

Initial Systems Limited
Unit 3, Four Oaks Road,
Headcorn, Ashford,
Kent, TN27 9PB

Health and Safety Policy
To be reviewed annually

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Amendment Register

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Liam Chivers
Managing Director

Amendment Register

Revision No	Date	Description
1.	Feb 2011	New policy
2.	Jan 2012	Minor Revisions
3.	February 2014	Minor Revisions
4.	February 2015	Minor revisions
5.	February 2016	Minor revisions
6.	February 2017	Minor revisions
7.	April 2018	New section, slight revisions
8.	April 2019	Minor revisions
9.	January 2020	Minor revisions
10.	January 2021	Minor revisions



Section 1 Introduction

Initial Systems Limited
Unit 3, Four Oaks Road, Headcorn, Ashford, Kent, TN27 9PB

Telephone: 01622 892195

Initial Systems Ltd were formed in 2010

The Company has a Managing Director in Mr. Liam Chivers

We currently have 4 direct employees involved in the provision of the following

- Groundworks and Civil Engineering Sub-Contracting
- Section 278 and Adoptable Highways Sub-Contracting
- Surfacing Sub-Contracting

We undertake works as Sub Contractors.

We understand and accept our duty as responsible employers to ensure that all work activities carried out by us are in a safe manner without detriment to our operatives, or others directly affected by our work activities.

This document contains our Health & Safety Policy Statement and specific Arrangements to enable us to effectively manage our health & safety responsibilities.

Initial Systems Ltd aim is to continually improve our health & safety performance and this document will be reviewed annually as our Company changes, or in the light of new legislation or changes in best practice standards

With regard to legislation we are aware of The Corporate Manslaughter and Corporate Homicide Act 2007 which came into effect on 6 April 2008, and which reinforces our aforementioned commitments.

Section 2 Policy Statement

Initial Systems Ltd objective is to ensure, so far as is reasonably practicable, the safety and health of all persons carrying out work activities on our behalf, or persons directly affected by our work activities

Initial Systems Ltd therefore undertake to:-

- Comply with The Health & Safety at Work Act 1974 and any other relevant Acts, Regulations or Approved Codes of Practice made under this
- Appoint our Managing Director, Liam Chivers, as the person with overall responsibility for all health, safety & welfare matters - including the provision of adequate resources
- Retain the services of Systems For Safety Ltd as external Health & Safety Consultants to advise and assist us, when requested, on matters relating to our work activities
- Provide and maintain safe workplaces for our employees, and other persons who may be directly affected
- Provide a safe and healthy work environment together with the necessary welfare facilities
- Make arrangements for the safe storage, handling and use of substances and articles used in our work activities
- Endeavour to ensure that all persons employed by us are competent to carry out the specific work tasks, by providing all necessary information, instruction, training and supervision



- Inform all persons we employ, and others who may be directly affected, of the risks associated with those work activities and put in place safe systems of work to minimise the likelihood of injury or harmful effects to health
- Monitor our work activities to ensure that agreed safe systems of working are complied with, and to instigate changes where considered necessary
- Provide, where appropriate, plant, tools and equipment which are safe and without undue risks to health
- Provide and maintain where appropriate personal protective equipment and ensure that operatives are aware of their obligations in respect of its use
- Encourage and promote a safety culture within our Company to enable all persons employed by us to contribute positively to their own health & safety at work
- Co-operate with all other duty holders in health & safety - clients, other employers, designers, planning supervisors, sub contractors, employees and the enforcing authorities
- Instigate procedures for the recording, and reporting where necessary, of accidents and instances of ill health occurring as a result of our work activities
- Ensure that employees are aware of the disciplinary measures and penalties that will be invoked for any acts that endanger the health and safety of themselves, or others, while at work
- Bring this policy statement to the attention of all persons employed by us, and make them aware that we require and need their assistance and feed back on health, safety & welfare issues
- Review this document annually, & as our Company changes & in the light of new legislation



Section 3 Management Arrangements

Principles

Initial Systems Ltd aim to ensure that our Health & Safety Policy and Arrangements are effective in enabling us to comply with our legal duties. We understand that the core requirements in achieving, and maintaining, that aim include:-

- **competent persons**
 - relating to the preparation, implementation and control of good practice working standards
- **risk assessment**
 - for all work related activities, leading to
- **safe systems of work**
 - which have been carefully devised to enable strict compliance
- **the protection of the public**
 - during our work activities, particularly unauthorised access to our work areas
- **performance monitoring**
 - to identify / remedy defects, and record success

We accept that we need to continually increase our level of health & safety awareness. We also understand that to achieve effective implementation and control we must ensure that our arrangements and procedures are understood by the persons who actually carry out the work, and we therefore seek to provide the necessary training to enable each individual to safely undertake their work activities

Contractors employed by us will be expected to comply with our health & safety standards in addition to meeting their own legal obligations

Where premises are occupied during our construction works we will endeavour to minimise the effect of noise, dust, fumes and general disturbance to the **occupants** effected

By continually working together with all other duty holders in health & safety we will endeavour to further improve standards for the benefit of all persons involved in, or directly effected by, our work activities.

Structure

Initial Systems Ltd endeavour to establish, operate and maintain health & safety structures to ensure:-

- Management lead by good example
- Competence of management and operatives
- Effective communication with employees regarding hazards, risks and control measures
- Co-operation of employees, and their elected representatives if applicable
- Systematic performance reviews

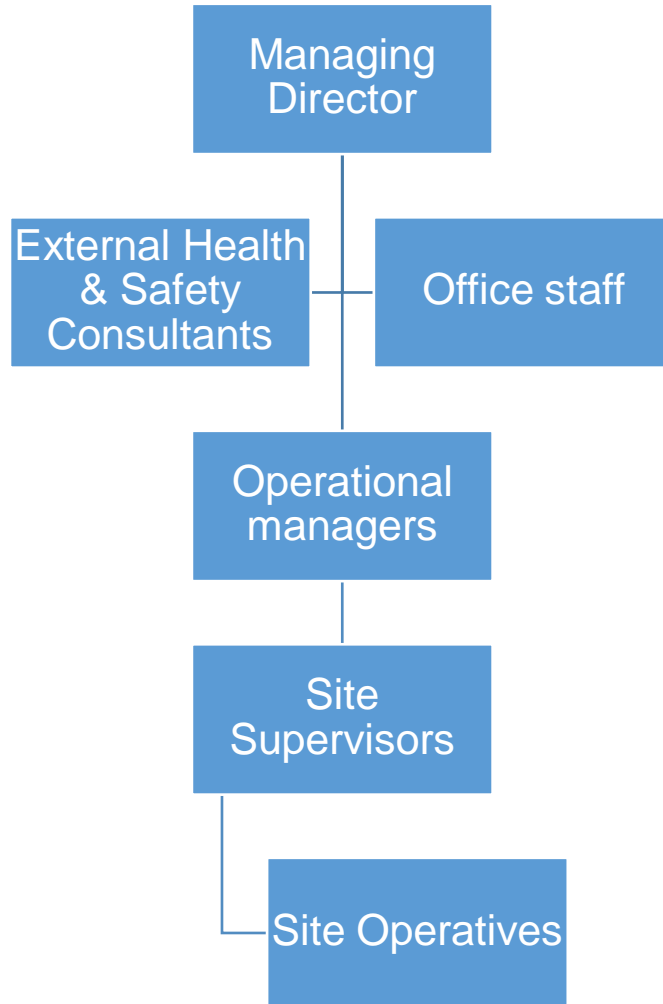
Liam Chivers has been allocated the duties of Safety Officer within Initial Systems Ltd, with responsibility for Health, Safety & Welfare within the business on a daily basis.

The information prepared to provide safe systems of work is based on;-

- Current legislation and BS Codes of Practice
- Current good practice standards
- CITB publication GE 700 : Construction Site Safety - Safety Notes

Responsibilities

To ensure that Health & Safety is effectively managed within our Company specific responsibilities have been allocated to individuals and the following chart shows the means of communicating information





The individuals concerned are:-

Liam Chivers - Managing Director

- approve, fund and administer the policy
- ensure that the policy is brought to the attention of all employees
- fulfil the duties of health & safety officer and ensure that all relevant assessments are carried out
- ensure that all employees are competent to carry out their duties
- delegate specific health & safety responsibilities to individuals
- ensure that all necessary consideration and attention is given to health & safety at the marketing, tendering, planning and contract stages
- ensure that access to competent health & safety advice and guidance is readily available

C J Bell Health & Safety Limited - External Health & Safety Consultants

- provision of advice, assistance and guidance, when requested and undertaken, on health, safety & welfare matters.

Operational Managers

- read and understand the policy and arrangements for health & safety ensure that all necessary consideration and attention is given to health & safety at the planning and construction stages
- ensure that staff under their direct control are competent and carrying out their duties in accordance with the policy and procedures
- any other health & safety duties required by the Director

Site Managers

- read and understand the policy and arrangements for health & safety
- day to day responsibility for the work to ensure compliance with safe systems of working
- provision of induction training and on going tool box talks
- provision of first aid, fire safety & emergency procedures information
- direct link between operatives and Contracts Manager / Assistant to Building Director on all health & safety matters
- any other health & safety duties required by the above persons

Operatives

- know the safety measures / arrangements for their work activities and comply with them
- observe required standards of Personal Protective Equipment (PPE)
- exercise good standards of site housekeeping
- know the emergency procedures for fire / first aid
- not to interfere with, or misuse, anything provided in the interest of health & safety
- co-operate with other employees in promoting our health & safety standards

Contractors

- provision of information to us about health & safety hazards associated with their work and the measures necessary to control and manage same
- provision of information to their employees and co-operation with us
- provision of information about injuries, ill-health and dangerous occurrences
- adequate management of their works

Office Staff

- comply with the safety measures / arrangements for their work activities
- exercise good standards of office housekeeping
- know the emergency procedures for fire / first aid
- not to interfere with, or misuse, anything provided in the interest of health & safety
- co-operate with other employees in promoting our health & safety standards



Monitoring

Initial Systems Ltd accept that effective monitoring requires that regular checks are made to ensure that our organisation and working procedures are appropriate to the specific tasks, and that they are being complied with.

The methods used in connection with the actual work activities will include:-

- induction training by the site managers
- toolbox talks by the site managers or other competent person
- regular site inspections by the site managers or other competent person
- unannounced inspections by the Managing Director
- unannounced inspections by external health & safety Consultants

If the need for improvement is identified this may involve:-

- additional task specific training
- refresher training
- revision of good working practices
- closer liaison and co-operation with other contractors
- additional resources being made available

Our management monitoring system will involve:-

- regular progress meetings with clients and contractors
- internal management meetings
- 6 monthly health & safety committee meetings for management and operatives
- 12 monthly health & safety performance review of our complete operations by external health & safety consultants

Formal meetings are minuted with the health & safety committee meeting minutes made available to all employees.

The performance reviews will be fully documented.

Initial Systems Ltd will use information gained from active monitoring to adopt preventative or remedial measures to improve health & safety performance

Evaluation

Initial Systems Ltd endeavour by considered evaluation to measure the success, or otherwise, of our management of Health, Safety & Welfare in the workplace.

The methods used will include:-

Accident statistics

These will be compiled quarterly and be used to compare with previous figures to identify any recurring problem areas

Health & Safety Committee

The 6 monthly meetings will enable all aspects of health, safety and welfare to be discussed, judged and minuted.

Accident Incident Rates (AIR)

At the end of each year the accident statistics will be compiled in AIR format covering the RIDDOR criteria.

These will then be compared with the standard industry classification figures issued by the British Safety Council with the intention of submitting an application for a BSC award.

Performance Reviews

The annual performance review carried out by external health & safety consultants will enable past and present overall performance to be compared.

Initial Systems Ltd seek evidence from these methods to demonstrate to our employees, and any other interested party, that our standards of Health, Safety & Welfare at work are being continually improved.

Section 4	Standard Procedures
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Initial Systems Ltd include standard procedures covering elements of their work activities. It is intended that this information will be continually reviewed and added to as and when necessary.

Certain procedures have reference to where further information can be obtained

- 001 Abrasive Wheels
- 002 Accident Reporting / Investigation
- 003 Alcohol / Drug abuse
- 004 Confined Spaces
- 005 Construction Design & Management (CDM) Regulations 2015
- 006 Contractors
- 007 Control of Substances Hazardous to Health (COSHH) Regulations 2002
- 008 CSCS & CPCS
- 009 Detection of Underground Buried Surfaces
- 010 Display Screen Equipment (DSE) Regulations 1992
- 011 Electricity at Work
- 012 Excavations
- 013 Fire Fighting Equipment
- 014 Fire Precautions
- 015 Fire Safety Plans
- 016 First Aid
- 017 Good Housekeeping / Site Tidiness
- 018 Health & Safety Performance Reviews
- 019 Highly Flammable Liquids
- 020 Hot Work
- 021 Ladders
- 022 Lifting Equipment
- 023 Liquefied Petroleum Gases (LPG)
- 024 Lone Working
- 025 Manual Handling
- 026 Mobile Elevating Work Platforms
- 027 Mobile Tower Scaffolds
- 028 Noise/ Vibration
- 029 Occupational Health Hazards
- 030 Office / Yard Safety
- 031 Operatives Induction
- 032 Permit to Work System
- 033 Personal Protective Equipment (PPE)
- 034 Plant, Tools and Equipment
- 035 Plasters / Plasterboards
- 036 Pollution Control
- 037 Pregnant Workers
- 038 Public Protection Measures
- 039 Radiation
- 040 Risk Assessment
- 042 Safety Method Statements



043	Safety Reps & Committees
044	Scaffolding
045	Site / Workplace Fire Safety
046	Site Safety Awareness Induction
047	Site Safety Inspections
048	Spillage of Chemicals
049	Step Ladders, Trestles and Stagings
050	Tool Box Talks
051	Training
052	Transport & Vehicle Safety
053	Waste Management
054	Welfare Facilities
055	Working at Height
056	Working on Occupied Premises
057	Young Persons



001 Abrasive Wheels

Initial Systems Ltd accept that if they need to use portable angle grinders they must comply with The Provision & Use of Work Equipment Regulations 1998, in that our operatives receive appropriate training in the use and that persons required to fit abrasive wheels are certificated

A register will be maintained of such persons and this will be reviewed annually

Control measures when using abrasive wheels include

- correctly sized wheel or disk and properly mounted
- speed in RPM of the machine does not exceed the safe RPM marked on the wheel
- abrasive wheel or disk properly marked
- stored properly and handled with care
- suitable eye protection worn by the operative
- disposable dust mask to be worn if dust is likely to be inhaled

suitable masks must be used whenever granite or other silica containing materials are cut

- wheel not to be used if damaged in any way

Further information regarding Abrasive Wheels can be found in section D1 of GE 700

002 Accident Reporting / Investigation

Accident Reporting

Initial Systems Ltd will ensure that any accident involving our operatives in connection with their work activities, whether or not there are any apparent injuries, is recorded in the Accident Book B1 510

Any injured persons, other than those requiring minor First Aid, must report to the Casualty Department of the nearest Hospital for treatment

RIDDOR 2013

The HSE will be notified as soon as practicable and receive a report on Form F2508 within ten days when:-

- any person dies as a result of an accident in connection with work
- any person suffers a specified injury
- any person not at work suffers an injury in connection with work and is taken for treatment at a Hospital
- there is a Dangerous Occurrence

All such RIDDORs will be reported to the HSE Incident Contact Centre between 8:30am – 5:00pm (Telephone 0845 300 9923)

A report on Form F2508 will also be sent to the HSE if any of our operatives are incapacitated for work for more than seven consecutive days following an accident at work

Investigation

In the event of a serious accident as little as possible should be moved or handled and the accident reported at once to the Managing Director who will arrange to carry out a full investigation - with the assistance of external consultants if necessary

Further information regarding Accident Reporting & Investigation can be found in Section F2 of GE 700

003 Alcohol / Drug Abuse

Initial Systems Ltd seek to minimise alcohol and drug related human error as a cause of accidents in the workplace.



This is particularly important in view of the normal work activities carried out by our operatives.

All operatives and sub contractors are therefore made aware that they are not allowed to consume alcohol or unprescribed drugs at any time during the working day, including lunch breaks that could impair work skills, balance or judgement, and that disciplinary action will be taken if necessary.

Further information regarding Alcohol / Drug Abuse can be found in section F4 of GE 700

004 Confined Spaces

Initial Systems Ltd understand that The Confined Spaces Regulations 1997 contain specific requirements for entry into or work within a confined space, a definition of which can be

- *a place which is substantially, although not always entirely, enclosed*
- *a place where there is a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space - or nearby.*

Included in a list of confined spaces are;-

cellars - manholes - sewers - tunnels - excavations – pits

A confined space may also refer to ductwork & voids below floors or above ceilings

We understand the principle of the Regulations

- avoid entry to confined spaces (doing the work task from outside if possible)
- if entry into a confined space cannot be avoided then a safe system of work must be devised, and implemented
- this safe system of work should have adequate emergency arrangements in place before work starts which will also safeguard rescuers and the hazards of a confined space
- Oxygen depleted or oxygen enriched environment
- Presence of suffocating, toxic or flammable atmospheres
- Actual or potentially hostile environment (inside plant or equipment)
- Biological hazards - Weils disease etc

The Control measures for entry into a confined space will therefore include

- Comprehensive risk assessment must be carried out by a competent person
- The assessment must include a check for toxic / flammable gases and oxygen content
- Suitable training must be given prior to the use of breathing apparatus
- All monitoring equipment and breathing apparatus to be checked
- Permits to work / enter must be established

Further information regarding Confined Spaces can be found in Section E6 of GE 700

005 Construction Design Management (CDM) Regulations 2015

Initial Systems Ltd understand that these CDM Regulations apply to all construction projects and are notifiable to the HSE where the Construction Phase lasts for more than 30 working days or where there are more than 500 person days of work.

We therefore undertake to comply with our duties as Contractor as set out in the Approved Code of Practice (L144)

Contractors, under CDM Regulations 2015, must

- Check clients are aware of their duties
- Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced

- Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work site
- Ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site
- Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors work
- Ensure that any design work they do complies with regulation 11
- Comply with any requirements listed in Schedule 2 and Part 4 of these Regulations that apply to their work
- Co-operate with others and co-ordinate their work with others working on the project
- Ensure the workforce is properly consulted on matters affecting their health and safety; and
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land
- Check that a CDM Advisor has been appointed and HSE notified before they start work (having a copy of the notification of the project to HSE is normally sufficient)
- Co-operate with the principal contractor, CDM Advisor and others working on the project or adjacent sites
- Tell the principal contractor about risks to others created by their work
- Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work
- Comply with any reasonable directions from the principal contractor, and with any relevant rules in the construction phase plan
- Inform the principal contractor of any problems with the plan or risks identified during their work that have significant implications for the management of the project
- Tell the principal contractor about accidents and dangerous occurrences
- Provide information for the health and safety file

We monitor the relevance of our CDM systems and procedures to adapt / improve their effectiveness in the light of; -

- continuing interpretation from the HSE and others
- accepted good practice
- input from Clients / CDM Advisors
- case law

and endeavour to improve the overall management and co-ordination of CDM projects.

CDM Regulations are to change in April 2015, following these changes our procedures will be reviewed and amended as appropriate.



006 Contractors

Initial Systems Ltd require and expect Contractors they employ to comply with our health and safety standards in addition to meeting their own legal obligations

We understand that the effectiveness of this depends upon:-

Selection

- We endeavour to ensure that contractors are competent and have made adequate provision for health & safety
- The award of a sub contract follows a meeting and assessment to ensure that they are evaluated on the basis of H & S criteria in addition to their general and technical competence to carry out the specified works to an agreed price

Information

- Effective routes of communication for exchange of information between us and the contractor on ; -
 - hazards associated with the works and the necessary control measures
 - injuries, ill health and dangerous occurrences

Control

- Where relevant ensure that agreed Risk Assessments and Safety Method Statements are strictly complied with in the workplace
- Co-ordinating the work of contractors to ensure that any one contractor does not create an undue risk for another
- Additional works or changes are properly incorporated into any revised safe system of work

Further information regarding Contractors can be found in Section A8 of GE 700

007 Control of Substances Hazardous to Health (COSHH)

Initial Systems Ltd will take all reasonable measures to ensure that exposure of employees to hazardous substances is prevented if possible in the first instance, or controlled to within statutory limits, in accordance with The Control of Substances Hazardous to Health Regulations 2002 (as amended) and The Control of Asbestos Regulations 2006

Chemicals

An inventory of all substances / products used that contain hazard warning information is held at our Head Office, including safety data sheets from the supplier, together with COSHH Assessments for the actual use of that product

These COSHH assessments will be reviewed regularly by a competent person and all employees will be provided with information and appropriate training on the nature of the hazardous substances with which they are working, and will be informed of any monitoring and health surveillance

A COSHH File will be maintained by the site manager on each site, which will include relevant information provided by sub contractors on the products they intend to use

Personal protective equipment will only be used as a last resort and the type and use of PPE will be carefully assessed and maintained according to the manufacturers' instructions. Chemicals will only be stored and be used in approved designated areas -
Interactive chemicals must not be stored or mixed together

All changes to control measures and PPE will be assessed and no new substance will be introduced into the workplace without prior assessment by a competent person



Asbestos

We will request information from duty holders on the location and type of asbestos containing material before commencement. In addition, we will provide staff with information and training on how to avoid contact with asbestos containing material (in accordance with Regulation 10 of CAR). In the event of an incident staff will be made aware of the measures to take to avoid uncontrolled release.

Further information regarding COSHH can be found in Section B3 and B8 of GE 700

008 CSCS & CPCS

Initial Systems Ltd are aware that the aim of the Construction Skills Certification Scheme (CSCS) and Construction Plant Certificate Scheme (CPCS) operated by the CITB is to create a better qualified construction workforce, not only in quality of workmanship and operation of Plant but also in standards of health & safety awareness and performance

We have therefore undertaken a planned course of training for our operatives to obtain the relevant CSCS and CPCS record card and encourage contractors that we use to do likewise, where applicable

Further information regarding CSCS & CPCS can be found in the CITB Scheme Booklets

009 Detection of Underground Buried Services

Initial Systems Ltd accept that should the need arise for the detection of underground buried services in connection with our work activities a risk assessment must be carried out by the Site Manager, or other competent person, before any such works commence.

The control measures will include:-

- obtain full details / plans of services from the utility companies but interpret with due care
- use of cable / pipe locating device by trained competent person and routes clearly marked on the surface
- full information to be given to operatives
- careful breaking of the surface and the careful use of hand tools to expose the service
- hand held power tools or mechanical diggers must not be used within 0.5m of the marked route

If damage occurs to buried services the following procedures must be enforced:-

gas pipe

- evacuate all personnel from the area and enforce a no smoking, no naked flame / lights ban
- prevent any approach by members of the public or vehicles
- inform Gas Company immediately (Transco emergency telephone number 0800 111 999)
- recommence work only when instructed by the Gas Company

electricity cable

- evacuate all personnel from area
- avoid all contact with cables and do not attempt to disentangle cables from mechanical equipment
- jump clear of excavators / diggers - do not climb down
- inform Electricity Company immediately and keep persons away from the work area
- recommence work only when instructed by the Electricity Company

other service pipes or cables

- evacuate all personnel from area and do not attempt repair
- inform owner of service

keep persons away from work area and recommence work only when instructed by the Service Company

Further information regarding Buried Services can be found in section E2 of GE 700



010 Display Screen Equipment (DSE)

Initial Systems Ltd will take all reasonable steps to secure the health of employees who work with DSE, in accordance with the DSE Regulations 1992

While it is generally recognised that the use of DSE can be undertaken without undue risks to health it is appreciated that potential hazards may occur

- eye strain / headaches
- skin rashes
- repetitive strain injuries
- back injuries

and that some employees (including pregnant workers) may have genuine reservations or concerns

We will therefore provide information, training and equipment to enable a fuller understanding of any issues relating to DSE to our employees

We will also provide free eye tests for employees who use DSE

A competent person will conduct or arrange for an assessment of each complete work station to be carried out for the individual user, to take account of all relevant aspects

- desk / chair / equipment
- environment / space / lighting

This will then be reviewed at regular intervals or when a significant change has taken place at the work station, or for new employees

Further information regarding DSE can be found in Section A6 of GE 700

011 Electricity at Work

Initial Systems Ltd will undertake to have all their fixed electrical installations and any portable electrical tools / appliances we provide to be checked, tested and maintained by a competent person to ensure that they are safe in use in accordance with the Electricity at Work Regulations 1989

We will maintain a register of any item of our portable plant (transportable electrical equipment which is connected to a mains supply via a flexible lead terminated with an electrical connector)

A competent person will ensure that safety checks are carried out and a register maintained to record the individual items, reference number and date the check was carried out

Any new tools / equipment will be added to the register

Contractors working for us will provide a relevant test certificate for any portable electrical equipment brought onto our sites.

We take all reasonable steps to ensure the safety of our operatives who work with electrical tools and will seek to liaise with our suppliers who provide the equipment, and the individual operative to, ensure that all tools are used in a safe manner

All electrical equipment used on site must be connected to 110 volt supply via suitable transformers

We will where applicable comply with the 17th edition IEE Regulations concerning the installation of fixed systems on our construction sites

Further information regarding Electricity at Work can be found in section E4 of GE 700



012 Excavations

Initial Systems Ltd accept that should the need arise for us to carry out excavations a risk assessment will be carried out by the Site Manager (or other competent person) as required by the CDM Regulations and The Work at Height Regulations 2005.

Information would be required regarding type of sub soil and any possible contamination

The control measures would include where necessary:-

- work area cordoned off and maintained for the duration of the works
- suitable materials being available to support sides of the excavation before the works commence
- all underground services must be located by a competent person and adequate precautions taken to ensure that they will not be adversely effected during the works
- spoil from the excavation placed 1m min from the edge of the excavation
- any surfaces running through the excavations must be adequately supported
- covering the excavation with sheet steel or similar and the provision of guard railing to prevent falls of 2m or more
- inspections of the excavations before each work shift, and following inclement weather, and every seven days record the inspection if shuttering has been provided

Further information regarding Excavations can be found in Section E5 of GE 700

013 Fire Fighting Equipment

Initial Systems Ltd will take all necessary steps to safeguard our employees, and others affected by our work activities, from the hazards and risks associated with fire

The most important consideration when dealing with a fire in the workplace is for our employees to avoid endangering their own life, or any other person

They must therefore:-

- assess the situation and consider immediate evacuation if necessary
- not attempt to fight the fire unless they have been trained in the use of fire fighting equipment, and if it cannot be fully extinguished with the fire fighting equipment provided (water extinguishers must never be used on LPG, HFL or electrical fires)
- call the Fire Brigade
- alert other persons that could be effected and inform the Site Manager
- turn off valves and isolate supplies if this can be done safely
- inform the Fire Brigade on arrival of the location and cause of the fire (e.g. LPG, HFL, electrical etc)
- remain at the safe location until instructed by the Site Manager, or the Fire Brigade

Further information regarding Fire Fighting Equipment can be found in sections H1 & H2 of GE 700

014 Fire Precautions

Initial Systems Ltd premises require an assessment be carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the necessary fire precautions put in place

These include:-

Procedures



In the event of a fire all persons must know the means of raising the alarm, the location of any fire extinguishers, how to call the fire brigade, escape routes /exits etc

Equipment

Suitable fire extinguishers provided on exit routes
Fire exit signs provided with pictograms

Means of escape

Access ways within premises will be kept clear at all times

Fire Brigade access

Access for the Fire Brigade must be maintained at all times

Electrical equipment

All equipment must be certificated for safety

Flammable substances

Must be separately stored in suitable containers

Waste

Combustible materials must be removed regularly and at the end of the day

Further information regarding Fire - Legislation, Prevention & Control can be found in Section H1 & H2 of GE 700

015 Fire Safety Plans

Initial Systems Ltd understand that the CDM Regulations require a site fire officer to be appointed with responsibility for formulating a fire safety plan on relevant buildings/projects

As and when appropriate the Fire Safety Plan to include:-

- names / responsibilities of individuals
- general site fire precautions
- hot work permit system
- evacuation procedures
- fire drills

The following must be considered in respect of fire precautions

- procedure
- all persons must know the means of raising the alarm, the location of fire extinguishers, how to call the Fire Brigade, escape routes / exits etc

- equipment

damage / loss of FE must be reported to the Contracts Manager

- FB access

must be maintained at all times

- means of escape

access ways must be kept clear at all times

- electrical equipment

must be certificated for safety

- flammable liquids

for daily use must be stored in containers having 30 mins fire resistance

- heating

no mobile space heaters allowed on site without approval

- gas cylinders

only the cylinder in use should be in the working area, with others stored separately

- waste

all combustible materials must be removed regularly and at the end of each day



Further information regarding Site Fire Safety Plans can be found in section H1 & 2 of GE 70

016 First Aid

Initial Systems Ltd complies with the Health & Safety (First Aid) Regulations 1981 and understand that First Aid in the workplace has two functions :-

- *provides initial treatment for the purpose of preserving life and minimising the consequences of injury / illness until medical help (Doctor or Nurse) can be obtained*
- *provides treatment of minor injuries which would otherwise receive no treatment, or which do not need the help of a Doctor or Nurse*

We therefore accept the need to have trained and suitable employees to fulfil the duties of First Aiders and Appointed Persons for Emergency First Aid.

Any treatment administered by the First Aider or Appointed Person will be recorded in the Accident Book.

We will ensure that our First Aider(s) are responsible for the provision of suitable and sufficient First Aid kit(s) within the workplace and that they are readily available for use.

Further information regarding First Aid at Work can be found in Section B4 of GE700

017 Good Housekeeping / Site Tidiness

Initial Systems Ltd seek to ensure that good standards of house keeping / site tidiness are achieved since poor standards are a common cause of injuries at work and can create unnecessary fire hazards.

Poor standards can be attributed to working practices and / or organisational deficiencies.

Each of our operatives and each contractor is therefore responsible for ensuring that their own work areas are kept as clean and clear as possible in relation to the type of work being carried out.

Inspections of the work place will be carried out on a regular basis by the Site Manager (or other competent person) to identify areas where standards require improvement.

Storage areas will be defined where applicable within the work areas and requirements will be reviewed as and when relocation takes place.

Materials and substances must be stored in the defined areas at all times.

Work areas must be kept clean and all waste removed on a regular basis.

Waste must be kept in suitable containers and combustible waste must be kept away from ignition sources.

Further information regarding Good Housekeeping can be found throughout GE 700

018 Health & Safety Performance Reviews

Initial Systems Ltd undertake to have annual Health & Safety performance reviews carried out of the complete organisation by external Health & Safety Consultants to enable the following to be achieved:-

- Quantification of the standards of H&S Management and procedures



- Identification of strengths and weaknesses within individual areas
- Objectives to be set

The minimum standard of performance to be achieved is compliance with statutory duties

The optimum standard of performance to be achieved is that which clearly demonstrates a proactive approach to H&S Management and performance throughout the Organisation

019 Highly Flammable Liquids (HFL)

Initial Systems Ltd will take all reasonable steps to secure the health and safety of its employees and the public from the hazards and risks associated with HFL (fire and explosion)

The control measures include:-

- Storage
 - clearly marked signs stating highly flammable
 - naked flames / smoking / etc must not be allowed in the storage area
 - adequate ventilation at all times
 - adequate fire extinguishers available at all times (not water)
 - notification to the fire brigade where required by a fire certificate
- Handling
 - only sufficient HFL for the daily work shift to be removed from storage
 - suitable funnels and drip trays to be used when decanting to prevent spillage
 - any spillage's to be cleaned up immediately
- Use
 - naked flames prohibited in any area where HFL present
 - waste materials / off cuts stored in metal lidded bins and placed well away from possible sources of ignition
 - internal work involving heavy concentrations of HFL must be avoided (ventilation by mechanical means may be required)

We are aware of The Dangerous Substances and Explosive Atmosphere Regulations 2002 (which apply at workplaces where a dangerous substance is present, such as petrol, solvents, LPG, varnish and ducts) and will put the necessary control measures in place where relevant.

Further information regarding Highly Flammable Liquids can be found in section H5 of GE 700

020 Hot Work

Initial Systems Ltd recognise that hot work (the use of heat producing equipment - blow lamps / welding etc) involves the risk of fire, caused by ignition of

- combustible materials / debris close to the work
- the gas itself from faulty gas burning equipment

We therefore endeavour to ensure that all hot work is carried out in a safe manner, and the control measures include:-

- ensure that only operatives who are trained, competent and authorised, use heat producing equipment
- suitable warning signs to be clearly displayed
- all combustible materials removed from the area



- protect combustible materials that cannot be moved away from the work area with heat resistant mats etc
- locate and have ready at hand suitable fire fighting equipment before starting work
- do not store unused LPG containers in the work area and never leave a lighted blow lamp / torch unattended
- thoroughly check bottles, hoses and attachments on a routine basis to ensure that they have no signs of deterioration
- keep vigilant fire watch throughout the work task and dependant upon the specific work location carefully check the work areas 15 mins, 30 mins, or 60 mins after hot work has ceased
- refer for instructions where the work is to be carried out in the vicinity of smoke / heat detectors
- adequate PPE to be worn where necessary

If as a result of a risk assessment a formal permit to work is required for a specific hot work activity then this will be issued and signed by a named authorised person

021 Ladders

Initial Systems Ltd understand that falls from ladders are a common hazard and therefore ensure that employees have been trained and able to follow a safe system of work to comply with the Work at Height Regulations 2005

We accept that ladders should only be used for short term or intermittent use and that two handed work requires the use of a working platform and guarding against falls

The control measures for the safe use of ladders include:-

- up to date inspection record / tag
- firm level base
- correct angle in use i.e. 1 in 4
- securing the ladder at top or bottom (or both)
- correct type and length for the task
- sufficient overlap of extension ladders
- maximum height for use of ladder is 9 metres

If ladders cannot be removed from the work areas at the end of the day unauthorised use must be prevented by:-

- removing ladders and chaining / padlocking in a horizontal position to a secure structure
- or
- covering the bottom rungs with scaffold board and securing

Ladders must be moved, transported and stored safely

Further information regarding Ladders can be found in section C2 of GE 700

022 Lifting Equipment

Initial Systems Ltd will ensure that the following control measures are in place in accordance with The Lifting Operations & Lifting Equipment Regulations 1998 if they are required to use lifting equipment such as

- gin wheels on scaffolds
- hoists
- fork lift trucks
- telehandlers
- excavators



- mobile cranes
- mobile elevating work platforms
- lorry loaders (hiabs)
- piling rig

- lifting equipment / gear to be suitable for the specific tasks
- before use the necessary certification for lifting equipment is to be provided to the Site Manager, including test / inspection records
- only experienced and trained personnel will be employed by us in the erection / use of lifting equipment and operators must provide certification as to competency
- lifting equipment to be inspected before and after each working shift by a competent person to ensure that it is in safe working order
- while on site lifting equipment to be inspected weekly by a competent person and the inspection is to be recorded

Further information regarding Lifting Equipment can be found in Section D3 of GE 700

023 Liquefied Petroleum Gases (LPG)

Initial Systems Ltd will take all reasonable measures for the health & safety of our employees, and others directly affected in the use of LPG's

The control measures for a safe system of work include:-

- fire extinguishers to be available for use at all times and work area to be free from combustible materials
- regular inspection of hoses / cylinders / valves - cylinders to be fitted with flash back arresters
- cylinders to be stores upright and empty / full cylinders to be separated
- adequate ventilation to be provided at all times
- separation from other hazardous substances
- cylinder valve should always be closed when not required (closure of the torch valve will retain gas in hoses)
- hoses / torches must not be put into tool boxes / vehicles while attached to the cylinder
- ensure all valves are closed when changing any cylinder
- turn off cylinder valves and allow the flame from the torch to burn out when work have been completed

We are aware of The Dangerous Substances and Explosive Atmosphere Regulations 2002 (which apply at workplaces where a dangerous substance is present, such as petrol, solvents, LPG, varnish and ducts) and will put the necessary control measures in place where relevant.

Further information regarding LPG can be found in Section H4 of GE 700

024 Lone Working

Initial Systems Ltd accept that a risk assessment needs to be carried out by a competent person in respect of lone working in connection with the work activities we undertake and the following issues have to be considered:-

- has the lone worker been trained to perform the task alone
- type of materials, plant and equipment required
- the maintenance of security / fire fighting measures / calling emergency services / administering first aid
- the medical condition and age of the lone worker - young persons must not be lone workers



- has violence previously occurred in that work location
- any specific hazards involved
- communication and supervision

The control measures that need to be in place for lone workers are:-

- information and instruction
 - information regarding the work environment
 - all relevant information to be discussed with, and understood by the lone worker
- training
 - ensure the lone worker is suitably trained to carry out the specific work activity with the correct equipment provided (not to improvise or take short cuts)
- supervision
 - ensure enhanced supervision of, and communication with, the lone worker depending upon the work task and the severity of the risk involved

Further information regarding Lone Working can be found in Section E3 of GE 700

025 Manual Handling

Initial Systems Ltd understand that injuries concerned with manual handling are one of the most common causes of absence from the workplace and endeavour to reduce the risk of such injuries to their employees by providing guidance on safe lifting and carrying, based on Manual Handling Assessments carried out by competent persons, in accordance with the Manual Handling Operations Regulations 1992

We instruct all our operatives that when carrying out manual handling - lifting /pulling / pushing - never to lift beyond their capacity or pull / push beyond their capability

The control measures to ensure safe manual handling include:-

- using mechanical aids whenever possible
- assessing the weight and route the load needs to be moved
- asking for assistance of others if necessary
- using correct lifting techniques
- lightening the load if possible
- wearing correct protective equipment, boots & gloves

Further information regarding Manual Handling can be found in section B7 of GE 700

026 Mobile Elevating Work Platforms (MEWP)

Initial Systems Ltd will ensure that all reasonable steps are taken for the health & safety of employees if they are required to work from MEWP's

The control measures include:-

- suppliers of MEWP's to be competent and the equipment to be fit for the specific work intended
- only experienced and trained employees to be involved in the use, and supervision of MEWP's
- the MEWP and work area to be inspected by the Site Manager (or other competent person) prior to each use with particular attention to be given to:
 - safe working order
 - ground conditions
 - overhead cables



- SWL
- warning signs / exclusion zone
- weather conditions
- weekly inspections to be recorded
- operatives to use suitable fall arrest equipment at all times in the MEWP, securely attached to the MEWP
- adequate protection against entrapment
- consultation with the Highway Authority if the MEWP is to be used on a public road (or after dark) in such cases operatives must hold a large goods vehicle licence
- clearly understood emergency and rescue procedures in place in the event of possible power failure / breakdown

It is not expected that Initial Systems employees will be required to work from MEWPs.

Further information regarding MEWP can be found in section D4 of GE 700

027 Mobile Tower Scaffolds

Initial Systems Ltd ensure that the supplier of the equipment provides safe installation and operating instructions and that the erection and use is undertaken by trained and competent persons, to comply with The Work at Height Regulations 2005.

The competent person must check the following before the mobile tower scaffold is erected

- presence of overhead cables
 - provision of firm and level base
 - necessary documentation is in place
 - measures for protection of the public
 - barriers to prevent vehicle impact if applicable
- and also ensure that:-
- the tower is erected in accordance with the manufacturers instructions
 - all working platforms fully boarded and guarded with access from internal ladder
 - the tower is not moved with operatives or materials
 - inspections are carried out before each work shift, and recorded if the tower remains in the same position for seven days or more

Further information regarding Mobile Tower Scaffolds can be found in section C4 of GE 700

028 Noise and Vibration

Initial Systems Ltd endeavour to ensure that exposure to noise in the workplace is reduced to the lowest level practicable in relation to the work activity to comply with the various action levels in the Control of Noise at Work Regulations 2005 which came into force for all industry sectors in Great Britain on 6 April 2006.

Lower exposure action level = daily personal noise exposure of 80dB(A)
Upper exposure action level = daily personal noise exposure of 85dB(A)
Peak action level = peak sound pressure level of 200pascals or more.

We will obtain information from the manufacturers / suppliers of mechanical tools / equipment as to the dB(A) of their products when in use.



Where necessary we will arrange for noise surveys to be carried out by a competent person to establish normal operating levels and assessments will be made to determine personal exposure in relation to the action levels.

Where noise levels exceed the first action level we will provide our operatives with personal hearing protection.

If the upper exposure action level of 85dB(A) is reached then the operatives must wear the personal hearing protection provided and suitable "ear protection zone" signs will be displayed.

Vibration

We understand that vibration can affect the fingers, hands and arms (and in the long term cause permanent damage) and therefore seek to identify, assess and prevent or control the risks from vibration in accordance with the Control of Vibration Regulations 2005.

Identification

Only tools / equipment / machinery that complies with The Supply of Machinery Regulations 1992 as amended will be used (the suppliers information will identify if there is a potential vibration problem).

Assess

The information from the supplier and the amount of exposure in time will identify equipment most likely to present a risk.

Prevention

We will, where necessary, consider alternative methods.

Control

Maintenance of such equipment is important and is monitored

Works breaks are to be taken frequently

Tool Box Talks are undertaken and cover:-

- wearing of gloves and appropriate clothing
- hot / warm food intake
- massaging of fingers
- the benefits of not smoking (since smoking narrows the blood vessels)

Further information regarding Noise can be found in Section B10 of GE700

Further information regarding Vibration can be found in section B13 of GE700

029 Occupational Health Hazards

Initial Systems Ltd realise that employees can be exposed to the common occupational health hazards of asthma and dermatitis when carrying out their normal work activities

Contact dermatitis results from repeated contact with any substance that irritates the skin and the effect is for the skin to dry out and crack due to the removal of natural skin oils

Allergic dermatitis is an allergic reaction by the skin to a specific substance that the skin has been exposed to (sensitised) in the past

The control measures are:-

- safe systems of work
- good personal hygiene
- good housekeeping
- PPE and barrier creams



Occupational asthma is caused by an allergic reaction to certain substances at work which are known as respiratory sensitizers

The control measures are:-

- good natural ventilation and / or mechanical ventilation
- good housekeeping
- PPE - including respirators fit for the specific purpose

This information is brought to the attention of all our employees

Further information regarding Occupational Health Hazards can be found in section B1 of GE 700

030 Office / Yard Safe

Initial Systems Ltd have appointed Liam Chivers as premises officer with responsibility for ensuring the necessary procedures are in place and implemented to safeguard the health, safety & welfare of staff and authorised visitors

The control measures include:-

- safe access / egress for employees and visitors
- suitable signage
- vehicle segregation and defined parking area
- adequate external lighting
- clearly defined emergency exit routes
- avoidance of tripping hazards
- non reflective lighting
- windows fitted with blinds to prevent undue glare
- work stations suitably constructed with anti glare surfaces and easily adjusted to suit the need of the individual user
- heating / humidity levels suitably controlled (min temperature 16 C in offices)
- adequate natural ventilation
- office equipment fit for the purpose intended, properly guarded and correctly positioned
- good housekeeping standards
- adequate washing and toilet facilities

031 Operatives Induction

Initial Systems Ltd acknowledge the need for an Induction into the workplace and adopts the following procedures for new operatives on their first day;-

- They will be introduced to the relevant people and their roles explained
- The Site Manager will explain our method of working including all necessary paperwork and procedures
- The importance of reporting all accidents at work will be covered
- They will be provided with all necessary PPE (which will be recorded) and the importance of using PPE will be covered
- A suitable first aid kit will be provided
- The new employee will be provided with a copy of our Health & Safety Policy Statement
- They will be given details of where information relating to all Risk, COSHH and Manual Handling Assessments can be located and the name of any operative safety reps

Note



Prior to their first day of service the new employee will be required to provide all necessary information - including details of trade qualifications and training, and any possible disability or type of ill health that could be detrimental when working at a particular trade or task

This procedure is to be read in conjunction with the Site Safety Awareness Induction procedure

Further information regarding Induction can be found in section A5 of GE 700

032 Permit to Work Systems

Initial Systems Ltd understand that permit to work systems are usually applied to:-

- hot work (use of angle grinder etc)
- live work on high voltage electrical systems
- entry into confined spaces

Should the need arise from a risk assessment for our operatives to carry out work activities in a confined space then the necessary permit to work form would be issued by the Site Manager or other competent person

The form consists of a check list and record to establish that an inspection has been made and precautions taken to ensure that it is safe for works to commence in a defined area for a defined purpose for a defined period of time

The competent person will supervise the works and sign the permit and accept the responsibility. Once the work is completed he signs off the permit to confirm that the specific work task has been completed

Further information regarding Permit to Work Systems can be found throughout GE 700

033 Personal Protective Equipment (PPE)

Initial Systems Ltd complies with the PPE as amended Regulations 1992 and understand that PPE should be considered as a "*last resort*" because

- it protects only the person wearing it - if the risk is controlled at source then everyone in the workplace can be protected
- effective protection is only achieved by the use of suitable PPE which is properly fitted, used and maintained
- PPE in use may restrict the wearer and limit mobility / visibility

Our employees must take reasonable care of any PPE supplied by us, and if they are in any doubt as to its effectiveness they must discuss this with the Site Manager

We will record the issue of our PPE on a register

Approved safety helmets must be worn by all our operatives when there is a risk of injury to the head from falling objects or hitting the head against something

The only exception to the Construction (Head Protection) Regulations 1989 would be turban wearing Sikhs

Further information regarding PPE can be found in Sections B2, B11 & B12 of GE 700



034 Plant, Tools & Equipment

Initial Systems Ltd accept their duty, as an employer, that where we provide and maintain plant and equipment it must be safe and without undue risk to health, in accordance with The Provision & Use of Work Equipment Regulations 1998, and that the following factors have to be taken into account :-

- the condition / suitability of plant & equipment for the task
- the safe operation / use of the plant & equipment including the immediate environment
- the protection of operatives and others effected by their actions in the use of the plant & equipment
- adequate information, instruction, training and supervision for operatives

The control measures to be incorporated into a safe system of working / operation include:-

- adequate inspections before, during and after use - together with planned maintenance / servicing
- items of plant / tools / equipment are to be suitably marked for identification and maintenance inspections recorded
- cables / flexes checked for wear and damage with plugs / fuses /transformers of the correct type
- hydraulic fluid or compressed air hoses / pipes examined for leaks and pressure gauges / valves tested before use
- power operated equipment checked for safety of operation and worn parts replaced
- cutting and drilling tools / equipment properly sharpened
- the use of 110 volt plant & equipment
- machine guards must be securely fixed in correct position
- hoses / pipes / cables kept clear of traffic and not laid through water
- adjustments to electrical / mechanical plant only when equipment is disconnected
- clear segregation between plant / equipment and pedestrians
- good housekeeping / site tidiness
- clear warning signs
- ensure that the individual operative has been properly trained to use that specific item
- adequate PPE where necessary

Further information regarding Plant, Tools & Equipment can be found in Section D6 of GE 7

035 Plasters / Plasterboard

Initial Systems Ltd understand that pure gypsum is believed to be harmless, and is considered a "nuisance dust" by the Health & Safety Executive (HSE)

However we accept that there are potential health hazards when using certain gypsum products that contain small quantities of quartz and lime (certain plasterboards also contain small amounts of glass fibre)

The control measures to ensure safe systems of working include:-

- mixing of powder products to be carried out carefully, in well ventilated areas
- sanding down to be kept to a minimum, and carried out in well ventilated areas. Operatives to wear dust masks where necessary
- power cutting of plasterboards may require operatives to wear dust masks
- operatives who are sensitive to man made fibres should wear suitable gloves when working with certain plasterboards
- operatives should observe good standards of personal hygiene by washing before meals, smoking, using toilet facilities

Further information regarding working with gypsum products can be obtained from British Gypsum (0115 945 6123) or other such manufacturers



036 Pollution Control

Initial Systems Ltd objectives for pollution control / environmental management in connection with our work activities are:-

- to minimise environmentally damaging products and processes
- to use products from sustainable sources

We understand that typical pollutants arising from construction site activities may include:-

- *to air*
 - smoke
 - vapours
 - dust
 - exhaust emissions
 - noise
 - light
- *to water courses / drainage systems*
 - chemicals
 - oil and fuels
 - contaminated water
 - slurry / hazardous solid matter
 - effluent
- *to ground*
 - spillage of materials
 - oil / fuels
 - chemicals
 - waste materials / litter

and we endeavour to ensure that these are properly taken into account when devising, and implementing, safe systems of work

Further information regarding Pollution Control can be found in section G1 & 2 of GE 700

037 Pregnant Workers

Initial Systems Ltd accept that any work undertaken by pregnant staff must not expose them, or the unborn child, to any risk to their health as required by The Management of Health & Safety at Work (Amendment) Regulations 2006

At a female employees induction the potential hazards that could be posed during pregnancy by certain work activities

- manual handling
- chemicals

would be clearly explained, together with the need for the employee to provide relevant information to us as soon as they are aware of their pregnancy

In this event a risk assessment will be carried out by a competent person and the female employees' normal working conditions and / or hours may require adjustment or a transfer to other work duties

038 Public Protection Measures

Initial Systems Ltd accept that public protection measures are an essential requirement of their work activities as set out in the HSE Publication "Protecting the Public - your next move" ISBN 07176 1148 5 and the core requirement is that unauthorised access should be prevented to construction sites / work areas, particular by children



A main consideration is the prevention, so far as is reasonably practicable, of unauthorised access to above ground working platforms

- scaffolds, including ladder access
- mobile tower scaffolds
- trestles
- mobile elevating working platforms

and the control measures may include:-

- warning signs / notices
- security fencing to site and / or scaffolding (mesh size to prevent small foot being placed in gaps to aid climbing) with all access panels / gates being chained and padlocked
- ladders from ground level removed at the end of each day or covered with scaffold board and chained and padlocked

Control measures must also be in place in respect of

- excavations
- storage of materials
- segregation of vehicular traffic and pedestrians within sites / work areas

**Further information regarding Protection of the Public can be found in Section A12 of GE 700
039 Radiation**

Initial Systems Ltd understand that our normal work activities can expose our operatives to radiation from sunshine - which can cause sunburn and blisters, and the risk of developing skin cancer

We endeavour to minimise this by ensuring that all our operatives remain decently clothed at all times while at work, since the wearing of suitable clothes will not only provide protection against sunburn but also minor cuts / abrasions

Our operatives are also encouraged to use sun creams / blocking agents, and to protect the eyes from sun glare direct exposure

Further information regarding Radiation can be found in Section B1 of GE 700

040 Risk Assessment

Initial Systems Ltd readily accept that Risk Assessment is the primary key element in establishing a safe system of work, and an essential requirement of the Management of Health & Safety at Work (Amendment) Regulations 2006

These require us to:-

- assess the risks to the health & safety of our employees, temporary staff engaged for specific work, and any other persons who could be directly effected by our work activities
- record the risk assessment - generic risk assessments covering common work activities are acceptable provided arrangements for identifying any additional risks are in place
- provide relevant information to employees on the identified risks and the control measures necessary to minimise them to an acceptable level
- co-operate fully with other employers where work areas are shared by exchanging information on the risks associated with each others activities and the necessary control measures

All risk assessments will be regularly reviewed by a competent person to take account of changing work practices, HSE directives, and changes in legislation

Further information regarding Risk Assessment can be found in Section A7 of GE 700

041 Safety Method Statements

Initial Systems Ltd will provide safety method statements for individual projects or parcels of work where necessary

Safety method statements are based upon, and are to be read in conjunction with, the relevant Risk Assessment, COSHH assessment etc for that specific work activity and will detail the necessary safe methods of working

It will generally comprise information relating to the following:-

- location of works
- scope of works
- programme / sequence of work
- supervisory arrangements
- monitoring arrangements
- schedule of plant
- schedule of PPE
- controls for the safety of other persons
- generic or site specific risk assessments
- overlap with other contractors
- first aid arrangements
- emergency procedures
- welfare facilities

We will ensure that the safety method statement is brought to the attention of persons concerned in the work

Further information regarding Safety Method Statements can be found in Section A7 of GE 700

042 Safety Representatives and Committees

Initial Systems Ltd recognise the desirability of a co-operative approach to Health & Safety in the Workplace and therefore comply with:-

- The Safety Representatives and Safety Committees Regulations 1977
- The Health & Safety (Consultation with Employees) Regulations 1996

The arrangements for joint consultation will include:-

- Appointment of one or more operative safety rep who will be provided with the necessary training to fully understand and undertake their duties
- The formation of a company Health & Safety Committee made up of equal numbers of management and operative representatives
- The Committee will be concerned with all relevant aspects of Health, Safety & Welfare in the Workplace

The objectives and terms of reference will be agreed between the members of the Committee

- Minutes of the meetings will be displayed at Head Office and made available to each employee

Further information regarding Safety Reps and Committees can be found in Section A4 of GE 700

044 Scaffolding

Initial Systems Ltd will ensure that should scaffolding be required for our work activities it will be erected, altered, or dismantled by competent experienced scaffolders to comply with BSEN12811-1, be fit for the purpose intended and incorporate the requirements of The Work at Height Regulations 2005

The control measures to ensure a safe place work include:-

- before use
 - the competent person who erected the scaffold must provide a written hand over certificate confirming that the scaffold is fit to use
 - until this is done the scaffold cannot be used and adequate warning notices must be displayed and access prevented
- thereafter the scaffold is our responsibility and must be inspected by a competent person every seven days, following adverse weather or any modification, and the inspection must be recorded

- during use
 - our operatives are instructed to
 - report any defects to the Site Manager
 - not to alter or overload the scaffold in any way
 - ensure that access ladders are always securely tied to the scaffold
 - ensure that measures for protection of the public are effective

- after use
 - our operatives are instructed to
 - ensure access ladders are removed or covered with scaffold board
 - remove all tools / materials not in use
 - check any security fencing for integrity

Further information regarding Scaffolding can be found in section C1 and 5 of GE 700

045 Site / Workplace Fire Safety

Initial Systems Ltd accept that if they need to provide temporary site accommodation then the necessary fire safety precautions need to be in place

- units to be half hour fire resistant minimum
- written fire orders to be displayed in prominent positions
- clear signs installed indicating fire escape routes
- fire assembly points selected and signposted
- suitable portable fire extinguishers to be provided and maintained
- no smoking allowed
- office furniture kept to a minimum
- electric heaters to have metal guards
- good housekeeping standards maintained
- any flammable substances stored correctly
- any electrical installation to comply with the IEE Regulations, installed and tested

Further information regarding Site / Workplace Fire Safety can be found in section H2 of GE 700



046 Site Safety Awareness Induction

Initial Systems Ltd recognise that in addition to the formal Induction carried out with every employee site safety awareness Induction is an essential requirement on large projects, since national accident statistics have identified that a considerable number occur to individuals during their first week on a new site

New employees, particularly trainees and young persons, are known to be more likely to have accidents than those who are experienced and have had time to recognise the hazards of the specific site or work place

We will ensure via the Site Manager (or other competent person) that all new comers to such sites/workplaces including contractors are given awareness training with the objective of:-

- Familiarising individuals with the unique requirements of the project
- Establishing supervisory/procedural controls and monitoring requirements specific to the project

The awareness training at relevant sites will include:-

- Details of main hazards
- Organisation/H&S arrangements
- Specific site rules
- Emergency and evacuation procedures

No new comers will be allowed to start work on such sites unless they have received this information, and have signed confirmation, which will be retained

Further information regarding Site Safety Awareness Induction can be found in Section A5 & A9 of GE 700

047 Site Safety Inspections

Initial Systems Ltd understand that site safety inspections are an essential requirement in the prevention of accidents, and inducing a great awareness of health safety & welfare in the work place

Our arrangements are:-

- routine inspections

regular inspections of the site / work place are carried out by the Site Manager or other competent person, to ensure that the specific safe system of working is being complied with

- unannounced inspections

these are carried out by the Operational Managers, or other competent persons, on different days of the week, at irregular intervals and at different times of the day

- inspection by external consultants

we are able to instruct our external Health & Safety Consultants to carry out unannounced general inspections of sites / work places and to prepare reports on the inspections to the Directors

- other inspections

-properly elected safety representatives are entitled to inspect the work place in accordance with The Safety Reps and Safety Committee's Regulations 1977

- any inspections by the HSE will be recorded and a written report prepared for the Director

Further information regarding Site Safety Inspections can be found in section A9 of GE 700



048 Spillage of Chemicals

Initial Systems Ltd consider an important element in the prevention of accidental spillage of chemicals is good site house keeping - by ensuring that work areas, traffic routes etc are kept clear of obstructions

Our employees will only deal with spillages of chemicals if they are competent and have received the necessary information and training

Minor spillages should be cleaned up immediately in a manner not liable to expose any person to harm

The spillage will have to be assessed for the correct type of PPE to be worn, contained using absorbent materials and removed from site in a metal container and disposed of as hazardous waste.

Any contaminated clothing should be removed and if necessary disposed of likewise, and the work area washed down.

The incident should be reported to the Site Manager.

Major spillages must be dealt with by the local fire and civil defence authority who should be contacted by dialling 999.

The water authority should also be notified if the spillage has entered the drainage system.

No action should be taken by our operatives until these services arrive, except for the maintenance of an exclusion zone.

Further information regarding Spillage of Chemicals can be found in sections H3 & H5 of GE 700

049 Stepladders, Trestles and Stagings

Initial Systems Ltd accept that safe working practices must be followed when using steps, trestles and stagings since while they are valuable means of access equipment they can often be misused

Control measures for safe use of step ladders include:-

- should be on a firm level base and stable
- should be open to the full extent of the retaining cord / stay
- the operatives knees should be kept below the top of the steps
- the top of the steps should not be used unless it has been constructed as a platform with a secure hand hold

Control measures for safe use of trestles and stagings include:-

- must be set on firm level base and trestles used in full open position
- working platform must be at least 600 mm wide
- working platform should be of adequate strength
- any scaffold boards used must be of consistent length and equal thickness
- at least top third of folding trestle should be above the working platform
- only one tier of staging is permitted when folding trestles are used
- lightweight staging has a maximum single span of 3 m
- guard rails /toe boards are required to working platforms where any person can fall and sustain personal injury and separate access ladders provided
- trestles over 3.6 m in height should be tied into the structure

All such equipment should be suitably stored and any damage / deterioration noted, and rectified before further use

Further information regarding Stepladders, Trestles and Stagings can be found in section C2 of GE 700

050 Tool Box Talks

Initial Systems Ltd recognise the importance of providing on-going site specific training for our operatives, and sub-contractors where relevant, in the form of tool box talks

These will be undertaken

- on a regular basis
 - if a particular problem arises
 - if job conditions change
- by our Site Manager (or other competent person) and will be based on
- CITB site safety tool box talks
 - BS codes of practice

Our objective is to promote discussion with employees and sub-contractors, to listen to their views and, where appropriate, act upon their comments
We encourage manufacturers of specialist items of equipment to provide tool box talks on the safe use and maintenance of their equipment

Records of the tool box talks (which will be during the normal working day) will be maintained

Further information regarding Tool Box Talks can be found throughout GE 700

051 Training

Initial Systems Ltd understand that no health & safety management system will succeed unless employees are competent to undertake the duties and responsibilities assigned to them, and that for any training to be effective it requires:-

- commitment from management to provide the necessary finance, organisation and support
- opportunity for learning to take place in the correct environment
- expertise and knowledge of the subject by competent trainers

We have established Training Plans for all managers and operatives, and future training courses will include:

- Abrasive Wheels
- First Aid
- Risk Assessment in Construction
- Fire Safety (use of extinguishers)
- Manual Handling Techniques

together with the CITB Site Managers and Site Supervisors Courses.

Training will take place in small groups during normal working hours and undertaken by suitably qualified specialists .

We will undertake task specific safety training particularly for employees who operate plant and machinery, either on site or at the specialist training company's premises.

Records of all training will be kept at our Head Office.

Training needs are constantly kept under review by the Director and External H & S Consultants in an endeavour to create a more qualified work force and to take account of changing Health & Safety Legislation

Further information regarding Training can be found throughout GE 700

052 Transport & Vehicle Safety

Initial Systems Ltd will take all reasonable steps to secure the safety of employees who use our vehicles and plant

All employees who use our vehicles are issued with a transport agreement which clearly details their responsibilities:-

- all operatives driving either a company vehicle or their own vehicle on company business must have a valid driving licence & MOT Certificate
- any changes which may effect employees ability to drive (certain health conditions or road traffic convictions) must be reported to the Director
- Under no circumstances are employees to be accompanied by any children or other unauthorised persons when on company business

We accept that the CDM Regulations require every construction site to be organised in such a way that pedestrians and vehicles can move about safely and this will require segregation and control measures to be implemented on relevant projects.

We undertake to ensure that our operatives understand the requirement for all vehicles and plant to be driven, operated, loaded or towed in a safe manner

Further information regarding Transport & Vehicle Safety can be found in Sections D6 & A7 of GE 700

053 Waste Management

Initial Systems Ltd endeavour to ensure the health & safety of our employees and others who may be effected by the waste materials which result from our work activities by arranging for the collection and disposal of all such waste products regularly, safely and in accordance with statutory requirements

We will, through training and supervision, ensure that each operative:-

- keeps their own work area as clean and clear as possible in relation to the type of work being carried out
- removes waste regularly and at the end of each day
- does not use public refuse bins and gullies for the disposal of waste
- does not burn waste on site (unless with the prior agreement of the Operational Manager and the Local Authority)

Non hazardous waste is bagged up where practical and deposited in dedicated skips which will be transported by licensed carriers to registered disposal sites

The Site Manager will retain copies of relevant documentation

Should hazardous waste be generated as a by-product of our work activities, it will be stored in labelled sealed metal containers and collected from site by an accredited waste disposal contractor for transfer to a licensed disposal facility.

Contractors employed by us are required to comply with these procedures and we will regularly review our waste management systems

Further information regarding Waste Management can be found in section G1 & G2 of GE 700

054 Welfare Facilities

Initial Systems Ltd accept the need for us to provide suitable and sufficient on site welfare facilities in accordance with the CDM Regulations and these will comprise:-

- Mess Room



- Toilet (s)
- Hand Wash Basins
- Hot & Cold Water
- Drinking Water

No open element electric heaters/portable gas heaters are to be used within the welfare facilities

Other control methods include:-

- Any gas cylinders to be connected externally and chained/padlocked secure Cylinder to be removed at end of each day, stored in a secure place and connected/removed by a competent person
- Suitable fire extinguisher(s) to be made available for immediate use
- Any voids under temporary accommodation to be kept free of combustible waste
- Site accommodation to be sited away from any permanent structures
- Where possible water flushable toilets will be provided but if this is not possible chemical toilets will be provided
- Drinking water will be provided either mains fed or stored in marked bottles
- Furniture within the facilities to be kept to a minimum
- Facilities are to be properly maintained - kept clean, warm and properly ventilated
- Facilities to be made secure when not in use

No smoking will be allowed in the welfare facilities

Further information regarding Welfare Facilities can be found in Section A11 of GE 700

055 Working at Height

Initial Systems Ltd endeavour to ensure that all work activities undertaken at height are always from the most suitable and safe method, taking all relevant factors into account since over 50% of all deaths on construction sites involve a “fall from height” - i.e. where a person can fall and sustain personal injury

To achieve this it is essential that a Risk Assessment is carried out by a competent person taking into account the following:-

- height of work
- duration and type of work
- work materials required
- type of existing structure and existing ground / floor conditions
- immediate environment
- prevention of unauthorised use
- individual safety equipment and PPE
- protection of the public

The means of providing a safe place and system of working specified in the Risk Assessment must be explained to, and understood by, all persons involved in the work activity - before the actual work is commenced, this must be in accordance with The Work at Height Regulations 2005

We undertake to monitor persons working at height to ensure that the agreed system of working is actually complied with

If site monitoring highlights any shortcomings in the method of working the Risk Assessment will be revised to include improvements deemed necessary by the competent person

Further information regarding Working at Height can be found in Sections C1 to C8 of GE 700



056 Working on Occupied Premises

Initial Systems Ltd acknowledge that on some occasions our work activities are carried out on occupied premises and will take all reasonable measures to safeguard both our operatives, and the occupiers - with due consideration for their possible lack of awareness of the hazards involved, possible curiosity and any special needs

The control measures can include:-

- prior notification of the work activity
- keeping all means of access / egress clear of materials, equipment, trailing leads etc
- any spills of water, oil etc that could cause slippery conditions to be cleared up immediately
- tools kept within the localised working area and not left unattended, especially when children are present
- all work involving heat producing equipment to be subject to vigilant fire watch during and on completion of work
- suitable fire extinguishers must be close at hand at all times
- no smoking within the premises

The regular inspections by our Site Manager will check that these basic measures are being adhered to by our operatives to ensure that there are no unsafe conditions which could affect the occupiers

057 Young Persons

For the purposes of Health & Safety Legislation "Young Person" means a person who has ceased to be a child but has not reached the age of 18 - generally accepted as someone who is between 16 - 17

Initial Systems Ltd understand that a young person under the age of 18 must be cared for in a different manner than normal employees, adult trainees or adult temporary workers
Some activities can only be carried out by experienced and trained, and in some cases qualified, adults

Young persons should generally not be allowed to:-

- be lone workers
- work on roofs
- use cartridge operated tools
- work in confined spaces
- work with electricity (unless under the direct supervision of a qualified competent electrician)
- work in excavations

The factors to be considered in a Risk Assessment to ensure a safe system of working for a young person include:-

- has the young person received the necessary comprehensive training in that specific task
- is the young person suited to that specific task
- does the young person know that certain work is not allowed
- are other operatives working with the young person aware of what they can and cannot do
- does the young person know the emergency procedures to be followed in the event of fire / accident

- is the young person adequately aware of the danger caused by vehicle movements on site
- is the normal PPE suitable

We understand that enhanced supervision of young persons is essential since mistakes, carelessness, impudence and a degree of irresponsibility is often associated with young persons in the workplace