Ensure that the information on any potential hazard, the results of the assessment and required control methods are given to the workforce, that adequate training and instruction is given and that the specified controls are implemented and monitored on a regular basis. Be responsible for ensuring that no new items of plant or equipment are introduced into the Company's operations without his authority or the authority of a consultant specialist.
- (p) Foster, within the Company, an understanding that injury prevention and damage control are an integral part of business and operational efficiency.
- (q) Set an example by high personal standards of application and discipline in 'safety'.

1.1.3 THE SITE SUPERVISOR will -

- (a) Understand the broad requirements of safety regulations and the need for safe working.
- (b) Organise sites so that work is carried out to the required standard with minimum risk to equipment and materials.



- (c) Give all operatives precise instructions on their responsibilities for correct working methods; see that they do not take unnecessary risks.
- (d) Ensure that any electricity supply is installed without endangering men and equipment.
- (e) Ensure that fire-fighting equipment is maintained and ready for use.
- (f) Check that all items of machinery and plant, including power and hand tools, are maintained in good condition and the persons using them are adequately trained. Maintain records of inspections and training as detailed in the "arrangements".
- (g) Make sure that suitable protective clothing and equipment is available and used as appropriate, in accordance with the Personal Protective Equipment Regulations 1992 and that first aid equipment is readily available.
- (h) Implement arrangements with other contractors on site to avoid confusion about areas of responsibility.
- (i) Report all injury, accidents and dangerous occurrences to the Director investigate these accidents and occurrences in an attempt to establish the cause and to prevent a recurrence.
- (j) Company HSE Enforcement Officer on any site visits and act on his recommendations. In the event of an 'improvement' or 'prohibition' notice by the Officer he will telephone details to the Director, with particular responsibility for health and safety, immediately.
- (k) Set an example in all 'safety' matters.



#### 1.1.4 EMPLOYEES AND SUB CONTRACTORS WILL:-

- (a) Observe safe practices and use the correct tools and equipment for the job; use the safety equipment and protective clothing supplied.
- (b) Keep tools and equipment in good condition.
- (c) Report defects in plant or equipment and any safety hazard that arises, to their Site Supervisor/Contracts Manager, as appropriate.
- (d) Avoid any improvisation which entails unnecessary risk.
- (e) Warn new employees/sub-contractors of known hazards.
- (f) Refrain from horseplay and the abuse of welfare facilities.
- (g) Make themselves familiar with fire and emergency procedures affecting their place of work.
- (h) Develop a personal concern for 'safety' for themselves and for others, particularly newcomers and young people.

## 2. COMMUNICATIONS/TRAINING/COMPETANCE

With a Company of this size, informal arrangements for ensuring that all persons are fully involved and aware of requirements is considered adequate. There are however regular discussions in respect of work planning and retrospectively on how work has



been completed. This process provides a means of accessing performance and client satisfaction.

The Director is responsible for ensuring that each employee receives adequate instructions and training to undertake the work in a safe manner. This requires, in particular, technical training in the safe installation and maintenance of electrical systems to NICEIC standards and general health and safety standards.

The Company is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable. The Company will assess and document the additional risks and measures provided to ensure the health and safety of young persons.

The Company is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

All sub-contractors have proved their competence by either providing up to date information on their health and safety resources and procedures, and/or demonstrated their competence on previous projects carried out for 21st Century Contract Services Ltd

The Director, in co-operation with the Company Safety Advisor (R.T. Whiteman Construction Safety) will implement "Tool - box" talks at regular intervals. Topics can be specific to a particular project, or on general health & safety matters, e.g. reason for assessments, changing legislation etc.

The Company Safety Advisor will hold records of these training sessions.



### **3. RISK ASSESSMENTS AND COSHH**

The Director is responsible for ensuring that all foreseeable hazards associated with the activities of 21st Century Contract Services Ltd are identified, the risks assessed and appropriate controls put in place and maintained. These assessments will be undertaken in compliance with this Safety Policy, the Management of Health and Safety at Work Regulations 1999 and other specific Regulations including the Construction (Design and Management) Regulations 2007, Working at Height Regulations 2005 and Health and Safety (Manual Handling Operations) Regulations 1992, etc.

Suppliers' safety data sheets are obtained for each product and hazardous substances identified. Operatives are provided with a copy of the COSHH assessment and of the control measures required. Arrangements are made to ensure that the necessary information is passed on to the operatives concerned.

### **4. ARRANGEMENTS FOR MANAGING SAFETY**

#### **4.1 FIRE PRECAUTIONS (STORE & OFFICE)**

The Regulatory Reform (Fire Safety) Order 2005 details various requirements for fire precautions and certification.

The Director shall ensure that:

- The risk of emergencies arising is as low as possible
- The means of raising the alarm is regularly tested and serviced.
- Fire fighting equipment is serviced and is in accessible positions.
- Emergency routes and assembly points are kept clear, signed and adequately lit.
- There are arrangements for calling the emergency services.



- That employees are trained in evacuation procedures and method of raising the alarm.

#### 4.2 (ON SITE)

The Construction (Design and Management) Regulations 2007 require the Principal Contractor to develop the health and safety plan so that it incorporates the common arrangements, including emergency procedures.

The Construction (Design and Management) Regulations 2007 require employers to prevent risk from fire, explosion, flooding, and asphyxiation, provide emergency routes and exits and make arrangements for dealing with emergencies.

21st Century Contract Services Ltd places a priority on the prevention of fire and to this end, when on site, will ensure that all operatives are made aware of the established emergency procedures that have been put in place by the Client/Principal Contractor.

Operatives must ensure that combustible rubbish must be cleared regularly

At each location adequate means of escape must be identified and maintained. Escape routes and fire exits, must be kept clear at all times.

#### 4.3 ELECTRICAL SAFETY

21st Century Contract Services Ltd's procedures and electrical equipment are to comply with the Electricity at Work Regulations 1989, the Regulations for Electrical Installations (IEE Wiring) Regulations, Electrical Equipment (Safety) Regulations 1994 HS(G)141 "Electricity Safety on Construction Sites" and HSE Construction Sheet C56.



The Director is responsible for:

- Establishing systems for the legal formal inspection and tests of portable electric powered tools.
- Assessing workplace risks
- Establishing and maintaining site working systems
- Ensuring that systems are in place to isolate electric supplies and installations prior to starting work.
- Ensuring that employees/sub-contractors are competent and authorised to undertake work on electrical installations providing suitable tools and insulating barriers and insulating materials.
- Providing adequate supervision ensuring visible inspections of electric powered tools, equipment and leads prior to use.

#### **4.3.1 Guidance For Working On Low And Medium Voltage Apparatus**

The following guidance has been developed to ensure safe work or testing on electrical apparatus in the low and medium voltage range. Reference has been made to the Electricity at Work Regulations 1989 in preparing this guidance.

#### **4.3.2 Dangers**

The **dangers** to personnel working on testing LV or MV Apparatus are electric shock or burns arising from:

- Personnel mistaking that part of the apparatus on which it is unsafe to work without special precautions.



- The possibility of the apparatus being worked on, accidentally or inadvertently being made live.
- Inadequate precautions being taken under Live conditions.

### 4.3.3 General Requirements

Apparatus on which work testing is to be carried out must be out of service by switching off and isolation.

The preferred method is to work on or near apparatus that has been isolated.

Live conductor working is only permitted when:-

- It is unreasonable in all the circumstances for it to be Dead;
- It is reasonable in all the circumstances to be at work on or near while it is Live
- Suitable precautions (including where necessary, the provision of suitable protective equipment) are taken to prevent injury.

Although 'live' testing may be justifiable, it does not follow that there will necessarily be justification for subsequent repair work to be carried out 'Live'.

A safety document may be issued to control limitation of the work or testing and to highlight precautions necessary to ensure safe working.

When work or testing on apparatus requires portable instruments to be used for voltage or resistance measurements on circuits not otherwise adequately fused, the instruments or leads must be provided with fused protection to safeguard persons from danger.





#### 4.3.4 Working or Testing on Isolated Apparatus

LV or MV isolation should be by the withdrawal of fuse links or other isolating devices. Time switches, float switches, thermostats, sequence switching devices or similar automatic switching devices are not isolating devices.

Where reasonably practicable, all points of isolation should be locked. If this is not reasonably practicable, the fuse links or other isolating devices should be removed. Where reasonably practicable, caution notices should be affixed at all points of isolation.

Where work or testing is to be done on portable or hand held apparatus, isolation may be achieved by the removal of the plug from the socket outlet provided that the plug remains in sight of the person doing the work or testing, or the plug has a lockable device applied to it which prevents it being inserted into a socket outlet.

Where a safety document is issued, and it is reasonably practicable for the apparatus to remain isolated throughout the course of the work or testing, the person preparing the safety document must take any removable isolating devices and/or safety keys into safe custody, preferably by retaining them in his personal possession, except when the apparatus is made live.

Where the isolation is done by the competent person who is also to carry out the work or testing, he must take any removable isolating devices and/or safety keys into safe custody, preferably by retaining them in his personal possession.

Where adjacent exposed live apparatus are present which gives rise to danger, work or testing must only be done by a competent person who has completed an appropriate course of training.

Competent Persons must:



- (a) Where practicable, screen off any adjacent exposed or unprotected apparatus which may be considered live.
- (b) Where necessary to prevent injury use approved insulated tools, stands, mats or insulating gloves as appropriate and remove metallic objects from the hands and wrists.
- (c) In addition, consideration should be given to the competent person being accompanied by another competent person if his presence could contribute significantly to ensuring that injury is prevented. Any accompanying competent person should be trained to recognise danger and if necessary to render assistance in the event of an emergency.
- (d) Before work or testing commences, the competent person who is to do the work or testing must check, by means of an approved voltage-testing device that the apparatus on which he is to work or test is not live. The instrument used should be tested immediately before and after use.
- (e) If work or testing is interrupted, the competent person who is to continue the work or testing must first carry out the procedure above.
- (f) Before work or testing commences on exposed LV or MV overhead conductors which have been isolated, they must be proved not to be live at the point of work by the use of an approved voltage testing device. The conductors, including the neutral, must be short circuited and, where reasonably practicable, earthed.

#### 4.3.5 Work or Testing on Live Apparatus



The following conditions apply:-

The work must only be carried out by a competent person who has completed an appropriate course of training.

The competent person who is to carry out the work should first remove any metallic objects such as wristwatches, rings, wristlets, cufflinks, pendants etc.

All adjacent metal which is electrically bonded to earth or conductors which are at a different potential to that on which work is to be carried out must be screened with insulating material to avoid danger. The material used for screening must be of sufficient strength to withstand an accidental blow from a tool without tearing or otherwise ceasing to be effective.

Where necessary to prevent injury, approved insulated tools, insulating stands or mats, insulating gloves, as appropriate, must be used.

Only suitable test instruments and test probes should be used.

Consideration should be given to the competent person being accompanied by another competent person or competent persons if the presence of such person or persons could contribute significantly to ensure that injury is prevented. Any accompanying competent person should be trained to recognise danger and if necessary to render assistance in the event of an emergency.

Before commencing work in ducting trenches or underground distribution boxes, where there is the possibility of the presence of gas that might be inadvertently ignited by electric sparks, special precautions must be taken as are necessary to prevent such danger

#### **4.4 SECURITY/CUSTOMER SAFETY**

All employees are issued with an identity card which identifies the operative as a 21st Century Contract Services Ltd employee by name.



Employees are required to:

- (a) Carry their identity cards at all times whilst at work
- (b) Show their identity card upon request by the client/customer/tenant/landlord or other person having a legitimate reason for making the request.

Operatives are required to take all necessary precautions to avoid assault. Operatives should look for aggressive body language, the presence of alcohol or drugs on the third party and take evasive action. Whilst recognising the need to protect personal and Company property operatives are not to put themselves at risk.

Whilst action for criminal assault is the responsibility of the individual, 21st Century Contract Services Ltd will provide support to the individual where justified.

When operatives are working in occupied premises, particular attention will be paid to housekeeping. All fire escape routes and other areas in use by the occupants must be kept clear of materials, waste, tools, trailing leads etc.

Areas where work is taking place must not be left unattended unless all tools, materials etc. have been removed or placed in a safe position, or access to the area by occupants has been prevented.

#### 4.5 PLANT AND EQUIPMENT PROTECTION

The Company recognises that hazardous situations involving plant and equipment must be controlled in order to avoid injury and damage. Statute Law prescribes a standard of protection that the Company regards as a minimum. The requirements of the Provision and Use of Work Equipment Regulations 1998 will be made known to the appropriate sub-contractors and will be complied with at all times. The Director will ensure, by regularly checking site operations, that no new items of plant or equipment are introduced without his authority or the authority of a consultant specialist.



The Contracts Manager and Foreperson will carefully examine and check any item of hired plant or equipment when it arrives on site or is collected from a supplier and no item of hired plant or equipment will be taken into use on site unless it is in good condition and repair. Any item of hired plant or equipment becoming damaged or unserviceable will be taken out of use immediately and arrangements made for its removal from site.

All Company owned power tools and equipment will be examined by competent persons every three months and the Director will maintain written records of these examinations.

The Director will ensure that all electrically operated tools are used at reduced voltage (110 volt-centre tapped) and particular care will be taken to ensure that cables are adequately protected.

#### **4.6 ACCESS EQUIPMENT**

The Working at Height Regulations 2005 include the following requirements:-

- A general duty to ensure a safe place of work, and a safe means of access to and from that place of work, at ground level or at height
- Prevent falls from any height, where a person can sustain personal injury, by physical precautions or, where this is not possible, by providing equipment that will arrest falls
- Ensure that there are physical precautions to prevent falls through fragile materials
- Erect access equipment, harnesses under the supervision of a competent person
- Where necessary, to protect people at work and others, take steps to prevent materials or objects from falling



#### 4.6.1 MOBILE TOWER SCAFFOLDS

- The Contracts Manager/Foreperson shall ensure that before using a mobile tower, that it can be safely used on site by taking into account ground/floor conditions, height restrictions, and the type of work.
- That the manufacturer's instructions, provided by the hirer, for the erection, use and dismantling of the tower are followed.
- Operatives shall ensure that the tower is vertical and rests on firm level ground before use.
- That the wheels are locked, stabilisers are fitted and secure, and that the height of the tower to platform level to the least base size ratio does not exceed  
3:1 for external towers, or  
3.5:1 for internal towers, unless it is tied to the structure it is serving
- If the tower is to be moved, it shall be dismantled such that the height to base ratio does not exceed 2.5:1.
- Operatives shall ensure that the internal ladders are used for access.
- That edge protection guardrails and Toeboards are provided on working platforms.
- Proper inspection of the tower, and records of any findings of the inspection, in accordance with the Working at Height Regulations 2005
- Operatives shall ensure that ladders are not footed on the working platform and that no other horizontal loads which could tilt the tower are applied, and that the working platform is not overloaded.



- Shall, when moving a tower, check that there are no power lines or overhead obstructions, check that there are no holes or dips in the ground and not allow people or materials to remain on the tower.

#### 4.6.2 LADDERS/STEPS

- The Contracts Manager/Foreperson shall ensure that ladders/steps are, primarily, only used for access to a workplace, and not as a workplace themselves.
- Shall consider all other available means of access, towers, mobile access platforms etc, before using a ladder/steps as a workplace, and only if essential shall a ladder be used, and only then for short-term (less than 30 minutes), light work that can be reached without stretching.
- The Contracts Manager/Foreperson shall ensure that ladders/steps are inspected before use, to check that the stiles are not damaged, buckled or warped, no rungs are cracked or missing, and any safety feet are not missing. No ladders that are painted, or meant for DIY use, shall be used.
- Operatives shall ensure that the ladder is secure and safe before use, even if only for a short time, by
  - ⇒ The ladder resting on a firm, level surface
  - ⇒ The ladder being angled at one out for every four up
  - ⇒ The top of the ladder resting against a solid surface, using a ladder stay if necessary
  - ⇒ The top of the ladder being fixed at the top (or if not possible, at the base), if more than 3m long, or it is used as access to a workplace
  - ⇒ If the ladder cannot be fixed, a second person footing it - this also applies while the ladder is being fixed



- ⇒ The ladder extending a sufficient height (about 1 m) above any landing place,
- ⇒ where people will get on and off it, unless some other adequate handhold is available
- ⇒ Providing sufficient landing places, where ladders are used in a run measuring a vertical distance of more than 9m
- The Contracts Manager/Foreperson shall ensure that operatives carry light tools in a shoulder bag, or holster attached to a belt, so that both hands are free for climbing, and that heavy or bulky loads are not carried up or down ladders.
  - The legs of stepladders shall be positioned as far apart as the retaining cord or hinges allow. With all four legs firmly and squarely on the ground.
  - When using stepladders the knees of the person using them must be kept below the top of the steps.
  - The top of the step must not be used as a working platform, unless it has been constructed as a platform with secure handholds

#### 4.6.3 TRESTLES AND STAGING

- The Contracts Manager/Foreperson shall consider use of other means of access, towers, mobile access platforms etc, before using trestles and staging as a working platform, and in any case trestles and staging shall only be used for light, short-term work.
- That trestles and stagings are inspected, before use, for damage to the cross bearers, hinges, and stiles.





- Trestles and stagings are not used in situations where anyone can sustain personal injury
- That only lightweight staging, at least 600mm wide, is used to form the platform, which should be positioned no more than two thirds up the trestles, and a separate means of access (e.g. step ladder) is provided.
- Operatives shall ensure that the trestles are sited on a firm, level base.

#### 4.6.4 SCAFFOLD (Mainly supplied by the Principal Contractor,)

- The Contracts Manager shall discuss the scaffolding requirements for the project with the Principal Contractor or scaffold sub-contractor, including, its intended purpose, the loadings to be imposed, and the requirements for debris netting, sheeting, brickguards, ladder access, etc.
- Prior to allowing operatives to use scaffolding the Contracts Manager shall ensure that all scaffolding is, erected, altered (if required) by competent, specialist sub-contractors, utilising trained personnel and working in accordance with EN12811 and the Working at Height Regulations 2005
- No unauthorised alterations have taken place, handrails are between 950mm and 1150mm in height, toeboards are at least 150mm high, and the gap between guardrails and toeboards does not exceed 470mm.

When using scaffold operatives shall ensure:

- They do not work on a platform that is not fully boarded.
- Make any unauthorised alterations to the scaffold.
- Must not step under or over any guard rails
- Obey safety signs, scaftags etc.



- Report any defects in the scaffold/tower to the Director/Principal Contractor.

#### 4.6.5 MOBILE ELEVATING WORK PLATFORMS

The Contracts Manager/Foreperson shall ensure that an MEWP can be safely operated on the site, and is suitable for the intended work and that the intended operator is trained in its use.

- The Contracts Manager shall ensure that the MEWP is hired from a competent Company, which provides handover information, including how to deal with power failure emergencies, how to operate, check and maintain the equipment and stating its safe working load.
- That the MEWP is equipped with guardrails and toeboards and shall provide sufficient safety harnesses with lanyards for the operatives to attach to the platform.
- That the hire Company trains the intended operator in the machines use, or undertakes refresher training as necessary, if the operator is already trained.
- The Contracts Manager/Foreperson shall take delivery of the MEWP and ensure that the above three items are carried out and complied with.
- The Foreperson and operator shall ensure that the MEWP is operated only in areas where there are no overhead cables or obstructions, with which it may make contact.
- That the MEWP is operated on firm and level ground, (unless it is a rough terrain machine, in which case the manufacturer's limitations shall be adhered to), its tyres are properly inflated, and any outriggers are extended and suitably supported as necessary, before raising the platform.
- Shall ensure that the area the MEWP is operated in is clear of other plant and operatives, and that the knuckle or elbow of the arm does not protrude into a



traffic route.

- Shall ensure that the MEWP is not moved with the platform in the raised position, unless it is designed so to do.
- Shall check, at the end of each day, that the platform is cleared of tools and equipment, all power has been switched off, the MEWP is secured and not accessible to vandals or trespassers.

#### 4.7 ASBESTOS

The Control of Asbestos Regulations 2006, apply.

The Purpose of this procedure is to provide 21st Century Contract Services Ltd with a policy in respect of working with asbestos and the instructions to employees/sub-contractors.

21st Century Contract Services Ltd's policy is that no operative will work with or intentionally disturb asbestos based products. It is however recognised that in the course of work on client's premises asbestos may be discovered. This procedure provides a safe means of dealing with such situations.

Prior to commencement of work 21st Century Contract Services Ltd will require any information available from the Client in respect of the presence of asbestos based products where fixings are necessary.

21st Century Contract Services Ltd have supplied operatives with relevant information from the HSE and TUC on the general circumstances under which asbestos may be found in premises i.e.

any building constructed or refurbished before the 1980's may contain asbestos materials paying particular attention to

- boiler and pipe lagging insulation boards



- ceiling tiles
- stipple or textured coatings
- sprayed fire protection or acoustic insulation coatings roofing and cladding sheets
- drainage goods

Should operatives discover asbestos during the course of work they must:

- Stop work.
- If possible, protect the surface from further disturbance.
- Report the findings to the 21st Century Contract Services Ltd's Director and Client.

#### 4.8 MANUAL HANDLING

The Director/Contracts Manager shall assess the type of material handling, e.g. heavy or awkward loads or repetitive lifting, required by the works, and whether mechanical handling and lifting equipment and aids can be used to avoid manual handling.

Plan storage areas and the deliveries of materials, to avoid the need for double handling, to minimise carrying distances and to ensure heavy materials are in the most convenient position for lifting, between knee and shoulder height.

The Director/Contracts Manager shall carry out a suitable and sufficient assessment, where avoidance of manual handling is not reasonably practicable, to reduce the risk of injury, taking into account the tasks involved, the loads themselves, the working environment and the individual capability required for the job. Risk reduction in the assessment shall include:-

- making the task easier, by the provision of some mechanical aids, such as wheel



barrows, etc., or by sharing loads

- making the loads lighter, smaller, or less awkward, by dividing materials into smaller amounts

Shall ensure that when mechanical means are impracticable to handle loads, sufficient operatives are available to lift the load, there is sufficient space to transport the load with no obstacles in the way, the floor or ground is as level and clear as practicable and is not slippery, supports are provided at regular intervals, on long routes, to enable the lifters to rest the load for brief breaks, and during repetitive work, sufficient time for resting is allowed.

Operatives shall ensure that they comply with the above, and utilise their training in good handling techniques and never try to lift or handle loads on their own, if undue strain is felt.

#### 4.9 PERSONAL PROTECTIVE EQUIPMENT

The Company provides protective equipment:

- Safety helmets - for use on construction sites
- Safety footwear
- Coveralls
- Gloves
- Goggles
- Nuisance dust facemasks
- Ear defenders

Other equipment will be provided where necessary as identified by risk assessments in accordance with the Personal Protective Equipment Regulations 1992, or to comply



with Client requirements.

#### **4.10 PERMIT TO WORK**

- The Contracts Manager shall ascertain whether works are subject to permit to work systems.
- The Contracts Manager shall instigate a permit to work system when working on high risk electrical installations.
- The Contracts Manager/Foreperson shall ensure that permit to work systems are understood and complied with by the operatives concerned.

#### **4.11 WELFARE AND FIRST AID**

As well as the provision for a first aid kit to be provided in the Company offices, each installation vehicle carries a first aid kit suitable for the work and number of persons on work site. As first aid equipment is used, replacements are requested from the Director, who is responsible for maintaining a store.

Welfare arrangements - e.g. toilets, washing, resting, provision for heating food and making hot drinks and the provision of drinking water are provided by the Director in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 and The Construction (Design and Management) Regulations 2007

#### **4.12 VEHICLES**

All drivers are required to inform the Director should they be involved in a Road Traffic Accident and of any incident resulting in a court imposing 'Penalty-Points' on the driver's licence or disqualification. Road Traffic Accidents are subject to Euro Windows Accident Reporting Procedure for industrial accidents.



Drivers are to ensure they comply with maintenance arrangements. Any reduction in performance or defect which is likely to infringe Road Traffic Law or safety must be rectified as soon as possible. No vehicle should be driven if its condition makes it unsafe or infringes the law.

Drivers are responsible for ensuring that all goods, materials and equipment are secured at all times whilst the vehicles are in motion.

All drivers and passengers must use seat belts.

#### **4.13 ACCIDENT REPORTING (RIDDOR)**

The Director is responsible for maintaining an accident book (B1510 or equivalent).

Each employee is responsible for reporting all accidents (however minor).

The Director is responsible for identifying the requirements for investigations and for making suitable arrangements. He is fully aware of his responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

#### **4.14 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007**

21st Century Contract Services Ltd recognise their duties, as a contractor, to the Principal Contractor appointed under CDM. In particular this applies to compliance with the Health and Safety Plan, providing Method Statements where requested, maintaining safe systems of work and providing the Principal Contractor with relevant information for inclusion in the Health and Safety File.

When required to act as the Principal Contractor under the Construction (Design and Management) Regulations 2007 we will develop the Health and Safety Plan, take reasonable steps to ensure co-operation between all contractors, check the



competence and resources of contractors, take reasonable steps to ensure that only authorised persons are allowed into the work area and assist the CDM Co-ordinator by providing the required information for the Health and Safety File.

#### **4.15 OFFICES**

The Company is fully aware of the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and will ensure compliance with the code. Display screen equipment operators are given the opportunity of receiving free eye tests. Regular assessments will be carried out of office accommodation and machinery to ensure that no hazards exist. Portable office equipment will be regularly inspected for faults and details of the inspections recorded.

The Workplace (Health, Safety & Welfare) Regulations 1992 set out requirements for a good working environment, for non-construction activities and premises, that the Company considers being a minimum standard. The regulations will be fully complied with and the Company will promote good housekeeping at all times in all workplaces.

#### **4.16 STORAGE AREA**

The Company has an area for the inward and outward movement of materials used as part of the Company activities. The Director shall ensure that the following practices are adhered to:-

- All goods are to be stacked in a tidy and safe manner.
- In external areas, goods are to be securely roped or similarly supported to prevent them being blown or knocked over.
- Ensure all access ways are kept free of obstructions.





- Goods are not to be stored or left in such a way as they may endanger any person in the vicinity.
- Keep areas clean and tidy.
- Care should be taken to avoid fire risk. Flammable items are to be stored in accordance with manufacturer's instructions.



**5. ORGANISATIONAL CHART**

**21st Century Contract Services Ltd**

