

# Umberslade Business Services Ltd



## Health, Safety & Environmental Policy

April 2010

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# Health and Safety Policy Statement

It is the policy of Umberslade Business Services Ltd to comply with both the letter and the spirit of the provisions of the Health and Safety at Work etc. Act 1974 and all other relevant legislation and to regard these as minimum requirements.

The organisation is fully committed to the health, safety and welfare of all of its employees, customers, contractors, visitors, the general public and the local community who may be affected by our activities.

It is our policy to:

- Ensure adequate control of the health and safety risks arising from our work activities
- Ensure all employees play an active part in the health and safety of the Organisation by consulting with them and providing them with adequate information, instruction, training and supervision for them to understand their role within the Organisation
- Provide adequate information, instruction, training and supervision for employees to ensure all employees are competent to do their tasks
- Meet our responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health
- Provide and maintain safe working environments that are without risks to health, safety and welfare
- Ensure that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations
- Ensure that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed
- Review and revise this policy as necessary at regular intervals.

Umberslade Business Services Ltd will communicate the Health and Safety Policy to all employees, and it will be freely available to contractors, customers and the general public. This policy will be reviewed annually and updated as required to conform to current legislation.

This Policy, supported by Instructions, Procedures and Organisational Arrangements, is to be applied to all activities carried out by the Organisation and its subsidiary companies.

The Managing Director is responsible for the health and safety performance of the Organisation and signs this policy statement in acknowledgement of this.



J Emmett  
Managing Director

4th January 2011

# Environmental Policy Statement

It is the policy of Umberslade Business Services Limited to continually reduce the impact of our business on the environment. Our commitment is to:

- Continuously improve our environmental performance and integrate recognised environmental management best practice into our business operations.
- Reduce our consumption of resources and improve the efficient use of those resources.
- Measure and take action to reduce the carbon footprint of our business activities to meet our published objectives and targets.
- Manage waste generated from our business operations according to the principles of reduction, re-use and recycling.
- Manage our business operations to prevent pollution.
- Ensure environmental, including climate change, criteria are taken into account in the procurement of goods and services.
- Comply as a minimum with all relevant environmental legislation as well as other environmental requirements to which the company subscribes.

To meet our commitments Umberslade Business Services will:

- Review environmental policies and performance, and allocate resources for effective direction and implementation.
- Set and monitor key objectives and targets for managing our environmental performance.
- Communicate internally and externally our environmental policy and performance on a regular basis, and encourage feedback.
- Communicate the importance of environmental issues to our employees and contractors.
- Work together with our clients, employees and suppliers to promote improved environmental performance.
- Promote appropriate consideration of sustainability and environmental issues in the services we provide to our clients.
- Review our environmental policy regularly.



J Emmett  
Managing Director

4th January 2011

# Organisation

## Managing Director

The Managing Director has full responsibility and accountability for all health and safety matters within the Company. In the discharge of these responsibilities he will;

- a) Ensure that an adequate Company Health and Safety Policy is written and brought to the attention of all appropriate personnel
- b) Ensure the policy is revised periodically to accommodate changes in legislation and the organisation
- c) Identify and allocate specific health and safety responsibilities at each company location. These responsibilities are to be defined and confirmed in writing to the individuals concerned
- d) Appoint competent persons to manage health, safety and the environment within the Organisation
- e) As part of normal management procedure, to ensure managers satisfactorily discharge their delegated health and safety responsibilities
- f) Set Health and Safety targets and to monitor performance against those targets
- g) Ensure that the appropriate resources necessary to support this policy are provided and suitably allocated
- h) Train and develop managers, to ensure that they can adequately discharge the duties placed upon them by health and safety legislation
- i) Set a personal example by demonstrating a concern for health and safety matters

## Directors and Senior Managers

The Directors of the Company and Senior Managers have the following responsibilities in addition to the general responsibilities for employees;

- a) To ensure adequate arrangements are in place to address health & safety issues faced by the business.
- b) To ensure that where a project is notifiable under CDM 2007, competent CDM Co-ordinator, Designers and Principal Contractor have been appointed by the Client.
- c) To ensure that, where applicable, a suitable and sufficient Construction Phase Plan is prepared to enable the above objectives to be met.
- d) To provide Medical surveillance (where the nature of the substances encountered requires it).
- e) To ensure contractors engaged by the business have been assessed and demonstrated health & safety competence.
- f) To ensure that disciplinary action is taken against any employee that fails to discharge his duties under this policy.

## General Manager

General Manager has direct responsibility for;

- a) Ensuring that safety standards are met and maintained in all areas/sections/departments under their control
- b) Ensuring that, in consultation with the work force, suitable and sufficient risk assessments are carried out for all tasks, thus establishing and maintaining proper control measures, including safe systems of work
- c) Ensuring that all employees are provided with a safe place of work, safe plant and equipment, safe means of access and egress, safe systems of work and receive adequate training and supervision
- d) Prior to starting on site, ensuring that all statutory welfare facilities have been made available and that all necessary investigations have been carried out notifying the Site Manager of all known or suspected hazards
- e) Ensuring that all sub-contractors carry out their work in a safe and proper manner.
- f) Ensuring that sub-contractors produce all necessary risk assessments and method statements in a timely manner
- g) Ensuring that all issues appertaining to health, safety and welfare are fully communicated to the workforce
- h) Ensuring that all necessary health and safety training needs are identified and addressed
- i) Ensuring that safety performance monitoring methods are fully carried out and/or complied with
- j) Ensuring that all accidents and incidents are reported and recorded, and carry out investigations to prevent re-occurrence
- k) Ensuring that health, safety and welfare matters are dealt with in the same vigour as production
- l) Ensuring that appropriate disciplinary action is taken against any employee who fails to carry out their responsibilities with regard to health, safety and welfare
- m) Keeping himself informed of all current and proposed legal requirements concerning health, safety and welfare
- n) Ensuring that adequate resources are available to support this policy
- o) Setting a personal example by demonstrating a concern for health and safety matters

## Site Manager/Foremen

- a) To ensure the health, safety and welfare at work of employees and protection of the environment, by providing and maintaining:
  - i. Relevant risk assessments
  - ii. Safe Systems of Work
  - iii. Safe plant or equipment
  - iv. Safe methods of handling, transporting articles and substances
  - v. Supervision, training, instruction, information
  - vi. Health and Safety records
  - vii. Safe places of work and safe access/ egress
  - viii. Safe and healthy working environment
  - ix. Adequate personal protective clothing and safety equipment
- b) To review and amend risk assessments and method statements as required
- c) To ensure all Umberslade employees entering the site have been provided with site specific induction training.
- d) To provide first aid assistance in the event of an accident.
- e) To ensure that a good level of housekeeping and cleanliness is maintained and that materials and waste are stored safely
- f) To ensure that all employees and contractors are working in accordance with safety method statements

- g) To ensure that work areas are suitably segregated and secured and members of the public are protected from construction activities
- h) To ensure accidents and incidents are reported in line with this policy
- i) To maintain the site job book, ensuring all inspections are undertaken and recorded as required
- j) Ensure any permit-to-work system implemented by the Principal Contractor is adhered to at all times.
- k) Ensure all employees are aware of and have knowledge of their health, safety and environmental responsibilities while undergoing their tasks and do not take unnecessary risk

### **First Aiders**

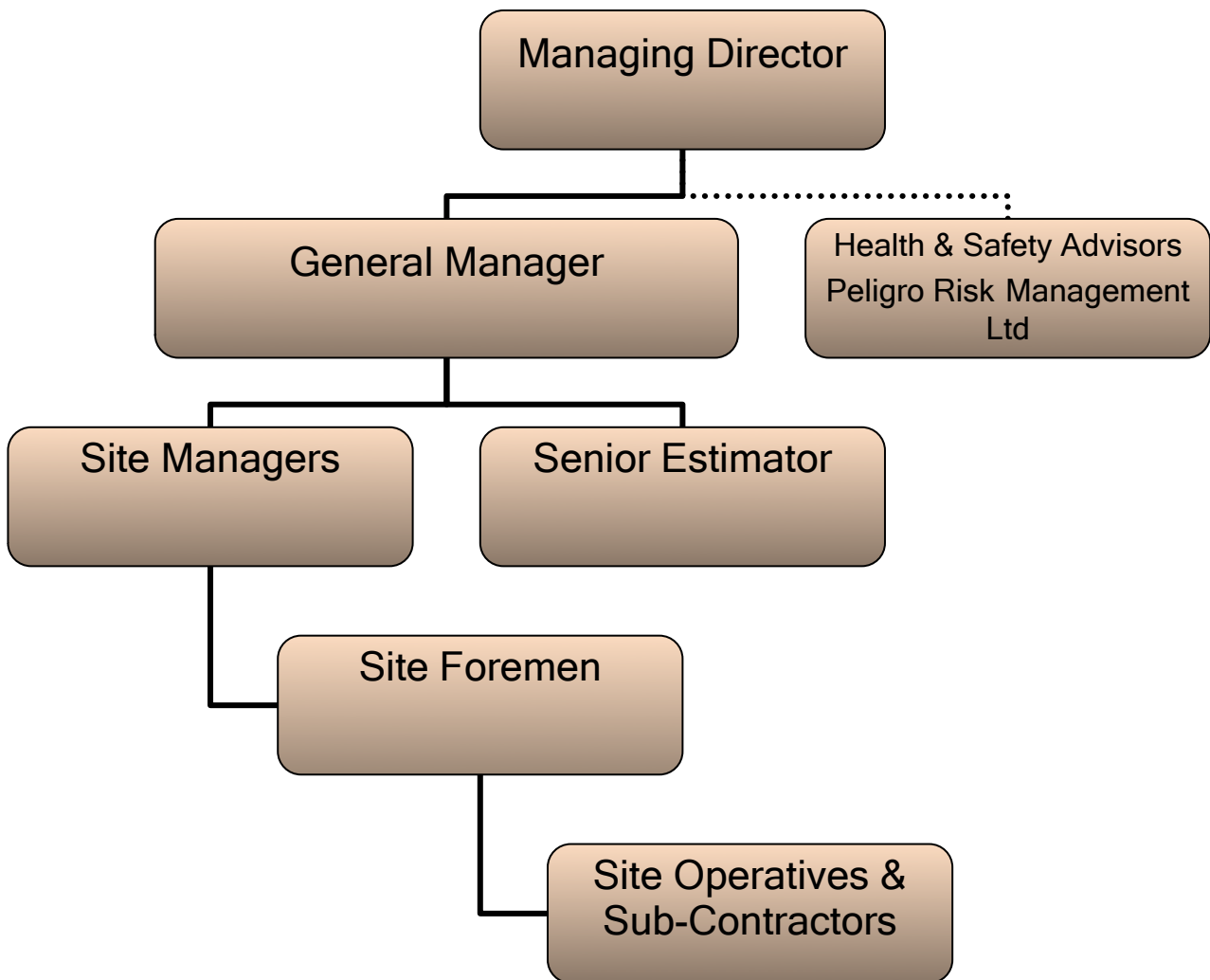
- a) To provide first aid to employees, as trained
- b) To ensure that the first aid kits are stocked and accident records are maintained
- c) To report serious accidents to Umberslade Management and assist with RIDDOR reporting and accident investigation

### **Employees**

All employees have a legal duty to;

- a) To read and understand the Organisation's health and safety policy and comply with the prescribed arrangements
- b) Take reasonable care of their own health and safety and that of any other person who may be affected by what they may or may not do
- c) Co-operate with their employer in their efforts to comply with legal duties
- d) Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- e) Follow laid down procedures, method statements and systems of work
- f) Thoroughly inspect all plant and equipment before use and report immediately to management any defects
- g) To only use work equipment, as instructed and trained. No unauthorised use of equipment is permitted; neither is repair or modification permitted unless express authority is given. Damage to equipment should be notified to the Managing Director
- h) Wear all the necessary personal protective equipment as and when appropriate
- i) Use the correct tools for the appropriate job and ensure that they are in good condition before using them
- j) Report immediately to management, any accident, near miss and/or incidence of a work related illness
- k) Suggest to their manager or safety representative any ways of eliminating safety hazards, or improving safe working methods
- l) Attend all safety training courses arranged for their benefit
- m) Seek advice from their immediate supervisor if any safety procedure or instruction is not understood or cannot be followed safely because of any changes out of their control
- n) Bring to the attention of any new employees all safety and/or emergency procedures applicable to the work place
- o) To be aware of and understand the emergency procedures in the event of a fire or an accident

# Umberslade Business Services Ltd Organisational Chart



# Arrangements

Outlined below are the specific hazards and conditions that exist at Umberslade Business Services along with the control measures that are in place.

The responsibility of all health and safety remains with the Managing Director through his respective Managers, but specific delegations for carrying out tasks are listed alongside the control measures.

In certain cases the arrangements are supplemented with Company Health and Safety Standards, which provide detailed descriptions of the company's arrangements for controlling the particular hazard.

## Health and Safety Policy

Umberslade will ensure the health and safety policy is reviewed on a regular basis or at least annually to ensure that it continues to reflect the organisation and activities and complies with current legislation. All employees and contractors will be made aware of the contents of this policy and any subsequent amendments. A copy will be available at all workplaces.

## Training and Competency

Directors and senior Managers will ensure all employees under their control are competent to undertake their tasks safely. Competency will be judged as a combination of training, knowledge and experience.

An analysis of training needs for each employee will be regularly carried out. A training matrix will then be constructed and a schedule of training will be compiled. All training will be signed for by the employee and records will be kept. A syllabus of each training course will be held on file to demonstrate the level of training provided.

All persons operating plant or using specified equipment on site will hold the required competency, and proof of competency will be available. Such competency requirements will be reflected in the activity risk assessment and method statement.

## Consultation

Consultation with employees will be carried out in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Consultation will be initiated whenever there are likely to be changes to activities or equipment provided. Consultation will be carried out directly with the employees.

## Safe Working Environment

Umberslade will ensure that all workplaces and work areas are maintained in a clean, organised and safe condition.

Waste materials from strip out operations will be removed on a continuous basis to ensure access and egress are kept clear and the risk of fire and slip, trips & falls is minimised.

## **Risk Assessment**

All tasks that involve significant risk will be risk assessed and recorded onto the Umberslade Business Services Ltd Risk Assessment form to ensure hazards are eliminated or reduced by implementing appropriate control measures and safe systems of work.

The findings of the assessments will be recorded. Risk assessments will be available at all workplaces, found in the job book. The findings of all risk assessments will be brought to the attention of all employees through site briefings and toolbox talks.

Risk assessments will be reviewed on a regular basis, or when working practices or equipment change, to ensure all risk are adequately controlled.

## **Method Statement**

Method statements will be produced for all elements of work that have significant risk. A copy of the method statement and associated risk assessments will be available at the workplace in the job book. All operatives will be required to read applicable method statement prior to starting work and signing to acknowledge the content of the method statement.

Deviations from the method statement, that affect risks to safety and health, will be recorded and immediate action taken.

## **Control of Contractors**

Umberslade will assess the competency of all contractors prior to engaging them. Contractors that cannot adequately demonstrate competency will not be allowed to work for Umberslade.

The assessment process will be recorded and evidence of competence will be retained. The assessment of contractors will be reviewed on a regular basis, usually 2 years, or after significant incidents or unsafe practices are observed.

## **Protection of the Public**

All Umberslade activities will be planned and managed to ensure, so far as is reasonably practicable, the safety of members of the public and others not employed.

Umberslade will cooperate with the Principal Contractor to ensure work in public places is undertaken within designated areas.

## **Traffic Management**

Where ever possible pedestrian and vehicle traffic will be separated. Safe passage for site pedestrians will be maintained at all times. Site activities will be planned to eliminate reversing of vehicles where possible. Where this cannot be achieved, a trained and competent banksman will supervise and direct all reversing operations. High visibility vests or jackets are to be worn as a standard site requirement.

## **Emergency Planning**

Emergency procedures will be provided at all workplaces and will detail the action to be taken in foreseeable emergencies e.g. fire, major injury, gas leak etc. All employees and sub-contractors will be informed, instructed and where necessary, trained in the emergency procedures applicable at each workplace. These procedures will be practised regularly and records will be available.

## **Duties Under The Construction (Design & Management) Regulations 2007**

Umberslade will ensure all relevant duties under the CDM 2007 Regulations are met whenever they fulfil any of the roles below;

### **Contractor Responsibilities**

Where Umberslade carry out work as a contractor, or on a non-notifiable project, Umberslade will in addition to other arrangements within this policy;

- a) Ensure the client is aware of his responsibilities under CDM 2007
- b) Ensure all sub-contractors appointed are competent
- c) Plan, manage and monitor their work to make sure that workers under their control are safe from the start of their work on site
- d) Provide workers under their control (whether employed or self-employed) with all necessary information, including about relevant aspects of other contractors' work, and site induction which they need to work safely, to report problems or to respond appropriately in an emergency
- e) Comply with any requirements listed in Schedule 2 and Part 4 of CDM 2007 that apply to their work
- f) Co-operate with others and co-ordinate their work with others working
- g) on the project
- h) Ensure the workforce is properly consulted on matters affecting their health and safety
- i) Ensure adequate welfare facilities are available for the duration of the project
- j) Cooperate with the client and other contractors working on the project

### **Principal Contractor Responsibilities**

Where Umberslade operates as Principal Contractor we will;

- a) Verify that the Client is aware of their duties under CDM 2007 and that a CDM Coordinator has been appointed
- b) Ensure that a suitable Construction Phase Health and Safety Plan contains, until the end of the project, arrangements that protect (so far as is reasonably practicable) the health and safety of those involved in the construction work and persons who may be affected by it.
- c) Ensure co-operation between all contractors
- d) Ensure that every contractor and employee at work complies with all rules contained in the health and safety plan
- e) Prevent unauthorised access to areas where construction work is underway
- f) Provide the CDM Co-ordinator with any information which the CDM Co-ordinator is likely to need for inclusion in the health and safety file
- g) Provide adequate welfare facilities at all times where construction work is underway (in compliance with Schedule 2 of CDM 2007)
- h) Implement all relevant elements of Part 4 (CDM 2007) on all construction sites under their control

## **Spillages and Leaks**

In the event of a spillage of liquids such as oil, diesel or additive the area affected must not be used by pedestrians or vehicles and the spillage must be contained by using spill kits or sand to soak up all of the liquid.

If the spillage is outside the building and the liquid escapes into drains then this must be reported immediately to the Site Manager who should report the spillage to the Environment Agency.

In the event of a spillage of powder then it must be cleaned up by use of a vacuum or by 'wetting down'.

Drip trays will be provided to all static plant. All leakages will be stopped as soon as is practicable by isolating valves.

## **Environmental Management**

Umberslade is committed to minimising our impact on the environment by managing all of our activities to reduce waste and energy consumption, increase waste reuse and recycling and ensuring all waste is stored, transported and disposed of in accordance with current legislation and best practice.

Where a Site Waste Management Plan is in place on site, Umberslade will endeavour to work in accordance with the plan. In all cases, Umberslade will adopt the principles of The Site Waste Management Plans Regulations 2008, particularly with regard to reduction of waste, segregation of waste streams, and recycling of waste.

## **Apprentices and Young Persons**

In accordance with the Management of Health and Safety at Work Regulations 1999, Umberslade shall ensure that where young persons (under 18 years of age) are employed, they are protected from risks that exist in the workplace, are supervised by a competent person, and are informed of any restrictions and necessary precautions to be taken within areas where they will work.

Risk assessments will be prepared for all activities in which young persons may be employed before they commence work. This will ensure that appropriate assessment has been given with regard to a young persons' lack of awareness, inexperience and immaturity.

Copies of the risk assessments and control measures taken, for young persons under 16 years of age, will be sent to their parents or guardians.

## **Electricity**

Umberslade will ensure that no work will be undertaken by any Umberslade employee or other site operative under their control, on or in close proximity to live electrical conductors.

During strip out operations, confirmation will be sought from the electrical contractors or the Principal Contractor that cables are isolated prior to cutting or removal. This confirmation will be in the form of a isolation certificate. Cables that are to remain live will be clearly marked along the length of the cable.

Only battery powered or 110V equipment will be used on site for power tools and lighting.

Umberslade will inspect and test portable equipment as frequently as required. The frequency will not normally exceed every 3 months for equipment used on site and every 12 months for equipments used in an office environment.

When using portable electrical equipment, cables will be positioned in such a way as to prevent damage. Where this is not possible, battery or air operated alternatives must be used instead.

## **Asbestos Containing Materials**

Umberslade will ensure, so far as is reasonably practicable that employees are not exposed to asbestos fibres.

Prior to work commencing we will ensure the Asbestos Register and/or the health & safety information pack provided by the CDM Co-ordinator will be referred to establish the presence of asbestos containing materials.

Where the work is likely to disturb asbestos containing material or an area which has not been examined, Umberslade will alert the Client/CDMC to ensure that licensed contractors are engaged to advise on and undertake the appropriate course of action (e.g. removal of the asbestos, a survey of the material etc).

Umberslade employees will be provided with asbestos awareness training to enable them to identify materials that may contain asbestos. Where work inadvertently disturbs asbestos containing materials, the area will be evacuated and the Principal Contractor informed.

All work with asbestos containing materials will be undertaken in accordance with The Control of Asbestos Regulations 2006 approved code of Practice.

### **Work at Height**

Where work at height is planned, Umberslade will carry out a specific risk assessment to identify the risks involved in work at height and the measures required to eliminate or control the risks of falling and falling objects. Work will be carried out as planned and in compliance with relevant standards and risk assessments.

Umberslade will provide adequate working platforms for all work at height, and these will be fitted with edge protection to prevent falls and falling objects. As such, use of ladders and step ladders will be minimised as far as possible, and ladders only used for access. Step Ladders will only be used when a risk assessment determines that their use has a low risk and is of a short duration (less than 30 minutes), and where other equipment cannot fit due to space restrictions. Priority will be given to selecting work equipment with a working platform and edge protection or rail. This in effect means that ladders should rarely be used and Step Ladders should only ever be used for minor short duration work.

Umberslade will provide all information, instruction and training that an employee may require to carry out his or her work in a safe manner when working at height.

Umberslade will arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so.

All safety equipment, will be inspected at least weekly and defective equipment withdrawn from use immediately until repaired by a competent person or replaced.

Employees will be trained to inspect their equipment prior to use and report defective equipment.

Risers and lift shafts will be provided with guardrails at all times during construction work unless other suitable protection is provided.

Umberslade will appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of scaffolding or mobile towers and for the inspection of all equipment, prior to use and at intervals required thereafter but not more than 7 days.

## **Noise**

Umberslade will where practicable, ensure that exposure to noise is minimised. Where exposure to noise is likely to exceed the first action level of 80 dB (A), a suitable and sufficient risk assessment will be carried out by a competent person.

In all cases Umberslade will;

- a) Ensure suitable ear protection is supplied
- b) Ensure all employees, contractors and visitors obey instructions and warning
- c) notices with regard to wearing of hearing protection in designated areas
- d) Ensure plant and equipment is selected and maintained to minimise noise levels

## **Hand/Arm Vibration**

Umberslade will reduce the risk of exposure to Hand/Arm vibration to all employees and contractors so far as is reasonably practicable. In accordance with The Control of Vibration at Work Regulations 2005 Umberslade will ensure that;

- a) Exposure to Hand/arm vibration is eliminated where possible e.g. by using machine mounted breakers rather than hand held breakers
- b) Risks associated with exposure to hand/arm vibration are identified and conveyed to persons likely to be exposed
- c) Exposure to employees is measured and monitored where necessary
- d) Purchasing and hiring is carried out to ensure the most appropriate equipment is selected to reduce exposure
- e) Information, instruction and training on vibration risks is provided to employees
- f) Health surveillance is provided where exposure levels may exceed levels prescribed.

## **Hazardous Substances**

Umberslade will develop an inventory of hazardous substances (irritant, toxic, harmful, corrosive) that it currently uses or produces during projects. This will include dust and other potentially harmful by-products of its' operations. Material Safety Data Sheets will be obtained for each product which will then be subject to a risk assessment. These assessments will give rise to the following actions:

- a) Less harmful alternatives will be sourced wherever reasonably practicable (e.g. use of water based rather than solvent based products).
- b) A definitive list of substances permitted on sites will be recorded, and all other substances will be prohibited.
- c) Safe systems of work for using the substances will be developed, minimising the extent of exposure to as low as is reasonably practicable. Examples of such measures are;
  - i. Use of general (natural or mechanical) or local exhaust ventilation;
  - ii. Use of Personal Protective Equipment to protect workers from fumes, dust, splashes etc.;
  - iii. Adequate provision for storage, disposal and spillages.
- d) Risk assessments and safe systems of work are included in the site job book.

Where concerns remain, advice will be sought from a competent person. It may be necessary to measure workplace exposure and introduce health surveillance.

## **Lead**

Where lead building products are encountered, all employees will receive information, instruction, training and supervision in the health effects of lead and measures that should be taken to reduce those risks. All necessary personal protective equipment will be provided gloves etc. Umberslade will ensure welfare facilities are suitable for lead work and will include facilities for washing prior to eating. Where it is considered that exposure to lead is likely to exceed action levels, health surveillance will be provided.

## **Health Surveillance**

Umberslade will ensure health surveillance is carried out where employees are exposed, or likely to be exposed to substances or physical hazards (Noise, vibration etc) above level prescribed in relevant legislation. Umberslade retain the services of an occupation health service to meet these requirements.

## **LPG & Highly Flammable Liquids**

A Highly Flammable Liquid (HFL) is a liquid that gives off a flammable vapour at a temperature of less than 32°C or less. Oil based paint, white spirit, thinners, solvents and petroleum based adhesives are examples of HFL's.

All HFL's will be safely stored on site. They will be separately stored in a locked steel container away from direct sunlight. The box will be stored in a fire-proof container and appropriate signs will be used. The immediate area will be a designated no smoking area. Umberslade will ensure that Risk Assessments and Method Statements are in place and fully understood by all concerned.

For storage of more than 50 litres of HFL's, advice must be sought from Peligro Risk Management Ltd. Use of HFL's on site will be closely supervised.

An LPG is a substance that would normally be in a gaseous or vapour form but under pressure or reduced temperature is turned into a liquid. Propane is an example of LPG.

All LPG used on site will be appropriately stored. As a minimum all cylinders (including empty cylinders) will be chained to a stable structure at least 4m away from buildings, boundaries, excavations, drains, electrical equipment or fixed ignition sources. LPG warning signs and no smoking signs will be displayed.

Umberslade will ensure that Risk Assessments and Method Statements are in place and fully understood by all concerned.

## **Manual Handling**

Where loads have to be manually moved (including lifting, pushing and pulling) Umberslade will ensure a suitable and sufficient risk assessment will be undertaken by a competent person with a view to eliminating or reducing the risks associated with the task.

Manual handling risks will be eliminated where practicable by the provision of mechanical assistance, hoists, wheeled tubs, trolleys etc.

All employees will be provided with specific manual handling training and in the use of mechanical aids provided, where manual handling tasks are carried out.

## **Work Equipment**

All plant, machinery and equipment provided for use will be suitable for the task and in good condition. All work equipment will be maintained in good working order (by competent persons where required) and subject to pre-use visual inspection, weekly documented inspections and regular servicing, as recommended by the manufacturer or supplier.

All plant and machinery will be operated only by trained and competent personnel. Self propelled plant will be fitted with seatbelts, Roll Over Protection Systems (or a fixed cab), reversing warning devices and warning beacons.

Records of the inspections, service and maintenance, including statutory inspections will be maintained in accordance with PUWER and LOLER Regulations

### **First Aid and Accident Reporting**

Accidents involving employees, contractors and visitors will be immediately reported to a member of management and details will be recorded in the Workplace Accident Book.

Trained First Aiders will be available at all workplaces, to administer first aid treatment where required. First aid kits will be provided at all workplaces, under the control of Umberslade and these will be regularly checked and replenished by the First Aiders.

Management will report serious injuries, incidents or diseases, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The Enforcing Authority will be informed in the event of any of the following occurring as a result of Umberslade activities;

- a) An incident results in the death of a person whilst at work or in connection with work activities
- b) Any person suffers a prescribed major injury or disease as a result of or in connection with work
- c) A person is unavailable for work for more than 3 consecutive days due to an accident at work
- d) Persons other than employees and contractors are injured as a result of an accident and require treatment at a hospital

### **Personal Protective Equipment**

Personal Protective Equipment (PPE) will always be considered after all other risk reduction techniques have been exhausted. Where PPE is required by legislation, or as a result of risk assessment, the equipment provided will be suitable for the task and compatible with other types of PPE and work wear.

Generally, personnel visiting or working on Umberslade sites will be expected to wear hard hats, hi vis vests and safety boots as a minimum. Further protection may also be required if identified in specific risk assessments e.g. gloves or ear protection.

PPE will be provided, free of charge, to all employees working at or visiting Umberslade sites. Contractors will be required to supply their employees with PPE to the same standard. The use of such PPE will be enforced at all times.

### **Lone Working**

Lone working is not permitted on any Umberslade site or workplace. A minimum of two people (one of which will be a member of management or supervisory staff) will be engaged in any task or activity.

### **Abrasive wheels**

Abrasive wheels will only be mounted used by trained and competent employees. The appropriate PPE will be worn when using abrasive wheels i.e. eye protection, ear protection and gloves. Risk of fire will be reduced by cleaning up of debris before using abrasive wheels and fire extinguishers will be at hand. Guards will be fitted to prevent entanglement. All abrasive wheels will be properly stored to prevent damage. The spindle speed should never exceed the maximum wheel speed. Hot work permits will be used to manage the risks of fire where required.

### **Lifting Operations**

All lifting operations will be planned by a competent person, i.e. CPCS Appointed Person in the case of Crane Operations. A comprehensive lifting plan and method statement will be provided for all crane lifts. All lifting operations will be supervised by a competent person. In general terms, crane operations planned by Umberslade will be contract lifts.

## **Lifting Equipment**

Umberslade will carry out a risk assessment for use of lifting equipment and ensure that all control measures identified in the risk assessment are implemented to minimise risk.

Umberslade will ensure lifting equipment provided is suitable for the task. MEWP's and Telehandlers will only be operated by competent employees holding the relevant competence card and have received familiarisation training.

When Cherry Picker type MEWP's are used, employees will be attached to the dedicated fixing point by a harness and fixed length lanyard. Fall Arrest lanyards are not to be used.

All lifting equipment and accessories provided will have been thoroughly examined by a competent person and copies of examination certificates will be available on site.

Umberslade will ensure all lifting equipment and lifting accessories are inspected by a competent person on a weekly basis and that records are kept.

The safe working load of lifting equipment will not be exceeded, and all equipment used in accordance with manufacturer's instructions.

## **Alcohol and Drug Misuse**

Persons suspected to be under the influence of alcohol or drugs will be prevented from accessing any Umberslade site or workplace. This will be clearly stated in the site induction training sessions.

Persons who are taking prescribed medication that may affect their ability to work in a safe manner will be encouraged to speak with their manager. Umberslade reserve the right to carry out random testing of employees to detect alcohol and drug misuse.

## **Stress Management**

Potentially stressful jobs will be identified in risk assessments and appropriate action will be taken to reduce the impact of the task.

Umberslade will be mindful that physical stressors in some working environments (e.g. extremes of temperature, poor lighting, cramped working conditions etc.) can impact adversely on the employee and contribute to stress.

Umberslade will not tolerate bullying or harassment by any member of staff.

## **Display Screen Equipment**

All workstations containing display screen equipment will be subject to a DSE risk assessment carried out by a competent person. The assessment will identify improvements regarding to the equipment provided and the arrangements of workstations.

Umberslade will ensure all workstations are provided with suitable desks, chairs and computer equipment. Where employees are categorised as 'DSE users' Umberslade will reimburse the costs of eye tests and corrective eyewear (to an agreed amount), where the use of the eye wear is required for safe use of DSE.

## **Driving of Company Vehicles**

Umberslade will strive to reduce the risk of injury to employees and others from driving of company vehicles. Umberslade will;

- a) Ensure all persons driving company vehicles have full and valid UK driving licences for the class of vehicle
- b) Take into consideration the safety features and safety record of vehicles prior to purchase/ lease
- c) Promote safe driving and ensure workloads do not encourage speeding or poor standards of driving
- d) Ensure all company vehicles are serviced and maintained on a regular basis and subject to an annual MOT once the vehicle becomes 3 years old
- e) Ensure all company vehicles are adequately insured

- f) Provide first aid kits in each vehicle
- g) Prohibit the use of mobile phones whilst driving and encourage employees to switch off phones whilst travelling

### **Monitoring and Review**

Site Managers and Foremen are required to carry weekly health & safety inspections which will be recorded and deficiencies identified during the inspections will be addressed. A copy of the weekly report will be submitted to the Contracts Manager.

In addition to internal inspections, Peligro Risk Management Limited will visit and carry out regular inspections of all workplaces. Issues identified in all inspection reports and accident reports will be reviewed on a regular basis by Senior Management in conjunction with Peligro and policies and procedures will be amended as required

The performance of the company will be reviewed on a regular basis by Directors and senior managers to ensure the company health & safety policy is being implemented effectively.



Policy Prepared by;

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