

# R & R CONTRACTS

**R&R Contracts – Renovation &  
Refurbishment Specialists Limited**

**Health & Safety Policy**

Issue No. 4

## Review of the Health & Safety Policy

Date	Issue No.	Reviewed by	Signed
August 2020	1	David Jackson	<i>D. R. Jackson</i>
August 2021	2	David Jackson	<i>D. R. Jackson</i>
August 2022	3	David Jackson	<i>D. R. Jackson</i>
August 2023	4	David Jackson	<i>D. R. Jackson</i>

## Contents

Issue No. 1.....	1
<b>Review of the Health &amp; Safety Policy .....</b>	<b>2</b>
<b>Contents .....</b>	<b>3</b>
<b>Amendment Record.....</b>	<b>7</b>
<b>Introduction .....</b>	<b>8</b>
<b>Section 1 - Statement of Intent.....</b>	<b>9</b>
a) Statement of Intent.....	10
b) Management Structure.....	11
<b>Section 2 - Employers Duties.....</b>	<b>12</b>
a) Employers Duties.....	13
<b>Section 2 - Employees Duties .....</b>	<b>14</b>
b) Employees Duties .....	15
<b>Section 2 – Information for Employees.....</b>	<b>16</b>
c) Information for Employees Regarding Health and Safety.....	17
<b>Section 3 – Individual Responsibilities .....</b>	<b>18</b>
a) Managing Director.....	19
b) Directors.....	21
c) Contracts Managers.....	22
d) Site Managers/Supervisors .....	24
<b>Section 4 – Monitoring Procedure .....</b>	<b>25</b>
a) Managing Director.....	26
I. General Policy Review .....	26
II. Electrical Safety – Review.....	28
III. Office Environment – Review .....	30
IV. Control of Substances Hazardous to Health Regulations 2002.....	32
I. Material Stores / Storage (All Areas) – Review .....	34
<b>Section 5 – Fire Safety.....</b>	<b>35</b>
a) Introduction to Fire Safety .....	36

b) Duties of the Person Responsible for Fire Safety .....	37
c) Fire Instruction .....	38
d) Fire Action .....	39
e) Fire Training .....	40
f) Fire Prevention – Good Practice .....	41
<b>Section 6 – Reporting of Accidents and Dangerous Occurrences .....</b>	<b>43</b>
a) Reporting of Accidents and Dangerous Occurrences.....	44
b) Reporting Accidents and Incidents.....	45
<b>Section 7 – First Aid.....</b>	<b>47</b>
a) Introduction to First Aid .....	48
b) Information on First Aid .....	49
c) First Aid Information .....	50
d) First Aid Boxes .....	50
<b>Section 8 – Training .....</b>	<b>52</b>
a) Training .....	53
Employees Duty.....	53
Individual Employee Safety Training Records .....	53
<b>Section 9 – Hazard Detection Reporting .....</b>	<b>55</b>
Hazard Detection Reporting.....	56
<b>Section 10 – Signs and Notices .....</b>	<b>57</b>
Signs and Notices.....	58
<b>Section 11 – Young Workers.....</b>	<b>59</b>
Young Workers .....	60
<b>Section 12 – Portable Electrical Inspection or Testing .....</b>	<b>62</b>
Procedure for Portable Electrical Equipment Inspection or Testing .....	63
<b>Section 13 – Control of Substances Hazardous to Health.....</b>	<b>65</b>

Control of Substances Hazardous to Health (COSHH) 2002 .....	66
<b>Section 14 – The Management of Health and Safety at Work.....</b>	<b>68</b>
<b>Regulations 1999.....</b>	<b>68</b>
The Management of Health and Safety at Work Regulations 1999.....	69
<b>Section 15 – Risk Assessments.....</b>	<b>74</b>
a) Introduction to Assessments .....	75
b) Steps to Risk Assessments.....	76
<b>Section 16 – Workplace (Health, Safety and Welfare) .....</b>	<b>77</b>
<b>Regulations 1992.....</b>	<b>77</b>
Workplace (Health, Safety and Welfare) Regulations 1992 .....	78
a) Welfare Arrangements Policy.....	84
<b>Section 17 – Health &amp; Safety (Display Screen Equipment) Regulations 1992.....</b>	<b>85</b>
Health and Safety (Display Screen Equipment) Regulations 1992 .....	86
<b>Section 18 – Manual Handling Operations Regulations 1992.....</b>	<b>89</b>
Manual Handling Operations Regulations 1992.....	90
<b>Section 19 – Personal Protective Equipment at Work Regulations 1992 (PPE).....</b>	<b>93</b>
Personal Protective Equipment at Work Regulations 1992 (PPE) .....	94
<b>Section 20– Provision and Use of Work Equipment Regulation 1998 .....</b>	<b>97</b>
Provision and Use of Work Equipment Regulations 1998.....	98
<b>Section 21– Flammable Liquids and Gases .....</b>	<b>99</b>
Flammable Liquids and Gases .....	100
<b>Section 22– Lifting Operations and Lifting Regulations 1998 .....</b>	<b>102</b>
Lifting Operations and Lifting Equipment Regulations 1998.....	103
<b>Section 23– Working at Height Regulations 2005 .....</b>	<b>104</b>
a) Working at Height.....	105
b) Tower Scaffolds .....	109
c) Ladders.....	111
d) Stepladders.....	112

<b>Section 24– Construction (Design and Management) Regulations 2015.....</b>	<b>113</b>
Construction (Design and Management) Regulations 2015.....	114
a) Pre-construction information .....	115
b) The Construction Phase Plan during the Construction Phase.....	115
d) The Health and Safety File.....	115
e) Contents of the Health and Safety File.....	116
f) Future use of the Health and Safety File .....	116
<b>Section 25 – Asbestos .....</b>	<b>117</b>
Asbestos.....	118
<b>Section 26 – Confined Spaces .....</b>	<b>119</b>
Confined Spaces .....	120
<b>Section 27 – Vibration.....</b>	<b>121</b>
Vibration .....	122
<b>Section 28 – Noise .....</b>	<b>123</b>
Noise .....	124
<b>Section 29 – Waste Control .....</b>	<b>125</b>
Waste Disposal.....	126
<b>Section 30 – Working with Vulnerable Individuals.....</b>	<b>127</b>
a) Policy for Working in a Care Environment.....	128
<b>Section 31 – Terror Attack.....</b>	<b>130</b>



## Introduction

In compliance with the requirement of Section 2 (3) of the Health and Safety at Work Act Etc. 1974, R&R Contracts – Renovation & Refurbishment Specialists Ltd is effectively discharging its statutory duty by preparing a written Health and Safety policy.

A copy of this policy, or access to it, is provided for each employee together with any interested person who may be affected by work activities of R&R Contracts – Renovation & Refurbishment Specialists Ltd.

In order for R&R Contracts – Renovation & Refurbishment Specialists Ltd to discharge its statutory duty, employees are required by Law to co-operate with the management in all matters concerning health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

All employees are required to sign to say that they are aware and fully understand the contents of this Policy Document.

The policy also sets out the arrangements and the organisational structure of R&R Contracts – Renovation & Refurbishment Specialists Ltd and contains details of the appointed competent persons.

R&R Contracts – Renovation & Refurbishment Specialists Ltd agree that in order to ensure that the Health and Safety Policy is sustained in an effective condition, it is essential to review the documentation and revise any relevant sections accordingly.

The Directors will ensure that the Health and Safety Policy is reviewed on an annual basis and will guarantee that suitable revisions are made which reflect both legislative changes, and those that have taken place within the Company.

R&R Contracts – Renovation & Refurbishment Specialists Ltd encourages all employees to inform their immediate Supervisor of any area of the Health and Safety Policy which they feel are inadequate to ensure that the Policy is maintained as a true working document.



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**Section 1 - Statement of Intent**

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## a) Statement of Intent

The Directors of R&R Contracts – Renovation & Refurbishment Specialists Ltd consider the promotion of Health and Safety measures as a mutual objective for themselves, employees, sub-contractors and the general public. In doing so will ensure, so far as is reasonably practicable, the health, safety and welfare of employees and others;

In particular, the management of R&R Contracts Ltd recognises its responsibility:

- To provide and maintain safe and healthy working conditions.
- To provide training and instruction to enable employees to perform their work safely.
- To maintain a continuing and progressive interest in Health and Safety.
- To take into account all statutory requirements for Health and Safety.
- To consult and involve employees in Health and Safety matters wherever possible.
- To provide adequate resources financial or otherwise to ensure implementation of the policy.
- Is periodically reviewed and updated when required.

The management of R&R Contracts – Renovation & Refurbishment Specialists Ltd also recognises that its employees have a duty to co-operate in implementation of the Health and Safety Policy by:

- ~ Working safely.
- ~ Meeting their personal statutory duties.
- ~ Reporting incidents that have led or may lead to injury or damage.
- ~ Following both the Health and Safety procedures, and safe systems of work.

Signed

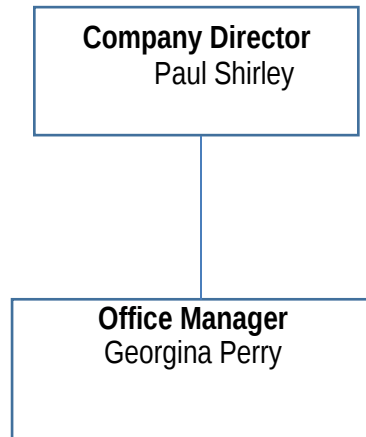


Paul Shirley  
(Director)

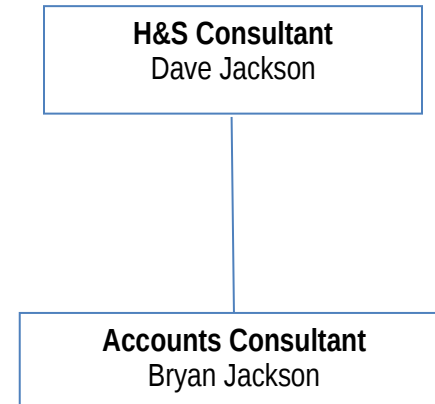
Date ...August 2023.....

**b) Management Structure**

**Company Structure**



**Consultancy Structure**



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## Section 2 - Employers Duties

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## a) Employers Duties

Under the Health and Safety at Work Etc. Act all employers who employ five or more people must compile a Health and Safety Policy.

The policy document must consist of three areas as outlined below:

- Statement of Intent
- Details of the Organisation
- Details of Arrangements

The Management of R&R Contracts – Renovation & Refurbishment Specialists Ltd has a duty under the Health and Safety at Work Etc. Act 1974 Section 2(1), so far as is reasonably practicable, to look after the health, safety, and welfare of all their employees and any other person who may be affected by the work activities.

This duty refers to casual workers, part-timers, trainees, visitors, and sub-contractors who may be in your workplace or using equipment provided by the Company. Consideration must also be given to your neighbor's and the general public.

It is necessary for all employers to decide on what action in terms of Health and Safety is required under their own particular circumstances. To ensure this is undertaken the employer must:

- Assess any risks to workers Health and Safety.
- Provide safe machinery, equipment, and tools that are suitably maintained.
- Provide a safe place of work with adequate facilities
- Provide safe access and egress
- Ensure adequate training and information is given to all employees regardless of their position within the Company.
- Provide provisions to guarantee that articles and substances are handled and stored in a proper manner.

The Health and Safety at Work Etc. Act supports various Regulations and Codes of Practice, which are required to be followed. One such regulation is the Management of Health and Safety at Work Regulations 1999. This Regulation imposes specific duties on employers to:

- Carry out Risk Assessments relevant to all work activities and bring the findings to the attention of employees.
- Provide health surveillance to employees where it is deemed necessary by either Risk or C.O.S.H.H Assessments.
- Appoint competent persons to help comply with Health and Safety Law.
- Provide employees with suitable training and information in clear and concise terms.
- Provide Health and Safety Information and training to temporary workers and outside persons who may be working on the Company site.
- Co-operate with any other employers who may share the Company's work site.

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## Section 2 - Employees Duties

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## **b) Employees Duties**

The Health and Safety at Work Etc. Act 1974 lays down two main sections which employees are required to comply with.

These are:

- Every employee working for R&R Contracts Ltd has a duty of care under the Health and Safety at Work Etc. Act 1974 Section 7 to:
- Take reasonable care of himself and any other person who may be affected by their acts or omissions.
- Assist and co-operate with their employers and any other person to ensure all aspects of Health and Safety Law are adhered to.

Employees are therefore obliged to: -

- Always follow Safety Rules, avoid improvisation, and comply with the Company Health and Safety policy.
- Not perform work for which you are not qualified to undertake.
- Always store materials, equipment and tools in a safe manner.
- Never block emergency escape routes.
- Always practice safe working procedures, refrain from horseplay, and report all hazards and defective equipment.
- Always wear suitable clothing and Personal Protective Equipment (PPE) for the task being undertaken.
- Inform a First Aider and/or Line Manager of all accidents that occur.

In addition to the above, Section 8 states:

That under no circumstances must employees purposely interfere with or misuse anything provided in the interest of health, safety or welfare such as guards, signs or firefighting equipment.

The Management of Health and Safety at Work Regulations 1999 require all employees to:

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

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**Section 2 – Information for  
Employees**

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### c) Information for Employees Regarding Health and Safety

All employers are required to forward information regarding Health and Safety Law to all their employees and to provide them with the addresses of the Local Authorities who enforce the Law.

There are two prescribed methods of undertaking this action,

Display the approved poster in a prominent position in the workplace. (Health and Safety Law – What You Need to Know) This poster must always be kept in a readable condition and the address of the local enforcing authority and the address of the Employment Medical Advisory Service (EMAS.) completed in the space provided.

Alternatively, the information can be given to the employee in the form of an approved leaflet. If leaflet format is used, then every employee must be given a copy together with the address of the local enforcing authority and the address of the Employment Medical Advisory Service (EMAS.)

#### **Joint Consultation**

Under the **Health & Safety (Consultation with Employees) Regulations 1996**, safety representatives and entitled to paid leave to receive formal training. In order to be able to undertake their duties as a safety representative in a competent manner.

The Health and Safety (Consultation with Employees) Regulations 1996 requires all employers to consult with employees who are not covered by a Union recognised safety representative.

The employer may carry out his/her consultation directly with the employees or through one or more elected employees. These representatives are known as Representatives of Employee Safety and their duties and rights are similar to those of safety representatives under the SRSC Regulations 1977.

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**Section 3 – Individual  
Responsibilities**

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### a) Managing Director

Will be responsible for the implementation of the Company/Organisation Health and Safety Policy.
Will check to ensure that management and employees at all levels full understand the arrangements for the implementation of the Safety Policy.
Will, as necessary, review the Policy to ensure that it remains in compliance with the Company's objectives for Health and Safety.
Will check to ensure that all levels of management and employees carry out their responsibilities in the implementation of the Company Policy.
Will ensure that all Health & Safety issues are communicated throughout the Company.
Will ensure that qualified First Aid personnel and facilities are provided to address potential hazards within the Company.
Will ensure that employees are informed of the location of First Aid personnel and facilities and the importance of recording all accidents/incidents, either in the Accident Book, or on the approved report form.
Will ensure that adequate firefighting appliances are provided to address the hazards within the Company and to ensure that all maintenance records are kept completed, and up to date.
Will ensure that there are suitable means of raising the alarm in the event of a fire and that checks are carried out on a six-monthly basis.
Will ensure that before commencing work all employees are inducted and trained in the Company emergency procedures, with suitable records being maintained.
Will ensure that fire escape routes and doors are provided and maintained in good working order.
Will ensure that all reportable injuries, diseases, and dangerous occurrences are reported to the local enforcing authority by telephone and/or forms within the relevant time periods.
Will ensure that competent personnel complete and record all assessments relevant to the activities and hazards within the Company and inform employees of these results in writing.
Will ensure that all assessments relevant to Company activities are reviewed on a regular basis.
Will ensure that suitable and sufficient Personal Protective Equipment (PPE) is provided for all relevant hazards within work areas under your control at no cost to the employee.
Will ensure that joint consultation takes place between management and employees on matters that may affect their health safety and welfare.

Will ensure that records are compiled for all statutory inspections, testing, or maintenance carried out by competent personnel on all work equipment.

Will ensure that all welfare facilities, including temperature, lighting, and ventilation levels, are adequate within areas under your control.

Will ensure that statutory insurance cover is provided and the current Certificate displayed in a prominent position for all employees to see.

Will ensure that sufficient funds/resources are allocated within the company budget for the requirements of health, safety, and welfare provisions.

## b) Directors

Will ensure that relevant Health and Safety issues are communicated within all areas under their control.
Will ensure that Health and Safety issues raised by employees are recorded and investigated.
Will ensure that qualified First Aid personnel and facilities are provided to address any potential hazards within the Company.
Will ensure that employees are informed of the location of First Aid personnel and facilities and the importance of recording all accidents in the Accident Book.
Will ensure that there are means of raising the alarm in the event of a fire and checks are carried out on a six-monthly basis.
Will ensure that all accidents are investigated, and control measures implemented to prevent any potential recurrence.
Will ensure that all assessments relevant to the activities and hazards within areas under your control are completed, and that employees informed of the result in writing.
Will ensure that employees are instructed on the requirements of any Company Safe Systems of Work and that records are kept to confirm that they are competent to carry out their task.
Will ensure that employees are aware of the relevant types of Personal Protective Equipment available, and that records are maintained of supply of equipment and of any instructions that have been given in the use of such equipment.
Will ensure training is provided for employees on Health and Safety, Company Rules, operation of plant and equipment, and specific training to enable them to perform their duties and work-related tasks in a safety conscious manner.
Will monitor areas under your control at the designated review time and ensure that records are maintained for future reference.
Will ensure that any faulty work equipment identified in areas under your control is immediately taken out of service until either repaired or replaced.
Will ensure that contractors are adhering to your company Safety Rules and procedures and any other statutory legislation relevant to their work.
Will ensure that safe access and egress is provided and maintained in areas under your control.
Will ensure that all flammable and hazardous substances are contained and identified with signs to comply with all statutory Regulations.

### c) Contracts Managers

Managers' report to a Director and further to any statutory duty, shall:

Ensure that the Company health, safety and environmental policies are carried out effectively.
Ensure the operations under his control conform to relevant legislation, Company Policy.
Give clear and precise instructions to those under his control with regard to safety of themselves and of others who may be affected by their acts or omissions (others mean Company employees, contractors or members of the public).
Arrange for all remedial action, repairs and additional safety measures deemed necessary by investigation, inspections or information obtained in the course of their duties, to be carried out as soon as is practicable.
Ensure that all operations accidents, incidents and near misses are notified to the Company to permit investigation. To then implement any recommendations to prevent any possible re-occurrence.
Ensure all reports on injury and lost time incidents are completed and a copy kept in a secure location.
Ensure regular inspections and safety surveys are carried out and the records maintained.
Provide appropriate First Aid provisions and First Aid personnel, and frequently check first aid facilities and records.
Provide appropriate equipment and procedures for use in emergencies.
Ensure fire-fighting equipment is regularly inspected and serviced, and that fire and emergency exits are in order.
Ensure all health and welfare facilities are adequately maintained and kept in a hygienic condition.
Ensure that all examinations, maintenance and testing of plant is planned, carried out and records maintained.
Carry out Risk Assessments in accordance with the Management of Health and Safety Regulations 1999 and develop safe systems of work if required.
Ensure that suitable and sufficient risk assessments and method statements are signed off by the sub-contractors internal or external competent persons as required by Regulation 7 of the Management of Health & Safety at Work Regulations 1999. These documents must be saved in the project file under H&S Contractors RAMS in accordance with QMF031. Any unusual or high risk

activities must be brought to the attention of the H&S Department.
Ensure the provision, maintenance and utilisation of relevant personal protective equipment and devices.
Encourage personnel to report any concerns regarding Health and Safety and consider any suggestions for improvement.
Actively encourage employees to participate in health and safety matters through Health and Safety Committees and Representatives.
Ensure that employees under his/her control only undertake tasks for which they are adequately trained.
Provide staff with sufficient information to enable them to undertake their duties in a safe manner.
Provide appropriate training to people under their control.
Undertaken appropriate inspections including routine operational inspections, geotechnical appraisals etc.
Appoint appropriate staff to undertake routine inspections, monitor such inspections and countersign appropriate reports and checklists.
Issue duties and responsibilities to all staff detailing standards to attain.

### d) Site Managers/Supervisors

A Site Manager/Supervisors reporting to a Contracts Manager shall:

Fully familiarise themselves with the Company Health and Safety policy and relevant legislation.
Ensure persons under his control are adequately trained to do their job in a safe manner and that they are aware of any hazards present.
Ensure that he/she and all employees under his/her control are familiar with fire and emergency procedures, including first aid facilities.
Continually assist in the development and maintenance of safe working practices.
Ensure adequate supervision is available at all times, especially where young or inexperienced personnel are a consideration.
Conduct themselves in a manner befitting their position and set an example to those in their charge in all matters concerning Health and Safety.
Ensure all statutory and Company safety rules are observed by themselves and those within their responsibilities.
Ensure all machinery and equipment is satisfactorily maintained and safe to use, including that safety devices are properly fitted and maintained.
Ensure that equipment and substances are only used for the purpose for which they have been provided.
Undertake and record such inspections as may be required by the operations, ensuring corrective action is taken regarding unsafe situations.
Ensure correct or suitable personal protective equipment is issued and utilised where deemed necessary.
Ensure all defects in their area of responsibility are promptly reported and rectified.
Ensure the maintenance of good housekeeping standards within their area of responsibility.
Seriously consider any representation regarding health and safety from other employees and pass such representation on to Health & Safety Department
Liaise with safety representative(s) on all matters concerning safety.
Assist a Contracts Manager in undertaking Risk Assessments and developing safe systems of work.



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## Section 4 – Monitoring Procedure

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**a) Managing Director**

**I. General Policy Review**

Are all levels of employees aware of the arrangements detailed in the general Health and Safety Policy?	
Is joint consultation implemented within the organisation regarding Health & Safety issues?	
Are qualified First Aiders/Appointed Persons and suitable facilities provided to address any potential hazards with the organisation?	
Are any/all notifiable accidents/incidents reported to the Local Enforcing Authority?	
Have competent personnel completed and recorded suitable and sufficient assessments relevant to the activities and hazards within the organisation?	
Are all employees instructed and advised in writing of the results of assessments and/or Safe Working procedures?	



**Managing Director****II. Electrical Safety – Review**

Does all electrical work conform to the relevant electrical Regulations?	
Has the Company assessed the competency of employees/sub-contractors who undertake electrical work for and/or on behalf of the Company?	
Are formalised electrical tests carried out by a competent person on all portable electrical equipment, with suitable records completed?	
Are defective electrical appliances replaced/removed from service until repaired by a qualified electrician?	

**Monitoring Review**

**Date Commenced - August 2020**

DATE	COMMENTS
August 2020	Full new H & S Policy Issued
August 2021	Amended H&S Policy
August 2022	Amended H&S Policy
August 2023	Amended H&S Policy

### III. Office Environment – Review

Are assessments carried out on all employees using display screen equipment?	
Are arrangements made for Occupational Health Screening for employees? (as necessary)	
Do workstation facilities comply with the Display Screen Equipment Regulations?	
Are temperature, lighting and ventilation levels within the guidelines of the Display Screen Regulations?	
Are all portable electrical appliances and/or leads inspected and recorded on a regular basis, with faulty items removed from service until replaced or repaired?	
Are the Health & Safety Law poster, escape route signs, and the Current Liability Insurance Certificate displayed in prominent positions?	
Are fire appliances and escape routes unobstructed and fire doors kept closed?	
Are all floors, passages and stairwells free from trailing wires and obstacles, allowing unhindered movement throughout the offices?	
Is there a thermometer kept in a prominent position to highlight temperature levels?	



#### IV. Control of Substances Hazardous to Health Regulations 2002

##### Review

Are all substances hazardous to health identified and entered into your inventory records?	
Are manufacturers hazard data sheets (MHDS) available for all substances entered onto the Inventory List?	
Are control measures in place to purchase less hazardous substances?	
Are assessments carried out for all substances?	
Are assessments recorded, with employees instructed on all relevant Safe Working procedures?	
Are records kept to confirm employees have been instructed and are conversant with both the risks and controls relevant to the substance?	
Are the control measures identified from the assessments implemented and reviewed?	





**I. Material Stores / Storage (All Areas) – Review**

Are weight limits clearly identified and adhered to for all racking and shelving?	
Is racking and shelving secure and protected from contact with internal vehicles?	
Are heavy items stored at the base and lighter items at the top?	
Are manual handling assessments completed and have all employees been informed of the potential risks to their health?	
Have all employees been instructed and trained on safe lifting techniques, with personal records being updated accordingly?	

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## Section 5 – Fire Safety

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## **a) Introduction to Fire Safety**

These instructions are intended to ensure that the statutory requirements of the Health and Safety at Work Etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 are complied with and enforced.

Strict compliance with these instructions is necessary to ensure the safety of all staff and visitors to the Company premises.

The senior management of this Company is responsible for ensuring that each member of the workforce is aware of these instructions and also knows the procedure to be adopted in case of fire.

All employees will be briefed by a competent person on the Company fire safety arrangements at least once each year, such training will be recorded in writing and held on the premises. This training record will be signed by the employee, who will formally confirm their understanding of that training.

The Company will nominate a person to be responsible for ensuring that employee training in fire safety is carried out as necessary. The person responsible will be competent in fire safety and will arrange the necessary training by following the guidelines set out below.

## **b) Duties of the Person Responsible for Fire Safety**

The person responsible for fire safety will ensure: -

- A Register of Employees is kept up to date at all times. This Register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation, for the purpose of calling the roll.
- A Visitors Book is maintained, which records the names of all visitors to the premises and will be kept up to date at all times. This Visitors Book will be taken to the fire assembly point in the event of an evacuation for the purposes of ensuring all visitors are accounted for.
- The requirements for employee training in Fire Safety are adhered to.
- A Fire Log Book is kept up to date with all relevant records relating to fire safety, and will ensure it is made available for inspection by the local authority Fire Brigade as required.
- The Fire Alarm and all associated equipment is tested on a weekly basis, with all test results being recorded in the Fire Log Book.
- All firefighting equipment is tested on a regular basis as per manufacturer's guidelines, and suitable records kept of the same.
- A fire evacuation drill is carried out at least six monthly, which will be recorded in the Fire Log Book.
- Automatic fire detection equipment (if installed) is tested according to current guidelines and the tests are recorded.
- Emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.
- The local authority Fire Brigade is consulted on all matters relating to any changes, which would affect the Fire Certificate, (if required).
- Records of all hazardous chemicals, gases and other hazardous materials are maintained, with a copy kept for the information/inspection of the local Fire Brigade.
- A regular check is made to ensure escape routes and doors are not obstructed. Fire Exit doors must be unlocked and available for use at all times when persons are in the building. Fire doors must be closed at all times and not wedged open.

### c) Fire Instruction

Fire Instruction notices will be displayed in prominent positions throughout the Company premises and will highlight the action to be taken by all staff in the event of a fire situation occurring. If the Company has a Fire Certificate this will show the details to be included on the fire instruction notice. If the premises do not require a fire certificate the Fire Instruction notice will contain the following details: -

- Company name and address
- Company Fire Safety Officer – name and location
- How to raise the alarm
- How to call the Fire Brigade
- How to act on hearing the alarm
- Location of the assembly point

The following mandatory instructions:

Raise the alarm

- Evacuate the building/premises
- Ensure the relevant emergency services have been notified
- Go to the pre-designated assembly point
- Do not stop to collect personal belongings
- Obey instructions from floor fire warden/s or Fire Brigade
- Do not re-enter building until told it is safe to do so

## d) Fire Action

### If you discover a fire:

Raise the alarm

Evacuate the building

Immediately notify the senior person present.

Call the Fire Brigade immediately by telephone.

Lift the receiver, select a line and dial 999.

Give the operator your telephone number **01827 304417** and ask for Fire Services.

When the Fire Brigade replies give the call distinctly: -

**“We have a fire at R&R Contractors Ltd of**

Do not replace the receiver until the Fire Brigade has repeated the address.

Call the Fire Brigade immediately to every fire or on suspicion of a Fire.

### On notification of a fire:

All personnel must evacuate the building by the nearest available exit and proceed to the Evacuation Assembly Point.

The Evacuation Assembly Point is **FRONT OF PREMISES BY SKIP**

The senior person present will take charge of any evacuation and ensure that no one is left in the building.

**USE THE NEAREST AVAILABLE EXIT**

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

**DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY  
THE SENIOR FIRE OFFICER**

## e) Fire Training

Employees will receive instructions by a competent person on fire safety at the induction stage of their employment, and then as required.

The training will include the following: -

- Basic advice on fire prevention to suit the current environment.
- The procedural controls to be adopted in case of fire.
- The methods of raising the alarm, including the location of alarm call points and alarm indicator panels.
- The action to be taken on hearing the alarm.
- The correct method of calling the Fire Brigade.
- The position and use of all firefighting equipment.
- The location of all emergency exits and the routes leading to them.
- The name and designation of the responsible Fire Warden/Marshall (if applicable).
- The evacuation procedure for the building, including the non-use of lifts and any special arrangements for physically disabled and sensory-impaired staff.
- Where members of the general public or visitors are present this will include checking the public areas, informing and reassuring the public, and directing or escorting them to exits.
- The method of isolating power or gas supplies.



## **f) Fire Prevention – Good Practice**

Fire prevention depends upon personnel applying common sense, based on good quality training and experience. The following is a list of points that will be included in the training of staff in fire safety.

- Firefighting equipment, extinguishers, call points, fire detectors, etc. are provided at strategic points throughout the building. They must not be abused or misused.
- Means of escape will be well-signed and available for use at all times when persons are present in the building.
- Internal fire doors must be clearly labelled and closing devices in good working order.
- Where smoking is allowed adequate provision for disposal of smoking materials will be provided, with the correct use of these being enforced as necessary.
- Waste materials will not be allowed to accumulate and all waste disposal containers made of fire resistant material and fitted with lids.
- Portable heaters, i.e. propane space heaters, must be sited away from all combustible materials and pedestrian routes, and their instructions for use strictly observed.
- Gas cylinders will be chained in the upright position to an immovable object, with spare cylinders stored upright in a locked cylinder store.
- Temporary fixtures and fittings used at special occasions must not be sited close to heat or flame sources, or attached to lights, heaters or other equipment provided for use in an emergency, e.g. fixed fire installations. Emergency signs and notices must not be obscured and emergency exit routes must remain clear.
- Electrical apparatus will conform to the relevant British Standards and will be installed by competent electrical personnel.

At the end of the day a check will be made of all offices / workrooms to ensure that:

- Fire doors are closed
- Windows are closed
- In all areas of the premises, that smoking material has been correctly disposed of
- Any open fires are not left unguarded.

**Premises Fire Risk Assessment Log**

<b>DATE</b>	<b>Assessor</b>
August 2020	Dave Jackson – R&R Contracts – Renovation & Refurbishment Specialists Ltd (actions required)

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**Section 6 – Reporting of Accidents  
and Dangerous Occurrences**

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## a) Reporting of Accidents and Dangerous Occurrences

**R&R Contracts – Renovation & Refurbishment Specialists Limited** have a duty to prevent, so far as is reasonably practicable, accidents at work, however, unfortunately, despite the best efforts, accidents at work may still occur.

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 state that 'certain accidents and incidents at work must be reported to the Health and Safety Executive or the local authority either immediately or within ten days'.

If an accident/dangerous occurrence were to occur, it is important to follow the correct procedure, as detailed below:

### Steps to take following an adverse event:

1. Before attending to the injured party make sure that it is safe to enter that work area. This may include isolating power sources, switching off machinery and dealing with chemicals. Do not increase the risk to yourself and others. It may be safer to contact the emergency services.
2. Give first aid to the injured party and decide the next actions.
3. If the incident is serious you must contact R&R Contracts Limited Health and Safety Team

Dave Jackson 07907303794

Dave will advise you what to do next.

4. It is important that information is captured as soon as possible after the injured party has been treated. Very serious accidents might require you not to disturb the scene. If this is the case seal the area of and prevent access.
5. You must gather information, identify witnesses and take statements.
6. Take photographs and measurements.
7. Some types of accident outcomes have to be reported to the enforcing authority usually the Health and Safety Executive. The reporting of such events will be carried out by the safety department.

The Company Health and Safety Representative is responsible for investigating the accident/dangerous occurrence and completing the appropriate Health and Safety Executive's reporting forms.

Records of all reportable injuries must be kept for a minimum of three years and must contain the following details:

Date and time of the accident or dangerous occurrence.  
Full name and occupation of the casualty, with details of the nature of the injury or other condition.  
Place where the accident/dangerous occurrence happened.  
Brief description of the circumstances.

A photocopy of the reporting form F2508/F2508A, which is sent to the enforcing authority may be considered and will comply with this requirement.

Copies of these forms can be located in the Company Office.

## **b) Reporting Accidents and Incidents**

Certain injuries which occur at the workplace or as a result of work activities are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). As of **6 April 2012**, RIDDOR's over-three-day injury reporting requirement has changed. The trigger point has increased from over three days' to over seven days' incapacitation (not counting the day on which the accident happened).

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Employers and others with responsibilities under RIDDOR must still keep a record of all over-three day-injuries – if the employer has to keep an accident book, then this record will be enough. The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

Deciding whether a particular incident or accident should be reported is often confusing. Below is a table showing typical accidents that occur at work and giving details of whether or not they are reportable under these Regulations.

Person Involved	Accident Details	Type of Injury	Reportable under RIDDOR
Employee	Fell off stepladder while reaching for a box in the storeroom. Fractured arm.	Major injury	Phone enforcing authority immediately. Send form F2508 within 10 days.
Employee	Hurt back while lifting a piece of machinery. Off work for 8 days.	Over-7-day-injury	Send F2508 to enforcing authority within 15 days.
Employee	Slipped and twisted ankle. Off work for 5 days	Over 3-day-injury	Not reportable but keep a record e.g. in accident book
Visitor	Slipped on wet surface in the Reception. Broken leg.	Major injury	Phone enforcing authority immediately. Send form F2508 within 10 days.
Visitor	Tripped over a poorly maintained floor covering. Off work for 4 days.		Not reportable – Over-3-day injuries only applicable to employees.

In general, the nature of the injury determines whether it is major or other injury.

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**Section 7 – First Aid**

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## **a) Introduction to First Aid**

Under the Health and Safety (First Aid) Regulations 1981, all workplaces must have suitable and sufficient First Aid provisions.

Each employer is required to undertake a first aid needs assessment appropriate to the circumstances of the workplace. The form these should take depends on various factors, including the nature and degree of hazards at work, whether there is shift working, what existing medical services are available, together with the number of employees.

A First Aid box will be provided containing only items that the First Aider or Emergency First Aider has been trained to use. It must not contain any medication of any kind, and will always be adequately stocked.

It is important that at all times notices are prominently displayed giving the location of the First Aid equipment and the name and location of the First Aider or Emergency First Aider.

All accidents/incidents must be recorded by the First Aider or Emergency First Aider. The records must include at least the name of the casualty, date, time and the circumstances of the accident/incident, with the details of the injury sustained and any treatment given.

Employees or their representatives may wish to inspect these records at any time; they must therefore be kept in a suitable secure location rendering them available for inspection, upon written request.

### **Site Procedure**

The person responsible for any site work will ensure that there is adequate stocks of first aid equipment and suitable facilities where necessary, or arrange for them to be shared.

The Company's aim is to ensure that trained first aiders are available close to the work areas of employees, either by ensuring that company employees are trained as required by the Health and Safety (First Aid) Regulations 1981, or by making appropriate arrangements with clients or contractors as necessary.

### **Accident Reporting Procedure**

All accidents/incidents, no matter how small, are required to be reported. Even a scratch can become serious if not treated properly; therefore, it is important that you carry out the following procedure:

Seek medical attention from the Company's First Aider or Emergency First Aider ensuring that the details are recorded in the accident book.

A suggestion for the positioning of First Aid boxes/kits is in the Office, Kitchen and if on a site, within all Company Vehicles.

After the occurrence of any accidents/incidents, details must be recorded in the Company accident book.



## **b) Information on First Aid**

All companies have a duty under the Health and Safety (First Aid) Regulations 1981 to provide suitable and sufficient First Aid facilities and equipment as required.

One of the most commonly asked questions is:

“How many First Aiders are required in the workplace?”

The number of First Aiders depends on the potential hazards identified within the workplace, e.g. in a low risk workplace such as a Bank or Library, only one First Aider may be required, whereas in a higher risk industry such as a factory or quarry a number of First Aiders will be needed.

There are two classes of personnel specified under the Regulations, these are:

### **An Emergency First Aider**

An Emergency First Aider is someone who is authorised by the employer to take charge if an injury or illness should occur.

This person will act in the absence of a trained First Aider and have the recognised level of training. A one-day Health and Safety Executive approved course.

This training will result in the ability to deal with Resuscitation, Unconsciousness and Bleeding.

### **First Aider**

A First Aider is a person who has undertaken a three-day training course and obtained qualifications approved by the Health and Safety Executive.

All First Aid certificates are valid for three years and it is important that qualified First Aiders undertake refresher training before the certificate expires.

The current approved code of practice (The Health and Safety (First Aid) Regulations 1981) recommends a minimum of one appointed person for low risk companies with less than 50 employees.

If the company employs 50 or more members of staff, then at least one First Aider is required.

In hazardous workplaces the employer is required to assess the risk and decide on the appropriate cover required.

The assessment is required to take into account the risks within the workplace together with the number of qualified First Aiders and the degree of training they have received.

When appointing First Aiders and/or Emergency First Aiders it is important to take into account foreseeable absences such as holidays and absenteeism.

### **c) First Aid Information**

In order to comply with the Health and Safety (First Aid) Regulations 1981 all employers are required to inform his/her employees about the arrangements that have been made in connection with First Aid including the location of First Aid facilities and personnel.

Simply displaying notices around the workplace in an easily understood manner can carry out this action; however, employers must also ensure that those with reading and/or language difficulties are also kept informed.

### **d) First Aid Boxes**

All employers must keep as a minimum at least one First Aid box which is suitably stocked and properly identified with a white cross on a green background.

The First Aid box must be easily accessible and placed if possible near to washing facilities.

**Under no circumstances must any medication or tablets such as Aspirin, Paracetamol, and Ointments be placed in First Aid kit.**

There is no mandatory list of items that are required to be in a First Aid box. Employers are required to undertake an assessment of First Aid needs and decide what is required.

However, as a guide, where there are no specific risks in the workplace a minimum box would contain:

- 1 General Guidance card.
- 20 Individual wrapped sterile adhesive dressings.
- (Assorted sizes) appropriate to the work in the company.
- 2 Sterile Eye Pads, with attachments.
- 4 Individually wrapped triangular bandages.
- (Preferably Sterile)
- 6 Safety pins.

- 6 Medium-sized individually wrapped sterile unmedicated wound dressing.
- (Approximately 12cm x 12cm)
  
- 2 Large individually wrapped unmedicated wound dressings.
  
- 1 Pair of Disposable Gloves.

The contents of the First Aid box required to be examined at regular intervals and restocked as soon as possible after use.

Care must be taken to discard safely all items that have passed the expiry date shown.

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## Section 8 – Training

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## **a) Training**

### **Scope**

R&R Contracts – Renovation & Refurbishment Specialists Ltd are committed to ensuring all of their employees have access to training and development opportunities which will enable them to have the skills and capabilities to carry out their role within the organisation safely and productively.

### **Aim**

The main aims of this policy are to:

- ensure *so far as is reasonably practicable*, to provide information, instruction, and training to all employees to ensure their health, safety and welfare whilst at their place of work.
- provide a working environment where learning and development are encouraged.
- train employees so that their skills meet the need of the business.

The Management of Health and Safety at Work Regulations 1999 requires employers to provide training to employees: -

- On recruitment to the company
- When moved to another task or when promoted.
- When the process, equipment or system of work is changed.

The above Regulations require all levels of employees to be trained, including directors, senior management, line managers, supervisors and workers.

The Regulations also require employers to review all training requirements on a regular basis to take into account any new or changed risks. All training must be undertaken during working hours.

It is the Company's policy to ensure all employees are suitably trained to implement its Health and Safety policy as well as being trained to undertake specific tasks.

### **Responsibilities**

#### **Employees Duty**

All employees have a legal responsibility to take reasonable care of themselves and others that may be affected by their acts or omissions. Employees must co-operate with the Company in relation to all training aspects and will be expected to attend any training courses that are provided.

#### **Individual Employee Safety Training Records**

All R&R Contracts – Renovation & Refurbishment Specialists Ltd employee training records are kept at Head Office.

## **The Employer**

Will provide the resources and facilitate the training requirements of the organisation to ensure compliance with governmental statutory provisions, governmental licenses and individual development plans identified at appraisal.

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**Section 9 – Hazard Detection  
Reporting**

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## Hazard Detection Reporting

The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 both state that employer and employees have a legal duty to inform persons of hazards within the workplace. The Company informs employees by means of risk assessments, training and documentation, whilst employees inform the Company by means of safety representatives and/or verbal communication.

When a hazard has been identified it must be reported immediately to the person responsible. The person responsible will then assess the situation and introduce the necessary control measures, *so far as is reasonably practicable*, to prevent injury or unsafe conditions.

If the workforce is encouraged to use this system then accidents will be reduced considerably and working conditions will improve. This will in turn improve the attitude of the workforce towards safety and ensure that the organisation is consulting with employees.



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## Section 10 – Signs and Notices

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## Signs and Notices

Under statutory legislation certain signs and notices must be displayed in prominent positions around the company.

The Health and Safety (Safety Signs and Signals) Regulations 1996 came into force on the 1<sup>st</sup> April 1996 and replace the previous Safety Signs Regulations 1980. The Regulations now state that employers must use safety signs where it is considered that there is a risk to Health and Safety that cannot be controlled by any other means.

Safety signs are now required to convey the messages pictorially as well as in writing to ensure that the information can be understood by everyone in the workplace.

Notices and certificates that are required to be displayed together with the location are listed below.

Certificate	Location
Employers Liability Insurance	Displayed in Reception.

Notice	Location
Health And Safety Law Poster	Displayed in Staffroom/Stores
Fire Direction Signs	Prominent
Fire Instruction Notices	Prominent
First Aid Information Notice	Prominent
Health and Safety Statement of Intent	Reception

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**Section 11 – Young Workers**

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## Young Workers

The Management of Health and Safety at Work Regulations 1999 came into effect on the 29<sup>th</sup> December 1999 and place a legal obligation on employers to assess the risks in the workplace that may affect inexperienced workers.

The Regulations define a:

- “Young Person” as a person who has not reached 18 years.
- “A Child” is anyone who has not yet reached the official minimum school leaving age (MSLA) (pupils will reach the MSLA in the school year in which they turn 16)

The Regulations apply to all young persons, regardless of the number of hours worked or the duration of the period of work.

These Regulations must not be perceived as an obstacle when recruiting young people but more a means to ensure that their introduction to the workplace is as safe as possible.

### **Additional Requirements**

The Management of Health and Safety Regulations 1999 also require employees to undertake suitable and sufficient risk assessments, where young persons are involved.

### **Specific Risk Assessments (see Section 13)**

The employer must make a specific risk assessment relating to young person's prior to them being employed or start work as a placement.

The assessment must include consideration having been given to:

- The immaturity and inexperience of the young person and consequences of the lack of awareness of hazards.
- Details of Health and Safety Training received.
- The extent of exposure to any chemicals.
- The nature of the workplace.
- The types of equipment, methods of use and work activities to be undertaken.

### **Reduction Of Risks**

The employer must ensure that young persons are not exposed to hazards at work due to their inexperience, immaturity and lack of experience in dangerous situations.

Under no circumstances will any young person be expected to undertake any of the following activities:

- Work beyond their capabilities.
- Work which involves harmful radiation.
- Work which involves hazards from noise, vibration, heat or cold.

### **Specific Requirements for the Employment of a Child.**

If a child is to be employed, the details of the risk assessment, together with all the preventative measures that are to be undertaken must be communicated to the person who has parental control of the child.

Where the young person is provided by a training scheme, there will be involvement by the TEC and the training provider.

Where the young person is on a work experience scheme, there will be involvement by the School or College concerned.

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**Section 12 – Portable Electrical  
Inspection or Testing**

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## Procedure for Portable Electrical Equipment Inspection or Testing

### General

These instructions are intended to ensure that the statutory requirements of the Health and Safety at Work etc. Act 1974 are complied with and suitably enforced.

The Act states that there is a statutory requirement for the provision and maintenance of plant and systems of work, *so far as is reasonably practicable* to ensure the safety and health of the employees.

Strict compliance with these instructions is necessary to ensure that electrical and portable equipment is safe for use by employees of the company.

### Records

Records of all portable electrical appliance testing will be kept on the company premises and will at all times be available for inspection when required.

Any defective equipment will be placed out of use until such time as it can be repaired, with all remedial action/s being recorded. All items of equipment that cannot be repaired will be withdrawn from use and disposed of accordingly.

### Inspection

Inspection is a visual technique that is simple and not required to be carried out by a trained electrical expert. Before using any electrical equipment, the operator must carry out a visual check of the plug along with the connected cable, which should be gripped securely at the plug. At the first sign of damage, excessive wear or inadequate repair the equipment must be appropriately labelled and withdrawn from use. The equipment must then be repaired and tested by a competent electrician before being put back into service.

### Testing

Testing is carried out by a competent person and involves a full inspection of the electrical equipment along with appropriate tests.

Individuals who carry out the testing must possess sufficient knowledge, experience and training in order for them to identify the risks and appropriate control measures.

Testing involves removing covers of plugs to ensure wiring is connected correctly and may involve accessing the electrical terminals within the equipment.

Testing will include checking fuses, polarity and termination of cables to ensure that the equipment is suitable for use within its intended working environment.

## Combined Inspection and Testing

A combination of inspection and testing must be carried out by a competent electrician where there is reason to suspect electrical equipment may be faulty, damaged or contaminated. When this cannot be confirmed by visual inspection alone or after any repair or modification to the equipment, you will need to check its integrity.

It may be advisable to combine inspection and testing at the start of a maintenance programme to establish the initial condition of the equipment.

## Suggested Frequencies for Equipment Testing

TYPE OF BUSINESS	VISUAL INSPECTION	ELECTRICAL TESTING
Equipment Hire	Before every issue On return of equipment	Before initial issue as per manufacturer's instructions.
Construction	Daily	Quarterly or sooner.
Industrial	Before use Quarterly	6 to 12 months – see manufacturer's instructions.
Commercial Offices	3 to 6 months	Yearly
Premises accessed by members of public	3 to 6 months	Yearly



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**Section 13 – Control of Substances  
Hazardous to Health**

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## **Control of Substances Hazardous to Health (COSHH) 2002**

### **What is COSHH?**

COSHH stands for the Control of Substances Hazardous to Health. The Regulations set out how employers must control risks to health arising from substances used at work.

Substances hazardous to health include:

- Any chemicals that have by Law to be labelled as 'very toxic', 'toxic', 'harmful', 'irritant' or 'corrosive'
- Any substance with a Workplace Exposure Limit (WEL)
- Substantial quantities of airborne dust of any kind
- Harmful micro-organisms
- Any other substance that creates a comparable health hazard

COSHH covers most workplaces, including:

- Manufacturers
- Service industries
- Utilities
- Farms
- Construction Sites
- Laboratories

Certain substances, such as asbestos, lead and radiation, are covered by other Regulations.

### **Why Know about COSHH?**

The reason why it is important to know about COSHH is because your health and that of your colleagues is at stake.

Knowing about COSHH helps you to understand what hazards are present and how to protect against ill health. The co-operation of all employees is essential, as keeping the workplace safe and healthy is a team effort.

### **Under the COSHH Regulations what is Necessary?**

It is the duty of the employer to undertake assessment on all substances. This includes determining: -

- Which substances employees are being exposed to every day, and which substances are used every now and then?
- Who is exposed to the substance i.e. employees, contractors, visitors, general public?
- What are the normal work practices and processes, and how is each substance handled or stored?

Could death, illness or injury be caused as a result of a short term exposure or long-term exposure?

- The hazard associated with each substance needs to be taken into account e.g. can the substance be either swallowed, inhaled, and/or absorbed or injected through the skin?

When an assessment has been undertaken it is then necessary to implement control measures, for example:

Prevent exposure by:

- Removing a substance or limit how much is used
- Changing a work practice
- Use of a less hazardous substance
- Use of a less hazardous form of the same substance
- Prohibiting smoking, eating or drinking in areas where substances are used

Control exposure:

- Isolate or enclose the area
- Use ventilation or exhaust extraction
- Reduce the length or level of exposure
- Limit the number of people who might be exposed

To ensure the health of an employee is not affected by any substance, it is the employers' duty to:

- Review the assessment regularly
- Maintain, examine and test control measures
- Provide all employees with information regarding the substances used
- Monitor and record exposure levels
- Arrange health surveillance as required
- Supply and train personnel in the correct use of suitable personal protective equipment

All employees have a duty under the COSHH Regulations to:

- Take part in training programmes
- Read container labels
- Practice safe work habits
- Report any hazard or defect to your line Manager
- Use personal protective equipment provided
- Store equipment and tools properly
- Return all substances to their secure location after use
- Use control measures properly.

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**Section 14 – The Management of  
Health and Safety at Work  
Regulations 1999**

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## **The Management of Health and Safety at Work Regulations 1999**

These Regulations primarily specify in more detail the general duties of the Health and Safety at Work Etc. Act 1974. They do little new, rather they simply formalise the measures that are implicit in the Act.

A range of other Regulations such as Manual Handling, Display Screen Equipment (DSE), etc takes the Management Regulations as a basis for application on a number of issues.

The following summary of the Management of Health and Safety at Work Regulations 1999 outline the main requirements from the employer's viewpoint.

### **Regulation 3 - Risk Assessment**

This Regulation requires all employers and self-employed persons to undertake suitable and sufficient assessments of risks that employees face at work, together with risks that other people face because of the work being undertaken. Employers with five or more employees must also record the significant findings of the assessment.

The risk assessment will lead the employer to implementing appropriate controls and precautions. When the assessment is no longer valid, or changes have been made, it is the employer's responsibility to review the assessments and make the necessary changes where appropriate.

### **Regulation 4 - Principles of Prevention to be applied**

Employers and the self-employed need to introduce preventive and protective measures to control the risks identified by the risk assessment in order to comply with the relevant legislation using the following principles (abridged):

- Avoidance of the risk altogether
- Evaluation of unavoidable risks via an assessment
- Combat risks at source
- Adapt work to the requirements of the individual
- Use of technological/technical progress
- Risk prevention as part of a coherent policy
- Prioritisation of risk reduction within the workplace
- Suitable training of employees/self-employed
- Positive Health and Safety culture

### **Regulation 5 - Health and Safety Arrangements**

The Regulations require the employer to have arrangements in place to cover Health and Safety. These will be integrated with the management system for all other purposes, with the implementation of the system dependant on the size and nature of the business, and will include:

- Planning
- Organisation
- Control
- Monitoring and Review

### **Regulation 6 - Health Surveillance**

Every employer shall ensure that his employees are provided with health surveillance as appropriate to the risks to Health and Safety.

The risk assessment will identify the circumstances where health surveillance is appropriate, with the main benefit being the identification of adverse health effects at an early stage, which in turn enables the potential of further harm to be eliminated.

### **Regulation 7 - Health and Safety Assistance**

Every employer must appoint one or more competent persons to help and advise him on the measures he needs to ensure legislative compliance.

Competence is determined through training and experience, which must be established in the appointed person.

External services appointed will usually be appointed in advisory capacity only, often being specialists or general consultants on Health and Safety matters. The appointment of advisors does not absolve the employer from his responsibilities under the Health and Safety at Work Etc, Act 1974, and other relevant statutory provisions.

### **Regulation 8 - Procedures for Serious and Imminent Danger**

Every employer must establish and implement appropriate emergency procedures, having nominated competent persons to assist him to administer these procedures, for example:

- Fire
- Bomb
- Rapid process shutdown

When the procedure has been implemented, the employer must ensure that all employees are adequately instructed before they are allowed into dangerous areas.

The employer must inform anyone who is exposed to serious and imminent danger about:

- Appropriate protective steps to undertake
- When to stop work
- When to move to a safe location due to the danger
- Under what circumstances they may resume work

### **Regulation 9 - Contacts with External Services**

The employer must ensure that appropriate external contacts are in place to ensure there are effective provisions for first aid, emergency medical care and rescue work, for incidents and accidents, which may require urgent action, and/or medical attention beyond the capabilities of on-site personnel.

### **Regulation 10 - Information for Employees**

The employer must provide his/her employees with comprehensive and relevant information concerning:

- Risks identified by the Assessment
- The preventive and protective measures in place
- Emergency procedures and the responsible personnel

### **Regulation 11 - Co-operation and Co-ordination**

If the workplace is shared with another Company(s) the employer must co-operate in fulfilling his duties to take reasonable steps to co-ordinate any necessary precautionary measures. It is important that all occupants inform each other of the risks that may affect others.

It is appropriate to consider these issues when making assessments of the risks, when appointing safety co-ordinators, and when preparing the necessary information and precautions.

## **Regulation 12 - Persons Working in Host Employers' or Self-Employed Persons' Undertakings**

Every employer shall ensure that the employer of any other employees from outside Companies has information on:

How work activities might affect them. 'Risks, as assessed under Regulation 3  
How sites are controlled. 'Precautions' as identified under Regulation 3

Sub-contract employees are required to be provided with appropriate instruction and information regarding risks that may be found on host employers work sites along with details of who the employer has appointed to take charge in emergency situations.

## **Regulation 13 - Capabilities and Training**

Every employer shall consider their employees' abilities when assigning tasks and provide adequate training during working hours on:

- First appointment
- Change in risks, job systems, equipment technology and/or responsibility.

If appropriate this training must be repeated periodically, for instance where tasks are not routinely practised, or where someone deputises on occasions.

The level of training (information about the job, instruction in technique and practice of tasks) which is required, will be indicated by the Company's risk assessment (Regulation 3)

## **Regulation 14 - Employees' Duties**

Every employee must work in the way that they have been trained to work, whilst following the instructions they have been given.

Where personally involved, employees must inform the employer of any serious and imminent danger that they recognise, and/or any shortcomings in the Company's Health and Safety precautions.

## **Regulation 15 - Temporary Workers**

Every employer must inform workers what special skills or qualifications are needed for work, and what health surveillance requirements are necessary before they start work. This action must be carried out, whether or not someone else has undertaken this procedure.

A temporary worker is an individual who is a 'fixed contract employee' or an agency employee'

Employers must inform Employment Agencies what special skills or qualifications are required to be given, along with information about the jobs involved, to enable suitable individuals to be selected for the work positions.



### **Regulations 16, 17 & 18 - In Respect of New or Expectant Mothers**

All employers must take account of women of child-bearing age when carrying out risk assessments and identify the preventive and protective measures required through Regulation 3.

The additional steps of altering working conditions or hours of work, offering suitable alternative work, or even suspension from work (on full pay), may be taken on written notification that she is/has:

- Pregnant
- Given birth within the last 6 months
- Is breastfeeding

### **Regulation 19 - Protection of Young Persons**

The employer needs to carry out a risk assessment before young workers start work to see where risk remains, taking account of control measures in place.

When control measures have been taken against identified risks and if it is felt that a significant risk still remains, no child (young worker under the compulsory school age) can be employed to do this work.

A young worker, above the minimum school leaving age, cannot do this work unless:

- It is necessary for his/her training
- He/she is supervised by a competent person
- The risk will be reduced to the lowest level reasonably practicable.

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## Section 15 – Risk Assessments

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## a) Introduction to Assessments

A wide variety of Health and Safety legislation imposes a statutory duty on an employer to undertake suitable and sufficient assessments to determine the degree of risks involved when completing tasks on and off the company's premises.

Some items of legislation that require assessments to be undertaken are:

The Management of Health and Safety at Work Regulation 1999 > under these Regulations Risk Assessments are **Mandatory**.

The Control of Substances Hazardous to Health 2002 > under these Regulations Risk Assessments are **Mandatory**

The Noise at Work Regulations > under these regulations Risk Assessments are **Mandatory**.

The Display Screen Equipment Regulations > Are not required if these assessments are highlighted under another Regulation.

Personal Protective Equipment Regulations > Are not required if these assessments are highlighted under another Regulation.

The Workplace (Health and Safety and Welfare) Regulations > Are not required if these assessments are highlighted under another Regulation.

The Working at Height Regulations 2005 > R&R Contracts Ltd will ensure that working at height is properly planned, adequately supervised and carried out in safe manner.

If five or more persons are employed the Law requires written risk assessments to be brought to the attention of employees who may be affected by any hazard assessed.

Assessment forms can be found in Project Site File or on R&R Contracts Limited Premises.

Assessments are required to be undertaken by a competent person who has been nominated by the Company. The definition of a competent person under the Management Regulations is:

**'A person having the necessary training, qualifications, and relevant practical Experience concerning the task being assessed'.**

When the assessments have been completed they can be inserted into the appropriate sections within this file. This information must be made available to all employees and can be used as part of any Health and Safety training that is carried out.

## **b) Steps to Risk Assessments**

### **Step 1**

- Look for the hazards. Ignore the trivial and concentrate only on the significant hazards that could result in serious harm or affect several people.  
List any hazards in column 1 of the Assessment form.

### **Step 2**

- Think about the people who may be harmed and how, taking into account people who may not be in the workplace at all times, e.g. Cleaners, Visitors, Contractors etc.  
List the people who may be harmed in column 2 of the Assessment form

### **Step 3**

- In column 3, 'Risk Factor', assess the probability of the event actually occurring and the severity of the event if an accident were to occur. When this has been determined, calculate the total by multiplying the probability and the severity to decide whether the risks are designated as low, medium or high-risk activities.

### **Step 4**

- From the results that have been calculated, decide whether the existing precautions are adequate or are more precautions required. Ask the question, 'Can I get rid of the hazard?' If not, "How can I control it?"
- List all the controls that are in place in column 4. If you are satisfied that you are controlling the risks, you can stop here. If not, continue.

### **Step 5**

- List in column 5 the action you require to implement in order to adequately control the risk.

### **Step 6**

- Review your assessment at regular intervals and also any new process that is introduced into the Company. It is important to ensure all assessments are recorded and distributed to the necessary people.

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**Section 16 – Workplace (Health,  
Safety and Welfare)  
Regulations 1992**

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## Workplace (Health, Safety and Welfare) Regulations 1992

These Regulations are made under the Health and Safety at Work Etc Act 1974 and satisfy the European standards implemented under the EC directive. An Approved Code of Practise supports the Regulations for the purpose of providing practical guidance in the application of the Regulation.

Although the Regulations replace some pieces of legislation, including large parts of the Factories Act 1961 and the Offices, Shops and Railway Premises Act 1963, the Workplace Regulations are intended to standardise on all places of work and to that extent cover not only factories, shops and offices but schools, hospitals, hotels and places of entertainment.

The following summary outlines the main requirements from an employer's point of view.

Definitions of important words are:

- **Workplace** Any place made available as a place of work including access to that place and any place to which a person has access whilst at work. Domestic premises are not included in the Regulation.
- **Traffic Route** A route for pedestrian traffic, vehicular, or both, including stairs, fixed ladder, doorway, gateway, loading bay or ramps.
- **Work** Work as an employee of self-employed person, and also work experience, training operations with ionising radiation, genetic manipulation work and work involving the keeping and handling of a listed dangerous pathogen.

Exclusions from these Regulations are:

- All means of transport, except when stationary in a workplace
- Mines and Quarries and associated workplaces
- Construction sites and construction work, unless it is not fenced off from the workplace
- Temporary work sites
- Outdoor farming and forestry workplaces

### Regulation 4 - Requirements

Employers have a general duty under Section 2 of the Health and Safety at Work Etc. Act to ensure *so far as is reasonably practicable* the health, safety and welfare of their employees at work. The Workplace Regulations expand on these duties.

Employers have a duty to ensure that workplaces under their control comply with these Regulations.

### **Regulation 5 - Maintenance of the Workplace, Equipment and Devices**

The employer is responsible for ensuring the efficiency, relative to health and safety and welfare of the workplace. If a defect is discovered, then the employer will either rectify the situation immediately or prevent access until such times as it can be rectified.

The Company needs to set up a maintenance system with suitable records to ensure that maintenance is undertaken at the required intervals. Examples of equipment which falls into this category include emergency lighting, fencing, anchorage points for window cleaning etc.

It may be necessary to appoint competent persons to assist the employer in order to comply with this duty.

### **Regulation 6 - Ventilation**

If the employer has enclosed workplaces then they require to be well ventilated, with fresh or purified air. Opening windows may satisfy this; however, mechanical ventilation systems may be required as necessary.

These systems will need to be maintained to ensure they work efficiently and if they are provided for Health and Safety reasons they will be required to be fitted with an alarm to warn of any breakdowns.

### **Regulation 7 - Indoor Temperature**

A reasonable temperature must be provided during work hours. This must be achieved without the need for special clothing, but it would not be reasonable if the workplace is open to the outside of where food products are kept cold.

The temperature in the workrooms will normally be kept at least 16 degrees Celsius unless much of the work involves severe physical effort in which the temperature will be at least 13 degrees Celsius.

These temperatures may be achieved by local heating, and a thermometer must be available to enable temperatures to be measured.

### **Regulation 8 - Lighting**

The employer must provide suitable and sufficient lighting that is so far as is reasonably practicable, natural lighting.

The lighting will be sufficient to enable people to work, use facilities, and move around the workplace without experiencing eyestrain.

If the lighting fails and employees are exposed to danger, then emergency lighting must be provided.

Wherever possible, workstations will be sited where they will benefit from natural light, which must be kept clean and unobstructed.

### **Regulation 9 - Cleanliness and Waste Materials**

The workplace must be kept clean; the standard of cleanliness required will depend on the use to which the workplace is put. For example, an area where employees eat meals will be cleaner than a factory floor.

All floors and indoor traffic routes will be cleaned at least once a week and any accumulation of dirt and refuse removed at least daily.

Interior walls, ceiling and work surfaces will be cleaned at regular intervals. To aid this cleaning, the walls etc will have suitable finishes painting or tiles, which must be renewed when they cannot be cleaned properly.

### **Regulation 10 - Space**

Every room where persons work shall have sufficient space to work safely. The Company shall provide at least 11 cubic metres of unoccupied space for each of the employees. This volume will be calculated using a maximum height of 3.0 metres. Any height above this will not be counted in the calculations.

For workplaces in existence prior to the 1<sup>st</sup> January 1993 a maximum height of 4.2 metres is used for the calculation.

### **Regulation 11 - Workstation and Seating**

Each workstation and chair shall be suitable for the job and the person. Workstations will be arranged so that each task can be carried out safely and comfortably and the worker will be able to work at a suitable height in relation to the work surface.

### **Regulation 12 - Floor and Traffic Routes**

Floors and traffic route surfaces shall be suitable for the job i.e. without holes, and not slippery or with slopes, if this places employees at risk.

All floors shall be kept clear of obstructions at all times. If the floor conditions deteriorate then they will be repaired immediately or provided with barriers until they are repaired.

### **Regulation 13 - Falls**

The employer shall, as far as is reasonably practicable, prevent anybody falling a distance that might cause him or her injury. This is normally 2 metres but could be less if the fall exposes them to risk of injury,

The employer must also prevent items falling onto any person in the work environment and also prevent anybody falling into vats, tanks and pits of dangerous substances.



### **Regulation 14 - Windows & Transparent or Translucent Doors, Gates and Walls**

All windows doors etc shall be made of safety material or protected against breakage. They shall also be appropriately marked to make them apparent.

Doors and gates up to shoulder height and walls and windows that are of waist height or below are covered by this Regulation.

### **Regulation 15 - Windows, Skylights and Ventilators**

Windows etc will have a safe means of opening and people must be prevented from falling out of a window by ensuring that the lowest edge of the window is 800mm from the floor or a barrier of that height is provided.

There is a current British Standard available for windows and skylights.

### **Regulation 16 - Window cleaning**

All windows and skylights in a workplace shall be designed or be constructed in such a way that they may be easily cleaned.

If windows cannot be safely cleaned from the ground or other suitable surface then provision must be made for facilities such as pivoting windows to enable outer surfaces to be turned inside and cleaned.

### **Regulation 17 - Organisation of Traffic Routes**

All traffic routes will be organised to allow pedestrians and vehicular traffic to circulate safely, taking into account traffic. The routes must be of similar size to allow the safe passage of traffic and will be marked where necessary for Health and Safety.

Where vehicles and pedestrians use the same traffic route there must be sufficient separation between them.

Traffic routes in existence before 1<sup>st</sup> January 1993, will have, as a minimum, passing places or a traffic management system.

Sensible speed limits will be set and clearly displayed on vehicle routes except those used only by slow vehicles. Where necessary suitable speed retarders such as road humps will be provided.

### **Regulation 18 - Doors and Gates**

The employer needs to ensure that all gates are suitably constructed and any sliding door cannot come off its rails.

Any upward opening door or gate will be prevented from closing without warning. Powered gates will not injure people by trapping them and they must have manual operation and emergency stops.

There must always be a clear view on both sides of doors that are capable of opening from both directions; this will be made possible by viewing panels in the door.

### **Regulation 19 - Escalators**

All escalators need to function safely and have emergency stops which are easily identifiable and readily accessible.

### **Regulation 20 – 21 - Washing and Sanitary Facilities**

These Regulations revoke the previous Regulations for washing and sanitary facilities except that workplaces existing before 1<sup>st</sup> January 1993 will have:

- 1 WC per 25 females
- 1 WC per 25 males and 1 for each part of 25

In the case of water closets used by women, suitable means will be provided for the disposal of sanitary dressings.

Washing facilities need to be suitable and sufficient with hot and cold running water, soap, and towels or other suitable drying facility.

The rooms will be maintained in a clean and orderly condition and be adequately ventilated and lit.

Requirements for the number of sanitary facilities are similar to those for washing facilities in general and details can be found in the Approved Code of Practice.

### **Regulation 22 - Drinking Water**

The employer must provide an adequate supply of wholesome drinking water that is readily accessible and appropriately marked.

If the supply is not from a drinking fountain then the employer must supply a drinking vessel which, if not disposable must be washed. As far as is reasonably practicable this facility must not be installed in sanitary accommodation.

### **Regulation 23 - Accommodation for Clothing**

The employer needs to provide somewhere employees can store outdoor and personal clothing whilst at work. This facility will be clean and well ventilated to enable wet clothes to dry.

### **Regulation 24 - Changing Facilities**

The employer is required to provide suitable and sufficient changing facilities if the employees have to wear special clothing for work. This changing room will be provided with seating and be directly attached to clothing accommodation.

## **Regulation 25            Facilities for Rest and Meals**

If the work activities of the Company affect Health and Safety then suitable rest facilities need to be provided. In new workplaces these need to be in separate rooms but in premises used prior to 1<sup>st</sup> January 1993 rest areas are satisfactory.

If food would become contaminated if eaten in the workplace, then rest facilities need to be prepared or obtained.

Canteens/restaurants will serve as rest facilities providing there is no obligation to purchase food.

Rest facilities for pregnant women and nursing mothers will be situated near to sanitary facilities and if appropriate include facilities to lie down.

## a) Welfare Arrangements Policy

The Management of R&R Contracts – Renovation & Refurbishment Specialists Ltd recognise that they are both responsible and accountable for providing adequate Welfare Facilities in their workplaces, in particular they acknowledge the specific requirements of;

- The Health and Safety at Work etc Act 1974
- Regulations 21, 22, 23, 24 and 25 of the Workplace (Health, Safety and Welfare) Regulations 1992
- Regulations 4 (2)(b), 13 (4)(c), 15 (11) and Schedule 2 of L153 Managing Health & Safety in Construction.

The Management of R&R Contracts Ltd understand that these are minimum standards and will strive to exceed these wherever possible.

This policy will be delivered by;

- Consulting with employees
- Monitoring
- Inspections
- Policy review
- Audits
- Providing resources

Employees have duties in health and safety, in particular;

- Working safely.
- Meeting their personal statutory duties.
- Reporting incidents that have led or may lead to injury or damage.
- Following both the Health and Safety procedures, and safe systems of work.

Signed



Paul Shirley  
(Director)

Date ...August 2023.....

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**Section 17 – Health & Safety  
(Display Screen Equipment)  
Regulations 1992**

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## Health and Safety (Display Screen Equipment) Regulations 1992

These Regulations are sometimes known as the VDU or DSE Regulations.

The Regulations were brought into force by an EEC Directive, which seeks to promote the health of workers by reducing risks from using DSE. The health problems which are associated with the use of DSE are:

- Upper Limb Disorder, including pains in the Neck, Arms, Elbows, Wrists, Hands and Fingers.
- Temporary Eyestrain (but not eye damage) and headaches
- Fatigue and stress.

The causes may not always be obvious and may be a combination of factors.

It is useful to understand the meaning of certain words used by these Regulations.

### Display Screen Equipment (DSE)

This covers any conventional (Cathode Ray Tube) and Liquid Crystal Displays that are used to display text, lines and graphics as their main function. Equipment used mainly as television e.g. security monitors are not covered. The Regulations also apply to non-electronic systems such as microfiche.

There are specific exclusions, which are not covered by these Regulations such as:

- Driver's cabs or machinery control cabs.
- Screens that are on board a means of transport.
- Screens that are mainly for public use e.g. cash dispensers and library terminals.
- Calculators or cash registers which only have a small display window.
- Typewriters, which only have a few lines of text.
- Portable equipment not in prolonged use (Laptop computers etc)

### User

A user is defined, under the Regulations, as someone who 'habitually uses display screen equipment for the purposes of an employer's undertaking as a significant part of their normal work'.

As a general rule, this means an employee who:

- Uses DSE more or less continually during the working day; or for continuous spells of an hour or more at a time on a daily basis; and
- Has to transfer information quickly to or from the screen.

## Regulation 2

The employer will analyse the workstation and subsequently reduce risks created by the workstation. The reduction in the risk will be to the lowest extent reasonably practicable, with the assessment being reviewed when changes in the workstation occur or when the operation of the system changes.

All risks will be recorded unless they are identified as being insignificant and the assessment can be easily repeated.

It would be necessary to review all assessments if:

- Hardware/software is modified or changed
- The workstation is modified
- The time spent using equipment increases
- Change in task, workstation relocated or the lighting modified.

## Regulation 3

This Regulation identifies the elements of the workstation, which are required to be assessed and when the assessment will be undertaken.

The Regulations clarify the elements of the workstation that need to be assessed and are divided into three main topics:

- The Equipment
- The Environment
- The Interface

### The Equipment

**The screen** must meet minimum requirements for clarity and size of character and flicker, and there will be a brightness and contrast control. The screen must be able to tilt and swivel and will be separate from other elements of the workstation. It is important to ensure the screen is free of glare at all times.

**The keyboard** must tilt and be separate with a support and the front for supporting the hands and the arms of the operator. The keyboard will be matt finish and all the symbols legible.

**The workstation** must be large enough, with a stable adjustable document holder and the chair will be stable with a height, and backrest adjustable. If requested, a footrest will be made available. The requirements of the workstation and chair are only necessary if the equipment is present.

## **The Environment**

Various factors are required to be determined such as: -

- Space – There will be sufficient space for the operator to move or change position, and store documents.
- Lighting – This will be suitable and sufficient to reduce glare and reflections.
- Noise – Assess ancillary equipment to ensure no disturbance.
- Heat – Excess heat must not be produced by ancillary equipment,
- Humidity – A suitable and adequate level will be maintained.

## **The Interface**

The software must be suitable for the task, easy to use with no quantitative or qualitative checking without the operator's knowledge.

The system will provide suitable feedback on performance to operators/users, with this information being of an acceptable format.

## **Eye Tests**

Regulation 5 lays down requirements for eyesight tests for present and future users of DSE. Present users shall be provided, on request, with appropriate eye tests, it is also advisable that future users are tested before they become users.

Repeat testing is to be at the discretion of the competent person conducting the test; however, there is no compulsion on employees to undergo tests against their will.

Where the user experiences difficulties with DSE the employer will provide eye/eyesight tests as soon as possible. The employer will be required to meet the cost of providing these tests and any special corrective appliance necessary.

## **Regulation 6 and 7**

These Regulations identify the need for employees to be trained in the safe use of the equipment and be informed of the risks, the result of risk assessments, activity breaks and eyesight tests.



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**Section 18 – Manual Handling  
Operations Regulations 1992**

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## Manual Handling Operations Regulations 1992

These Regulations are made under the Health and Safety at Work Etc Act 1974 and guidance notes support the Regulations. These guidance notes implement the European Directive on the manual handling of loads.

These Regulations cancel section 72 of the Factories Act 1961 and Section 23 of the Office Shops and Railway Premises Act 1963, and will be applied together with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The Regulations were introduced to encourage the assessment of manual handling in the knowledge that more than a quarter of the accidents reported each year to the enforcing authority are associated with this activity.

Whilst fatal accidents are rare, a vast majority of reported accidents result in over three day injuries.

The Regulations set out a clear hierarchy of action with regard to manual handling activities:

- Hazardous manual handling should so far as is reasonably practicable, be avoided or mechanized
- If the above cannot be achieved, then an assessment of the hazardous activity must be undertaken.
- Following the assessment, the risk of injury will be reduced to as low as is reasonably practicable.

### Regulation 2 - Interpretation

This regulation defines a number of terms that are used throughout guidance notes.

#### Injury

The Regulations seek to prevent any injury to any part of the body and external physical properties of loads, which may affect grip need to be taken into account such as:

- Slipperiness
- Roughness
- Sharp edges
- Extremes of temperature

Hazards from toxic or corrosive properties of the load through spillage or leakage are not covered by these Regulations.

## **Load**

A load is a single movable object but does not include a tool whilst the tool is in use.

## **Manual Handling**

The Regulation identifies manual handling operations as any means of transporting or supporting a load. The application of human effort for the purpose other than transporting or supporting a load does not constitute a manual handling operation i.e. turning a starting handle on an engine or tying down a load on a lorry.

## **Regulation 4 - Duties of Employers**

All employers will avoid the need for employees to undertake manual handling operations that involve risks. It is important to ensure an assessment is carried out for those operations that cannot be avoided; to enable the risk to be reduced as far as is reasonably practicable.

The Management of Health and Safety at Work Regulations 1999 require all assessments to be recorded. These Regulations place an ongoing duty on the employer to continuously update the assessment. This action will be taken where changes take place or if a reportable injury is sustained.

It is suggested in the Health and Safety Executives Guidance notes that the person most able to carry out an assessment will be someone from within the organisation who is competent, familiar with the Regulations and handling techniques, and is capable of identifying both the risks and the remedies.

Whilst an employee is working away from the Company premises; the employer still has a responsibility to carry out the duties under this Regulation.

Where possible the employer will liaise closely with the person in control of the premises. There will be a limit to the ability of the employer to influence the working environment but the task and perhaps the load will remain within their control, together with the provision of training.

If the task has to be undertaken in the knowledge of the risk, then the employer must inform the employee of the following

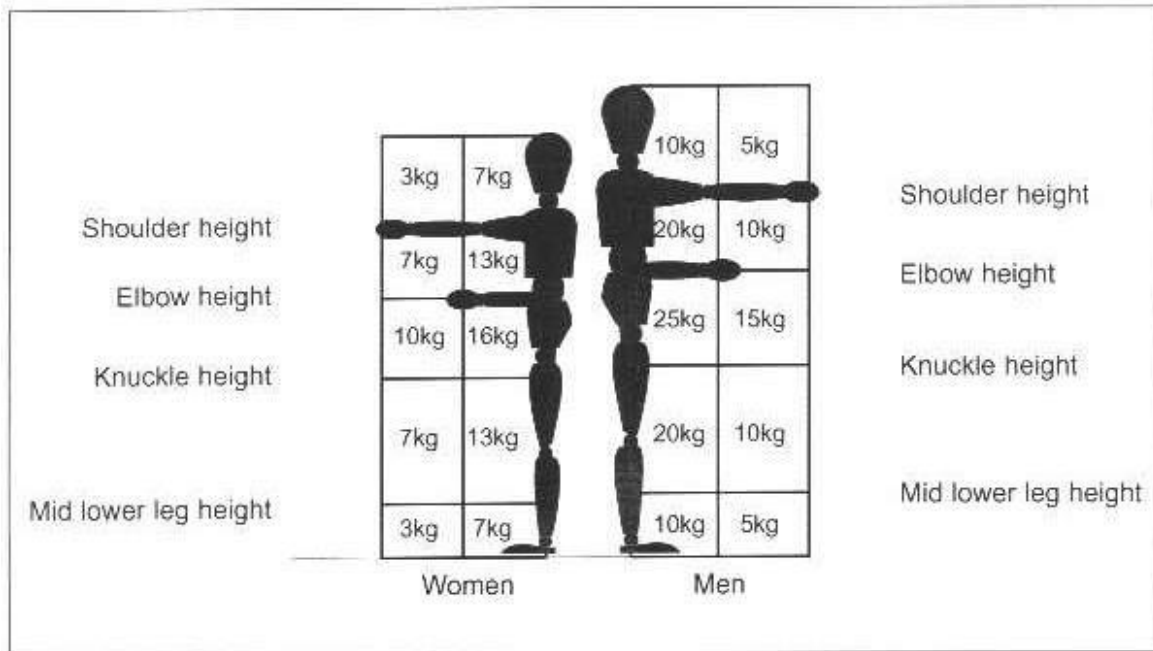
- Weight of the load
- Centre of gravity (if not central)

## **Regulation 5 - Duties of the Employee**

In addition to the duties placed on employees under the Section 7 of the Health and Safety at Work Etc Act 1974, the Management of Health and Safety at Work Regulations 1999 require all employees to use the equipment provided by the employer.

This Regulation adds that employees must follow any system developed by an employer for safe manual handling operations.

There is a provision, however, for non-enforcement of the Regulations in the case of well-intentioned improvisation in an emergency, for example to rescue a casualty.



Please note: The figures in this diagram (above) are for guidance purposes only, and shall be used in conjunction with a suitable and sufficient assessment of the task, taking into account personal attributes, physical well-being etc.

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**Section 19 – Personal Protective  
Equipment at Work Regulations  
1992 (PPE)**

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## **Personal Protective Equipment at Work Regulations 1992 (PPE)**

These Regulations are made under the Health and Safety at Work Etc Act 1974. And satisfy the European Standards implemented under the EC Directive on Personal Protective Equipment at Work.

The equipment covered by these Regulations includes all clothing and equipment that will protect employees from external influence. It does not include equipment or clothing, which is required by other legislation such as C.O.S.H.H or food hygiene.

### **Regulation 4 - Provision of Personal Protective Equipment**

All employers are required to provide Personal Protective Equipment (PPE) to employees if they are exposed to any risks that cannot be controlled by other means. In other words, PPE shall only be considered as a last resort.

The equipment provided will be suitable for the risk(s) involved and the conditions at the place where exposure to the risk may occur. It is also important that the equipment is suitable for the person who is required to wear it and shall not induce any unnecessary stress when in use.

The employer must provide the equipment free of charge if an assessment has indicated that PPE is required to be worn, as well as suitable training in how and when to use the equipment.

Generally, the equipment that is provided must meet minimum standards; these standards are set out in the PPE (Safety) Regulations, an implementation of the EEC directive on PPE. These Regulations will require that all PPE supplied for use at work meet basic safety requirements and display a "CE Mark" as necessary.

### **Regulation 5 - Compatibility of PPE**

This Regulation states that if risks are present in a workplace and more than one type of PPE is required then none shall render any other piece of equipment less effective. For example, hearing protection and safety glasses – the glasses must not interfere with the seal on the hearing protection.

### **Regulation 6 - Assessment of PPE**

In line with the Management of Health and Safety at Work Regulations 1999 the employer must undertake a written assessment. The Assessment shall include the following points.

- Risks to health that have not been avoided by other means.
- What Personal Protective Equipment is required?
- Is the Personal Protective Equipment compatible with other equipment that is required to be worn?
- Does the wearing of the Personal Protective Equipment create any more risks?

As with the Management of Health and Safety at Work Regulations 1999, records of the assessment may need to be kept. However, in the simplest and most obvious cases where the assessment can be easily repeated and explained the details do not need recording. In more complex cases the assessments will need to be recorded and kept readily available to those who may need to know the results.

These assessments will be reviewed when the situation changes or when it is considered the assessment is no longer valid

### **Regulation 7 - Maintenance and Replacement of PPE**

The employee must ensure that all PPE is kept in good repair and is replaced and/or cleaned as appropriate.

In general PPE shall be examined to ensure it is in good working order before it is issued to the wearer. PPE will also be examined before it is put on, and shall not be worn if it is found to be defective or dirty. Properly trained staff will carry out all such examinations in accordance with the manufacturer's instructions.

Whilst most PPE is intended to be provided on a personal basis, some may be used by a number of people. In these circumstances, there will be suitable arrangements provided for cleaning and disinfecting the equipment prior to the PPE being reissued.

### **Regulation 8 - Storage of PPE**

The employer needs to ensure that suitable storage is provided for PPE so that it can be stored safely, and kept clean when not in use.

If PPE becomes contaminated during use, then suitable storage accommodation will be provided to ensure ordinary working clothes do not also become infected.

### **Regulation 9 - Information, Instruction and Training**

Users must be trained in the proper use of PPE. This training must include information on how to correctly wear and fit equipment, together with information on its limitations.

The extent of the instruction and training will vary dependent on the complexity of the equipment. For PPE that is simple to use and maintain, for example safety helmets, basic instruction to the users may be required, whereas with breathing apparatus that is more complex, a more intense training session will be required.

It is important to ensure that some information is given to the wearers about the consequences of failing to use the equipment in dangerous situations/conditions

### **Regulation 10 - Use of PPE**

Under this Regulation the employer and the employee have a dual role to ensure that PPE is used correctly.

The employer will encourage (enforce) the use of the equipment and ensure it is used in accordance with the instructions given.

The employee must ensure that they use the equipment in the manner in which he/she has been trained and instructed, and return it after use to its correct storage location.

Most PPE must be returned after use to the storage area provided; however, there may be instances where the employee may take the PPE away from the workplace, e.g. footwear or overalls etc. Equipment that is used or worn intermittently, such as welding visors, may be returned at the end of the shift if required by Company policy.

### **Regulation 11 - Reporting of Loss and Defects**

All employers will set up a system to encourage the reporting of defects and loss to ensure that the PPE can be replaced or repaired. These arrangements also ensure that the defective PPE is replaced/repared before work commences.

All employees must take reasonable care of the PPE that they are provided with and have a personal responsibility to report any damaged or lost equipment to their supervisor and/or line manager as necessary.



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**Section 20– Provision and Use of  
Work Equipment Regulation 1998**

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## **Provision and Use of Work Equipment Regulations 1998**

These Regulations are made under the Health and Safety at Work Etc Act 1974 and satisfy the European standards implemented under the EC Directive on the Use of Equipment at Work.

In conjunction with the Management of Health and Safety at Work Regulations 1999 there is a need to undertake risk assessments with regard to the selection of the appropriate equipment, safe guarding of machinery and the safe use of equipment.

**The definition of “Work Equipment” within the Regulations is wide and includes:**

- ‘Tool box tools’ such as hammers, knives, hacksaws. Screwdrivers etc.
- Single machines such as drilling machines, photocopiers, combine harvesters etc.
- Apparatus such as laboratory apparatus (Bunsen burners etc.)
- Lifting equipment such as hoists, lift trucks, elevating work platforms, slings etc.

**“Use” is also a wide ranging term in these Regulations and includes all activities involving work equipment such as:**

- Starting
- Stopping
- Repair

The Regulations broaden the responsibilities of the employer under the Health and Safety at Work Etc Act 1974, but no extra duties are placed on employees.

The primary concern of this Regulation is to ensure that work equipment will not result in Health and safety risks, regardless of its age, condition or origin, and repeals and/or revokes most of the remaining legislation about work equipment including:

- Power Presses (Amendment) Regulations 1972
- Woodworking Machines Regulations 1974

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**Section 21– Flammable Liquids and  
Gases**

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## **Flammable Liquids and Gases**

Store cylinders in a purpose built well-ventilated compound in the open air. 'No Smoking', 'No Naked Lights' and 'Highly Flammable Gas' or 'Highly Flammable Liquids' signs must be prominently displayed. A suitable assessment of the risks must be made prior to using flammable liquids or gases.

Never lift a cylinder by the cap, guard or valve, and always use a cylinder trolley for manually moving cylinders any distance. When moving cylinders onto a trolley from storage, or back into storage, it is acceptable to hold them by the neck and slowly roll them along on the edge of the base.

Always transport cylinders in an upright position, in an open vehicle or, if in a van, in a well ventilated compartment separated from the driver. Ensure that the driver is aware of the risks from highly flammable gas, and of the manual handling risk when loading or unloading.

Leak test equipment before starting work with a suitable test solution.

### **Propane**

Propane is a highly flammable and asphyxiant gas with an anaesthetic effect which can cause light headedness and drowsiness leading rapidly to death. Always ensure the area has been ventilated before attempting to rescue anyone overcome by propane.

**Cylinder colour - Red**

### **Acetylene**

Acetylene has a slight garlic smell, is flammable, lighter than air and decomposes violently at high pressure unless dissolved in another medium. Due to this particular characteristic stand cylinders upright and wait for at least 30mins before use if they have been laid horizontally.

A simple asphyxiant with moderate anaesthetic properties. At 25% concentration it will produce unconsciousness, should concentration increase ultimately death will result through lack of oxygen.

Acetylene is easily ignitable with a low temperature spark.

**Cylinder colour – Maroon**

### **Oxygen**

Oxygen vigorously supports combustion of many materials, which do not normally burn in air. It is highly dangerous when in contact with oils, grease, tar and many plastics. Always keep fittings clean and dry.

Never use rags to clean fitting and NEVER lubricate fittings.

Oxygen must never be used to 'blow down' overalls or equipment because this heightens the flammability of the material for some time afterward. Overalls and work clothes are particularly hazardous due to oil and grease staining and the flammability of the material itself.

**Cylinder colour - Black**

### **Storage**

Cylinders must be stored upright in a well ventilated area, at least 3m away from excavations, pits, basements or other places where heavier than air gases could collect. Any electrical apparatus in the immediate vicinity must be of 'zone 2' specification. Quantities less than 300kgs may be stored in a lockable wire mesh cage, at least 1m away from any site accommodation.

Empty and full cylinders must be separated from each other by at least 1m. Acetylene and LPG may be stored together in the same compartment, but oxygen, flammable liquids and flammable materials must be separated from LPG and acetylene.

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**Section 22– Lifting Operations and  
Lifting Regulations 1998**

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## **Lifting Operations and Lifting Equipment Regulations 1998**

These Regulations are made under the Health and Safety at Work Etc Act 1974 and build on the requirements of the Provision and Use of Work Equipment Regulations 1998

In conjunction with the Management of Health and Safety at Work Regulations 1999 there is a need to undertake risk assessments with regard to the identification of the nature and level of risks associated with a lifting operation.

Following such an assessment, appropriate measures are required to be introduced to eliminate or control these risks.

**The definition of “Lifting Equipment” within the Regulations means work equipment for lifting and lowering loads and includes:**

- Its attachments used for anchoring, fixing or supporting it.

Generally, the Regulations require that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working loads;
- Positioned and installed to minimise any risks;
- Used safely, i.e. the work is planned, organised and performed by competent people; and
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

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**Section 23– Working at Height  
Regulations 2005**

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## **a) Working at Height**

**The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.**

### **What is 'work at height'?**

Regulation 2

A place is 'at height' if (unless these Regulations are followed) a person could be injured falling from it, even if it is at or below ground level.

'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work. For instance, a sales assistant on a stepladder would be working at height, but we would not be inclined to apply the Regulations to a mounted police officer on patrol.  
Health and Safety

### **The Work at Height Regulations 2005**

#### **Do the rules apply to you?**

Regulations 3 and 14

The Work at Height Regulations 2005 applies to all work at height where there is a risk of a fall liable to cause personal injury.

If you are an employee or working under someone else's control, regulation 14 says you must:

- Report any safety hazard to them.
- Use the equipment supplied (including safety devices) properly, following any training and instructions (unless you think that it is unsafe, in which case you must seek further instructions before continuing).

#### **What you must do as an employer**

##### **Overriding principle**

Regulation 6(3)

You must do all that is reasonably practicable to prevent anyone falling.

## **The Regulations hierarchy**

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height.

## **Duty holders' responsibilities**

The Regulations require duty holders to ensure:

- All work at height is properly planned and organised.
- All work at height takes account of weather conditions that could endanger Health and Safety.
- Those involved in work at height are trained and competent.
- The place where work at height is done is safe.
- Equipment for work at height is appropriately inspected.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.

## **Planning**

Regulations 4 and 6(1, 2)

You must:

- Ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height.
- Ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable.
- Plan for emergencies and rescue.
- Take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations.
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Avoid work at height where they can.

## **Weather**

Regulation 4(3, 4)

You must ensure that the work is postponed while weather conditions endanger health or safety (but this does not apply to emergency services acting in an emergency).

## **Staff training**

Regulations 5 and 6(5)(b)

You must ensure that everyone involved in the work is competent (or, if being trained is supervised by a competent person).

This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.

Where other precautions do not entirely eliminate the risk of a fall occurring, you must (as far as it is reasonably practicable to do so) train those who will be working at height how to avoid falling, and how to avoid or minimise injury to them should they fall.

### **The place where work is done**

Regulation 6(4)

You must ensure that the place where work is done at height (including the means of access) is safe and has features to prevent a fall, unless this would mean that it is not reasonably practicable for the worker to carry out the work safely (taking into account the demands of the task, equipment and working environment).

### **Equipment, temporary structures, and safety features**

Regulations 6(4)(b), 6(5)(a, b), 7, 8 and 12

You must provide equipment for preventing (as far as is reasonably practicable) a fall occurring.

If the precautions do not entirely eliminate the risk of a fall occurring, you must do all that is reasonably practicable to minimise the distance and effect of a fall.

When selecting equipment for work at height you must:

- Use the most suitable equipment.
- Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses).
- Take account of:
  - The working conditions.
  - Risks to the safety of all those at the place where the work equipment is to be used.

You must ensure that all equipment, temporary structures (e.g. scaffolding), and safety features comply with requirements.

### **Inspections**

Regulations 12 and 13

'Inspection' is defined by regulation 12(10) as 'such visual or more rigorous inspection by a competent person as is appropriate for safety purposes ...(including) any testing appropriate for those purposes'.

You must ensure (as far as it is reasonably practicable to do so) that each individual place at which work is to be done at height is checked on every occasion before that place is used.

This involves checking the surface and every parapet, permanent rail.

You must ensure that any item of a type mentioned in Schedules 2 to 6 is inspected:

- After it is assembled or installed (or after it has been assembled and installed if both are required), if its safety depends on how it is assembled or installed.
- As often as is necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.

You must ensure that before you use any equipment which has come from another business, and before any equipment leaves your business, it is accompanied by an indication (clear to everyone involved) that the last inspection required by these regulations has been carried out.

*Note: This does not apply to lifting equipment governed by regulation 9(4) of the Lifting Equipment and Lifting Operations Regulations 1998, but since that rule is similar to this one there is little practical difference.*

You must ensure that any platform used for (or for access to) construction work and from which a person could fall more than 2 m is inspected in place before use (and not more than seven days before use).

Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.

You must ensure that the person inspecting a platform):

- Prepares a report before going off duty.
- Gives the report (or a copy) within 24 hours of completing the inspection to the person for whom the inspection was done (e.g. you or your site manager).

You must keep the report of a platform inspection made under the instructions given:

- At the construction site until the work is completed.
- Then at an office of yours for another three months.

'Keeping' a report means keeping it (or a copy) safe from loss and unauthorised interference and so that a printed copy can be supplied when required.

You must keep all other records of inspection until the next inspection has been carried out.

## **Fragile surfaces**

### **Regulation 9**

You must ensure that no one working under your control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment, or working environment.

If anyone does work on or near a fragile surface you must:

- Ensure (as far as it is reasonably practicable to do so) that suitable platforms, coverings, guard rails, and the like are provided (and used) to minimise the risk.
- Do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall.

If anyone working under your control may go onto or near a fragile surface, you must do all that is reasonably practicable to make them aware of the danger, preferably by prominent warning notices fixed at the approaches to the danger zone.

### **Falling objects**

Regulations 10 and 11

Where it is necessary to prevent injury, you must do all that is reasonably practicable to prevent anything falling.

If it not reasonably practicable, you must ensure that no one is injured by anything falling.

You must ensure that nothing is:

- Thrown or tipped from height if it is likely to injure anyone.
- Stored in such a way that its movement is likely to injure anyone.

If the workplace contains an area in which there is a risk of someone being struck by a falling object or person, you must ensure that the area is clearly indicated and that (as far as reasonably practicable) unauthorised people are unable to reach it.

### **b) Tower Scaffolds**

Tower scaffolds are now widely used, improper erection of which is the cause of numerous accidents every year.

Towers rely on all parts being in place to both ensure adequate strength and avoid collapse.

#### **Erecting the tower**

The erection sequence and bracing requirements are illustrated in the instruction manual provided by the manufacturer or supplier.

If hired, the hirer must provide this information.

The person erecting the tower will be of competent mind and have been through some kind of instruction on how to interpret the instruction manual.

## **Stability**

For safety the tower must rest on even ground with the wheels / feet supported.

The taller the tower the more unstable it is likely to be.

If the tower is to be used in exposed conditions or outside, the height of the working platform must be no more than three times the minimum base dimension.

If the tower is inside on firm level ground, the ratio may be extended to 3.5; therefore if the tower base is 2m by 3m, the maximum height would be 6m for outside use and 7m for inside.

The stability of any tower will be seriously affected if:

- Sheeted and/or likely to be exposed to strong winds.
- Loaded with heavy equipment or materials.
- Used to hoist heavy materials or support rubbish chutes.
- Used for operations involving heavy or awkward equipment, e.g. grit blasting, water-jetting.
- Climbed from the outside.
- Used as a support for ladders.

Before using any tower always check the:

- Scaffold is vertical
- Wheel brakes are on.

## **Access**

A safe method of ascending and descending the work platform is required.

It is not safe to mount the end frames except where:

- The frame has an appropriately designed built-in ladder.
- A purpose-made ladder can be attached safely on the inside.

Check with the manufacturer or supplier before fitting a ladder to the outside and ensure that a secure handhold is available at all landing places.

## **Edge protection**

Suitable edge protection is to be provided on all platforms where a person could suffer injury due to a fall.

Guard rails are to be at least 950mm high and toe boards shall be provided. Another guard rail will be provided so that unprotected gap does not exceed 470mm.

## Moving the tower

When moving a tower:

- Check that there are no power lines or other overhead obstructions.
- Check that the ground is firm and level.
- Push or pull only from the base – never use powered vehicles.
- Never move it while there are people or materials on the upper platforms.
- Never move it in windy conditions.

## Protecting the public

Extra precautions are required when towers are used in public places:

- Minimise the storage of materials and equipment on the working platform.
- Erect barriers at ground level to prevent people from walking into the tower or work area.
- Remove or board over access ladders to prevent unauthorised access if it is to remain in position unattended.

Some local authorities require a license for a tower to be erected on the pavement.

## Scaffold inspection

**A 'competent person' must check a tower:**

- Before its first use.
- After substantial alteration.
- After any event likely to have affected its stability.

**A tower must be inspected at regular intervals (no more than seven days) if it is to be erected for seven days or more and a written report made. Faults must be rectified immediately.**

## c) Ladders

The HSE have never banned the use of ladders but they are the least preferential means of working and may only be used for short duration tasks (less than 30 minutes).

A ladder is primarily a means of gaining access to a workplace.

However, if it is to be used as a working place in its own right, the correct ladder needs to be selected for the task and the Risk Assessment for the use of ladders is adhered to at all times.

### Securing the Ladder

A ladder must be supported on a firm level surface and not on loose material or other equipment to gain additional height.

Wherever practicable the top of the ladder must be secured to the structure so that it cannot slip, and whilst being secured, the ladder must be 'footed' by a responsible body.

If it is not practicable to secure at the top of the ladder, then it must be secured at the base using fixed blocks or cleats, sandbags or stakes embedded in the ground.  
If this is not possible then the ladder must be 'footed' at all times until the operative has returned to the bottom.

Footing is **not** effective for ladders longer than 5m.

- Ensure that the ladder you are using is strong enough for the work you wish to carry out.
- Avoid overloading, with only one person per ladder.
- Ladders must be in good condition and examined regularly for defects.
- **Do not use** defective ladders.
- **Never** paint wooden ladders as it can hide defects.
- Access ladders will either extend approximately 1m above the working platform; this provides a handhold for people getting on and off, or 1m above the last rung on which the user has to stand, unless there is a suitable handhold.
- The ladder will be placed at a suitable angle to minimise the risk of slipping outwards.(i.e. 1m out from the building for every 4m in height) - 75°.
- Avoid overreaching. Make sure ladder is long enough and positioned to reach the work safely.
- **Always** rest the top of the ladder on a solid surface. If this is not possible appropriate equipment, such as ladder stays must be used. Proprietary spreader arms can be used to span windows or similar apertures.
- **Do not** climb or work off a ladder unless you can hold onto it.
- **Never** carry heavy items up a ladder. This will reduce the risk of overbalancing.
- Carry 'light' items in a manner that enables both hands to be free. (i.e. Shoulder bag or holster).

#### d) Stepladders

**Do not** use the top platform of a stepladder unless it is designed with special handholds.



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**Section 24– Construction (Design  
and Management) Regulations 2015**

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## Construction (Design and Management) Regulations 2015

### Introduction

The aim of CDM 2015 is to have a more linear approach to health and safety on construction projects. The CDM regulations place responsibility for managing the health and safety of a construction project on three main duty holders.

The client has overall responsibility for the successful management of the project and is supported by the principal designer and principal contractor in different phases of the project. This ensures that the principal designer is selected and appointed by the client from the existing project team.

- **The client** ensures that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.
- **The principal designer** manages health and safety in the pre-construction phase of a project. The role extends to the construction phase through the principal designer's duties to liaise with the principal contractor and ongoing design work.
- **The principal contractor** manages the construction phase of a project. This involves liaising with the client and principal designer throughout the project, including during the pre-construction phase.

Depending upon the nature of the project, the principal designer and principal contractor may be supported by designers, contractors and workers.

There are three important phases of a project: before, during and after construction or building work.

- **The pre-construction phase:** the inception, design and planning stage of a project (before the construction or building work starts), although it is acknowledged design and planning continues into and through the construction phase.
- **The construction phase:** the start-to-finish stage of the construction or building work.
- **The post-construction phase:** the practical completion of the construction or building work, including handover.

Designers and contractors must be appointed at the earliest opportunity to help prepare and plan the project. The client must also get involved so they can give their views as and when required. Experience has shown that, when designers and contractors are involved early in the project, everyone is better able to plan ahead and solve problems together to deliver a more successful project.

### **a) Pre-construction information**

Pre-construction information is information which is already in the client's possession (such as any existing health and safety file, an asbestos survey, structural drawing etc.) or which is reasonable to obtain through sensible enquiry. The information must be relevant to the project, have an appropriate level of detail and be proportionate given the nature of the health or safety risks.

The client has the main duty for providing pre-construction information. This must be provided as soon as practicable to each designer (including the principal designer) and contractor (including the principal contractor) who is bidding for work on the project or has already been appointed. For projects involving more than one contractor, the client will expect the principal designer to help in bringing the pre-construction information together and provide it to the designers and contractors involved.

### **b) The Construction Phase Plan during the Construction Phase**

The client must ensure that a construction phase plan for the project is prepared before the construction phase begins. The plan outlines the health and safety arrangements, site rules and specific measures concerning any work involving the particular risks listed in Schedule 3 of CDM 2015. For single-contractor projects, the contractor must ensure the plan is prepared. For projects involving more than one contractor, it is the principal contractor's duty. Appendix 3 gives further guidance on the requirements relating to construction phase plans.

### **c) Project is notification**

If the construction work on a construction site is scheduled to—

- a)** Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
- b)** Exceed 500 person days.

Where a project is notifiable, the client must give notice in writing to the Executive as soon as is practicable before the construction phase begins.

### **d) The Health and Safety File**

A health and safety file is only required for projects involving more than one contractor. The client must ensure that the principal designer prepares a health and safety file for their project. Its purpose is to ensure that, at the end of the project, the client has information about health and safety risks that anyone carrying out subsequent construction work on the building will need to know about.

In order to ensure that an appropriate health and safety file is produced at the end of the project, the client must:

- a)** Provide the principal designer with any existing file produced as part of an earlier project to enable the information it contains to be used to plan the pre-construction phase of the current project;
- b)** Ensure the principal designer prepares a new file (or revises any existing one);

- c) Ensure the principal designer reviews and revises the file at sufficiently regular intervals and passes the completed file back at the end of the project;
- d) If the principal designer's appointment finishes before the end of the project, the client must ensure the file is handed to the principal contractor;
- e) ensure the file is kept available for anyone who needs it to enable them to comply with relevant legal requirements;
- f) Pass the file to whoever takes over the building and takes on the client duties should the client decide to dispose of their interest in it.

Appendix 4 gives further guidance on the requirements relating to the health and safety file.

### **e) Contents of the Health and Safety File**

Contents of the health and safety file will vary and depend upon the structure and future health and safety risks that need to be managed.

Typically, it shall include:

- 'Record' or 'as built' drawings and plans used and produced throughout the construction process.
- The design criteria.
- General details of the construction methods and materials used.
- Details of the equipment and maintenance facilities within the structure.
- Maintenance procedures and requirements for the structure.
- Manuals produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the structure.
- Details of the location and nature of utilities and services, including emergency and fire-fighting systems.

### **f) Future use of the Health and Safety File**

To be useful the Health and Safety File needs to be kept up to date and retained for as long as it is relevant – normally the lifetime of the structure. It may be kept electronically (with suitable backup arrangements) on paper, on film or any other durable form.

The Client must keep the Health and Safety File available for those who may require it, on the premises to which it relates.

A quick guide may be produced to summarise the key elements of the health and safety file and where in the file the relevant information is stored.

If the client sells all or part of the structure, the health and safety file, or the relevant parts of the health and safety file, must be passed on to the new owner.

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**Section 25 – Asbestos**

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## Asbestos

### POLICY STATEMENT

R&R Contracts – Renovation & Refurbishment Specialists Limited acknowledges its legal duties under the Health and Safety at Work etc Act 1974 and Regulations introduced under the act regarding the duty to manage asbestos in its workplaces.

The aim of the policy is to reduce, so far as is reasonably practicable, the risks to health of its employees and those who come into contact with the activities of R&R Contracts Limited.

Asbestos has been used commercially for over a 130 years in well over 2000 different products. The presence of asbestos in all work places must be taken into account in particular service, maintenance, refurbishment and demolition work.

#### General Arrangements

R&R Contracts – Renovation & Refurbishment Specialists Ltd operate a 'No Touch' Policy on suspect material ie. Asbestos.

In the event of suspect materials being found, work will stop immediately with the area cordoned off and suitable signage displayed to prevent unauthorised access. Contracts Manager will report findings to the Client direct.

The presence of asbestos at a work site must be established at the project feasibility or tender stage. This may be in the form of pre-construction information supplied by the client for notifiable projects or as a general enquiry for none domestic projects that are none notifiable.

- Typical examples of where Asbestos may be found:
- Insulating Boards.
- Lagging (Thermal Insulation).
- Some floor tiles, linoleum and lining to suspended floors.
- Some ceiling tiles and old decorative coatings.

Identification of asbestos will be confirmed by survey, reference to laboratory test results and site records and registers.

Managers, supervisors and site personnel will receive adequate training, information and instruction to maintain competence and awareness in relation to the risks presented by asbestos. The contents of training programmes will be in line with the requirements of the Control of Asbestos Regulations 2012.

Written records shall be kept of all non-licensed work which has to be notified.

This policy will be reviewed to monitor its suitability and to take into account future changes with regard to the requirements for health surveillance for workers.

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**Section 26 – Confined Spaces**

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## Confined Spaces

A confined space as defined by the Confined Space Regulations 1997 means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar place in which, by virtue of its enclosed nature, there arises a reasonable foreseeable risk.

When proper precautions are taken there is no reason why employees should not safely enter and work in confined spaces.

To help ensure that the risk involved in such work is kept to a minimum all employees will:

- Find out as much about the confined space as possible, particularly concerning any previous contents and their hazards.
- Never enter a confined space without telling your foreman.
- Always plan entry into confined spaces thoroughly and follow the rules of any permit to work system or other safe system that applies.

A responsible person must ensure that toxic/flammable gas is not present and that the percentage of oxygen in the air is sufficient to support life.

That person may then certify that the space is safe for entry for a specified time.

A second man with rescue and reviving apparatus must be standing by.

In any other circumstances persons entering a confined space must be wearing suitable breathing apparatus, have authorisation to be there from their foreman, manager or the Contracting Company Safety Officer, and be wearing a safety harness and fall arrest device.

A second man must stand watch and have any equipment necessary ready to pull the worker out if the need arises.

Suitable and sufficient training will be provided for any employee asked to wear breathing apparatus.

Never rely on a respirator in confined spaces –

**Please be aware  
If they are oxygen deficient a respirator will not prevent asphyxiation.**



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**Section 27 – Vibration**

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## Vibration

The Control of Vibration at Work Regulations 2005 requires the employer to undertake various steps where employees are exposed to vibration whilst at Work.

- Assess the vibration risk to your employees.
- Decide if they are likely to be exposed above the daily exposure action value (EAV) and if they are:
  - Introduce a programme of controls to eliminate risk or reduce to as low as a level as is reasonably practicable.
  - Provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.
- Decide if they are likely to be exposed above the daily exposure limit value (ELV) and if they are:
  - Take immediate action to reduce their exposure below the limit value.
- Provide information and training to employees on health risks and the actions you are taking to control those risks.
- Consult your Contracts Manager/Safety Officer on your proposals to control those risks and to provide health surveillance
- Keep a record of your risk assessment and control actions.
- Keep health records for your employees under health surveillance.
- Review and update your risk assessment regularly.

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**Section 28 – Noise**

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## Noise

The Control of Noise at Work Regulations 2005 lay down action levels and control procedures for the protection of employees exposed to noise.

The employer must assess noise levels and make efforts to eliminate or reduce the noise at source to a minimum whatever the levels are.

Lower and upper action values and limit values are stipulated for daily exposure or where noise varies markedly from day to day, an employer can use weekly personal noise exposure:

- First action level of 80dB (A) and peak sound pressure level of 135dB(C).
- Second action level of 85dB (A) and peak sound pressure level of 137dB(C).
- Exposure limit value of 87dB (A) and peak sound pressure level of 140dB(C) at the ear for daily exposure.

The employer is required to inform the employee of the risk of hearing damage and to supply them with suitable hearing protection devices if so requested by the employee.

Above the second action level, currently 85dBA, the employer must enforce the use of suitable hearing protection.

Any employee experiencing discomfort when working in noisy areas or with noisy equipment must immediately inform their supervisor/foreman, who can/will issue PPE if necessary.

Where protective equipment is supplied it must be used correctly, therefore, removing the protection in the noisy area, even for a short time, may well negate any good it has done.

Damage to hearing protectors, however slight, can greatly reduce their efficiency.

Any employee who already has hearing difficulties must inform the Company, so that particular attention can be paid to their protection.

No employee will be disadvantaged in employment due to hearing problems unless such measures are in their best interests.

Hearing damage builds up slowly over a long period and may not be noticed until it has developed, but once developed it cannot be cured.

If provided with and using the correct safety equipment and methods of work however, such damage may be avoided.

R&R Contracts – Renovation & Refurbishment Specialists Ltd will, therefore, adopt a proactive policy of noise prevention and reduction.

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**Section 29 – Waste Control**

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## **Waste Disposal**

The Environmental Protection (Duty of Care) Regulations 1991 oblige those who transport waste as part of their business, including that which they produced themselves, to register with the Waste Regulation Authority local to their head office.

A 'Transfer Note' must accompany any waste transported.

A copy of the transfer note must be filed at R&R Contracts – Renovation & Refurbishment Specialists Ltd office and another copy given to the disposal site.

At each transfer from one person to another the transfer note must be signed.

Documentation must be kept for two years.

If a Company vehicle be used for moving waste without registration or a transfer note then R&R Contracts Ltd is liable to a fine of up to £20,000 and seizure of the vehicle used.

It is also part of this Company's duty under law to ensure that others involved in the disposal of our waste are fulfilling their legal obligations.

If a carrier be used then the site manager or foreman must see a copy of the carrier's registration documents that, by law must be kept on the vehicle.

He must ensure that the transfer note also contains the name and address of the carrier, his registration number and name and address of the issuing authority, and the address of the place the waste is from.

The carrier must give a copy of the note to the site manager or foreman who will file it at R&R Contracts Ltd office.

If a number of skips are used for different types of site waste, as in demolition, then they must be identified accordingly, e.g. 'Metal', 'Wood', 'Electrical equipment'.

### **The Environment is not ours to Damage**

Whether you agree with this statement or not is immaterial, it still makes sense to protect the environment - the EPA has the power to close R&R Contracts Ltd if we don't!

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**Section 30 – Working with  
Vulnerable Individuals**

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## a) Policy for Working in a Care Environment

### Violence and aggression

1. The purpose of this policy is to address instances of unacceptable behaviour that causes harm or the fear of harm to any person who works for or is a representative of R&R Contracts Limited. The scope of this policy is therefore limited to this group of workers and should be underpinned by the clients own policy.

Instances of violence or aggression (as defined) committed by:-

- Any person, whether patient, visitor or any other person working within the Care Environment.

Against:-

- Any Employee defined above.

2. Violence and aggression are defined as:-

- Violence is the use of force against a person and has the same definition as “assault” in law (i.e. an attempt, offer or application of force against the person). This would cover any person unlawfully touching any other person forcefully, spitting at another person, raising fists or feet or verbally threatening to strike or otherwise apply force to any person.
- Aggression is regarded as threatening or abusive language or gestures, sexual gestures or behaviour, derogatory sexual or racial remarks, shouting at any person or applying force to any property or the personal property of any person. This would cover people banging on desks or counters or shouting loudly in an intimidating manner.

3. This policy applies throughout the premises of the client, its car parking area and grounds attached.

4. What to do when violence and aggression is encountered:-

- A member of the client staff should ask the perpetrator to stop behaving in an unacceptable way. Sometimes a calm and quiet approach will be all that is required. Representatives of R&R Contracts – Renovation & Refurbishment Specialists Ltd should not in any circumstances respond in a like manner.
- If a representative of R&R Contracts – Renovation & Refurbishment Specialists Ltd is involved in an incident they must complete a written note of the incident, detailing in chronological order what has taken place, prior to leaving the building at the end of their working day and notify their Line Manager.



5. Procedures following any incidence of violent or aggressive behaviour will be:-
  - To review the incident with the client in order to determine its` severity.
  - To determine corrective actions to prevent a reoccurrence.
  - To take no further action as the matter has been sufficiently dealt with by advice already given.
6. The details of any incident other than no further action will be recorded as a near miss event.
7. Any employee who receives any injury, no matter how small, should be the subject of an entry in the site Accident Book.
8. All R&R Contracts Ltd employees and representatives have the right to request a transfer to other available suitable work if they feel uncomfortable or threatened whilst working in a Care Environment.

Signed



Paul Shirley

(Director)

Date ...August 2023.....

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## Section 31 – Terror Attack

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Minimising the risk to R&R Contracts – Renovation & Refurbishment Specialists Ltd employees from a terror attack is a legal responsibility. Both under the Health & Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999. R&R Contracts Ltd also have a duty under CDM 2015 “to ensure that the necessary steps are taken to prevent access by unauthorised persons to the construction site.”

R&R Contracts – Renovation & Refurbishment Specialists Ltd also recognise their moral obligation to their employees.

It is accepted by R&R Contracts – Renovation & Refurbishment Specialists Ltd that the concept of absolute security is almost impossible to achieve in combatting the risk of terrorism.

In recent years, there has been an increase in terrorist activity. The methods of attack have been both high and low tech. Crowded places and places of community significance are often the target of such attacks.

It is recognised that terrorists have the ability to identify and exploit weaknesses in protective security.

A risk assessment will identify the type of measures to be implemented to prevent unauthorised access, the risk control measures identified will be site specific and will take into account existing client arrangements.

### Response to attack

Terrorist attacks are now regarded as foreseeable risks and as such R&R Contracts – Renovation & Refurbishment Specialists Ltd are required to carry out a suitable and sufficient assessment of risk. The risk assessment for serious and imminent danger should be adapted to reflect location specific conditions.

In the event of an attack employees should run and put as much distance between them and the attacker, hide in a dark place and remain quiet. If safe to do so you should then report the attack to the emergency services.

Guidance provided by Counter Terrorism Policing tells duty holders to adopt the ETHANE approach to an attack.

- E**xact location, confirm landmark or exact location where you are.
- T**ype of incident, explosion, firearms other weapons or means of causing harm.
- H**azards, number of hostiles types of weapon and methods of attack.
- A**ccess routes that are safe to use. Clarify which routes are blocked.
- N**umber of casualties, types of injury and number of casualties.
- E**mergency services present and those required.