

**RAVENWORTH LTD**

**GENERAL HEALTH AND SAFETY  
POLICY STATEMENT AND PROCEDURES**

**July 2015**

**RAVENWORTH LTD  
UNITS 5A, B & C BARKING BUSINESS CENTRE  
THAMES ROAD  
ESSEX  
IG11 0JP**

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**HEALTH AND SAFETY POLICY**

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**1. HEALTH AND SAFETY POLICY STATEMENT**

It is the policy of Ravenworth Ltd that all activities undertaken comply with the Health and Safety at Work Act 1974, the Regulations made under it and all other fire and environmental legislation.

It is the aim of the company to prevent, insofar as is reasonably practicable, any work related accident.

The Directors declare their objective to achieve and maintain a safe and healthy work environment for all employees, visitors and contractors working at premises and at site managed locations and all others who may be affected by its operations.

The Directors and senior staff have the responsibility for ensuring that health and safety matters are considered when planning any work to be undertaken. Ravenworth Ltd recognises the responsibility to provide employees and contractors with suitable and adequate training, information and instruction to enable them to understand and fulfil their duties in a competent and diligent manner.

The co-operation of employees is vital to the success of the Health and Safety policy and views on Health and Safety development are welcomed. The company encourages all employees to discuss Health and Safety matters with senior management.

All subcontractors have a duty to co-operate with site management and follow the agreed safe working procedures and site rules specific to each project.

David Webb has been appointed as having overall and final responsibility for health, safety and welfare. Any problems encountered in the implementation of this Policy must be reported to him (through the consultation procedures detailed in Section 3 of this Policy).

Competent persons are employed within the company to assist in the management of Health and Safety. External advisers are engaged to provide assistance and advice on specific matters to enable the company to fulfil its duties.

The Policy will be reviewed regularly to take account of new or forthcoming legislation and any changes in the company structure or work activities.

All employees are required to read the Policy upon recruitment and will be made aware of revisions to the Policy.

For and on behalf of Ravenworth Ltd

David Webb  
Director with particular responsibility for Health and Safety

Signed: .....*DAVID WEBB*.....

Date: 30/07/15

**HEALTH AND SAFETY POLICY**

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**2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES**

**2.1 The Directors**

Arrange for the preparation, updating and review of the company's Health and Safety policy and ensure that it is brought to the notice of all employees.

Ensure that employees and contractors are aware of the requirements placed upon them by the company's policy and the specific arrangements at the office, unit and site managed locations.

Make arrangements for the provision of information and organise appropriate training for specific employees relevant to the duties they perform for the company.

Ensure that competent persons are nominated to assist in preparing risk assessments relevant to the work operations being carried out.

Bring the results of risk assessments to the attention of those affected; ensure that these are clearly understood by persons who have to implement or abide by such procedures.

Maintain a system of consultation with employees on health and safety matters and ensure that Health and Safety matters are included on the agenda of all project meetings.

Institute procedures for reporting and investigating the causes of injury, damage and loss; promote analysis of investigations to improve safety performance.

Ensure that sufficient competent persons are nominated to implement emergency procedures at the workshop and site managed locations and that adequate welfare/ first aid provision is in place.

Evaluate what Health and Safety support resources (external consultants' advice etc.) are necessary for any specific project and agree the roles of the various members of the site management team.

Following the findings of risk assessments, ensure that method statements are in place, to address all high risk site activities.

Ensure that a site fire plan is produced with sufficient persons appointed to co-ordinate site emergency procedures and display notices detailing evacuation procedures where all affected can see them.

Stop any dangerous activity observed when visiting sites drawing to site management and relevant contractor's attention any contravention of statutory requirements.

Make arrangements to ensure that contractors provide all necessary documentation, risk assessments and method statements relating to their works.

Ensure that where appointed as a Contractor relevant information required for inclusion with the project Health and Safety Plan and File is promptly provided to the Principal Contractor.

Monitor the effective reporting of all accidents in accordance with the policy procedures.

Arrange for funds and facilities to be available to meet the requirements of the policy.

**HEALTH AND SAFETY POLICY**

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**2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)**

**2.2 Site Supervisors**

Make specific arrangements at the site to ensure that works comply with current Health and Safety legislation to reduce risks to employees, contractors or others affected by site activities to the lowest level reasonably practicable.

Liaise with the client or Principal Contractor relating to the specific site safety arrangements required for the project.

Organise security arrangements in order to make sure only authorised people are allowed onto the site.

Implement the site fire plan; check that fire fighting equipment is provided and that combustible materials are stored safely and away from heat sources.

Establish that site welfare facilities are kept in a clean/hygienic condition and that first aid arrangements are adequate given the size and nature of the specific site and that boxes/points are fully stocked.

Ensure that protective clothing and equipment to guard against hazards on site is issued by those responsible and worn as required.

Report any defect in structures, vehicles, plant and equipment and prohibit the use of any such item as necessary. This shall be the case for all equipment whether hired or purchased or otherwise brought to site.

Ensure that portable electrical appliances, leads and plugs are free from visible damage and that routine PAT tests are arranged at required intervals.

Monitor working practices to establish if work is being carried out in accordance with site rules method statements, COSHH assessments etc.

Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.

Stop any dangerous activity, horseplay etc and report those offending in accordance with site procedures.

Consult with other employees and contractors and ensure that any Health and Safety matters raised are fully investigated in order to improve safety performance at the site.

Report any accidents as outlined in the accident reporting section of this policy.

Co-operate with any external Health and Safety Consultants appointed for the specific project. Bring to the attention of contractors any safety deficiencies or recommendations of site safety inspections and reports.

Provide relevant information to contractors relating to site rules and procedures detailed in the site risk assessment and method statement pack and ensure that all site workers receive induction training.

Set a personal example by following all site rules, wearing protective clothing and by carrying out your own work in a safe manner.

Follow the arrangements detailed in this Policy; observe site rules issued by Ravenworth Ltd and any specific requirements required by the client or Principal Contractor.

Provide information relating to Health and Safety procedures when requested in accordance with the company's selection procedures for contractors and the self employed.

Prepare and issue risk assessments and method statements as requested and co-ordinate site activity with the site supervisor and other contractors at the project.

Work strictly in accordance with agreed method statements.

**HEALTH AND SAFETY POLICY**

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**2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)**

**2.3 Sub-Contractors and Self Employed Persons**

Provide information relating to hazardous substances for use on site. Assess the risks associated with such substances relating to the manner in which the substance is to be used and stored at the site.

Co-operate with site management to provide information regarding daily work operations to avoid inter relationship problems with other programmed works.

Provide safety training for operations under their control and ensure that all their employees attend site induction talks.

Ensure that plant and equipment brought on site is used only on work for which it was designed, is of sound construction and in safe working order. All necessary testing and thorough examination must be carried out at the appropriate intervals.

Make sure that employees refrain from misuse of plant and equipment, welfare facilities or anything provided in the interest of Health and Safety; avoid dangerous acts or horseplay.

Provide appropriate personal protective equipment/clothing which must be used/worn in accordance with the site rules (e.g. hard hats, eye protection, ear defenders etc).

Report to David Webb all accidents sustained by contractors, whether the accident results in injury, damage or a near miss (e.g. materials falling from scaffold to ground without causing damage of injury, but clearly could have done so).

Co-operate with management in order to carry out the arrangements detailed in the Health and Safety policy and the specific rules for the site.

Consult with the site supervisor with regard to any site procedures that may be unclear or could be improved.

Report any unsafe working methods or dangerous conditions observed to David Webb directly at the workshop or to site management

Notify site management of any defects in plant or equipment immediately; do not attempt to use or repair equipment which may be hazardous to your health or for which you are not trained.

Report all accidents, injuries (however minor) or “near miss” incidents that may result in no injury or damage, but could have done so e.g. materials falling from scaffold to open ground.

Do not recklessly interfere with anything provided in the interests of health and safety or abuse welfare facilities.

Wear appropriate footwear at all times and use, where necessary, all protective clothing and safety equipment provided e.g. safety helmets, goggles, face masks etc.

Assist in keeping the workplace tidy, free from waste and materials blocking circulation and fire escape routes and fire risks.

Do not play dangerous or practical jokes or engage in “horseplay”.

Work strictly in accordance with method statements and agreed safety procedures.

Warn fellow employees, particularly trainees or those new to the site, of known hazards and remind them of agreed systems of work.

Take note of the safety notices and information displayed at the workshop or site.

**HEALTH AND SAFETY POLICY**

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**3. CONSULTATION, MONITORING AND REVIEWING HEALTH AND SAFETY**

Ravenworth Ltd encourages all employees to discuss any health and safety matter with the Directors and those responsible for management at the workshop and office and at site locations.

All employees will be expected to bring to the notice of the Directors areas where safety in the workplace may be improved. All reports of defects in safety performance will be fully investigated and suggestions for improvements welcomed.

Consultation between management and employees is provided by the daily contact between the Directors, management and employees.

The company's safety consultant will keep the Directors informed with regard to the need to review and update the Health and Safety policy and procedural documents as required by changes to legislation or alterations to the organisation of the company.

It will be arranged for external safety consultants to visit site locations as requested to report on Health and Safety standards at sites and detail recommendations to improve safety performance.

The safety consultant will assist site management in developing the site Health and Safety documents and advise with regard to site procedures and contractors documentation for inclusion in the site plan and Health and Safety file.

Site management staff must check that all work under their control is being carried out in accordance with this policy and the safety procedures established for the project.

Appropriate safety documentation HS(G)150 Health and Safety in Construction, HSE guidance notes, etc) are available at site management offices.

The Directors will liaise with the safety consultant regarding the frequency of the review of the Health and Safety Policy to establish any possible areas of improvement in procedures, training etc. and, where necessary, for additional information to be issued to employees.

Health and safety shall be included as an item on the agenda of all site meetings. Any deficiencies in health and safety performance are to be reported and suggested improvements in working procedures discussed.

**HEALTH AND SAFETY POLICY**

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**4. GENERAL PREMISES HEALTH AND SAFETY**

**4.1 Environmental Conditions**

The lighting in the workshop and other areas of the unit will be adequate for the purpose.

Every effort will be made to maintain a reasonable temperature at the premises.

The workshop temperature will be maintained between 13 and 16 degrees in cold weather by use of additional heaters.

Generally, adequate supplies of fresh air for the workshop will be obtained by opening the main doors etc. Where additional heat or fumes are likely to be present, local ventilation (fans etc.) will be provided.

**4.2 Safe Means of Access/Egress**

Safe means of access is provided and maintained in good order.

Trailing electric cables from equipment will be kept to a minimum and positioned so that they do not present tripping hazards.

All fire routes and corridors must remain free from obstruction (glass trolleys, finished glazed units, waste materials etc) at all times.

**4.3 Washing and Toilet Facilities**

Conveniently accessible, suitable and sufficient washing facilities are provided for all staff along with a rest area for taking drinks and eating.

For site welfare arrangements see section 5.

**4.4 Electrical Hazards/Equipment**

All electrical installations will be installed by a person who is competent to carry out the work. After the installation, electrical equipment must be checked for defects at regular intervals and records kept.

All plugs and cables shall be regularly examined for loose connections. All loose connections, faults etc discovered shall be rectified immediately, if they can be dealt with by a member of staff, or as soon as possible if a qualified electrician is required.

**4.5 Machinery Hazards**

All parts of machines which could be a source of danger to anyone on the premises must be adequately guarded.

Adequate room is to be provided around all working sides of machines so that operation can be safely carried out without the operator being obstructed.

**4.6 Stability of Equipment**

All machines, equipment, racking, shelves, worktops etc will be adequately secured in position.

**4.7 Housekeeping and Premises**

Staff are required to keep the work area tidy (workbenches, floors, office desks etc.) and to place all rubbish in the receptacles provided.

All rubbish shall be cleared, daily, to the refuse storage area for removal by an authorised contractor.

**4. GENERAL PREMISES HEALTH AND SAFETY (Continued)**

**4.7 Housekeeping and Premises (Continued)**

Appropriate access equipment must be used by staff when putting stock into storage racks/areas or retrieving items for sale. Under no circumstances are staff allowed to climb on racking or use items of furniture or boxes etc. to gain height to access storage areas.

Floors must be maintained in good condition, free of waste material, and must not be slippery. Spillage of any liquids must be cleared up immediately.

**4.8 Contractors and Visitors**

On occasions that building or maintenance contractors are working on the premises, it will be ensured that staff are aware of work to be carried out, hours of working and any precautions that are necessary for the safety of staff and contractors.

Visitors shall not be invited onto the premises, unless accompanied by a member of staff and that member of staff remains responsible for monitoring the whereabouts and well being of their visitors.

**HEALTH AND SAFETY POLICY**

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**5. SITE WELFARE FACILITIES**

**5.1 General Guidelines**

The company will assess the welfare arrangements for projects in accordance with statutory legislation and specific contract requirements prior to the commencement of a project.

Welfare arrangements should be detailed in the project Health and Safety Plan and procedures for correct use and maintenance must be communicated to all parties using those facilities.

The company will usually work as a contractor to a Principal Contractor who will be responsible for welfare facilities.

The site supervisor will ensure that facilities are adequate and are properly maintained.

**5.2 Summary of Minimum Welfare Requirements**

Suitable and sufficient sanitary conveniences must be provided for the number of site personnel. Toilet facilities must be kept in a clean and hygienic condition.

Washing facilities should be provided in the immediate vicinity with hot and cold water, soap and means of drying hands.

Shelter for protection in bad weather and facilities for keeping personal clothing must be available with a means for drying provided.

Accommodation for taking meals is required along with facilities for boiling water. A means for heating food must be provided unless hot food is readily available elsewhere.

Drinking water must be available and be marked as such with a supply of drinking vessels.

When assessing welfare provisions separate arrangements should be made for males and females.

No smoking in the workplace must be enforced and additional site fire risks must be considered.

**HEALTH AND SAFETY POLICY**

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**6. ACCIDENT REPORTING AND FIRST AID**

**6.1 Accident Reporting (General)**

All accidents, incidents or injuries however minor, occurring during the course of employment shall be reported to David Webb via the office, with details recorded in the accident book. This applies to injuries received by sub-contractors, public, visitors etc. as well as company employees.

**6.2 Duties in Relation to Accidents**

David Webb must be notified immediately of any serious incidents. It will be ensured that in the event of a fatal or major injury or a dangerous occurrence, or a notifiable disease, then the local offices of the Health and Safety Executive is notified immediately by the quickest practicable means. This is in accordance with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR), and is obligatory. Detailed definitions of these situations can be found in those Regulations.

Advice will be obtained from the company safety consultant if any assistance is needed in this respect.

Confirmation of the above notification must be submitted in writing within 15 days on an appropriate form or by some other approved means.

If any injury results in any person being absent from work for more than 7 days (not counting the day in which the accident happened), then notification must also be made (see below). If any injury results in any person being absent from work for more than 3 days a record must be kept, this can be recorded in the company Accident Book. All Accidents must be recorded.

It will be ensured that work in the vicinity of a notifiable accident is suspended pending an investigation while also making the area safe.

**6.3 Details of Notification to HSE:**

Using the form F2508 on the RIDDOR website, <http://www.hse.gov.uk/riddor/report.htm> and completing on line.

By telephone to The Incident Centre on 0845 300 9922 for any fatal or major injuries (open 8.30am to 5pm Monday- Friday.)

**6.4 Accident Record Book**

The information to be recorded shall be:

- Date and time of the accident or dangerous occurrence.

The following particulars of that person:

- Full name
- Occupation
- Nature of injury
- Employer

The following additional information:

- Place where the accident or dangerous occurrence happened.
- A brief description of the circumstances in which the accident or dangerous occurrence happened.
- The date on which the event was first reported to the relevant enforcing authority.
- The method by which the event was reported.

**HEALTH AND SAFETY POLICY**

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**6. ACCIDENT REPORTING AND FIRST AID (Continued)**

**6.5 Post Accident Procedures/Investigation**

David Webb will liaise with the company's safety consultant regarding the allocation of duties for investigation of any accident.

It will be ensured that a full investigation of any accident involving injury, damage or loss will be undertaken and subsequent recommendations implemented.

**6.6 First Aid**

A project specific assessment must be undertaken to consider the number of employees, the nature of the work and associated hazards, the location and distribution of the site, and the nearest hospital and emergency facilities.

First aid boxes are under the supervision of the site appointed persons. These will be checked and refilled as necessary.

Full details of welfare and first aid provision for the specific site along with the location of nearest Accident and Emergency Hospital are detailed within the site Health and Safety Plan.

**HEALTH AND SAFETY POLICY**

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**7. FIRE SAFETY AND EMERGENCY PROCEDURES**

**7.1 Offices and Workshop**

Ravenworth Ltd is fully committed to the protection of all its employees from the risk of fire or other serious events requiring emergency evacuation. The following procedures shall be undertaken:

- Fire notices and signage are placed at strategic points around the premises; in case of emergency follow the advice indicated on the fire notices.
- Fire extinguishers are placed at doorways and at other high risk areas. Extinguishers must not be removed from their permanent locations except for use in the event of a fire.
- Escape routes must be kept clear at all times.
- Fire extinguishers are maintained every 12 months by a specialist contractor.
- A fire risk assessment has been undertaken at the premises and basic fire safety training and information organised for employees.

**7.2 Site locations**

The Principal Contractor will usually be in control of fire safety procedures at the site.

The site fire plan must be produced with sufficient persons being appointed to co-ordinate site emergency procedures.

Full details of project specific fire prevention, protection and emergency evacuation procedures will be detailed within the site Health and Safety Plan and be displayed on site.

All sites are designated no smoking areas. Project specific arrangements for smoke breaks are contained within the site Health and Safety Plan.

Where working in existing premises site management would need to satisfy themselves as to the worthiness of current escape routes from any areas of working.

Adequate fire fighting facilities must be available, prominently signed and located to control assessed fire risks for the specific project.

Working areas must be kept clean and tidy to prevent the build up of flammable materials with waste removed at regular intervals.

Highly flammable liquids and LPG are to be stored correctly and quantities stored kept to the minimum necessary for use.

A hot work permit system will be operated when necessary, the appropriate precautions taken and maintained.

The person responsible for fire safety is David Webb.

## HEALTH AND SAFETY POLICY

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### 8. RISK ASSESSMENT

#### 8.1 Procedures

The Management of Health and Safety at Work Regulations 1999 (MHSWR) requires employers to carry out risk assessments of work activities.

Definitions:

- Hazard: Something with the potential to cause harm
- Risk: The likelihood of the harm from a particular hazard actually occurring
- Competent Person: A person with sufficient knowledge, experience and training

The extent of risk during an assessment will take account of the severity of possible consequences and the number of persons likely to be exposed to the hazard.

Actions to be taken are summarised as follows:

- Assess the risks to the health and safety of employees and any others who could be affected by specific work activities. This also includes contractors and temporary staff where they may be affected by such work.
- Specify the relevant procedures to eliminate or minimise any such risk.
- Where the risk is considered to be significant, then this must be recorded in writing, and where relevant, groups of employees identified as being especially at risk.
- Risk assessments should be reviewed and altered if they are no longer valid or where circumstances have changed significantly.
- Appoint competent persons to assist in complying with these requirements.
- Establish emergency procedures to be followed in the event of serious and imminent danger and have sufficient competent persons to implement evacuation procedures.
- Co-operate fully with other employers where work areas are shared, by exchanging information on the risks associated with each others' activities/the control measures in force and subsequently pass such information to employees in those areas.
- Inform employees about any risks that have been identified and provide information on the preventative steps that are being taken to protect them.
- Provide health surveillance where there is an identifiable disease or adverse health condition related to the work concerned, provided that they are able to be detected and there is a reasonable likelihood that they may occur under working conditions.

Provide relevant training, which must be repeated periodically and take account of change in respect of:

- Duties and tasks allocated to them.
- Induction on first being employed.
- Where transferred to new work or given increased responsibility.
- When changes in work equipment or methods are introduced.

Employees also have duties as follows:

- Use anything provided by the employer in accordance with the instructions/training given. This includes plant and machinery, dangerous substances, safety equipment etc.
- Inform management of any dangerous work situation or matter considered to be a problem with health and safety protection arrangements.

The requirements of this legislation place a duty on Ravenworth Ltd to provide appropriate arrangements for health and safety which will enable effective planning, organisation, control, monitoring and review of the preventive and protective measures required to eliminate or minimise the risk for any particular work activity.

Where activities are already subject to assessment under other legislation, there is no requirement to repeat the exercise e.g. Control of Substances Hazardous to Health Regulations 2002 (as amended), Manual Handling Regulations 1992.

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**8. RISK ASSESSMENT (Continued)**

**8.2 Employing Young People**

Under the (MHSWR) certain additional obligations are required of employers in relation to the employment of young persons (those under 18).

Young persons will only be employed where circumstances allow for adequate supervision and only after an assessment has been made taking into account their inexperience and possible immaturity, lack of awareness of potential risks and unfamiliarity with the workplace..

**8.3 Disability Discrimination Act and Equal Opportunities**

An assessment will be made prior to the employment of any person falling under the scope of the above Act of facilities and access arrangements with particular attention to emergency evacuation measures.

Ravenworth Ltd is an equal opportunities Employer; persons are employed on the basis of merit and skill.

**HEALTH AND SAFETY POLICY**

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**9. INFORMATION AND TRAINING**

**9.1 Training**

Ravenworth Ltd recognises that safety training is essential in order that individuals are able to competently undertake the duties assigned to them.

Staff will be given general training and instruction when they are exposed to new or increased risks due to:-

- A change in the system of work
- New responsibilities
- Requirements of a specific new workplace
- New or changed work equipment or technology

The company recognises that fundamental to the success of its Safety Policy is that management should have received training necessary to control effectively the areas for which they are responsible.

An ongoing training programme is under development by the safety adviser to review current procedures and implement forthcoming training and instruction for Directors, site supervisors and operatives.

Trade contractor's site management are required to ensure that relevant training is given to new employees or those new to the contract relevant to the tasks to be undertaken.

Specific safety topics are selected for "tool box talks" where measures to control risk are discussed and brought to the attention of employees e.g. handling of glass and glazed units, work at heights etc.

It shall be the responsibility of the site supervisor to organise safety induction talks, which, where practicable shall be held on the operatives first day on site.

Site induction training for the specific project will be carried out by the site supervisor or in his absence others instructed by him.

**9.2 Information**

Information specific to the individual project will be made available and displayed in prominent locations in the form of site rules, health and safety notices, emergency procedures etc.

Relevant health and safety books, leaflets and HSE publications are held at the company's office and are available to sites.

Information on HS(G)150 Health and Safety in Construction and other relevant documentation are retained on sites.

Members of staff who require specific information should consult with David Webb via site management.

**HEALTH AND SAFETY POLICY**

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**10. DISPLAY SCREEN EQUIPMENT**

**10.1 Application of the Regulations to “Users”**

The Health and Safety (Display Screen Equipment) Regulations 1992 as amended 2002 apply to work stations where there is a "user", that is an employee who habitually uses display screen equipment as a significant part of formal work.

All office based staff have been made aware of the procedures detailed in this section of the Policy.

**10.2 Hazards associated with this equipment include:-**

Work related upper limb disorders e.g. temporary fatigue or pains in the hands, arms shoulders, soft tissue disorders e.g. carpal tunnel syndrome.

Prolonged static posture or awkward positioning.

Temporary visual fatigue due to glare or reflections, poor legibility of screen or documents, inadequate lighting, poor screen image etc.

Fatigue or stress.

Environmental factors e.g. humidity, heating, ventilation, static electricity.

**10.3 Arrangements in connection with the use of this equipment:-**

Assess the risks to health and safety of operators who use display screens for continuous periods of an hour or more.

Make arrangements for workstations to comply with the relevant standards.

Organise work activities so that, where possible, short breaks away from the display screen are a regular feature.

Make arrangements for eyesight tests at the request of any “user” and ensure that suitable basic spectacles are provided, where these are required for the display screen work concerned.

Arrange for relevant health and safety training of operators, and provide adequate information regarding these aspects.

**10.4 Practical Control Measures to be Considered:-**

Adjust chair display screen and other workstation equipment to find the most comfortable position.

Arrange for sufficient space to take whatever documents as are necessary. Use a document holder if necessary.

Maintain sufficient space below the desk to allow free movement of legs, use a footrest if necessary.

Adjust keyboard position and try to avoiding bending hands up at the wrist, use a soft touch and avoid over stretching the fingers.

Organise work to include regular breaks from screen work.

Avoid reflective glare due to windows or bright lights.

Ensure screens are clean and brightness/contrast are adjusted to suit lighting conditions. Screens should not flicker.

If any display screen user becomes aware that discomfort is experienced in hands, wrists, back, eyes etc they should consult with David Webb.

**10.5 Training**

Training will be provided for those persons defined as users or operators, and will cover the health and safety aspects associated with the equipment, including recognition of risks, and their causes, adjustment of seating and equipment positions, cleaning and maintenance, use of breaks, consultation arrangements and eye test arrangements.

**11. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

**11.1 General**

The Control of Substances Hazardous to Health Regulations 2002 (as amended) imposes a duty on the employer to:

- Identify all substances in use, or likely to be encountered which could be hazardous to the health of employees (and others); and
- Assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used and the quantities involved.
- All potentially hazardous substances to be used must be identified and assessed for the risk to personnel.
- A less harmful substitute should be sought for any hazardous substance. Only if there is no less hazardous substitute available should the substance be used.

**11.2 Construction site locations**

All contractors must provide to Ravenworth Ltd site management project specific assessments for work involving hazardous substances. These assessments must be submitted prior to work with the materials at the site.

Hazard data sheets and COSHH assessments for hazardous substances used on a specific project will be retained in a separate file at the site location.

Particular attention must be paid to the storage of such materials in accordance with the manufacturer's requirements as should the handling of containers at the point of use and application.

Contractors are required to inform Ravenworth Ltd of any special storage requirements for substances which are harmful, flammable, explosive etc in advance of delivery of the materials to the site.

Contractors must ensure the provision for correct method of transport and disposal of materials and their containers; their residue could fall within the definition of special waste.

**HEALTH AND SAFETY POLICY**

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**12. PERSONAL PROTECTIVE EQUIPMENT AT WORK**

**12.1 Policy**

In accordance with the Personal Protective Equipment Regulations (1992) it is the policy of the company that suitable personal protective equipment (PPE) will be worn by the company's employees and by others working at places controlled by the company which will protect against one or more risks to his health and safety.

PPE will be issued to protect operatives against any hazards that cannot be controlled by other safety procedures.

Appropriate PPE will be provided or insisted upon for all employees, sub-contractors and visitors e.g. head protection, high visibility clothing etc.

**NB: PPE must always be considered a last resort, not as an alternative to a safe system of work.**

**12.2 Operation of Policy**

The company has a duty to ensure so far as is reasonably practicable, that employees wear or hold equipment which protects them from any foreseeable risk to their health and safety.

All PPE must be stored safely, maintained, replaced and cleaned as necessary; an initial appraisal of PPE on issue must check for damage or defects.

Any defects in PPE must be reported to site management immediately who will arrange for replacement.

Sub-contractors must comply with all safety rules for the project including compliance with the Personal Protective Equipment Regulations.

Where resistance to this policy is met the person will be removed from danger whilst appropriate contractual and disciplinary action is used to resolve the issue.

**12.3 Assessing PPE Requirements**

Assessment will be made on each work activity and the operation of individual machines to evaluate the requirement for protective equipment.

The company will ensure that an assessment is made to determine whether any PPE they intend to provide is suitable.

Details of PPE to be worn or used to guard against specific hazards will be included on the results of all risk assessment and method statements.

An assessment will be reviewed when there is reason to expect it is no longer valid or there is a significant change in matters to which it relates.

**13. MANUAL HANDLING OPERATIONS**

**13.1 General**

Ravenworth Ltd make every effort to avoid the need for any employee to undertake a manual handling operation which involves a risk of injury. Mechanical handling aids (fork lifts, trolleys/barrows etc.) are used whenever practicable.

**13.2 Hazards**

The main hazards associated with manual handling operations include:-

- Possible injury to persons involved.
- Possible injury to others in the vicinity of items being moved.
- Damage to the fabric of the building resulting in creation of hazards to other users.

**13.3 Control Measures**

Where a significant manual handling operation involving employees cannot be avoided the company will make a written assessment taking into account the following factors:-

- The task
- The load.
- The environment.
- The individual's capability and take appropriate steps to reduce the risk to the lowest reasonable level.
- Provide employees involved in any such manual handling operation with precise information about the weight of the load.

The assessment will be reviewed when there is reason to suspect that it is no longer valid, or there has been a significant change in the operation.

When manual handling cannot be avoided entirely, consideration will be given to the possibility of (1) automation, or (2) mechanisation, bearing in mind that either of these alternatives may introduce fresh risks requiring precautions of their own.

Similar considerations will apply to assessing the requirements of material deliveries.

The company will delegate responsibility for carrying out assessments to individuals considered to possess sufficient experience, knowledge and understanding of the requirements of the Regulations.

Employees are encouraged to assist the assessment process by reporting any problems which they may have encountered in manual handling operations.

**HEALTH AND SAFETY POLICY**

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**14.0 THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2007**

**14.1 Duties if Acting as Principal Contractor**

**The company generally work as a trade contractor or directly for a client, but are aware of the procedures detailed below.**

Be satisfied that clients are aware of their duties, that a CDM co-ordinator has been appointed and HSE notified before commencing work.

Make sure that they are competent to address the health and safety issues likely to be involved in the management of the construction phase of the specific project.

Plan, manage and monitor the project with adequately resourced, competent site management appropriate to the type of work and level of risk.

Be satisfied when appointing contractors or designers that they are competent and have made adequate provision for health and safety.

Obtain risk assessments and method statements from contractors.

Provide contractors with information about the project and relevant sections of the Health and Safety plan to enable them to plan and carry out work safely.

Inform contractors working on the project of the timescale for planning and preparation before they will begin work on site.

Ensure that all workers have been provided with suitable health and safety induction, information and training.

Prepare (prior to commencement) the construction phase Health and Safety Plan which must be kept up to date and developed as the project progresses

Prepare and enforce any necessary site rules

Liaise with the CDM co-ordinator regarding any design work carried out during the construction phase.

Take reasonable steps to keep unauthorised people off site.

Ensure the co-ordination and co-operation of contractors to prevent inter-relationship problems.

Make sure that suitable welfare facilities are provided from the start of the construction phase.

Make arrangements for the co-ordination of the views of employees or their representatives.

Display notification details.

Provide the CDM co-ordinator with information when requested for the Health and Safety File.

**NB; Principal Contractors must also comply with the duties placed on all contractors under the Regulations**

**14.2 Duties when Acting as a Contractor**

Be satisfied that they and anyone they employ or engage are competent and adequately resourced.

Ensure that employees and contractors employed have sufficient information and training needed for the particular work.

**HEALTH AND SAFETY POLICY**

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**14. THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2007 (Continued)**

**14.2 Duties when Acting as a Contractor (Continued)**

Plan, manage and monitor their own work to make sure that those under their control are safe from commencement on site.

Ensure that any contractor that they engage has information on the timescale for planning and preparation before they will begin work on site.

Provide workers under their control with relevant information relating to other contractor's work, reporting of problems, emergency arrangements and any additional induction training required (other than that provided by the Principal Contractor.)

Co-operate with the Principal Contractor and other contractors working on the project.

Where any design work is undertaken comply with the designer's duties under Regulation 11 of CDM 2007 and obtain specialist advice (where necessary) when planning any high risk work.

Comply with Part 4 of CDM 2007 "Duties relating to health and safety on construction sites" and the provision of welfare facilities detailed at schedule 2.

Consult with the workforce on health and safety matters.

Check that clients are aware of their duties.

**HEALTH AND SAFETY POLICY**

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**15.0 USE OF FORK LIFT TRUCKS**

**15.1 General**

Operation of fork lift trucks will be undertaken in compliance with the Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998, and all relevant B.S. Standards.

**15.2 The Equipment**

- All fork lift trucks must comply with relevant statutory and recommended standards.
- Trucks must be maintained and serviced in accordance with manufacturers recommendations and the lifting chains examined at 6 monthly intervals.
- Equipment must be inspected prior to use to establish that the equipment is in good working order (i.e. tyres, brakes, lubrication levels, fuel/power, lifting chain, general defects etc.)
- Records and registers will be maintained for equipment owned by the firm and proof of servicing obtained from suppliers of any hired fork lift trucks.

**15.3 Training**

- Fork lift trucks are only to be operated by trained and authorised persons.
- Certificates of training must be specific to the type of fork lift truck being operated.
- Training certificates for those operating fork lift trucks at Ravenworth Ltd are retained in the general office.

**15.4 Main Hazards to be considered**

1. Unsuitable ground conditions working on gradients.
2. Exceeding safe working load.
3. Instability of load (falling objects)
4. Overturning due to speeding, working on excessive slopes, load instability, travel with load elevated etc.
5. Overhead obstructions, services at high level etc.
6. Presence of pedestrians or other vehicle movements.
7. Driver injuries through being trapped between cab and obstructions, or being thrown from the cab.
8. Entanglements with moving parts of machinery.
9. Unauthorised starting up and driving.

**15.5 Control Measures**

1. Trucks should be selected to ensure the capacity and correct type for the job and site conditions.
2. Ensure that the weight to be moved does not exceed the safe working load.
3. Drivers must be trained and authorised for the type of truck being used.
4. Never drive the truck while the load is elevated.
5. No passengers to be carried unless the truck is designed specifically for that purpose.
6. Clear passage for the truck and any necessary signage/barriers to be in place to separate traffic and pedestrian movements.
7. Lift truck only to be used for the purpose for which it is designed.
8. Trucks must not be used as working platforms unless they are designed for this purpose and a properly guarded suitable platform has been fitted.
9. Ensure that all loads are stable, pallets in good order and driving operations carried out smoothly.
10. Equipment must be immobilised to prevent unauthorised operation when not in use.
11. Roll over protection will be necessary for trucks capable of rolling over 180 degrees or more (i.e. where the mast of a vertical masted truck would generally prevent the truck turning over more than 90 degrees this would not be the case for certain variable reach trucks).

**HEALTH AND SAFETY POLICY**

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**15. USE OF FORK LIFT TRUCKS (Continued)**

**15.5 Control Measures (Continued)**

12. Restraining systems should be fitted where appropriate due to the possibility of drivers falling or being trapped by the fork lift truck or its protective structure in the event of roll over.
13. All moving parts of the lifting gear must be effectively guarded.
14. Local conditions must be evaluated prior to commencement of work to consider ground conditions, overhead obstructions/services, slopes, level of lighting etc. and control measures implemented to suit the specific work area.

**HEALTH AND SAFETY POLICY**

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**16.0 SAFE USE OF MACHINERY**

**16.1 General**

All use of work equipment must comply with the Provision and Use of Work Equipment Regulations 1998 and Approved Code of Practice.

**16.2 Employer's main duties**

To ensure that work equipment is suitable for the purpose for which it is used and only used for operations for which it has been designed.

Equipment must only be used by those who have received adequate information and training on its operation and possible risks involved with use.

Records must be kept and requirements of operating and maintenance manuals adhered to regarding schedules of maintenance required for individual machinery or other equipment.

Maintenance or repairs must only be carried out by authorised persons.

Users and supervisors of equipment must be given adequate health and safety information and training to include work methods, risks and precautions.

Measures must be taken to prevent access to dangerous parts of machinery and to stop movement of any dangerous part before anyone can enter the danger zone.

Guards and other safety devices on equipment must be:-

- Suitable for the purpose
- Of good construction, sound material and adequate strength
- Adequately maintained, in good repair and efficient working order
- Not the source of additional risk to health and safety
- Not easily bypassed or disabled
- Situated at sufficient distance from the danger zone
- Not unduly restrictive of any necessary view of the machine
- Constructed or adapted to allow maintenance or part replacement without removing them

Exposure of a person to specified hazards must be prevented or adequately controlled. The list of specified hazards being:-

- Ejected or falling objects
- Rupture or disintegration of parts of the work equipment
- Fire or overheating of the work equipment
- Unintended or premature discharge of article or of any gas, dust, liquid, vapour etc.

Clearly identifiable and readily accessible means to isolate work equipment from sources of energy must be provided.

Work equipment must be stable and secured to avoid risks to health and safety.

Where appropriate work equipment must have clearly visible markings and any warnings or warning devices appropriate for health and safety.

Measures must be taken to ensure adequate lighting where equipment is operated and that parts of equipment likely to burn, scald or sear are protected.

**HEALTH AND SAFETY POLICY**

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**16. SAFE USE OF MACHINERY (Continued)**

**16.3 Specific requirements**

**Excessive Noise**

An assessment of the noise level of equipment must be made and control measures implemented to reduce the level of noise (wherever practicable) rather than providing hearing protection (ear muffs/plugs etc.)

Where appropriate, only tools conforming to EEC special directives on the sound level of airborne noise, should be used. Where persons are exposed to noise levels exceeding 80 dB (A), hearing protection must be provided and should be worn. Where noise levels exceed 85 dB (A), hearing protection must be worn by law.

**Vibration**

Vibration of certain types of tools can cause health problems with the nervous system known as (Vibration White Finger). An assessment of the risk associated with the use of such equipment must be made to ascertain if equipment is available which creates less vibration.

Where substitution with lower vibration producing plant is not possible changes in job design may be required to reduce exposure (e.g. job rotation to decrease exposure to vibration/issue of gloves to improve blood flow to hands/modifications to equipment by insulating handles etc.)

**Pneumatic Tools**

Compressed air is delivered at high pressure. If it enters the body it can rupture internal organs and cause death. Any form of horseplay or misuse should be expressly forbidden.

**Hand Held Circular Tools**

Before using the saw ensure that:-

1. The blade is of the correct type for the materials being cut.
2. It is in good condition with no cracks or damage and that the teeth are sharp.
3. It is properly and securely fixed in the machine.
4. It will rotate in the correct direction, the sharp edge of the tooth must cut upwards from the bottom to the top of the material when the saw is in use.
5. If the direction of the rotation is marked on the face of the blade and the body of the saw, the marks are both in the same direction.
6. The depth of cut is adjusted so that the saw blade only just projects through the underside of the material being cut.
7. The guard which covers the saw blade below the shoe is operating properly and retracts as the blade enters the material.

Other safety points are:-

8. Never adjust guards while the saw blade is in motion or the machine is connected to the power supply.
9. Never operate the machine with a defective on/off switch and never secure the switch in the 'on' position.
10. Always ensure that the supply cable is sufficiently long and so restrained that it cannot be damaged by the saw before starting to cut.

**HEALTH AND SAFETY POLICY**

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**17. GLASS HANDLING STORAGE AND TRANSPORT**

**17.1 General**

A Code of Practice has been drawn up by the Glass and Glazing Federation to provide guidance on recommended best practice in the safe handling, transport and storage of flat glass.

A copy of the Code of Practice is retained in the main office.

**17.2 Storage of glass**

Glass should generally be stored on its edge in dry conditions.

Glass should not be in contact with any substance that is harder than itself, e.g. concrete, stone, ferrous metals.

Risk may be minimised by protecting all supporting structures with timber, felt, rubber or plastic material.

Care should be taken to ensure that all nails and screws are countersunk below the surface likely to come in contact with the glass.

The angle of inclination or lean of the glass should be 3 degrees from the vertical on static racks.

For transportable racks, pallets and stillages, an angle of 5-6 degrees is recommended. If the angle is increased above 6 degrees, it will tend to put extra load on the back sheets of the stack and may cause breakage.

Glass stored on its edge should be supported as evenly as possible over its surface area.

The type of rack selected depends on the size of the glass to be held, the volume or number of sheets to be stacked, and the method of handling to and from the particular rack, i.e. mechanical handling devices may require a specific type of rack construction.

All materials used in the construction of storage racks should be of sound quality and they should be examined periodically.

Glass in racks should be kept as upright as possible. An excessive lean may result in damage to the glass edges, with a possible risk of injury when removing the glass from the rack.

The tendency to turn over several sheets at a time should be resisted because the sudden redistribution of weight places a great stress on the vertical supports.

**17.3 Handling of glass**

Information, instruction and training will be required to be given to employees involved in the handling of glass.

Glass is a potentially dangerous material and those handling it should be aware of procedures for detecting flawed glass, correct way of lifting and setting down glass, what protective clothing and equipment may be necessary, what lifting and carrying aids are available etc.

Manual handling operations will be avoided wherever possible by the use of mechanical equipment or trolleys.

When manual handling of glass is necessary the following important guidelines must always be considered:-

- The size and substance of the glass to be handled determines the number of people required.
- Loads should be kept within the manageable capacity of those handling them.
- Check the condition of the glass, look particularly for edge runs.
- Ensure there is plenty of room for manoeuvre and look out for obstacles.

**HEALTH AND SAFETY POLICY**

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**17. GLASS HANDLING STORAGE AND TRANSPORT (Continued)**

**17.3 Handling of glass (Continued)**

- Check that the destination (bench cutting place etc.) is prepared with satisfactorily insulated seating in place.
- The floor should be checked for obstacles or slippery patches.
- A safe lifting posture should be used.
- When lifting, the glass should be kept upright and the movement smooth to avoid undue flexing.
- The correct protective clothing for the job in hand should be worn.
- Special care will be needed if handling glass or glazed units in the open during windy conditions.
- If glass breaks during handling it should be allowed to fall, no attempt should be made to intercept it.
- Persons with a history of back injury should not engage in manual lifting.

**17.4 Unloading suppliers' vehicles**

The company will make arrangements for the safe unloading of suppliers vehicles and will direct and supervise unloading operations.

The suppliers' driver must remain with his vehicle and will be made aware of unloading arrangements when he arrives at the unit.

Loads must be inspected for damage to packaging or breakage before unloading begins and appropriate care and action taken.

Before the release of any retaining equipment the load must be stable for offloading of glass from the vehicle either manually or by mechanical means.

Once unloading has started, it should be ensured that the safe angle of lean is maintained and that the driver does not move the vehicle until he has re-secured the load.

Operators should stand well clear of the load when it is being removed from the lorry in case any broken sheets should fall out.

Special precautions will be necessary when unloading glass in gusting winds. Wherever practicable the delivery vehicle should be brought into the unit in these conditions.

The appropriate protective clothing should be worn at all times during the unloading operations. Special attention should be paid to wearing of gloves and eye protection when cutting any metal banding.

**18.0 WINDOW INSTALLATION – WORK AT OCCUPIED PREMISES**

**18.1 General**

Effective planning and occupant/tenant liaison will be essential to ensure that the works are carried out with the minimum of disruption and to prevent any danger to users of the premises.

Continued liaison will be necessary throughout project works to ensure, so far as is possible, that the occupants do not enter site working areas that may constitute a risk to themselves.

**18.2 Work in household premises**

Information regarding the nature of the works and any special hazards/risks associated with them must be conveyed to occupants along with any restrictions (areas where it is unsafe for those at the premises to enter while work proceeds).

Where children may be present parents or others responsible for the children will be advised that their children must be kept away from the works.

Whenever practicable the works must be separated from occupants' activities by hoarding or other barriers to effectively enclose the site working area.

Keeping the work area clean and tidy must be an absolute priority. All accesses, fire escape routes, common parts etc. must be kept clear of waste, tools and equipment.

Materials must not be left, even temporarily, where they may be at risk to the occupants of the premises or the public.

Particular care must be taken to prevent trailing leads presenting trip hazards and in the positioning of electrical equipment.

Spillages of water or other fluids which could create hazardous conditions are to be cleared up immediately.

Tools, materials, equipment etc. must not be left unattended unless access to the work area by occupants has been prevented by some other acceptable means.

No access ladders are to be left accessible when work shifts cease.

At the end of each working day all working areas will be left clean, tidy and safe for occupants use.

Hot works involving blow lamps, welding equipment, pipe brazing etc. must not be carried out within one hour of the completion of a shift and the working areas must be checked for smouldering materials before operatives leave the site.

**HEALTH AND SAFETY POLICY**

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**19.0 WINDOW INSTALLATION - WORK AT HEIGHTS**

**19.1 General**

Work at heights must comply with the Work at Height Regulations 2005. Operatives undertaking work at heights must be properly trained to enable them to recognise the dangers and know what steps to take to avoid them.

**19.2 Working Platforms/Prevention of Falls, Falling Objects**

A safe working platform must be maintained and safe working practices observed to prevent falls of personnel from the workplace or access to the workplace. Control measures must be maintained to prevent the fall of materials, tools, equipment or other objects from height which impose hazards for other workers or persons nearby or underneath the workplace.

**19.3 Access Equipment**

Scaffolding or other access equipment must be appropriate for the work to be carried out safely. All access equipment, ladders, towers, etc. must be regularly inspected and maintained.

Any faults in access equipment and materials must be reported by site supervisors or operatives immediately.

Before any work commences where safety belts, harnesses or other equipment are to be used training must be given to operatives undertaking that section of work.

Ladder access to working areas at height must be removed when the site is unattended.

**19.4 Overhead Work**

All necessary measures are to be taken to inform by notices of work being carried out above. Head protection must be worn where work at heights is being carried out.

Whenever possible, where work is being carried out at high level measures should be taken to prevent access to areas or levels beneath that work.

Materials must not be thrown down from high level other than by means of a chute or other safe method of work.

**19.5 Fragile Structures**

Before any work commences on a roof, fragile materials must be identified.

If any doubt exists as to the "reliability" of a roof or other structure to withstand a persons' weight it should be treated as a fragile material (e.g. industrial roofing sheets, extension flat roofs).

Cement asbestos roofs must always be considered to be fragile i.e. unable to support a persons body weight.

Crawling boards or other suitable coverings should be used on fragile materials such as:-

- Certain plastic sheeting
- Wired glass (e.g. rooflights)
- Wood wool slabs
- Asbestos/fibre cement sheets
- Corrugated steel sheeting if rusted
- Any roofing surface where uncertainty exists as to its ability to take a persons weight.

Crawling boards provided must be at least 430mm wide and where possible, secured to prevent movement.

No person should pass across, work on or from any fragile roof unless suitable and sufficient platforms, coverings or other similar means of support are provided and used.

**HEALTH AND SAFETY POLICY**

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**19. WORK AT HEIGHTS**

**19.5 Fragile structures (Continued)**

No person must pass or work near fragile materials (e.g. rooflights etc.) unless suitable and sufficient guard rails, coverings or other measures are taken to prevent a person falling through that material.

Barriers must be erected around openings and rooflights or alternatively they should be covered over. The covering should be substantial and secured in position. Where it is not possible to secure the covering, a notice should be fixed to the cover warning that there is a hole below.

**19.6 The Work at Heights Regulations 2005**

Ravenworth Ltd recognise the duty to avoid work at height, wherever it is possible to do so, by pre assembly or preparation of as much of the work as possible prior to working at height.

Where work at height is unavoidable measures will be in place to prevent any person falling a distance liable to cause personal injury. Risk assessments will be undertaken to select the work equipment most suitable to ensure and maintain safe working conditions.

A full fixed access scaffold erected by competent scaffolding contractors or fully guarded working platform for a tower scaffold or podium is generally required for any work at heights undertaken at Ravenworth Ltd sites.

**19.7 Factors to be considered in selecting appropriate work equipment.**

When conducting risk assessments on the type of access and working platform for work at height, factors to be considered include:-

- The job to be carried out.
- The duration and number of times it needs to be undertaken at that location.
- Number of people required
- The height and consequence should a fall occur.
- The equipment and materials necessary to undertake the job
- On site ground conditions,
- Location and other hazards (overhead power lines, neighbouring structures, occupied areas, work over public areas etc.
- Level of training and experience of those who will use the access equipment.

Where reasonably practicable the equipment should provide a flat suitably sized working platform with barriers or rails with good stability. The platform should be big enough to allow room to work safe, passage (if required) and the safe use of equipment and materials.

Ravenworth Ltd recognises the limitations of use for ladders and stepladders as equipment to work from. Where ladders or steps are in use, it will be ensured that these are suitable because of the short duration and light work to be carried out and that other alternative equipment would not be practicable, having assessed the work operation.

**20. ELECTRICAL INSTALLATIONS/PLANT ON SITE/ELECTRICAL SAFETY**

**20.1. Electrical Hazards/Equipment**

All temporary or permanent electrical installations at Ravenworth Ltd site offices and welfare facilities must be installed by a person who is competent to carry out the work.

Electrical equipment is checked for defects at regular intervals and with regular maintenance being arranged with specialist contractors.

The person responsible for electrical safety at the workshop is David Webb who will engage the services of approved electricians to undertake any installation work.

The requirements of the Electricity at Work Regulations 1989 in regard to portable electrical appliance testing are organised at site locations by the site supervisor by liaison with David Webb.

**20.2. Portable Hand Tools and Appliances**

All electrically powered portable hand tools and plant brought to site should be rated at 110V or be battery operated.

Employees and Contractors must inspect equipment, connections and leads for visual defects.

Ravenworth Ltd equipment shall be subject to nominated detailed inspection frequencies. No out of test date equipment shall be used.

All contractors' or "hired in" electrically powered hand tools will be marked with the date of their last test and inspection.

Any item of defective or suspect plant shall be tagged with a "Danger - Do not use" sign and removed from site for repair or disposal as soon as practicable.

**20.3. Plant on Site**

All plant brought to Ravenworth Ltd sites must be in good order and be fitted with all necessary safety devices and guards.

Only trained and authorised or where appropriate certified operators are permitted to operate any item of plant.

Copies of plant operators certificates will be provided to the Site Supervisor for inclusion within the site safety files/construction phase plan.

Testing and all necessary examination certificates for plant must be recorded and kept on site by the site supervisor.

Appropriate daily checks for specific plant must be carried out prior to use in accordance with the manufacturers requirements. Any defect in plant must be reported immediately for repair where such defects could affect safety on the site. Defective plant must not be used until repairs are carried out.

Plant must only be used for the operation for which it is designed.

All plant must be properly secured and immobilised at the end of each working shift or when left unattended for any significant length of time.

The person responsible for electrical safety is David Webb.

**HEALTH AND SAFETY POLICY**

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**21 PROCEDURES RELATING TO ASBESTOS CONTAINING MATERIALS**

**21.1 General**

Responsibilities and required action with regard to asbestos containing materials (ACM) are detailed within the Control of Asbestos Regulations (2012) (CAR) effective from April 2012.

Ravenworth Ltd recognise that only licensed contractors may work with asbestos insulation, asbestos coating or asbestos insulating board or with asbestos cement where exposure is likely to exceed the action level.

**21.2 Risks from Asbestos Dust**

Disturbing asbestos can release small fibres into the air which, when breathed in, may lead to a number of diseases which include:-

- Asbestosis or fibrosis (scarring) of the lungs
- Lung cancer; and
- Mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity.

There is usually a long delay between first exposure to asbestos dust and the diagnosis of the disease.

Where maintenance, repair or refurbishment work is carried out in buildings which were built or refurbished before 1985 asbestos fibres may be disturbed during stripping out, drilling or cutting of materials, work around services etc.

**21.3 Possible Locations of Asbestos within Buildings**

High risk of exposure to asbestos fibres are likely when working in buildings built or refurbished between 1950 and 1985 particularly if it has a steel frame or boilers with thermal insulation.

ACM cannot be easily identified from appearance and must be surveyed for by qualified surveyors.

The most common uses of asbestos have been:-

- sprayed asbestos and loose packing – generally used as fire breaks in ceiling voids;
- moulded or preformed lagging – generally used in thermal insulation of pipes and boilers;
- sprayed asbestos – generally used as fire protection in ducts, fire breaks, panels, partitions, soffit boards, ceiling panels and around structural steel work;
- insulating boards used for fire protection, thermal insulation, partitioning and ducts;
- some ceiling tiles;
- millboard, paper and paper products used for insulation of electrical equipment. asbestos paper has also been used as a fireproof facing on wood fibreboard;
- asbestos cement products, largely used as corrugated sheets as roofing and wall cladding, gutters, rainwater pipes and water tanks;
- certain textured coatings including some artex;
- bitumen roofing material;
- vinyl or thermoplastic floor tiles;

**21.4 Responsibilities of the Client/those in Control of Premises or Maintenance Activities**

Clients in control of commercial premises are required to:-

- Take reasonable steps and sufficient assessment to locate materials likely to contain asbestos including a visual inspection of the property or survey and report
- Assume that any material contains asbestos unless there is evidence to the contrary.
- Keep an up to date record of these materials and ensure this is provide to anyone who may disturb it (i.e. a register)
- Monitor the condition of these materials.
- Assess the risk of exposure from asbestos and presumed asbestos materials.
- Prepare and implement a management plan to control these risks.

**HEALTH AND SAFETY POLICY**

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**21. PROCEDURES RELATING TO ASBESTOS BASED MATERIALS (Continued)**

**21.5 Action to be Taken Prior to and During Refurbishment Works**

If ever acting as Principal Contractor Ravenworth Ltd will seek confirmation from those in control of the premises as to the existence of asbestos at the site.

Where a survey and register for asbestos exists this will be consulted to identify any areas of work where disturbance of any ACM is possible.

Where asbestos is present and requires removal or encapsulation this will be carried out by a licensed contractor prior to work in any area where ACM may present any risk to site workers.

Should a survey not have been undertaken in accordance with the Control of Asbestos Regulations (CAR) the client would be advised of this requirement.

If suspect materials are uncovered during normal working, works will cease in that area whilst those in control of the premises are informed of the presence of such materials.

**21.6 Employer's Duties**

Under (CAR) and other relevant legislation Ravenworth Ltd recognise their duties which include:-

- Liaise with premises management to consult an asbestos register or survey to note where ACM have been identified in relation to where they will be working and the nature of the work.
- Carry out a risk assessment to decide on the likelihood of exposure and control measures required.
- Formulate a plan of work.
- Prevent exposure or reduce it to the lowest level possible by using control measures such as banning the use of power tools likely to create large quantities of dust, dampening materials, using dust extraction equipment etc.
- Dispose of any asbestos waste properly to a facility licensed to take special waste including any contaminated cloths, respirator filters etc.
- Provide information, instruction and training to those whose work may disturb asbestos.
- Provide appropriate personal protective equipment and ensure that it is used properly.

**21.7 Employees' Actions**

- Ask the site supervisor to confirm that the premises have been checked for asbestos.
- If any suspect materials are uncovered during work, report this to the site supervisor and assume that these materials contain asbestos and do not disturb them.
- Carry out work in accordance with the plan of work or method statement with regard to ACM's.
- Use any personal protective equipment provided, check that it is clean, fits correctly and report any defects to the site supervisor.

**HEALTH AND SAFETY POLICY**

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**22. HEALTH SURVEILLANCE**

**22.1 General**

Health surveillance involves a range of strategies and methods used to detect and assess the early signs of adverse effects on the health of workers exposed to certain health hazards; and subsequently acting on the results.

The nature of the work operations carried out by the company means that there is a limited exposure to fumes and dusts on sites, noise and vibration when using cutting tools and to skin disease or irritation due to handling materials and substances.

The company aim to minimise any exposure by monitoring that staff follow the control measures indicated on risk assessments and by establishing safe systems of work.

Where hazards cannot be eliminated PPE is issued to further reduce exposure.

Ravenworth Ltd requires that any employee who considers that a health problem may be work related should report this fact to the Director.

The company encourage all staff to report any health and safety related matter immediately to site supervision.

**22.2 Why health surveillance is carried out**

- To protect the health of employees
- To make sure that the company are complying with Legal requirements for a safe workplace
- To detect any adverse health effects at an early stage
- To evaluate control measures
- Assistance in assessing hazards and risks

**22.3 Criteria for conducting health surveillance**

- There is an identifiable disease or other identifiable adverse health effect
- The disease or health effect may be related to exposure
- There is a likelihood that the disease or health effect may occur
- There are valid techniques for detecting indications of the disease or health effects

**22.4 The main areas of concern are:**

- Solvents, dusts and fumes
- Biological agents
- Asbestos
- Lead
- Compressed air
- Ionising radiations
- Noise and vibration

Some forms of health surveillance are required by Law. Other forms of health surveillance are undertaken as good practice such as pre employment assessments as to fitness to work in the particular job and self assessment and reporting of ill health.

**22.5 Simple methods of assessment**

Simple skin assessment by looking for damage, redness or rashes due to working with materials or respiratory surveillance such as reporting any breathing problems related to exposure to dusts.

Any work related condition should be initially reported to the site supervisor who will contact the Directors. Control measures in place will be reviewed specific to any problem reported.