



**HEALTH & SAFETY  
POLICIES,  
PROCEDURES AND  
STATEMENTS**

**REVISED SEPTEMBER 2009**

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# *Policy Statement*

The Fox Group aims to act as a good employer in all matters relating to health and safety at work. We also accept responsibility for ensuring that the way we carry out our work does not harm the health and safety of our employees, our contractors or any third parties who may be affected by our activities or the environment. The Company aims to develop a culture whereby health and safety are of equal importance to productivity and quality and that this is maintained consistently.

The Company will meet all legal requirements under health and safety legislation.

In particular we will:

- Make sure that the working environment is safe.
- Provide and maintain equipment, materials, premises and systems of work which are safe and do not endanger health.
- Provide health and safety information, instructions, training and supervision as necessary.
- Provide and maintain safe access to and from any place of work.

The Fox Group will encourage staff to report to management if they are unsure how to perform certain tasks or feels it would be dangerous to perform a specific task. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every workers responsibility to report immediately any situation that could jeopardise the well being of themselves or any other person.

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**Richard Fox (Proprietor)**

# *Key Roles and Responsibilities*

## **Proprietor**

The Proprietor will have ultimate responsibility for all health and safety policy and will own the Health and Safety Policy document and all the responsibilities as stated therein. He will endeavor to promote a good health and safety culture throughout the Company. This will be done by setting a good example in safety practices and by high expectations of all staff.

The Proprietor is directly responsible for employee safety and for ensuring that other people, including sub contractors and members of the public, are not endangered by the Company's work.

Specific responsibilities are to:

- Ensure that employees are properly trained and equipped to carry out their job.
- Obtain and pass on appropriate safety information to employees and contractors.
- Ensure that employees follow safe working practices.
- Ensure that employees have and use the appropriate personal protective equipment.
- Ensure that employees' work equipment is in good condition by carrying out regular checks.
- Ensure adequate provision of resources, both time and financial.
- Identify possible hazards in the workplace and ensure appropriate corrective action is taken.
- Carry out risk assessments when required.
- Carry out any necessary safety management checks.
- Educate employees in safety awareness, especially through regular safety sessions at team meetings or toolbox talks.
- Ensure that all accidents are reported promptly and investigated thoroughly.
- Ensure that visitors and contractors are made aware of any safety requirements.

## Health and Safety Controllers

This is a specific role given to the operative in overall charge of safety on each site. Their details will be given to the client prior to site commencement.

Specific responsibilities are to:

- To liaise with the client, other contractors and operatives.
- To familiarize themselves with any specific site safety and health requirements or hazards, and locate the following equipment:

Fire Alarm Call Point  
Fire Control Equipment  
Fire Exits  
Evacuation Procedure Sheets  
Mains Power Isolator  
Mains Water Stopcock

All of which must be in a serviceable condition prior to commencement.

In the case of phased works, the controller must ensure that the above items are established for each area of works. Similarly, at split or occupied sites, the controller must establish the nearest equipment to the area of works.

### **All staff must:**

- Take reasonable care of their own health and safety at work
- Follow the Company's health and safety rules and those of any other company on whose premises they may be working.
- Avoid placing other people at risk, either by what they do or do not do.
- Not misuse anything provided in the interests of health and safety
- Report anything that might present a danger to either themselves or any third party

# *Health and Safety Management*

## **Risk Assessment**

The Fox Group recognise that risk assessment is the primary means of accident prevention. We aim to do this by identifying significant hazards, evaluating their potential to cause harm, instigating appropriate control measures and informing our people. Where appropriate we will instigate policy, procedural and training changes to reduce identified risks.

Due to the repetitive nature of our work we have completed generic risk assessments, which cover most of our work processes. These will be kept on file in our main building and, where necessary, are reproduced in site-specific documentation. Where the generic risk assessments do not fully deal with the significant risks, existing ones will be appended to take account of additional risks or a new assessment made.

We recognise that risk assessment cannot always be prescriptive and that some assessment is necessary on site as the work is being performed. We train and instruct our workforce on how this should be done.

We will ensure that our people and contractors have knowledge and free access to all assessments pertaining to their work. It is our expectation that contractors working for us will also fully comply.

## **Sub-Contractors**

The Fox Group recognise their responsibilities with respect to sub-contractors they employ.

All relevant information will be provided to contractors and the Company will endeavor to promote good co-operation and co-ordination with all project members.

All sub-contractors employed by Fox Maintenance will be required to demonstrate a good safety culture and safe systems of work. Suitable Health and Safety Policies will be required prior to any appointment together with evidence of staff training and competences. Before specific projects are allocated, risk assessments will be required for vetting and adequate controls demonstrated in method statements.

## **Site Set-up**

The site health and safety controller, described above, shall provide the following mandatory items at each project site:

- Copy of this document
- Accident and Injury Record Book
- Fully Maintained First Aid Kit
- Employers and Public Liability details
- Any other project documents required by H&S legislation
- Protective work-wear as necessary
- Warning signage as necessary
- Any required guarding

In addition to the items above, the controller shall ensure that provisions are made to (temporarily) equip all sub contractors associated with the project with suitable protective work-wear and a copy of these guidelines.

## **Fire Safety**

### **Action to be taken on discovery of fire:**

- Shout "Fire."
- Operate the building's fire alarm if it has one.
- Call the fire brigade from a safe position.
- Attack the fire with the equipment provided only if it is safe to do so.
- Evacuate the building / site.

### **Action to be taken on hearing the fire alarm:**

- Leave the building / site immediately by the nearest available escape route. Do not stop to collect personal belongings.
- Turn off power equipment.
- Turn off all heat producing equipment.
- Go to the designated assembly point.
- Do not re-enter building / site unless told it is safe.

### **Prevent fires starting and ensure that people can escape if there is a fire:**

- Keep escape routes clear of obstructions and combustible materials.
- If you make holes in floors and walls make sure they are filled with fire stopping material to prevent the spread of smoke and heat.
- Store flammable liquids and gas properly.
- Make sure that electrical equipment is inspected regularly and that any faulty items are taken out of use immediately.
- Switch off electrical equipment when not in use.
- Take part in fire drills.
- Do not wedge or hold open fire doors.
- Ensure that fire doors on escape routes are not locked in a way that may prevent someone escaping.
- Do not obscure signs showing the escape routes, the fire alarm call points or fire extinguishers.

## **First Aid**

If someone is injured near you call a first aider. Where necessary, due to project requirements or risk assessment, the Company will ensure a suitably trained person is present at all reasonable times. Details will be contained on first aid notices or in the site Health and Safety Plan. However, if the injury is serious or you have any doubts about the person's condition call an ambulance before the first aider. The ambulance service must be informed if heart failure or gas poisoning is suspected or if there is severe bleeding so that they can arrive properly prepared.

### **First Aid Kits**

The first aid kits will be kept by the Health and Safety Controller and on all company vehicles. All kits will be fully maintained.

#### **Looking after an injured person until a first aider or ambulance arrives:**

**Ensure the area is safe** from toxic fumes, live electrical equipment and un-stable structures that may endanger you or the casualty.

**Do not move a seriously injured person unless absolutely necessary** to avoid further danger or when resuscitation is necessary. If the casualty must be moved, be very careful, particularly if the victim complains of back pain or when broken bones are suspected.

**Ensure the injured person is comfortable and warm**, cover with blankets or coats. These should be placed under the person if possible as well as on top.

**In the case of unconsciousness place them in the recovery position** by putting them on their side and make sure that their tongue is not blocking the throat to allow the free flow of air and also to let any vomit escape without choking the person.

**Serious bleeding** can be fatal if not treated. If circumstances allow apply direct pressure over the wound and elevate the affected limb.

**Burns** should be cooled with cold water where possible. This is especially helpful with smaller burns which should be placed under slowly running water for ten minutes.

**Food and drink** should never be given to an injured person as this could cause the inhalation of vomit or delay a possible anaesthetic.

## Accidents, Diseases and Dangerous Occurrences

All accidents that result in injuries to employees of The Fox Group, together with any accidents involving contractors or members of the public on their site, must be reported to the site Health and Safety Controller and Fox Maintenance main office. In addition, all dangerous occurrences and work related diseases must also be reported. Reports must be made as soon as possible after the incident to enable reports to be made within the specifications of RIDDOR (given below). Contractors are required to complete their reports to the enforcement agency and inform Fox Maintenance.

### RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

- **Death or major injuries** - To be reported immediately to the HSE by telephone and in writing (F2508) within 10 days.
- **Over 3 days injuries** - To be reported in writing (F2508) within 10 days.
- **Diseases** - To be reported in writing (F2508A) following doctor's notification.
- **Dangerous Occurrences** - To be reported immediately to the HSE by telephone and in writing (F2508) within 10 days.

See, also, Appendix 1 below.

## Construction (Design and Management) Regulations 2007 (CDM)

The Fox Group are fully conversant with their responsibilities under the CDM Regulations 2007. Safety will be considered in all designing, production and installation. The Company will fully co-operate with other duty holders to ensure that full compliance is achieved.

Where the Company is appointed as Principal Contractor, the requirements of the role as defined in the Regulations and all necessary documentation will be provided.

The duties can be outlined as follows:

- Ensure clients are aware of their responsibilities, the CDM co-ordinator has been appointed and the HSE notified.
- Plan, manage and monitor adequately for the level of risk.
- Inform contractors of their minimum time for planning and preparation.
- Ensure contractors have adequate information to work safely and without risk.
- Evaluate contractors' method statements and risk assessments to ensure a safe approach.
- Control and co-ordinate site safety.
- Control access.
- Prepare and enforce site rules.
- Ensure suitable welfare facilities are provided.
- Provide and pass on relevant information.
- Display the HSE notification.
- Liaise with the CDM-C on design issues and provide information for the File.

## **Health and Safety monitoring**

The site health and safety controller, who will be appointed for each site, will monitor site safety. The management team will also make regular checks. Periodically, site inspections will be made by the Company's retained health and safety advisor and a report made to the directors. Our health and safety advisors are qualified as Members of the Institution of Occupational Safety and Health.

## **Clean Site Policy**

Untidy working areas and sites give rise to fire hazards, trip hazards and a generally poor image for the Company.

- All rubbish must be removed from work areas on a daily basis and should not be allowed to build up. Disposal must comply with environmental protection.
- Fire escapes and walkways must be kept clear at all times.
- Particular care must be taken to remove wood dust, due to its fire and explosion hazard.
- Tools, equipment and plant must be stored correctly when not in use.
- All scaffold platforms must be kept clear.
- Materials must be properly stored and stacked.
- Trailing leads to transformers, lighting and other powered equipment must be routed so as to eliminate any hazards.

The client shall make available an area where down-taken materials and debris may be safely stored, pending disposal. Materials (new or demolished) that are intrinsically hazardous shall be suitably labeled and stored away from main traffic routes, paying particular attention to the manufacturers safety recommendations.

Glass, lamps and any other sharp edged hazardous materials shall, where possible be removed whole, where this is not practicable, it will be broken into small pieces and placed in suitable boxes or bins – NOT BAGS- and marked clearly "HAZARDOUS MATERIALS", pending disposal.

All staff shall be held responsible for the safe bagging, storage and clearance of down-takings created by their trade and shall generally observe the company's stated Clean Site Policy

## **Wet Floors**

No water shall be allowed to stand on floors unattended, and where floors are cleaned and damp, suitable warning notices shall be displayed.

# Access Equipment

Fox Maintenance recognise that using access equipment represents a significant hazard with high risk if improperly used. It is our policy, where possible, to avoid the use of ladders and stepladders using, in their place, scaffold or platforms.

In general the following access equipment is used (listed in order of preference):

- Full Scaffolds
- Scaffold Towers
- Platforms – Mobile and Static
- Steps
- Ladders

## Scaffolds

Must be erected and modified by trained and competent people.  
Inspection must be carried out weekly and certified.

Do not climb unless:

- You have seen a current inspection certificate.
- You have permission of the scaffold keeper/operator.
- You have the correct personal protective equipment.

Scaffolds must also have:

- Ladders fixed to the scaffold that project at least 1m from the step-off point.
- Close-boarded working platforms.
- Have toe boards to prevent materials falling onto people below.
- Where necessary, sheeted/netted should be fitted to stop falling objects.

## Scaffold Towers

Must be erected and modified by trained and competent people, and regularly inspected.

Ensure that:

- Height/Base ratio(including outriggers) does not exceed 3:1.
- High Towers are fixed or have base extensions and supports.
- If over 2m to any platform base must be close and toe boarded.
- Top working platform does not exceed 5m.
- Access to platforms is via inside ladder only.
- Castor brakes are fitted and these must be applied when in use.

## **Mobile Access Equipment**

- Equipment must be checked and certificated by a competent person.
- Installation, modification and dismantling must be done by competent people.
- Must only be used on level firm ground.
- Tyres must be correctly inflated
- Assessment and control systems must be made at each location to prevent collisions with building and open windows.
- All operatives must be instructed in their use and must be assessed competent
- Adequate supervision will be provided.
- At the end of each day the equipment must be left secure and disabled and cleared of all tools.
- Hard hats to be worn at all times

### **Steps:**

Must be:

- Regularly inspected and results recorded
- Checked before use
- Of sufficient height for the job
- Correct type for the job

### **Ladders**

Must be:

- Regularly inspected and results recorded
- Checked before use
- Sufficient height for the job
- Correct type for the job
- Used at the correct angle (1 out, 4 up)
- Footed or secured at the base when appropriate
- Secured at the top when appropriate
- Have 4-point contact, stiles packed or stile extensions used as necessary

### **Steps and Ladders – Checks**

- All bolts, screws and fittings tight and secure
- Stiles straight and major damage free
- Tread/rungs firm, secure and wear within limits
- Ropes/restrictors/extension locks in good condition and operative
- Must have an identification mark
- Must be labelled giving use restrictions

### **Climbing Steps and Ladders**

- Grip the rungs – Not the stiles
- Always have 3 of your 4 climbing body points in contact with the ladder at any one time
- Climb unencumbered – use a tool belt or container attached to a sash line
- Do NOT tie the sash line to yourself
- Concentrate on what you are doing

### **Steps and Ladders:**

- Never over-reach from steps or ladders
- Always seek help if it is difficult to handle or not possible to secure the equipment
- Always use the correct PPE for the job (When working at height a safety helmet is required and correct footwear is essential for ladder work)

### **Correct Footwear:**

- Stout construction
- Good grip sole
- Defined heel break
- Ankle support (advisable when working on ladders)

### **Lifts and Hoists**

- Lifts designed for builders use shall be used in strict accordance with the manufacturers' design specification.
- On no account shall the safe working load be exceeded.
- Hoists are to be operated solely by suitably trained staff.
- Open hoists are not to be ridden by personnel.

### **Control of Substances Hazardous to Health (COSHH)**

The Fox Group will ensure that up-to-date information, including COSHH data sheets, on potential hazards and toxicity are obtained for all hazardous substances used by the Company. This information will be made freely available to those in need of it. The Company will limit exposure to and where necessary monitor the use of hazardous substances as an ongoing priority. Particular care will be taken to assess new substances prior their to introduction.

Hazardous substances are not to be used unless they have been assessed.

Assessments of all hazardous substances used on a project will be kept on site and made available.

### **A guide to using hazardous substances**

- Avoid using hazardous substances or find a safer alternative
- Consider the ways to reduce amounts used.
- Reduce exposure by good ventilation or by increasing the distance between you and the source.
- Read any instructions on packaging and follow any guidance.
- Follow the safeguards detailed in the COSHH assessments.
- Only store the minimum necessary quantities of solvents or chemicals and make sure that they are stored in suitable cabinets.
- Make sure substances are properly labeled especially if they are not in their original containers.
- Dispose of empty containers and any residue in accordance with the manufacturer's instructions.
- Stop chemicals coming into contact with eyes, skin or clothing. Use any protective clothing or equipment specified. In the event of contamination, soak the affected area with lots of cold water and seek medical advice without delay.

## **Using Paints, Varnishes, Paint Strippers, Thinners and Cleaners**

It is the policy of our company to use, wherever possible, non-solvent based paints and varnishes. This is on the basis of health, safety and environmental consideration.

### **Water-based paints:**

- Pose fewer risks and health hazards than solvent based paints
- Are low in odour and require less ventilation
- Are more environmentally-friendly
- Brushes and rollers can be cleaned with warm, soapy water

### **Solvents and Voc's**

All volatile organic-based solvents (VOCs) – including white spirit, solvent-based paints, solvent-based thinners and primers, solvent-based wood treatment products as well as paint strippers – represent potential health hazards, and require that particular precaution be taken both in use and in storage. It is Company policy to avoid VOCs where possible and in all cases, to use products with the lowest practicable VOC content.

### **The following precautions are to be followed:**

- Read the label carefully for information on safety and health-related issues.
- Solvents are highly flammable – keep these paints away from all sources of heat, and never expose directly to an open flame.
- Store in cool, well-ventilated areas.
- Keep these products out of reach of children.
- Dispose of rags properly – rags soaked with oil-based materials can ignite spontaneously if not spread out to dry.
- Ensure good ventilation with open windows and doors.
- Wear protective equipment.
- Keep children and pets out of the painted area.

**THIS SECTION WILL BE UPDATED BEFORE IMPLEMENTATION OF  
PHASE 2 OF VOC REGULATIONS 2010 UNDER EU DIRECTIVE  
2004/42/EC**

## Personal Protective Equipment

Personal protective equipment is provided as a last means of protecting the wearer when other control measures cannot be guaranteed. When required to meet statutory obligations or best practice, PPE will be provided to all employees free of charge. Should it become unserviceable it will be replaced. Failure to comply with site rules on the use of PPE will be regarded as a serious offence leading to disciplinary action or removal from site.

**Hard hats.** Unless the site is specifically designated 'Non-hard hat', hard hats are mandatory. Hard Hats shall be worn at all times where work is being conducted beneath associated works at ceiling (or soffit) level. They must be of an approved design and construction to the applicable British Standard.

**Respiratory Protection.** Masks or respirators must be worn in all conditions where insufficient protection is provided by other means, such as filtration at source or local exhaust ventilation. Masks must be HSE compliant and be CE marked. Regular checks must be made to ensure they fit correctly.

**Ear protection.** Protection from excessive noise must be used whenever noise assessment requires it, when it is a site rule and when temporary conditions make it necessary.

**High-visibility clothing.** This is mandatory when working on or near roads, site vehicles, hoisting work or other work where visibility is important.

### Safety Footwear

Safety footwear must be used at all times when working on building sites and wherever there is a risk of foot injuries. When climbing ladders, footwear must have a well defined heel and, for long duration work on ladders, adequate ankle support.

### Eye protection

Use goggles, eye shield or full-face shield for dusty work, when using impact tools and to protect from paint and solvent splashes.

### Skin protection.

#### Gloves

- **Cloth or leather gloves** for sanding, scraping or manual handling
- **Impermeable gloves** for applying water-based paint
- **Solvent-resistant chemical gloves** for handling solvent-based products

#### Overalls

To be worn at all times to protect skin from paints and solvents, and to protect from the harmful effects of the sun.

## IPODS, MP3 PLAYERS, WALKMANS

No IPODS, MP3 Players or Walkmans will be permitted on site. No headphones whatsoever will be allowed as hearing may be impaired in emergency situations.

## **Manual Handling**

The Fox Group recognise that lifting and moving heavy loads by hand is one of the most common causes of injuries at work. Where avoidance of manual handling is not reasonably practical we will assess the task, reduce the risk of injury as far as reasonably practicable and provide information about the weight of loads.

### **Where manual handling is necessary:**

- Avoid all unnecessary handling.
- Before starting, identify work involving heavy, repetitive or awkward loads and find ways of avoidance or use of mechanical aids.
  
- Position loads near to where they are needed to reduce manual handling distances.
- Share heavy or awkward loads.
- When packing items, ensure loads are of manageable weight and marked.
- Use protective equipment such as gloves and footwear.

## **Tools, Equipment and Plant**

The Health and Safety Controller will ensure that the following rules, regarding the safe use of equipment, are observed by all trades however so involved in the project:

- Exclusive Use of 110v Power Tools
- All power tools to display current portable appliance test (PAT) stickers
- Power tools to be operated by persons trained in their use
- Power tools to be operated in accordance with manufacturers' instructions.
- All equipment to have owners name clearly marked on such.
- No heavy power equipment to be used without at least one other person present.
- Operatives shall not wear ties, rings or loose clothing whilst using power tools.
- All safety guards shall be in place before use.
- Always follow the instructions and ensure knowledge of controls, especially in an emergency.
- Unplug any power tool before adjustment / cleaning etc.
- Do not distract others while using power tools
- Safety goggles must be worn when operating power tools

## **Compressed Air**

- Only use compressed air for the purpose for which it is designed.
- Only if you have been trained to use such appliances.
- Never use it for cleaning benches or machines or personal clothing.
- Always wear eye protection whilst using it, if in doubt-ASK!

## **Laser Levels**

All manufactures instructions are to be strictly observed.

## **Training and Instruction**

It is the policy of Fox Maintenance to only use people who are adequately trained for the work they are required to do. All new employees will receive local training and instruction. At the start of each project the operatives carrying out the work will receive site induction prior to commencement. Where, due to a new task or a person being new to the Company, a training need is identified, this training or adequate instruction will be provided. Where this cannot be provided from within the Company, a suitable outside training agency will be used. A register of all training and relevant qualifications will be centrally maintained.

## **Asbestos**

Breathing in asbestos dust can lead to asbestos-related diseases, mainly cancers of the chest and lungs, for which there is no cure.

Asbestos, in various forms, is found either on its own or mixed with other materials in many situations in the construction industry, e.g.

- Lagging on pipes
- Insulation boards
- Fire protection for steelwork
- Ceiling tiles
- Stipple coatings (such as 'Artex')
- Electrical fuse-boxes
- Drainage pipes
- Roof and cladding sheets
- Brake linings

Modern products for the above are now supplied asbestos free.

All work involving asbestos must be carried out in accordance with the current Asbestos Regulations and the Asbestos (Licensing) Regulations. Removal of insulation and lagging, can only be carried out by a contractor licensed by the HSE.

Asbestos waste, even small quantities must be disposed of in accordance with the Special Waste Regulations. Double bagged in heavy polythene bags, labeled asbestos and transported to a licensed site.

When planning work, clients and building managers will be asked to provide all relevant information on asbestos within the work-area. This should be part of an asbestos register. If asbestos is present and in a poor condition or is likely to be disturbed during the work, the area should not be entered until it is made safe by a specialist. Only where it is in good condition and not likely to be damaged should the area be regarded as safe.

If during demolition or refurbishment works any materials suspected of being asbestos are found then work must be ceased immediately, and the area cordoned off until it has been checked and made safe by a competent person.

## **Smoking**

From the 1 July 2007, it is against the law to smoke in enclosed public places, workplaces and in public and work vehicles. Most building sites also have a ban on smoking. The law applies to all 'enclosed' or 'substantially enclosed' public places including temporary ones. 'Substantially enclosed' would include structures that have a roof but have an opening in the walls of less than half the total area of the walls excluding doors and windows that can be shut.

## **Consultation and Communications**

Consultation and communications between managers and operatives will normally be achieved by site induction and toolbox talks. Where new work processes are introduced, staff will be adequately informed of safe methods of work. Employees are actively encouraged to raise any concerns they may have regarding health, safety and welfare, and to bring to the attention of their managers significant uncontrolled risks.

As part of this process, this document will be made available to all employees.

## **Site Welfare**

It is the Company's policy to ensure that adequate welfare facilities are provided for its employees and sub-contractors. We will ensure the supply of: adequate sanitary and washing facilities; a supply of drinking water; facilities for changing and the storing of clothing, where appropriate drying rooms; and areas for rest and meal breaks.

## **Safe Driving**

Fox Maintenance recognises that driving is one of the most dangerous aspects of work. All Company drivers are expected to comply with the following:

- Obey the Highway Code.
- Make sure you are properly rested before you set off driving. Tiredness causes accidents.
- Before you set off check that your vehicle has no obvious signs of damage that make it un-roadworthy, such as broken lights or faulty tyres.
- Do not drive vehicles unless you are authorized to do so.
- It is against the law to use a mobile phone whilst driving unless with an appropriate hands free device or headset.
- Observe the speed limits that apply to the type of vehicle you are driving.
- Reduce your speed to suit the road conditions and the area you are driving through such as near schools. Remember most children are killed when hit by a car at 40 miles per hour, but this reduces to one in twenty at 20 mph.
- Keep your distance from the vehicle in front leaving at least a two second gap. In bad weather this should be doubled to four seconds.
- On long journeys, take a break every two or three hours or whenever you are losing concentration.
- Make sure you park safely, not blocking corners or junctions and not where pedestrians will have to use the road to walk around your vehicle.

## **Issue and Review**

This document will be reviewed on a six monthly basis to ensure inclusion of new legal requirements and current best practice. It will be issued to all employees and reissued every year.

Appendix 1  
**ACCIDENT REPORT FORM**

<b>Details of person making report</b> Name ..... Job title ..... Date of report .... / .... / .....
<b>Details of injured person</b> Name ..... Home address ..... ..... ..... .....
<b>Details of accident</b> Date of accident .... / .... / ..... Time of day ..... : ..... (24 hour clock) Exact location of accident ..... ..... Description of accident ..... ..... ..... Cause of accident ..... ..... ..... Part of body injured ..... (state left or right) Nature of injury ..... (e.g. cuts, bruising, fracture, etc)
First aid provided yes / no Name of first aider .....
Taken to hospital yes / no Name of hospital .....
Action taken to prevent recurrence ..... ..... .....
Signature of manager ..... Print Name.....
Signature of injured person, confirming details of above .....

## Appendix 2

# *Risk Assessment*

Risk assessment is a vital part of the process by which hazards are prevented from resulting in accidents.

**Hazards** are conditions, situations or activities with the potential to cause an accident

**Risks** are the combination of likelihood of an accident and the severity of the outcome

**Control Measures** need to be put in place to deal with the underlying hazard. Only as a last resort should personal protective equipment be used as a control. In general the hierarchy of controls should be:

- Substitution of a safer method
- Design changes to reduce or eliminate the risk
- Segregation by distance or time
- Personal protective equipment

### **Risk evaluation**

To evaluate the level of risk, first list the significant hazards for the work process being considered. Then decide upon the likelihood of an accident arising from the hazard, whether it is unlikely, likely, probable or certain to occur (thus, from the table below, giving it a number of 1-4). Then decide on the severity of injuries that would result, minor injuries, lost time accident, serious, fatal (again, from the table, giving a number of 1-4). By multiplying the two numbers together a risk evaluation is obtained where:

- 9 – 16 is high risk
- 4 – 8 is medium risk
- 1 – 3 is low risk

This evaluation is added to the Work Risk Assessment.

Following review of the control measures, the risk rating is re-evaluated using the same system and adding to the assessment ‘after controls’ boxes.

	<b>LIKELIHOOD</b> 1 = Very Unlikely 2 = Likely 3 = Probable 4 = Certain to occur				
<b>SEVERITY</b> 1 = Minor injury 2 = Lost time accident 3 = Serious 4 = Fatal		1	2	3	4
	1	1	2	3	4
	2	2	4	6	8
	3	3	6	9	12
	4	4	8	12	16

### People at Risk

When assessing risks it is important to consider people not directly involved in the work activity, such as other trade contractors, visitors to the site and members of the public. Particular care must be taken when working in areas frequented by children.

Control measures must be included to minimise the risks identified.

### Other Risks

Risk assessments should include all significant risks arising at the workplace. These may not always be task specific. Where conditions or other activities on or near the site impose risks to operatives, these should be assessed and controlled where necessary.

These might include:

- Residual uncontrolled risks from other trades
- Emergencies, such as fire or bomb threats
- Adjacent road traffic
- Normal site production activities, such as petro-chemical industry
- Weather conditions





# *Appendix 4*

## **Manual Handling**

Lifting or moving any size of object the wrong way can cause serious back injuries, so the first thing you should try to do is see if there is a way of working where the load does not have to be moved at all. If it does have to be moved, avoid doing this manually if you can; see if you can use a piece of equipment, such as a trolley, to do the work for you.

### **Moving a load by hand**

Where you cannot avoid moving a load by hand and there is a risk of injury, an assessment must be carried out so that a way of doing the task safely can be worked out. Although this responsibility rests with your manager, there will be many occasions when you have the necessary information to make an assessment yourself.

### **Consider the following when making an assessment:**

Only move something within your capacity. This varies from person to person due to size, fitness etc., but as a general rule if it does not feel comfortable then you should not move it by yourself.

Ask for help if the load is too awkward or heavy.

Always think about the size and shape of the load and how you will have to carry it. Just because something has a handle does not necessarily mean that it is the best handhold for moving it.

Think about where you are going to move the load to; will you need help to open doors and to get in and out of lifts etc.

Before you lift look for protruding sharp edges, notches, grease or anything, which may weaken your grip or injure your hands or legs.

Do you need gloves to help you get a better grip? Wear overalls if a load may damage your clothes or make them dirty; carrying things at arms length is particularly bad for your back.

Make sure that you have enough space to carry out a good lift.

## The kinetic lift

However, even when you have considered all of this, if you do not know how to lift properly you are far more likely to injure your back. If you adopt the approach detailed below you will dramatically reduce your chances of being injured. This is called the kinetic lifting method and it helps you to make the most effective use of your muscles.

### Carrying out the kinetic lift (see diagram below)

Place your feet close to the load with one along side it and the other behind and settle into a comfortable and well-balanced position.

Lower your body and bend your knees in a smooth action, keeping your feet firmly on the floor. The angle between your thigh and calf should not be less than 90 degrees because this gives your body greater mechanical advantage.

Tilt the load forward to gain an idea of the weight. If it is too heavy for you stop and ask for help.

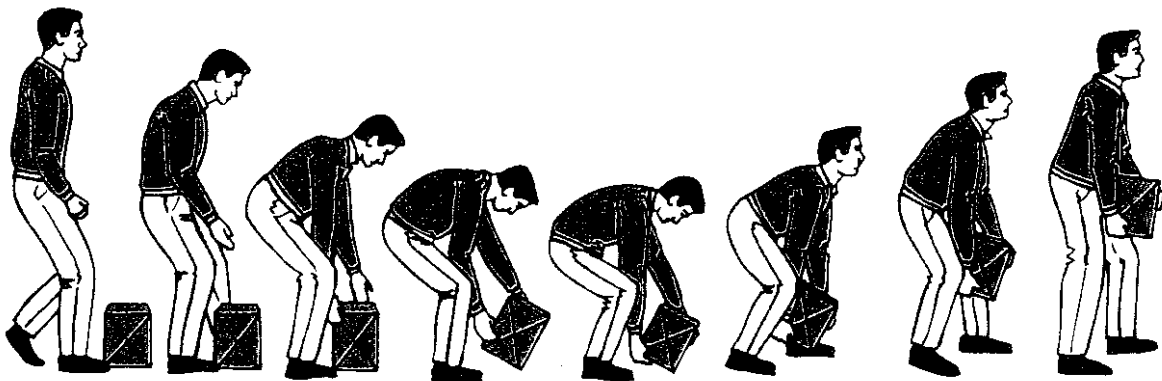
Get a good grip on the load with one hand on the bottom corner nearest to your body and the other hand on the opposite corner on the front of the load. Make sure that your palms and fingers are in contact with as much of the load as possible.

At the point of lifting, raise your head. This action naturally puts your spine in the best position to carry out the lift and allows your legs to take the strain. It also means that you can see where you are going.

You should then move upwards in a smooth continuous action.

You must never lift and twist at the same time. If you want to change direction wait until you are upright and then move your feet first, your body will follow naturally.

Hold the load close to your body at waist height and keep your elbows tucked in.



## Manual Handling Assessments

<b>Work Process:</b>	
<b>Assessor:</b>	<b>Date:</b>
<b>Contractor:</b>	<b>Name of Handlers:</b>
<b>Description of load:</b>	
<b>Description of activity:</b>	
<b>Risk Rating 1 - 9 (See risk assessment procedure)</b> Severity (1 – 4) X Likelihood (1 – 4)	<b>Rating .....</b> (1-4) Low; (4-8) Medium; (9-16) High

- |                               | Yes                      | No                       |                                       |
|-------------------------------|--------------------------|--------------------------|---------------------------------------|
| 1 Significant risk of injury? | <input type="checkbox"/> | <input type="checkbox"/> | If No, assessment is complete         |
| 2 Can the risk be avoided?    | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, Document Further Action below |
| 3 Can the risk be reduced?    | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, Document Further Action below |
| 4 Do staff require training?  | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, Document Further Action below |

**Information to enable you to answer the above questions**

Load	Yes	No	Environment	Yes	No
Heavy	<input type="checkbox"/>	<input type="checkbox"/>	Poor work surface	<input type="checkbox"/>	<input type="checkbox"/>
Bulk / unwieldy	<input type="checkbox"/>	<input type="checkbox"/>	Variations in levels	<input type="checkbox"/>	<input type="checkbox"/>
Unstable	<input type="checkbox"/>	<input type="checkbox"/>	Hot/Cold/Humid	<input type="checkbox"/>	<input type="checkbox"/>
Difficult to hold	<input type="checkbox"/>	<input type="checkbox"/>	Poor light	<input type="checkbox"/>	<input type="checkbox"/>
Harmful (sharp, hot, etc)	<input type="checkbox"/>	<input type="checkbox"/>	Clear route	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task</b>			<b>Individual</b>		
Strenuous	<input type="checkbox"/>	<input type="checkbox"/>	Physical difficulty	<input type="checkbox"/>	<input type="checkbox"/>
Load high/low reaching /stooping	<input type="checkbox"/>	<input type="checkbox"/>	Untrained	<input type="checkbox"/>	<input type="checkbox"/>
Unstable	<input type="checkbox"/>	<input type="checkbox"/>	<b>Mechanical Aids</b>		
Requires access equipment	<input type="checkbox"/>	<input type="checkbox"/>	Lifts and hoists available	<input type="checkbox"/>	<input type="checkbox"/>
Requires training	<input type="checkbox"/>	<input type="checkbox"/>	Access equipment	<input type="checkbox"/>	<input type="checkbox"/>

**Further Action:**

Prepared by ..... (Site Supervisor)    Signed .....    Date .....

# Appendix 5

## Initial Site Safety Check List

The following procedures are formulated to assist with the smooth running of the Company's projects. There are two main areas to which this section applies. A typical checklist, as used by the Company's site controller, is shown below:

### THE SITE

#### IS THE SITE (AS EXISTING) FREE FROM OBVIOUS HAZARD IN TERMS OF THE FOLLOWING ELEMENTS?

(Indicate any potential hazards)

<i>CHECK</i>	<i>SATISFACTORY</i>	<i>UNSATISFACTORY</i>
240V POWER SUPPLY ISOLATOR		
LIGHTING SUPPLY ISOLATOR		
MAINS WATER STOPCOCK		
FIRE EXITS		
FIRE CONTROL EQUIPMENT		
FIRST AID KIT		
DANGEROUS STRUCTURES		
HAZARDOUS MATERIALS		
DEBRIS STORAGE/ EXIT ROUTE		
MATERIAL INTAKE/DISTRIBUTION		

#### IS THE SITE PROVIDED WITH THE FOLLOWING?

110v POWER	YES/NO
240V POWER	YES/NO
FRESH WATER FEED	YES/NO
STORED WATER FEED	YES/NO

IS THE SITE TO REMAIN OCCUPIED DURING WORKS? YES/NO

IF YES, IS THERE ADEQUATE SCREENING OR SEGREGATION? YES/NO

#### WHO HAS SITE-WIDE RESPONSIBILITY FOR H&S (FOR THE CLIENT)

(Enter contact details)

NAME:

PHONE NUMBERS:

ADDRESS FOR NOTICES:



## *Appendix 6*

### **Company Information**

The company's headquarters is located at the following address, all health and safety matters should be raised there.

**1391 London Road  
Leigh On Sea  
Essex  
SS9 2SA**

**01702 213600**

**EMERGENCY CONTACT NUMBERS**

**01702 213600**

**07887 727272**