Meldrum Construction’s Policy will be reviewed as necessary to ensure it complies with all relevant Regulations, Codes of Practice, etc.

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<th>Issue</th>
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<td>Revision A</td>
<td>August 2011</td>
<td>C. Penketh, CMIOSH</td>
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<td>Revision B</td>
<td>September 2011</td>
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<td>Revision C</td>
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<td>Revision G</td>
<td>April 2016</td>
<td>N. Redpath, CMIOSH</td>
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</tbody>
</table>
Section A.
Meldrum Construction’s Occupational Health, Safety and Welfare Policy.

Contents
Meldrum Construction Occupational Health, Safety and Welfare Statement
Meldrum Construction Environmental Policy Statement
Equal Opportunities & Diversity Policy Statement
Smoking Policy
New and Expectant Mothers Policy
Training and Information
Chain of Responsibility
Organisation Chart
Monitoring and Review
Communication and Consultation
Safety Assistance
Temporary Works Design
Maintenance Procedures
General Safety Arrangements

Section B.
Individual Responsibilities

Contents
Safety Director and Directors
Northern Counties Safety Group Ltd
Contracts Managers
Designers
Site Managers and Foremen
Office Supervisor
Office Based Employees (Including Administration & Accounts)
Plant Operators
Site Operatives
All Employees

Section C.
Meldrum Construction Procedures (Arrangements)

See List of Contents
Meldrum Constructions Occupational Health, Safety and Welfare Statement

1. It is Meldrum Construction’s policy that its operations shall be conducted in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees. Meldrum Construction will also ensure that any of its activities will not adversely affect the health and safety of others, including the general public, children, contractors, subcontractors, etc.

2. Meldrum Construction requires high standards of safety, occupational health and welfare to be achieved and constantly maintained at all its sites, workshop and offices. There is also the need to have a strong commitment to the protection of the environment and to minimise waste. Therefore, Meldrum Construction’s Environmental Policy Statement is set out in this policy document to support this commitment.

3. The policy will be regularly reviewed and monitored in order to meet current legal requirements. All new legislation, codes of practice, etc. will be considered as necessary, and all significant changes will be made to the policy to ensure it continues to reflect working practices.

4. This policy and all revisions of it will be brought to the attention of all employees by the Safety Director in compliance with Meldrum Construction’s procedures.

5. Meldrum Construction will ensure compliance with the requirements of the policy by maintaining a thorough monitoring programme. If Meldrum Construction feels any part of the policy is not effective, appropriate steps will be taken to rectify the problem.

6. All matters concerning health and safety will be implemented only after full consultation with employees. The employees have the right to nominate safety representatives, under the Safety Representatives and Safety Committee Regulations 1997, and request the organisation of a safety committee. Meldrum Construction recognises there is a requirement to consult with employees under provisions of The Construction (Design and Management) Regulations 2015 and the Health and Safety (Consultation with Employees) Regulations 1996 and The Management of Health and Safety at Work Regulations 1999 and will therefore encourages full employee participation in all matters relating to health and safety. Employees will be afforded every opportunity to discuss health and safety issues with a senior management representative, or with the visiting safety adviser should the employee choose to do so.

7. Meldrum Construction will ensure that all relevant safety and health training will be undertaken and that all the necessary information required to do a job safely will be forwarded to the appropriate parties. The safety director and directors will also ensure that sufficient resources are available to meet all reasonable health and safety requirements.
8. It is the function of management to provide all the necessary requirements in order to carry out work in a safe manner. However, no safety policy can function properly without the support and co-operation of all its employees. Therefore, Meldrum Construction reminds its employees that they have a legal duty not only to work in a safe manner, but also to co-operate in efforts to create safe and healthy working conditions.

9. **Northern Counties Safety Group Limited** have been appointed as health and safety advisers to Meldrum Construction and will advise and assist in implementing procedures to meet statutory obligations and the objectives set out in this policy.

Signed .......... .......... Date .....April 2016..............
Dave Meldrum Responsible for Safety, Health and Welfare.
Environmental Policy Statement

It is in the interest of Meldrum Construction to have a planned approach towards prevention and reduction of waste and pollution, leading to a long-term reduction of costs, as prevention and reduction are more desirable and economical than damage repair after the event.

Meldrum Construction will control their activities to avoid causing unnecessary and unacceptable risks or adverse effects on the environment, in line with the requirements of the Health and Safety at Work etc. Act 1974 (HASWA), the Control of Substances Hazardous to Health Regulations (COSHH 2002) and the Environmental Protection Act (EPA90) as far as is reasonably practicable.

Responsibility for the environment is ranked equally with that for the health and safety of employees, the general public and others. Environmental awareness and individual responsibility will be developed amongst employees at all levels with full and effective consultation being encouraged. Meldrum Construction will continue to develop and improve standards by making use of available technology and developments, together with a waste reduction, recovery and recycling approach. Plant, vehicles and equipment will be maintained and operated to provide the maximum environmental protection as far as practicable.

Local community interests will be taken into account and positive communication with the community entered into where appropriate. Clients, employees, the general public and all other persons who may be affected will be made aware of any Meldrum Construction activity which may affect the environment. Natural habitats and wildlife will be respected and where appropriate within the control of Meldrum Construction, maintenance, restoration or creation of habitats will be encouraged.

Environmental Action

Objectives outlined in the Environmental Policy will be monitored to ensure they are being met wherever reasonably practicable.

1. **Management** - at all levels will take individual responsibility to ensure that environmental issues are considered when making decisions or when planning or controlling work.

2. **Work Force** - all employees must understand their individual responsibilities for acting in accordance with the individual Meldrum Construction environmental policy and the safety policy.

3. **Waste Reduction** - all employees must give careful consideration to the elimination and reduction of waste at every stage of the construction operation. Where re-use or recycling of material is an economical advantage, this will be carried out.

4. **Complaints** - the companies will continue to develop a system for handling complaints from individuals and organisations etc. and make every effort to provide an efficient and friendly route for communication.

5. **Development** - individual with in Meldrum Construction management will supervise the implementation and further development of the corporate environmental policy.

Signed: [Signature]

Date: April 2016

Dave Meldrum Director responsible for Environmental Policy
Policy Objectives

To achieve the policy objectives, environmental management methods of working will ensure:

- The selection of contractors that can demonstrate responsible and effective environmental standards.
- That environmental issues are anticipated and appropriate action taken.
- The provision of safe systems of work to prevent accidental releases and spillages including discharges into air, watercourses or land, but that also address emergencies should the implementation of the systems of work fail to meet environmental objectives.
- Those products are used in a manner that protects the environment.
- The conservation of resources by re-using or the use of re-cycled materials wherever economically possible.
- Monitoring compliance with all licence conditions.
- The appropriate checking and application of emergency procedures.
- The ongoing checking and monitoring with an aim to continuous improvement.
- All managers and supervisors are accountable for environmental performance on their sites.
- All employees have a responsibility to follow the environmental policy and report hazards to their immediate supervisor.
**Equal Opportunities & Diversity Policy Statement.**

Meldrum Construction are an equal opportunity employer. The aim of Meldrum Construction policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of disability, age, religion, sexual orientation, colour, race, nationality or ethnic origins, or is disadvantaged by conditions or requirements that are not essential for carrying out the job.

To ensure such direct or indirect discrimination is not occurring, recruitment and other employment decisions will be regularly monitored in conjunction with records of ethnic job applicants and existing employees.

As the construction industry operates its employment opportunities more on recommendation the diversity policy will be communicated to the senior managers responsible for recruitment.

Selection criteria and procedures will be reviewed regularly to ensure they are not adversely or unjustifiably affecting the opportunities of persons from a particular group, and that all candidates are considered solely on the basis of their relevant merits and abilities during recruitment and promotion, such as CSCS cards, trade qualifications and management abilities.

All employees will be afforded an equal opportunity and be encouraged to progress within Meldrum Construction. Attention will be given to possible corrective measures necessary to overcome any under representation, i.e. alterations required under the Disability and Discrimination Act.

All employees have a personal responsibility towards implementation of this policy. Meldrum Construction also recognises the specific duty on management, supervisors etc. involved in recruitment and administration.

Any employee believing they have been unfairly treated in any sense is entitled to raise the issue through Meldrum Construction’s grievance procedure.
SMOKING POLICY

Meldrum Constructions smoking policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

POLICY

It is the policy of Meldrum Construction that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment.

The policy came into effect on 1 July 2015. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles.

This policy applies to all employees, consultants, contractors, customers or members and visitors.

IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the safety director

However, all staff are obliged to adhere to, and support the implementation of the policy. The safety director shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy.

They will also give all new personnel a copy of the policy on recruitment/induction. Appropriate ‘no-smoking’ signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

NON-COMPLIANCE

Disciplinary procedures will be followed if a member of staff does not comply with this policy.

Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.
New and Expectant Mothers Policy

Meldrum Construction is committed to the implementation of the Management at Work Regulation 1999 in relation to work related risks to women in our employment of childbearing age. The risk assessment will cover risks specific to new and expectant mothers. Employees will be given information on the results of the risk assessment and any protective measures required. When an employee notifies (normally in writing) that she is pregnant, has given birth in the last 6 months or is breastfeeding the following procedure will be followed:

- Temporarily adjust her working conditions and/or her working hours and her work station as advised from her G.P. or mid-wife.
- Offer her suitable or alternative work; or if this is not feasible, as advised from her G.P.
- If no alternative work can be found, suspend her from work (giving her paid leave) for as long as necessary to protect her and the child’s health and safety, as advised from her G.P.

Risks to be assessed will include:

- Manual handling and increased risk of postural problems when pregnant or limitations of ability when the woman has had a Caesarean section.
- Risk of heat stress, dehydration or fatigue from extreme hot or cold.
- Fatigue from prolong standing or work involving much physical effort which can lead to problems with the development of the baby.
- Raised blood pressure due to stress.
- Morning sickness arising from early shift work or associated with nauseating smells.

This assessment will be reviewed as necessary as the pregnant employees circumstances change and informed of any precautionary measures.

Precautions will (as a result of the risk assessment) include:

- Ensuring the woman has light duties not requiring excessive physical exertion.
- Ensure they have access to refreshments and can take regular short breaks.
- Ensure adequate seating is available.
- Ensure flexible rostering and work allocation.

Cooperation is required from the new and expectant mother in the implementation of this policy and information should be provided to Meldrum Construction as it becomes available.
Training and Information

Sufficient and appropriate training is the key to the efficient operation of Meldrum Construction. We do not see health and safety training as an activity undertaken just to meet the minimum requirements of health and safety law. Neither does it see health and safety training as a 'bolt-on' extra to skill or professional training, but as an integrated part of general skill training, for the correct undertaking of any work activity.

Meldrum Construction has therefore set out its aims to training as follows:

a) Training that is both suitable and sufficient and cost effective.

The cost of training and the degree of risk to be countered by the training will be taken into account when deciding if the training is justified.

b) Training will be prioritised to ensure that training, information and instruction for high-risk activities and emergency procedures is undertaken before general skill training.

Meldrum Construction objective is to ensure that all employees can carry out their duties with the least chance of harm occurring either to themselves or to others; or causing damage to property.

c) The more information, instruction and training received by the employee, the greater their level of competence and therefore the greater the opportunity to act as supervisors of their own work.

Training provided:

1. **Contract Managers & Site Managers**
   - Construction Skills Site Safety Plus SMSTS
   - Risk Assessment
   - Work at Height Regulations
   - Scaffold Inspection
   - CDM
   - First Aid
   - Avoidance of Underground Services

2. **Foremen**
   - Construction Skills Site Safety plus SSSTS
   - Risk Assessment
   - First Aid
   - CDM
   - First Aid
   - Scaffold Inspection
   - Avoidance of Underground Services
Training and Information (continued)

3. **Operatives & Employees**
   - Site Induction Training
   - CSCS Safety Awareness
   - Abrasive Wheels
   - Confined Spaces
   - Tool Box Talks
   - Safe Digging Practices to Avoid Underground Services

4. **Labourers**
   - Site Induction Training
   - Abrasive Wheels
   - General Safety Awareness
   - Confined Spaces
   - Tool Box Talks
   - Safe Digging Practices to Avoid Underground Services

5. **Plant Operators**
   - Itemised Plant Training
   - Safety Awareness
   - Tool Box Talks
   - Site Induction training

Meldrum Construction maintains detailed records of all training and regular reviews of training needs are undertaken, from which a training plan is developed. The above list is not exhaustive full training records can be found in the company training Matrix.

All personnel attending site, including visitors, must report to the site manager, or his deputy, and are made aware of the site-specific rules for that project. The site manager will ensure all persons undergo formal induction training, and will maintain accurate records. The extent of the induction training provided (workers & visitors) will be at the discretion of the site manager.

All contractors and their employees have access to Meldrum Construction Safety Policy and Meldrum Construction Procedures Manual, which contain details of relevant health and safety matters. These documents are held on site, together with the project Construction Phase Plan.

Reasonable enquiries are made of contractors’ and their employees’ level of training, to ensure appropriate general safety awareness and site-specific awareness training has been undertaken. Meldrum Construction will instruct the contractor to organise such training, or organise the training on behalf of the contractor as necessary, where awareness or training is deemed to be lacking.

The contracts manager and site manager will ensure the construction phase Construction Phase Plan for individual sites is adequately maintained and available for access. Any areas of risk identified in the plan will be made known to all relevant personnel.

Specific risks, which may affect others, including contractors and subcontractors, will be informed in writing to all persons concerned.
Chain of Responsibility

1. Dave Meldrum (Director) is responsible for the safety policy being implemented, amended or updated as required. The Directors and Contracts Managers (CM) will assist the Safety Director in this task and will ensure that the appropriate health and safety documentation is available for all relevant departments and personnel and that these procedures are implemented at the appropriate sites and premises.

2. The office manager is responsible for office safety.

3. The contracts managers are responsible for ensuring the implementation of the safety policy on all projects.

4. The site managers and foremen are responsible for ensuring all aspects of the safety policy are implemented and are complied with on individual sites.

5. The internal Health and safety Team are responsible for all day to day planning and monitoring of all aspects of site safety.

6. Northern Counties Safety Group Limited (NCSG) is responsible for providing health and safety advice to all sites and offices. The terms of appointment are to be read in conjunction with NCSG duties and responsibilities outlined in this policy.

7. All employees are responsible for ensuring that all aspects of the safety policy are complied with when undertaking work tasks on behalf of Meldrum Construction.

8. Employees are expected to involve themselves in safety matters and report any unsafe equipment or dangerous situations to their supervisors.

9. All functional management and specialist staff (including design, buyers, advisers, etc.) will be actively encouraged to provide all essential safety support to the mainline management team. Particular regard will be given to the introduction of better, safer systems of work for the benefit of all employees.

10. Anyone who may be affected by operations undertaken by Meldrum Construction will be kept fully informed and the requisite liaison between the parties will be effectively maintained.

e.g. contractors will be advised at site level, through pre-start meetings and induction, on Meldrum Construction's safety policy and safety procedures. Contractors will be informed that they must work to equal or better standards to those laid down in the safety policy. Failure to do so may result in them being removed from site and may disqualify that contractor from tendering for future work with Meldrum Construction. The directors and contracts manager, via the monitoring process, are to ensure there is the required liaison between all parties and that it is effectively maintained.

11. All employees are issued with a copy of Meldrum Construction safety policy statement and an extract of the duties and responsibilities applicable to them, as will all new starters with Meldrum Construction. All employees will be informed of any changes or updates to the safety policy.
Chain of Responsibility (continued)

12. Monitoring compliance with the safety policy is the responsibility of all staff, employees and the safety director (see also “Monitoring and Review” and “Safety Assistance”)

13. No safety policy can work without the full co-operation of all the employees of Meldrum Construction and the co-operation of all those working on behalf of Meldrum Construction. The safety policy cannot be forced onto employees without those employees having the right to forward criticism, comments, etc. about the safety policy.

In order to achieve a policy that can work in practice with the full approval of everyone concerned, Meldrum Construction regards employer/employee consultation and co-operation as essential.

To ensure an effective consultation process, site management will at the first opportunity (site inductions) encourage all personnel to offer their positive opinions on how the management of health, safety, welfare and the environment can be improved.

Employee’s comments and opinions on health and safety can be passed on to the Site Manager or Contracts Manager directly, or via NCSG Ltd where the employee wishes to remain anonymous
Meldrum Construction
Organisation Chart

Organogram
Monitoring and Review

Meldrum Construction will ensure that an effective management structure is in place to affect appropriate control over its activities and to make sure these controls are sufficient to meet its needs. The controls include policy making, planning and policy implementation. It is also necessary to monitor and review the work activities and procedures to enable Meldrum Construction to maintain standards and manage risks to the best possible extent. To this end Meldrum Construction will, together with the NCSG, carry out regular monitoring of its sites and other activities, measuring its performance against known standards and accepted best practices.

Close monitoring of all work places and work practices will be undertaken to identify any unsafe practices or anything not complying with Meldrum Construction policy. Any person found not complying, or in breach of health and safety requirements, will be warned and disciplined according to Meldrum Construction disciplinary procedure. All failings will be rectified immediately.

The site manager or foreman is responsible for the day-to-day control of safety on site and is given full backing from Meldrum Construction regarding any actions he feels necessary to enforce site safety.

The safety director and contracts managers will also undertake visits to sites. The frequency of these visits will be dependant upon other commitments, the nature and complexity of the project etc. During any site visit, identified problems or failings are highlighted, discussed and appropriate action taken.

Following site safety inspections, Northern Counties Safety Group safety advisers will report back their findings via the NCSG report form, with two copies being given to the site manager and a third copy to the safety director. The site manager is required to complete the “feedback” section of the report, indicating what action has, or will be taken to correct any weaknesses in compliance with the policy or procedures. This completed feedback copy will then be returned to the safety director.

Meldrum Construction will carry out an annual review of its safety performance to determine areas of weakness and actions required. Northern Counties Safety Group will be called upon to participate in the review and provide input on Meldrum Construction’s safety performance. The findings of the reviews, including changes to policy or Meldrum Construction rules, will be disseminated to all relevant employees.

Meldrum Construction may also review the performance of the safety group and suggest ways the services provided by the group can be improved.
Communication and Consultation

All matters concerning health and safety will be implemented only after full consultation with employees. The employees have the right to nominate safety representatives, under the Safety Representatives and Safety Committee Regulations 1977, and request the organisation of a safety committee. Meldrum Construction recognises there is a requirement to consult with employees under provisions of The Construction (Design and Management) Regulations 2015 and the Health and Safety (Consultation with Employees) Regulations 1996 and The Management of Health and Safety at Work Regulations 1999 and will therefore encourage full employee participation in all matters relating to health and safety. Employees will be afforded every opportunity to discuss health and safety issues with a senior management representative, or with the visiting safety adviser should the employee choose to do so.

Consultation and communication will be carried out using the following, where appropriate:

- Initial induction for new employees.
- Health and Safety Committee meetings where a committee has been formed.
- Via elected Employee Health and Safety Representatives, where they have been elected.
- Site Toolbox talks and Site-specific safety inductions.
- Memos and posters on notice boards.
- Safety bulletins circulated via wage packets.

Meldrum Construction operates an “open door” policy and all employees are encouraged to report and discuss any health and safety concerns they may have with their immediate line Manager or directly to a Director.

Where employees do not have English as their first language, Meldrum Construction will employ the services of a translator, should the need arise.
Safety Assistance

Management of Health and Safety at Work Regulations (Reg 7)

This is to confirm that the **Northern Counties Safety Group Limited** have been appointed as safety advisers for the purpose of the above requirements for Meldrum Construction, while they are members of the safety group.

Meldrum Construction will ensure that NCSG are informed of the location, start date, duration and nature of the work, which they feel would benefit from the NCSG input, or which are in excess of the period stated for regulatory notification. This notification will usually be in the form approved by the Health and Safety Executive for contracts in excess of those specified under **The Construction (Design and Management) Regulations 2015** or by the Northern Counties Safety Group Contract Notification Form for contracts of less than those stated in the above regulations.

Meldrum Construction will utilise whatever notification procedure is applicable at the time.
Temporary Works Design

Meldrum Construction will ensure all temporary design work (false work, scaffold, façade retention etc) will be undertaken ensuring that the designer is adequately resourced and suitably qualified to undertake the scale of the design in compliance with The Construction (Design and Management) Regulations 2015.

Temporary works design will either be undertaken via Meldrum Construction in house designer or alternatively contracted out to an external designer

- All designers must identify hazards inherent in their designs.
- All designers must state a suitable foundation to be provided.
- All designers must consider stability, even during partly erected or dismantled structures.
- All designers must consider dead load and live load
- All designers must consider lateral, horizontal stability and resistance to weather (wind, snow loading etc.)
- Where ties to the main structure are necessary, tie loads must be specified and pull tests undertaken as required by TG4. (Minimum of 5%)
- All designers must consider any resultant risks during the erection, modification and dismantle.
- Understand how to eliminate the hazards, or reduce the risks.
- Provide information on all hazards that remain and state what resources are required to undertake the project safely.
- All false work will be undertaken in compliance with (BS5975) BS EN 128 12 and scaffolding in compliance with TG20 BS EN 128-11
- Working drawings will be provided by the engineer, which will be checked by the site Temporary works co-ordinator.
- A detailed risk assessment / method statement must be provided by the erection contractor which must include safe working at height and prevention of falls (SG4)
- All materials used in the construction of the temporary works must be checked for quality prior to use.
- A handover / dismantle certificate (permission to load and strike) must be provided by erectors.
- All temporary works must be part of a prior to use inspection system by a competent person.
Maintenance Procedure

Meldrum Construction accepts that maintenance of work equipment and on the premises can expose those carrying out the work to a number of different hazards. Due to the varied amount of tasks that come under the wide umbrella of maintenance, ranging from repairing and replacing broken items to cleaning and painting, therefore, Meldrum Construction shall ensure that a thorough assessment of the work is carried out, prior to the work commencing.

Due to the nature of the work, which may include electrical testing, forklift maintenance, roof access etc. it is often necessary to remove the safeguarding to gain access to the parts requiring attention or access areas not normally used, Meldrum Construction shall control hazards by positive isolation, notification of work, signage etc.

In addition the maintenance workers may be require to carry out work in places where it is not certain what the hazards will be. A failed or broken down piece of machinery may not have failed safely, and there is the possibility of stored pressure or energy. Meldrum Construction shall ensure that only trained and competent personnel (including contractors) conduct maintenance tasks and these workers will have a raised awareness of the inherent hazards.

To reduce the risk of injury whilst maintenance work is being carried out, Meldrum Construction will carry out a thorough risk assessment to enable suitable control measures to be put in place. Referring to, and adhering to, manufacturers information, including maintenance and setting instructions, will be part of the overall control strategy, as should the use of trained, competent maintenance workers.

The company’s prevention measures included in the risk assessment:

- Suitable means access.
- Physical isolation of the equipment.
- Portable and mobile lighting (suitable lighting)
- Ventilation including local exhaust ventilation.
- Use of suitable tools (possibly substituting electrically powered tool with pneumatic tools in certain environments).
- Not carrying out work in situ (removing items to be worked on to a more suitable location).
- Blocking or shoring-up moving parts to prevent unexpected movement. This shall also include positive isolations.
- Providing suitable protective equipment to reduce the effects of hazardous substances, sharp objects, hot surfaces, etc. although the use of PPE shall, where practicable, be used as a last resort.

The list is not exhaustive as each job will present its own health and safety issues. Meldrum Construction will take a logical, systematic approach to the situation, that an acceptable degree of risk reduction can be achieved.
**Maintenance Strategies**

Meldrum Construction accept it is a legal requirement to provide safe plant and equipment under the Health and Safety at Work Act and the Provision and Use of Work Equipment Regulations. Meldrum Construction will use the following strategies for ensuring well maintained equipment and premises.

**Emergency/Breakdown Maintenance**
When equipment failure does not have a major effect on production or safety and may be tolerated until repair, then the positive decision to use this as an option can be valid.

**Opportunistic Maintenance**
Where the work is planned to occur at a time that becomes available, normally when something else fails.

**Working Adjustments**
Occur regularly in the workplace where equipment is still in operation but potential failures have been identified.

**Servicing and Inspection**
Servicing and/or inspection’ is the basic active strategy to minimise potential breakdown. Its purpose is to look for potential failures and take remedial action before failure occurs.

**Planned Preventive Maintenance**
The basis of routine maintenance is that equipment is inspected and vulnerable parts are replaced at regular intervals or after a certain number of hours of use.

**Inspection / Test**

Managers must ensure that any equipment provided is fit for purpose and where necessary have an inspection / test certificate.

It is the manager’s responsibility to ensure, prior to the re-test date, the supplier is contacted and a re-test is arranged.

Regular office maintenance includes:

- Equipment PAT testing.
- Electrical installation checks
- Boiler and heating maintenance
- Replacement of light bulbs.
- Inspections of gutters and roof.
- Inspections of external lighting.
- Cleaning of external drainage
- Window cleaning
- Fire extinguishers
- Access equipment
- Computer servers
- Smoke alarms
General Safety Arrangements

Meldrum Construction is involved in several activities, a number of which are on a day-to-day basis.

A comprehensive list of common and special hazards involved with all aspects of work is included in Meldrum Construction Procedures Manual.

Each site manager holds Meldrum Construction Procedures Manuals, containing the arrangements and instructions for carrying out work safely on site. A complete document (Policy Statement, Responsibilities and Meldrum Construction Procedures Manual) is also available for reference, upon request, at Meldrum Construction's head office.

1. To assist in complying with these arrangements, all management and supervisors are to note that Meldrum Construction expects the minimum standards set out in Meldrum Construction procedures manuals to be achieved.

2. In order to ensure safe systems of work on site, special attention must be given at the planning stage regarding any safety considerations that might arise on that particular contract. Precautions required to address unusual considerations will be included in the contract Construction Phase Plan, and adequate resources will be available to meet the requirements of the plan and policy objectives.

3. In the case of their having to be an emergency evacuation of a site or premises, an assembly point will be organised by the site manager prior to the start of the work. All persons under the control of Meldrum Construction will be informed about the location of the assembly point. All personnel will meet at this point and will remain there until such time as a thorough check has been completed to ensure that no one is missing. All personnel will then be advised of further procedures before being allowed to leave the assembly point.

4. It is essential that a high level of housekeeping be maintained on all sites and at all premises. There is a duty on everybody to ensure that all areas are kept tidy, unneeded equipment locked up or returned to the stores, waste removed, etc. Connected with this is the requirement to maintain safe access to, and egress from, the site or premises. There must be adequate safe walkways and these must not be obstructed with materials, rubbish, etc. Any emergency exits must be clearly marked and kept free from obstruction.

5. Employees must not operate any plant, machinery or equipment unless he or she has either been fully trained on the working of the machine etc. or deemed to be competent by experience, which can be demonstrated; is fully conversant with all safety requirements and has reached the required statutory age.

6. Meldrum Construction, in conjunction with Northern Counties Safety Group, and other training providers, will ensure that all employees are fully trained as required and are made aware of all the requirements with regard to health and safety matters.
General Safety Arrangements (continued)

7. Safety inspections of sites and premises will be undertaken by a number of persons:

   (a) The safety director, directors and contracts managers will carry out visits to sites and premises. They will report their findings directly to the person responsible for the site or premises.
       - Managers carrying out health and safety inspections will regularly report their findings to their immediate Director;
       - Managers will immediately inform their line Director of situations that may require an ‘input’ from the Director to help resolve disputes or unsafe situations

   (b) Site managers and foremen will undertake regular safety inspections. The safety inspection will form a vital part of any site or premises inspection.

   (c) Regular visits will be undertaken by safety advisers of the Northern Counties Safety Group Limited. These advisers will leave written reports of their findings with the site or premises supervisors and a copy will be sent to the safety director. Meldrum Construction, via the contracts manager and site managers will ensure that any findings on these reports will be dealt with quickly and effectively.

Northern Counties Safety Group Ltd. may suspend work operations, without reference to directors or managers, where there is serious or imminent danger to personnel, public or property.
Section B

Individual Responsibilities

Contents

Safety Director & Directors
Northern Counties Safety Group Ltd
Contracts Managers
Site Managers
Office Supervisor
Office Based Employees (Including Administration & Accounts)
Plant Operators
Site Operatives & Employees
All Employees
Safety Director and Directors

Main Duties and Responsibilities

1. To formulate Meldrum Construction safety policy and organise all revisions to it.

2. To ensure that the contents of the policy are circulated as appropriate to all employees.

3. To arrange for sufficient funds and resources to meet the requirements of the policy.

4. To ensure that all levels of staff receive appropriate and adequate training, and each employee has the opportunity to contribute to discussions on health and safety.

5. To ensure health and safety issues are co-ordinated between Meldrum Construction and all contractors, including subcontractors, working on site to ensure safe working, in accordance with the Construction Phase Plan for the project.

6. To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.

7. To encourage all employees to work in a safe manner and at all times to set a good personal example.

8. To ensure the risk of injury and damage to the health of all persons affected by Meldrum Construction’s operations, the prevention of fire, waste and damage to all property and plant is minimised by arranging procedures for risk assessments and by effective management of health and safety.

9. To provide and ensure preventative maintenance of plant, equipment and places of work that are safe when in use.

10. To arrange for procedures to be implemented for the carrying out of risk assessments and the formulations of safe working procedures; recording of these assessments and procedures and ensure that employees are made aware of them and to take whatever steps may be necessary to comply with them, including bringing the requirements of the Construction Phase Plan to the notice of employees.

11. To ensure the provision in tenders, and other preparatory procedures, for adequate safe working methods, welfare facilities, storage of materials and hazardous substances, waste disposal, co-ordination and co-operation between employers and safe access, etc.; and ensure adequate response to identified hazards contained in the Construction Phase Plan.

12. To ensure that procedures are implemented that assures employees' exposure to harmful substances is reduced or eliminated in line with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.
Safety Director and Directors

Main Duties and Responsibilities (continued)

14. To monitor the effectiveness of this policy at all levels and bring into effect changes which are considered necessary.

15. To understand the main principles of Meldrum Construction safety policy and appreciate the duties and responsibilities given to each grade.
Main responsibilities to Meldrum Construction

1. To provide all specialist health and safety advice on all aspects of Meldrum Construction activities.

2. To provide regular visits to all notified sites and premises belonging to, or worked on, by Meldrum Construction.

3. To formally advise Meldrum Construction of all new legislation and any changes to current legislation and offer advice and assistance on the implementation of the same.

4. To advise and assist the directors in keeping the health, safety and welfare policy under review; and to advise on changes that may be required to the policy as appropriate or necessary.

5. To take control, where necessary, of any internal investigation into an accident or incident, prepare a report on the accident or incident and advise and assist the contracts manager and site managers in any remedial action required following recommendations to prevent a recurrence.

6. To liaise with the enforcing authority, client and client's representative on matters of health and safety.

7. To recommend and monitor safety training requirements and to arrange, upon request, such training.

8. The identification of hazards and risks during site visits. Advise and assist in the preparation of risk assessments and the development of preventative and protective measures to combat the risks

9. Monitor the development and implementation of Construction Phase Plans to ensure Meldrum Construction comply with The Construction (Design and Management) Regulations 2015

10. Prepare reports of Meldrum Construction health and safety performance and make available such reports for management review.

11. Liaise with the directors and safety director on all matters concerning health, safety and welfare.

12. Suspend work operations of Meldrum Construction and/or that of contractors and subcontractors, where there is imminent risk of injury to personnel; or risk of damage to property, which has the potential to cause harm or incur an economic loss to Meldrum Construction or insurers.
Contracts Managers

Responsible to the safety director for implementing Meldrum Construction safety policy on designated sites and co-ordinating related health and safety matters. Main duties and responsibilities:

1. To be aware of, and observe, the requirements of Meldrum Construction safety policy, the construction phase Construction Phase Plan, the *Health and Safety at Work etc. Act 1974*, construction regulations, other statutory requirements, Approved Codes of Practice, Guidance Notes and safety procedures appropriate to the operations under their control, seeking guidance and assistance from the directors and safety personnel as necessary.

2. To ensure site managers understand their duties and responsibilities under Meldrum Construction policy and to take all steps to ensure that these are carried out.

3. To determine at the planning stage (seeking advice from NCSG safety advisers where necessary)
   - The most appropriate order and method of working.
   - Allocation of responsibilities (including that of contractors and subcontractors)
   - Consideration of all existing and potential hazards, including fire hazards, and methods deemed necessary to overcome any such hazards.
   - Facilities for welfare and sanitation.
   - Check over work method statements and safety precautions before work commences.
   - The development (where appropriate) of the Construction Phase Plan; and ensure this development is instigated.
   - Ensure risk and COSHH assessments are carried out as required, and to monitor the application and effectiveness of the assessments and their control measures.

4. Carry out regular site inspections of operations under your control with particular reference to safety procedures, ensuring that statutory registers and records etc. are being completed accurately. Arrange for any remedial or improvement work to be carried out without delay. Pay particular attention to any comments made by Meldrum Construction’s appointed safety advisers and to see that action has been, or will be, taken to correct any failings or shortcomings.

5. To set a good personal example at all times.

6. To ensure that once work has commenced, it is carried out as planned, following the Construction Phase Plan where appropriate and complying with the requirements of the *Health and Safety at Work etc. Act 1974* and other statutory requirements.

7. To ensure the construction phase Construction Phase Plan is updated and managed as required by the *Construction (Design & Management) Regulations*, during the construction phase of a project; and that all relevant information is issued to the directors.
Contracts Managers (continued)

8. To arrange for procedures to be implemented for the carrying out of specific risk assessments and the formulations of safe working procedures required by the COSHH Regulations and the Management of Health and Safety at Work Regulations. Arrange for recording of these assessments and procedures and ensure that employees are made aware of them and take whatever steps may be necessary to comply with them. Ensure the requirements of the Construction Phase Plan are brought to the notice of employees. Assist the site managers in the preparation and implementation of assessments and safe working procedures.

9. To co-operate with Meldrum Construction in identifying training needs of individuals under their immediate control and, as necessary, ensure the individuals are given the opportunity to undertake training.

10. To monitor the work activities against the policy standards and construction phase Construction Phase Plan and bring into effect any changes necessary that are within your immediate control. To bring to the attention of Meldrum Construction’s directors, any failure to comply with policy standards that require the director’s action. Implement and maintain arrangements with contractors and other employers to ensure that they and their employees observe adequate safety procedures and statutory regulations and to review any confusion concerning areas of responsibility. Liaise with clients or their representatives to ensure the safety of any person affected by the works.

11. To report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses" to the directors and Northern Counties Safety Group Ltd. as soon as possible after the occurrence. Assist the safety group in establishing the cause of ALL such incidents and thereafter ensure steps are taken to prevent recurrence and ensure employees and others are instructed accordingly.

12. To ensure that all levels of staff receive appropriate and adequate information and instruction and each employee has the opportunity to contribute to discussions on health and safety.

13. To ensure health and safety issues are co-ordinated between Meldrum Construction and all contractors, including subcontractors, to ensure safe working in accordance with the Construction Phase Plan for the project.

14. To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.

15. Implement and maintain arrangements with contractors and other employers to ensure that they and their employees observe adequate safety procedures and statutory regulations and to review any confusion concerning areas of responsibility.
DESIGNERS

Responsible to the safety director for implementing Meldrum Construction’s safety policy and CDM requirements on designing.

The companies’ designers are in a unique position to reduce the risks that arise during construction work, and have a key role to play in CDM2015. Designs develop from initial concepts through to a detailed specification, often involving different teams and people at various stages. At each stage, designers from all disciplines can make a significant contribution by identifying and eliminating hazards, and reducing likely risks from hazards where elimination is not possible.

The companies’ designers can fundamentally affect the health and safety of construction work. These decisions influence later design choices, and considerable work may be required if it is necessary to unravel earlier decisions. It is therefore vital the companies’ designers address health and safety from the very start.

The companies’ designer’s responsibilities extend beyond the construction phase of a project. They also need to consider the health and safety of those who will maintain repair, clean, refurbish and eventually remove or demolish all or part of a structure as well as the health and safety of users of the workplaces.

Buildability considerations and ensuring that the structure can be easily maintained and repaired will be part of their normal work within Meldrum Construction.

Failure to address these issues adequately at the design stage will usually increase running costs, because clients will then be faced with more costly solutions when repairs and maintenance become necessary.

Where significant risks remain when they have done what they can, designers will provide information with the designs to ensure that the Principal Designer, other designers and contractors are aware of these risks and can take account of them.

Meldrum Construction designers also have duties under other legislation, including those parts of the Management of Health and Safety at Work Regulations 1999 which require risk assessment. Compliance with regulation 11 of CDM2015 will usually be sufficient for designers to achieve compliance with regulations 3(1), (2) and (6) of the Management Regulations as they relate to the design of the structure.

Main duties and responsibilities:

a) make sure that they are competent and adequately resourced to address the health and safety issues likely to be involved in the design;

b) check that clients are aware of their duties;

c) When carrying out design work, avoid foreseeable risks to those involved in the construction and future use of the structure, and in doing so, they should eliminate hazards (so far as is reasonably practicable, taking account of other design considerations) and reduce risk associated with those hazards which remain;

d) Provide adequate information about any significant risks associated with the design;

e) Co-ordinate their work with that of others in order to improve the way in which the risks are managed and controlled.
DESIGNERS (continued)

Meldrum Construction designers need to consider the hazards and risks to those who:

a) carry out construction work during demolition;
b) clean any window or transparent or translucent wall, ceiling or roof in or on a structure or maintain the permanent fixtures and fittings;
c) use a structure designed as a place of work;
d) May be affected by such work, for example customers or the general public.

COMPANY EXPECTATIONS FOR THE PREPARATION OF DESIGNS

Meldrum Construction will ensure the designers consider elimination of hazards (things with a potential to cause harm) from their designs so far as is reasonably practicable, taking account of other design considerations. Examples would be to design out things like fragile roofing materials or products; eliminating roof lights from areas where roof access is needed; positioning plant which needs regular maintenance at ground level so there is no need for work at height or providing permanent safe access for work at height. Eliminating hazards removed the associated risk, and is therefore the best option and should always be the first choice.

Meldrum Construction accept it is not always reasonably practicable to eliminate hazards. And where this is the case consideration will be given on incorporating design solutions which reduce the overall risk to an acceptable level. This can be done by reducing the:

a) likelihood of harm (injury or adverse health effects);
b) potential severity of the harm;
c) number of people exposed to the harm; and
d) Frequency or duration of the exposure to harm.

The amount of effort put to eliminating hazards and reducing risks will depend on the degree of risk. Meldrum Construction accept there is little point spending lots of money, time and trouble on low risk issues. There is also little to be gained by detailed comparison of construction techniques that present similar risks. The focus will be on issues that are known to have potential to cause significant harm, and where there are known solutions that reduce the risks to everyone exposed.

The Company’s designers will also take into account of other relevant health and safety requirements when carrying out design work. Where the structure will be used as a workplace, (for example factories, offices, schools, hospitals) they need to take account of the provisions of the Workplace (Health and Safety and Welfare) Regulations 1992 which relate to the design of, or materials used in the structure.
Site Managers and Foremen

Responsible to the contracts manager under Meldrum Construction Occupational health, safety and welfare policy. Main duties and responsibilities:

1. To establish and organise operations under their control to ensure that work is carried out in a safe manner and to acceptable standards with minimum risk to all persons, property, equipment and materials.

2. To be aware of, and observe, the requirements of Meldrum Construction safety policy, the Construction Phase Plan, the Health and Safety at Work Act, Construction (Design and Management) Regulations, other statutory requirements, Approved Codes of Practice, Guidance Notes and safety procedures appropriate to the operations under their control, seeking guidance and assistance from senior management and safety advisers as necessary.

3. Implement Meldrum Construction risk assessment procedure using the assessments in the Construction Phase Plan. Carry out additional site-specific risk assessments as necessary, and formulate safe working procedures required by the COSHH Regulations and the Management of Health and Safety at Work Regulations. Record these assessments and procedures and ensure that employees are made aware of them and take whatever steps may be necessary to comply with them. Ensure the requirements of the Construction Phase Plan are brought to the notice of employees.

4. Carry out regular inspections, or as required by regulations, of operations under their control with particular reference to safety procedures. Keep records of each inspection as necessary, ensuring that statutory registers and records, etc. are completed accurately. Arrange for any remedial or improvement work to be carried out without delay.

5. To ensure that at places of work under their control, employees, contractors and others authorised to be at that place, or in connection with it, receive adequate working instructions, in particular to ensure arrangements for safe working, the prevention of accidents and risk avoidance or reduction and the requirements of the Construction Phase Plan, are carried out.

6. Implement and maintain arrangements with contractors and other employers to ensure that they and their employees observe adequate safety procedures and statutory regulations and to review any confusion concerning areas of responsibility. Liaise with clients or their representatives to ensure the safety of any person affected by the works.

7. Plan and maintain safe access to and around places of work, including safe access for emergency response vehicles and personnel. Establish and maintain a system of security to prevent, so far as is reasonably practicable, entry to the workplace by unauthorised persons, damage, theft and injury, including periods when the workplace is unattended. Ensure the emergency evacuation procedure from buildings and/or site is made known to all employees and others working on behalf of Meldrum Construction. Identify or designate the location of emergency assembly points and ensure these locations are made known to all personnel.
Site Managers and Foremen

Main duties and responsibilities: (continued)

8. To arrange for fixed and mobile plant and equipment to be positioned safely and that all machinery etc. including power and hand tools, are maintained in good condition and only operated by persons competent to do so. To ensure plant and equipment is suitable for the work being carried out, check documents against the order requirements.

9. To ensure that protective clothing and equipment is available and issued where appropriate and that such clothing and equipment is used and maintained in a proper manner and as required by statutory regulations. Ensure that adequate records are maintained for the issue and return of such equipment, using issue registers or other appropriate record system as appropriate.

10. To ensure that arrangements for first-aid, as required by the Health and Safety (First Aid) Regulations, are available and that the location of equipment is known by all personnel; and that such equipment and provisions are kept as complete as possible. To ensure that proper care is taken of casualties and to establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services. Comply with the requirements of the policy for the reporting and recording of accidents or incidents.

11. Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses", to the contracts manager as soon as possible after the occurrence. Assist in establishing the cause of ALL such incidents and thereafter carry out improvements to prevent recurrence and instruct employees and others accordingly.

12. Establish a site procedure to enable consultation with the workforce to receive safety queries raised by employees and others under your control, and to respond in the most appropriate way to meet the policy objectives.

13. Make reasonable enquiries to determine that appropriate and adequate training of contractor and subcontractor employees is undertaken; and the subcontractor disseminates relevant information on risks to their employees.

14. Accompany HSE Inspectors on site visits where possible and act upon their reasonable recommendations. Report all such visits to the contracts manager noting any observations made, as soon as possible after the visit. In the event of a prohibition or improvement notice being imposed or any indication that legal proceedings are to be initiated, the directors and the Northern Counties Safety Group must be advised without delay.

15. Co-operate with Meldrum Construction's appointed safety advisers and accompany them on site visits and act upon their reasonable recommendations.

16. Encourage the observance of safety procedures by personal example and ensure that arrangements for the health and safety of persons and property are carried out, including the implementation of disciplinary procedures as necessary.
Site Managers and Foremen

Main duties and responsibilities: (continued)

17. Conduct **personnel and visitor health and safety induction training** and ensure contractors' personnel, are aware of the requirements of this policy, the Construction Phase Plan, and the requirements for safe working. Ensure all necessary contractor information (risk & COSHH assessments, safety method statements etc.) are provided before work starts.

18. Comply with Meldrum Construction's policy on COSHH and noise and ensure all employees have access to the appropriate information for healthy working and know how the information is to be used.

19. Implement changes to working practices, where necessary, to ensure safe working and maintenance of standards.

20. Maintain in a proper state all reference documents issued by Meldrum Construction to assist in compliance with this policy.

21. Ensure that adequate fire fighting equipment is available and that appropriate fire precautions have been taken.

22. Ensure all welfare arrangements are provided and maintained in accordance with the **Construction (Design and Management) Regulations 2015** and the requirements of the safety policy.
Office Supervisor

Main Responsibilities:

1. Ensuring that all employees within Meldrum Construction offices effectively implement Meldrum Construction Occupational Health safety, and welfare policy.

2. To ensure that the office welfare facilities are kept up to the required standards.

3. To ensure that arrangements for first-aid, as required by the Health and Safety (First Aid) Regulations, are in place and that the location of equipment is known to employees. To ensure that such equipment and provisions are kept as complete as possible and establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services.

4. To ensure firefighting equipment is in place and in good working order. The fire and emergency procedure is made known to all employees and the procedures are tested on a regular basis.

5. To ensure that the building is adequately lit and in a safe state of repair.

6. To ensure office-based employees are aware of the correct kinetic or manual handling techniques, where applicable.

7. To ensure good housekeeping is maintained in all areas and that all fire escapes and emergency evacuation routes are kept clear at all times.

8. Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses", to the safety director and Northern Counties Safety Group as soon as possible after the occurrence. Assist in establishing the cause of ALL such incidents and thereafter carry out improvements to prevent recurrence and instruct employees and others accordingly.

10. Ensure that assessments of workstations are reviewed as necessary. Implement the controls agreed to ensure employees using the workstation are not put at risk.

11. Ensure safe access to and around places of work is maintained so that personnel can move freely without hindrance.
Office Based Employees

Main Responsibilities:

1. Develop a personal concern for the safety, health and welfare of themselves and others and to co-operate with other persons in the provisions of safe working conditions and the observance of safe working procedures, the Health and Safety at Work etc. Act 1974, other applicable legislation and this policy.

2. Make themselves familiar with the Fire Action Plan procedures, escape routes, appropriate assembly points and the location and use of fire extinguishers.

3. Ensure they comply with Meldrum Construction’s no smoking policy within the offices.

4. Ensure office furniture, cables, boxes or other items do not obstruct access routes, corridors and escape doors.

5. Use filing and storage equipment correctly and avoid overloading of work surfaces, trays, etc.

6. Practice good housekeeping, clearing away waste into proper receptacles.

7. To avoid possible damage use only electrical equipment after being instructed in their proper use by another competent employee. Ensure all electrical appliances are switched off and plugs removed when not required, left unattended and on leaving the offices.

8. Seek assistance when lifting heavy or awkward sized items, or when items are beyond your own personal ability. Ensure that you are aware of the correct methods of lifting.

9. Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses", to the office supervisor as soon as possible after the occurrence. Use first aid provisions correctly and ensure the safety co-ordinator is informed of any first aid replenishment requirements.

10. If you are a workstation user, use it as instructed to ensure you are not put at risk of injury or ill health.

11. Arrange for the issue of health and safety information to all contractors and other interested parties, prior to the award of orders.

12. Introduce arrangements for the receipt of health and safety information from contractors and subcontractors in adequate time prior to the commencement of the works.

13. Ensure the relevant health and safety information is passed to the contracts manager and site management as necessary.

14. Ensure risk assessments and safety method statements, submitted by contractors and subcontractors are passed to the contract managers for vetting.
Plant Operators

Main responsibilities are to:

1. Inspect their machine and equipment daily and maintain records, report all defects to site manager.

2. Check the weight of any load to be lifted, taking into account the weight of any lifting gear required, and never exceed safe working loads.

3. Ensure that any load is properly secured before attempting to lift or move and that you have an unobstructed view.

4. Always drive smoothly and steadily and watch for obstructions.

5. Ensure that when a slinger/signaller is involved in the operation you can see the slinger/signaller clearly at all times and that he/she understands and gives you clear and proper signals.

6. Report any failings in systems of work to the site manager.

7. Co-operate with Meldrum Construction in meeting the policy objectives, and the Construction Phase Plan as appropriate to the work circumstances.

8. Carry out the duties of a plant operator following the training you received.
Site Operatives & Employees

Directly responsible to the site manager site operatives and employees must:

1. Develop a personal concern for safety for themselves and for others and to co-operate with others in the provision of safe working conditions and the observance of the requirements of the Construction Phase Plan, safe working procedures, the Health and Safety at Work etc. Act 1974 and this policy.

2. Use the correct tools and equipment for the job; keep them in good working condition and use such equipment carefully and in accordance with any working instructions or training received.

3. Use and take care of safety equipment and protective clothing supplied, e.g. safety helmets, gloves, eye and ear protection etc., provided by statutory regulations, conditions of employment or other instructions. Report any defect or loss of the equipment or clothing to the site manager.

4. Avoid improvising which entails unnecessary risk and observe all specific warnings and instructions regarding the use of equipment or materials.

5. Not proceed with work when a hazardous situation is foreseen or created which may involve injury to you or other persons or damage to property and equipment. Report to the site manager any defects in plant or equipment and hazardous situations that you believe may present danger.

6. Report ALL accidents, dangerous occurrences and near misses to the site manager.

7. Ensure that reference is made to Meldrum Construction’s COSHH procedures and initial assessments prior to using any material or substance or carrying out any operation which falls within the scope of COSHH and which may cause harm or ill-health. Refer to the site manager any substance or material not included in the COSHH data file.

8. Bring to the attention of the site manager any deficiencies in personal ability, e.g. untrained to operate plant and equipment, not competent to erect, dismantle or alter scaffolding, or untrained to carry out workplace inspections, etc.

9. Not engage in “horseplay” or other practical jokes that may lead to injury or an escalation of practical joking by other employees.

10. Carry out work activities in compliance with risk assessments; safety method statements; Construction Phase Plan requirements, including site rules. Failure to carry out their duties and responsibilities in compliance with this policy may result in Meldrum Construction’s disciplinary procedures being invoked.

11. Not consume alcohol or take drugs, which may affect the performance of the employee whilst at work. (see Meldrum Construction policy on drug and alcohol abuse/misuse)

12. Refrain from misusing or abusing welfare facilities.

13. Take an active part in promoting Meldrum Construction safety policy and safe systems of work.
All Employees

All employees are encouraged to take an active part in promoting Meldrum Construction safety policy and safe systems of work and to discuss health and safety issues with Meldrum Construction and its representatives, including the visiting health and safety adviser.

Employees are reminded that they have a duty under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974 to take reasonable care of their own safety and the safety of others who may be affected by their actions or omissions. Employees must co-operate with Meldrum Construction in its arrangements to perform or comply with statutory safety obligations, which includes adhering to the Construction Phase Plan requirements and Meldrum Construction safety, health and welfare policy.

Failure to observe the provisions of this policy, Construction Phase Plan, appropriate regulations and Codes of Practice etc. may lead to action being taken under Meldrum Construction’s disciplinary procedure.
SECTION C

Meldrum Construction Procedures Manual

This document contains the company’s comprehensive information relating to the common and special hazards involved with all aspects of Meldrum Construction’s operations.

These arrangements for carrying out work safely are held on site by each site manager and a complete document (Policy Statement, Responsibilities and Meldrum Construction Procedures Manual) is available for reference, upon request, at Meldrum Construction's head office.

All personnel attending Meldrum Construction sites, including visitors and contractors, must report to the site manager, or his deputy, and be made aware of the site-specific rules for that project. The site manager will ensure all persons undergo formal induction training.

All contractors, subcontractors and their employees have access to Meldrum Construction Safety Policy and Meldrum Construction Procedures Manual, which contain details of relevant health and safety matters.

These documents are held on site together with the project Construction Phase Plan.
Company Procedures

Contents.

1.0 Construction (Design & Management) Regulations.
   1.1 Principal Designer.
   1.2 Principal Contractor.
   1.3 Contractor

2.0 Induction Procedure.
   2.1 Site Safety Induction.

3.0 Contractors & Subcontractors.
   3.2 Criteria to be met by contractors.
   3.3 Selection Procedure for contractors.
   3.4 Information (to and from) contractors.
   3.5 Procurement of Health & Safety Information from Suppliers.
   3.6 Communication & Management Meetings.

4.0 Information on Site.

5.0 Scaffolding, Access and Working Places.
   5.1 Scaffolding.
   5.1(i) Basic Checklist for Scaffold Inspection
   5.2 Trestles
   5.3 Ladders & Step ladders.
   5.3(i) Short Duration Work
   5.3(ii) Inspections
   5.3(iii) Scaffold Access
   5.3(iv) Extension Ladders
   5.3(v) Carrying Ladders
   5.3(vi) General Access
   5.4 Prefabricated Aluminium Alloy Towers

6.0 Working at Height.
   6.1 Fall Arrest and Suspension Systems / Rescue
Item 7.0  **Accident & Incident Reporting & Investigation Procedures.**

7.1 Accident Reporting - Construction Sites.
7.2 Accident Reporting - Offices.
7.3 Accident Reporting - Visitors & Contractors.
7.4 Accident Reporting - Members of the Public.
7.5 The Accident Book.
7.6 Accident & Incident Investigation Procedure.

8.0 **Health and Welfare.**

8.1 Health & Welfare (Construction Sites)
8.1(i) General
8.1(ii) Washing Facilities
8.1(iii) Sanitary Conveniences
8.1(iv) Drinking Water
8.1(v) Site Accommodation
8.1(vi) Storing & Changing Clothes.
8.2 First Aid (Construction Sites & Offices)
8.3 First Aid Containers.
8.4 Additional First Aid Material & Equipment.

9.0 **Visitors and Public Safety.**

9.1 Information & communication.
9.2 Supervision.
9.3 Induction.
9.4 Personal Protective Equipment.

10.0 **The Control of Substances Hazardous to Health Regulations**

10.1 Purchasing Personnel.
10.2 Contracts Manager.
10.3 Site Managers.
10.4 Northern Counties Safety Group
10.5 Local Site Purchases.
10.6 Cleaning & Maintenance Staff.

11.0 **Control of Asbestos.**

12.0 **Control of Lead.**
Noise.

Practical Solutions to Reducing Noise & Exposure.
Noise Information.

Fire Precautions.

Fire Precautions - Construction Sites.
Pre Start Fire Prevention Plan.
On Site Fire Prevention Plan
Fire Extinguishers
Fire Action & Signs

Safe use of L.P.G.

The Carriage by Road of LPG.

Electrical Safety

Permanent Installations & Portable Electrical Apparatus.
Damaged & Defective Electrical Equipment.
Temporary Site Installations.
Damaged & Defective Electrical Equipment.

Overhead Electric Cables.

Underground Services.

Personal Protective Equipment & Clothing.

Head Protection.
Eye Protection.
Hearing Protection.
Hand Protection.
Respiratory Protection.
Footwear.
Wet Weather Clothing.
Issue & Recording.
Harness and Lanyards
Risk Assessments and Safety Method Statements.

Risk Assessment.
Safety Method Statements.

Manual Handling.

Risk Assessment.
Criteria to be considered.
Lifting Practice.

Management and Control of Waste.

Alcohol and Drug Abuse/Misuse.

Young Persons.

Disabled Persons.

Transport, Vehicles, Plant and Equipment.

General
Company Vehicles
Forklift Trucks
Safe Use of Skips
Traffic Routes
Abrasive Wheels
Lifting Equipment
Accessories for Lifting Load
Hoists
Cartridge Operated Tools
MEWP

Vibration

Excavation Safety

Demolition

Leptospirosis & Bacterial Infection.

Work In Confined Spaces.

Working on or Near Water

Stress Management

Driving Policy

Edge Protection Policy

Display Screen Equipment Policy
Working Alone

Food Hygiene

Security
The Construction (Design and Management) Regulations 2015

These regulations place legal obligations on everyone involved in the construction process including clients, consultants, contractors and subcontractors to provide for health and safety throughout all stages of the construction project.

The company recognises that it may be required to act as the Principal Contractor, Principal Designer or Contractor. In accepting these positions the company will ensure the requirements of the regulations are satisfied, so far as reasonably practicable.

The degree of input by the company to comply with THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 will be proportionate to the complexity and difficulty of the project, and the degree of risk identified.

Individuals within the company may be assigned specific duties and responsibilities in support of the regulations, and these can be referred to under "Duties and Responsibilities" in the appropriate section of this policy, and throughout the other sections of the policy. In order to carry out these new functions, training of individuals will be required. The company will arrange training to ensure individuals supporting the functions are competent to perform the duties placed upon them.

1.1 Principal Designer

In cases where the company is acting as Principal Designer, under these regulations for a project, the company will:

- Plan, manage and co-ordinate the pre-construction phase to ensure that the project is carried out without H & S risks. (Design Meetings and Principles of Prevention)
- Estimate the period of time required to complete the various work stages.
- Assist the client in the provision of pre-construction information.
- So far as it is within the principal designer's control, provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project.
- The principal designer must liaise with the principal contractor for the duration of the principal designer's appointment and share with the principal contractor information relevant to the planning, management and monitoring of the construction phase and the co-ordination of health and safety matters during the construction phase.
- Principal Designer must prepare the H & S File containing relevant information about the project.
- If the principal designer’s appointment concludes before the end of the project, the principal designer must pass the health and safety file to the principal contractor.
Principal Contractor

The duty holders shall ensure arrangements for compliance with the Construction Phase Plan are in place, so far as is reasonably practicable.

In such cases when the company is acting as Principal Contractor, the company develop the Construction Phase Plan and co-ordinate the activities of all contractors so that they comply with the plan and all other relevant legislation.

The company's main duties will be to:

- The construction phase is properly planned, managed, monitored and resourced (method statements and risk assessments).
- Provide relevant information to contractors (Display F10 - HSE notification).
- Ensure suitable emergency & welfare facilities.
- Ensure a suitable induction is provided.
- Prevent unauthorised access to the site.
- Make arrangements to enable workers to cooperate effectively in promoting checking the effectiveness of the measures to ensure health, safety and welfare of the workers.
- Consult with workers or their representatives on matters connected with the project that may affect their H. & S.
- Ensure that workers or representatives can inspect and take copies of H & S Information.
- Where the health and safety file is passed to the principal contractor by the Principal Designer, the principal contractor must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred. They must then pass the completed file onto the Client upon completion of the project.

It will be a condition of any order that the company, as principal contractor, receive full co-operation from any contractor and subcontractor in complying with these regulations.

All necessary information relating to the health and safety of all subcontractors' employees and any other employees, who may be affected, must be conveyed to the company as principal contractor. All information and instruction given by the company concerning health and safety matters must be immediately complied with.
In such cases when the company are appointed as a nominated contractor or a specialist subcontractor, the company’s main duties will be to:

- Ensure the Client is aware of their duties.
- The construction work is properly planned, managed and monitored. (method statements and risk assessments).
- Develop a construction phase plan on single contractor sites.
- Where there is more than one contractor, comply with the Principal Contractor.
- Only employ people with the necessary skills, knowledge, training and experience.
- Provide appropriate Supervision. The level of supervision provided will depend on the risks to health and safety involved, and the skills, knowledge, training and experience of the workers concerned.
- For projects involving only one contractor, contractors are required to provide welfare facilities which meet the minimum requirements set out in Schedule 2. This duty only extends to the provision of welfare facilities for the contractor’s own employees who are working on a construction site or anyone else working under their control.
- For projects involving only one contractor, the contractor must do whatever is proportionate to prevent unauthorised access before starting work on the site.
Meldrum Construction Induction Procedure

The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations and The Construction (Design and Management) Regulations 2015 require Meldrum Construction to provide information, instruction, training and supervision to all employees.

Induction training is intended to ensure employees and others, including those with experience in the industry are properly inducted on matters of occupational health, safety and welfare and that this induction is conducted on a formal basis.

When the employee or contractor arrives at his place of work for the first time the person in charge of the place of work must ensure they are informed and instructed on all aspects detailed in the induction format before being given any work task.

Any previous safety training undertaken i.e. cartridge tools, forklifts, abrasive wheels, etc. should be recorded along with the induction form.

The induction test form when completed is to be signed and dated by the new employee, or contractor. The form must be retained on site with the Construction Phase Plan until the end of the project, when it is to be returned to the office along with the Construction Phase Plan.

Site Safety Rules

1. **Safety helmets and protective safety footwear and are to be worn at all times.**
   Refusal to co-operate with this policy could result in you being instructed to leave site. The level of eye protection needed will be identified from a risk assessment depending on the work task.

2. **Comply with your Risk Assessments, Safety Method Statements, COSHH Assessments & Permits of Work (where issued).**
   Co-operate with site supervisors at all times.

3. **Work safely and consider the effect of your actions on others.**

4. **Report all accidents & obtain first aid. Report near misses and unsafe working immediately to the site supervisor.**
   The smallest cut can become infected, and infection can result in septicaemia. Unreported near misses can not be acted upon by the employer and may lead to repeated incidents that may result in injury or death.

5. **Contractors must use the Welfare Facilities as identified.**
   No food or drink to be consumed in the worksite. Consuming food other than in the welfare facilities encourages vermin and increases the risk of illness & disease.

6. **Other specified PPE must be worn.**
   Eye protection **goggles** must to be worn when grinding, using Stihl or other ‘cut-off’ saws, cartridge tools or pneumatic systems such as concrete breakers etc. Respiratory protection must be worn for dust, fumes and gases that can not be controlled by mechanical means or ‘dust suppression’ kits. Hearing protection to be worn in noisy locations or when operating noisy equipment. Gloves & other protective clothing to be worn as and when required or when identified by risk assessment. Fall arrest harnesses must be worn where there is a risk of falling from height that can not be controlled by the fitting of fixed edge protection.
Site safety rules. Continued

7. **Make sure you only use properly erected and fit for purpose scaffolding & access equipment.**
   Use tied ladders when accessing excavations or high shutters. Only certificated scaffolders are permitted to erect, alter or adapt scaffolds. Do not use incomplete scaffolds.

8. **Obey all Warning Signs, e.g. No Smoking, No Entry, etc.**
   Do not cross barriers or go into restricted areas.

9. **Plant must only be operated by properly trained, certificated and authorised operators.**
   Plant must only be used for its intended use. Report any faults, including electrical, e.g. damaged cables. Power tools must be 110V or battery operated.

10. **Keep all exits, including emergency exits/routes clear.**

11. **Smoking is not allowed in enclosed areas on site, in any cabin, building or facility.**
    Smoking will only be permitted in the agreed area(s).

12. **Alcohol & Illegal Drugs are not permitted on site.**
    Anyone found in possession of or under the influence of non-prescription drugs, or alcohol will be removed from site.

13. **Keep your workplace & welfare facilities tidy.**
    Please use bins and skips provided. Any misuse of facilities will result in your employer paying towards any maintenance costs; and may result in you being removed from site.

14. **Do not leave holes or openings unprotected.**

15. **Any breaches of the safety rules will result in disciplinary action, and could lead to your removal from site.**
**Induction Test Form**

**Site Induction Record – MCS 01-01**

**Site:**

**Induced by:**

**INDUCTION INFORMATION**

Meldrum Construction services Limited’s Health and Safety Policy requires you to act in a safe way and not to put yourself or others at risk, therefore All new starters must be inducted on their first day by a responsible member of Meldrum Construction services Limited staff. The purpose of the induction is to familiarise them with their new surroundings, any out of bounds areas, and general rules of the site applicable to them. Visitors are to be escorted on site and never left on their own to walk around the site.

The induction will comprise of either a flip chart presentation or a power point presentation on computer.

This presentation will be followed up with a few simple Questions as set out below:

1. The Induction sheet is to be completed and retained in the induction file on site.
2. Site specific matters may be added by the site management as appropriate.
3. Induction Questions are to be answered by all inductees.

<table>
<thead>
<tr>
<th>Question</th>
<th>Subject</th>
<th>Answer</th>
<th>Checked</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>What is the name of the site first aider</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Where would you find the first aid box</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Where are the emergency muster points situated</td>
<td></td>
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<tr>
<td>4.</td>
<td>Do you know the location of nearest hospital</td>
<td></td>
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<tr>
<td>5.</td>
<td>Do you know location of fire alarm and nearest fire point</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>What are the main hazards on this site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Where would you find the daily signing in and out register</td>
<td></td>
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<tr>
<td>8.</td>
<td>How would you report near miss or dangerous practice</td>
<td></td>
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</tr>
<tr>
<td>9.</td>
<td>Where is the site spill kit located</td>
<td></td>
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<tr>
<td>10.</td>
<td>Are you aware of the site rules (name three)</td>
<td>Are you suffering from any forms of Hand Arm Vibration (HAVS)? Please answer Yes or No in the adjacent box</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CSCS/CPCS Card Holder. Please answer Yes or No in the adjacent box</td>
<td>Card Number:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Emergency Contact Name:</td>
<td>Trade:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Emergency Contact Number:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Name** | **Signature** | **Date** | **Company**

This form will be retained by Meldrum Construction services Limited
ADDITIONAL INDUCTION INFORMATION

Safety Policy
Meldrum Construction safety, health and welfare policy is available for any employee to view at any reasonable time during working hours.

Personnel wishing to view the policy document should make the request direct to the site supervisor.

Safety Policy Key Points
• Work operations are to be conducted in way that ensures the safety, health and welfare of employees and other people who may be affected by the way you carry out your work tasks

• High standards of safety, health and welfare are expected to be achieved and maintained. Successful compliance with safety, health and welfare improves the company’s opportunities for winning or negotiating additional work, as well as protecting personnel from the risks of injury or ill-health

• Significant changes to the policy document and company procedures will be explained to all employees at the earliest opportunity.

• Meldrum Construction via the management structure will consult with employees, and non-employees working on site, on issues that may affect the safety, health and welfare of the people on site. Suggestions from the workforce on how to improve safety and health will be encouraged and welcomed.

• Meldrum Construction has arranged for independent health and safety compliance monitoring to be undertaken on projects. This monitoring is in addition to the compliance monitoring carried out by supervisors, managers and directors. Personnel found not to be in compliance with company procedures may face disciplinary action.

• Meldrum Construction has a strong commitment to the provision of training, including health and safety training. Sufficient resources will be made available to ensure essential safety training is planned and implemented.

• Employees are expected to co-operate with the employer by working safely and reporting defects in procedures and ability to their immediate supervisor.

Back to contents
Contractors and Subcontractors

The Health and Safety at Work etc. Act 1974 (HASWA)

Health and Safety Policy - HASWA section 2 (3)

Where a contractor employs five or more employees, there is a duty placed upon that contractor as the employer, to prepare, revise and distribute among its employees, a written safety policy. The policy must contain details of the general statement of intent regarding the health and safety at work of the employees, the organisation (responsibilities) and the arrangements in place to ensure the policy is carried out at places of work.

Meldrum Construction Occupational Health, Safety and Welfare Policy

The safety policy of Meldrum Construction is designed to ensure a high standard of health, safety and welfare is maintained in all places of work and in all its undertakings. Therefore, Meldrum Construction require all contractors and subcontractors to conduct their operations in the same spirit.

Contractors must ensure Meldrum Construction policy and all specific rules etc. are made known to, and understood by, their own employees engaged on Meldrum Construction sites. Each contractor must carry out the work in strict accordance with all applicable site rules, legislation, Codes of Practice, etc. and must take all necessary health and safety precautions to protect the works, personnel and property, and any other person or persons who may be affected by their undertaking.

Labour only subcontractors and the self-employed used by a contractor (appointed under a subcontract agreement) must be treated as employees of the appointed contractor with regards to all health, safety and welfare requirements.

A full copy of Meldrum Construction safety policy and Meldrum Construction procedures are maintained in Meldrum Construction office and on each site, and are available for inspection at any reasonable time.
Where Meldrum Construction uses contractors they are expected:

1. To comply with the provisions of this policy, and their own policy where one is available, and to comply with the conditions of the site Construction Phase Plan developed under the requirements of the CDM Regulations; and rules made under the plan.

2. To ensure that operatives under their control are competent to carry out the tasks asked of them, and to ensure appropriate health and safety training is provided.

3. To ensure that operatives under their control do not alter/modify or otherwise interfere with any plant, scaffold or materials which is not under their direct control unless authorised to do so by the contracts manager or site manager.

4. To report accidents and incidents that caused or had the potential to cause injury or damage (whether such injury or damage was caused or not) to the site manager. Enter the details of all accidents into the site accident book BI 510.

5. To arrange for adequate welfare and first aid facilities for their own employees, unless they have been provided by Meldrum Construction under the contract. Ensure such facilities are not misused or abused.

6. To comply with any statutory provision applicable to their work activities.

7. To keep all work places under their control clean and tidy and free from obvious hazards that may present danger to others. Arrange for the periodic cleaning (at least daily) of waste or excess materials as work progresses.

8. To provide and ensure the use of all personal protective equipment and clothing identified as required under either COSHH or risk assessments.

9. To make available for inspection certificates of training and completed risk assessments, COSHH assessments and safety method statements as necessary.

10. To make themselves familiar with any guidance document issued by Meldrum Construction and carry out their work in compliance with best industry standards and practices.

11. Co-operate with Meldrum Construction as principal contractor and follow any reasonable health and safety instruction issued.
Selection Procedure for Contractors

Contractors are assessed individually and selected for inclusion on a list of “Approved Contractors” by:

1) History of satisfactory safety record (companies used by Meldrum Construction in the past)

2) Satisfactory completion of pre-contract meetings and vetting of related health and safety documentation (companies not previously used by Meldrum Construction)

Contractors may be requested to return a copy of their company safety policy (where one is available) and sample copies of relevant risk assessments and safety method statements for works tendered for. Contractors may also be requested to attend pre-start meetings prior to commencing work for Meldrum Construction.

On completion of each job, the contractor’s performance is assessed. The assessment takes into account all aspects of their work, including supervision, operative performance, planning etc.

In order to be retained on the approved list of contractors, the contractor must achieve a satisfactory safety performance. If the contractor fails to meet Meldrum Construction requirements they will be taken off the approval list and not invited to tender for further work until Meldrum Construction are satisfied the identified problems have been adequately resolved.
Information To and From Contractors Relating to Health and Safety Matters

Tender Stage

All relevant environmental and site-specific risks arising from the works, known at pre-tender stage from the pre-contract Construction Phase Plan etc. will be sent to the contractor with the enquiry.

Contract Stage

Meldrum Construction, as principal contractor, will take over and develop the construction phase Construction Phase Plan. The contract will be analysed by assessment of the risks, with safety method statements being developed as necessary. These assessments and statements will be filed along with the Construction Phase Plan for use by the site team on a day-to-day basis.

Successful contractors will be required to provide relevant information and attend pre-contract meetings. All relevant information will be assessed and passed on to all interested parties, including other contractors and subcontractors, at the various pre-contract and progress meetings throughout the project. Meetings will be held weekly, fortnightly or monthly depending on the nature, complexity and duration of the contract.

The contracts manager or site manager will issue specific instructions (in writing) concerning health and safety matters to the contractor concerned.

Procurement of Health and Safety Information from Suppliers

Materials and substances used on a regular basis have had COSHH assessments carried out and are maintained in the Construction Phase Plan on site. The contracts manager and site managers will identify the need for a new COSHH assessment.

When dealing with new products, plant, equipment and suppliers, or old products with a specification change, the following procedure should be followed:

1. An enquiry letter will specify the health and safety information, which is required in the event of an order (e.g. vibration or noise levels, updated product or substance information etc.)

2. Health and safety information will be requested at order stage for preparation of the COSHH or other assessment. The information received is passed to the contracts manager and site managers who will carry out the assessment and distribute the relevant information, as necessary.

3. If the requested information is not received within a reasonable time, reminders are sent, which continue until the information is received. If problems persist, the supplier is informed and the product removed from the approved list.

Back to contents
Communication and Management Meetings

Contractors

All health and safety information concerning a project and relating to contractors, together with the overall co-ordination of activities and safety matters will be dealt with at the pre-contract meetings and the regular meetings held throughout the contract.

Any specific requirements or instructions will be dealt with in writing.

Project Team

Project site meetings will be held at regular intervals at which safety issues will be discussed and recorded in the site minutes, with any action required being noted.

Planning Supervision

Meldrum Construction will draw up a check list of information required during the course of the project, including information required for the health and safety file, and any design matter which remains at contract commencement. The schedule, proposed by Meldrum Construction will indicate the dates by which the information is required.

Work Force

General induction training is undertaken by all personnel, and is carried out by the site managers. The induction will include site rules, hazards, restrictions, shared arrangements etc.

A general notice will be displayed informing the work force of the site rules. A notice will also be displayed requesting any person with ideas on how safety on site could be improved, should indicate the idea to his immediate supervisor or the site manager.

Co-operation between Contractors

As mentioned previously, the above matters will be discussed at the pre-contract and site meetings, with failure to meet safety standards resulting in disciplinary measures, if necessary, and recorded in writing.

Disregard of site safety rules will be dealt with as a breach of contract.
Information on Site

Prior to commencing on site the contracts manager and site manager will assess the risks and requirements associated with the project, including the requirements for access and egress, fire precautions, security, storage, waste disposal and welfare.

When necessary under the requirements of the Construction (Design & Management) Regulations 2015, the local office of the Health and Safety Executive (HSE) will be informed of the project via the Revised Form F10. The Form F10 will be included in the Construction Phase Plan and a copy prominently displayed on site.

Other appropriate notices and documentation are retained or displayed as necessary around site. These notices include a sign at the site entrance instructing all new personnel, visitors etc. to report to the site manager for induction training.

5. Records of Inspection (Scaffold and Excavation Inspection Report Forms)
8. First Aid Notice & Hospital Advice Notice.
10. Risk Assessment Forms.  )
(Written and blank forms)
11. COSHH Assessment Forms.  )
12. PPE Notices.
13. Site Safety Hazards and warning notices.
15. Notices encouraging operatives to raise safety issues with the Site Manager. (Think safety cards)

Back to contents
Scaffolding, Access and Working Places

Scaffolding in compliance with The Work at Height Regs 2005.

Site managers are responsible for ensuring that all scaffolding units, access equipment and working places are complete and are in compliance with the regulations governing their use. It must be recognised that roof edge, and leading edge protection scaffold is covered by the regulations and should therefore be inspected as any other scaffold, with the results entered onto the inspection report form.

Hand over certificates must be requested from scaffolding contractors after completion of a pre-hand over inspection. The scaffold and certificate should only be accepted when the site manager is satisfied the scaffolding is completed to the order requirements and complies with regulations and appropriate standards. This certificate will be retained on site with other relevant documentation.

Formal statutory inspections must be carried out weekly; following alterations; or after inclement weather, which may affect the scaffold. The results of all such inspections must be entered onto the inspection report form. Where the scaffold has been substantially added to or altered, the site manager should re-inspect the scaffold prior to reuse, to confirm its suitability. Again the results of the re-inspection should be entered onto the inspection report form. The actual information that must be entered onto the report form can be found in the schedule of the CDM Regulations. (Contact NCSG for further details if necessary) The inspections will be carried out by a trained scaffold inspector, either provided by Meldrum Construction or the scaffold contractor.

It is recognised that additional monitoring by Northern Counties Safety Group safety advisers will be necessary in order to ensure scaffolds are meeting the requirements of the policy objectives and that site managers are complying with their duties and responsibilities under the policy. Site managers should take note of any remedial action required, highlighted by the Northern Counties Safety Group advisers, and act immediately to bring the working place back up to minimum standards. In some cases, this may mean that the scaffolding contractor is contacted and requested to visit site to undertake remedial work in order to bring the scaffolding up to standard.

Site managers should not view this monitoring by NCSG as a reason for not carrying out their own inspections and appropriate corrective action. Meldrum Construction will provide any training considered necessary which will enable the site manager to competently inspect scaffolds and working places.

The responsibility for maintaining scaffolding and working platforms in a safe condition is that of the user and not the erector or owner where the scaffolding is hired. It is the duty of the site management staff to ensure that proper maintenance of the scaffolding is undertaken, even when in use by contractors or subcontractors. However, where the user is the contractor or subcontractor, costs of maintaining the scaffold may be to their account if wilful neglect can be established.

Scaffolders working for, or on behalf of Meldrum Construction must only erect, alter and dismantle scaffolding in strict accordance with the procedures set out in the National Access and Scaffolding Confederation (NASC) guidance note SG04 Site management must ensure scaffolders are fully acquainted with the system of work to be adopted prior to them commencing work.
## Basic Checklist for Scaffold Inspection (Tubes & Fitting) TG20

<table>
<thead>
<tr>
<th>Description</th>
<th>Inspection</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOUNDATIONS</strong></td>
<td>Walk round the scaffold and check for: subsidence of the ground, cavities underneath sole plates, Dislocation and off centred base plates.</td>
<td>Rectify with adjustable base plates. Fill voids with concrete. Report defect to scaffolders.</td>
</tr>
<tr>
<td><strong>STANDARDS</strong></td>
<td>Stand back in front of each standard and check for: Are standards plumb? Standard spacing as per TG20 Table 1 page 21 Check for any signs of buckling or deformity</td>
<td>Stop using scaffold in the affected section until made good.</td>
</tr>
<tr>
<td><strong>HORIZONTAL LACING</strong></td>
<td>Check that the ledgers are on load bearing couplers and transoms are at 1.2m c/c. Standards must be effectively braced in both directions (Ledger bracing alternate standards and Façade brace every 6th Bay) If scaffold is higher than 8m high. Plan bracing should be placed one braced panel every 12 bays horizontally and 4 lifts vertically.</td>
<td>Request scaffolders to replace any missing bracing.</td>
</tr>
<tr>
<td><strong>DIAGONAL BRACING</strong></td>
<td>Ledger bracing to alternative pairs of standards may be fixed either to ledgers or directly to standards. Façade bracing to be fixed to all standards that the brace pass through and extended from the ground level to the top lift.</td>
<td>Request scaffolders to replace any missing bracing.</td>
</tr>
<tr>
<td>(a) <strong>STANDARDS</strong></td>
<td>Make sure that the members (standards, ledgers, transoms and diagonal bracing) are not supporting any other loading, vertical or horizontal, coming from the external structures like cranes, hoists, loading towers, rubbish chutes, etc. These structures should be designed as independent load carriers with separate ties to the building.</td>
<td>A design will be required on most scaffolds when loading is above 600kg in a bay, based on standards spaced at 1.8m c/c.</td>
</tr>
<tr>
<td>(b) <strong>LEDGERS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) <strong>TRANSOMS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) <strong>DIAGONAL BRACING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) <strong>SCAFFOLD TIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) <strong>LOADING BAYS AND FANS</strong></td>
<td>When (a) and (b) are incorporated in the scaffold the detailed relevant drawings should be available from the scaffold contractor for checking purposes in compliance with TG20</td>
<td>Ensure design and calculations are on site. Ensure the drawing has been implemented and any discrepancies are referred back to design engineer.</td>
</tr>
<tr>
<td>(b) <strong>WEATHER PROTECTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LADDERS</strong></td>
<td>Every ladder must stand on a firm and even base and be supported only by the stiles. The ladder must be secured to prevent accidental displacement. The ladder should project at least 1.05 mtrs above the landing platform with safety gate at landings Inspect all rungs for soundness.</td>
<td>Request scaffolders to modify ladder access point if not compliant.</td>
</tr>
</tbody>
</table>

[Back to contents](#)
### Basic Checklist for Scaffold Inspection (Tubes & Fitting)

<table>
<thead>
<tr>
<th>Description</th>
<th>Inspection</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SCAFFOLD FRAME</strong></td>
<td>Make sure the vertical and horizontal joints in tubes are staggered.</td>
<td>Scaffolders to splice joints if joint pin is used as opposed to a sleeve coupler.</td>
</tr>
<tr>
<td></td>
<td>Sleeve coupler to be used on ledgers. Not more than one lift can be erected</td>
<td></td>
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<tr>
<td></td>
<td>above the scaffold ties.</td>
<td></td>
</tr>
<tr>
<td>**MIXED CONSTRUCTION OF STEEL AND ALLOY</td>
<td>No mixing is permitted of steel and alloy scaffold components. All standards</td>
<td>The final arrangement to be checked by a competent supervisor/inspector.</td>
</tr>
<tr>
<td>SCAFFOLD</td>
<td>must be made either in steel or alloy.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unless as design has been provided and a calculation check undertaken on</td>
<td></td>
</tr>
<tr>
<td></td>
<td>shear and bending moments.</td>
<td></td>
</tr>
<tr>
<td><strong>SCAFFOLD TIES.</strong></td>
<td>Check ties are spaced as per TG20 every 2nd lift x 4 metres centres</td>
<td>Scaffolder to replace any missing tie and request pull out cert on anchored ties.</td>
</tr>
<tr>
<td></td>
<td>horizontally.</td>
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<tr>
<td></td>
<td>Each tie must be fixed using right angle couplers.</td>
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<td></td>
<td>Anchor ties require 5% pull testing and pull test cert must be produced</td>
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<td></td>
<td>by competent person TG04.</td>
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</tr>
<tr>
<td></td>
<td>Horizontal spacing must not exceed 4 metres unless designed.</td>
<td></td>
</tr>
<tr>
<td><strong>DECKING.</strong></td>
<td>1. The working platform should be closely boarded, each board having a</td>
<td>Do not use scaffold until (1), (2) and (4) are rectified.</td>
</tr>
<tr>
<td></td>
<td>transom placed at 1.2m c/c.</td>
<td>Decking must always be secured on scaffolds where the public have access.</td>
</tr>
<tr>
<td></td>
<td>2. Boards should be butted and they should over sail their last support</td>
<td>Do not use scaffold until (1), (2) and (4) are rectified.</td>
</tr>
<tr>
<td></td>
<td>by at least 50mm but not more than 150mm. Lapping is permissible if bevel</td>
<td>Decking must always be secured on scaffolds where the public have access.</td>
</tr>
<tr>
<td></td>
<td>pieces are provided to prevent tripping.</td>
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<tr>
<td></td>
<td>3. Precautions should be taken to hold down decking in high winds. (board</td>
<td></td>
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<tr>
<td></td>
<td>clamps)</td>
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<tr>
<td></td>
<td>4. The space between the inside edge of the platform and the face of the</td>
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</tr>
<tr>
<td></td>
<td>building must be as small as possible. Where tradesman need inside boards</td>
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<tr>
<td></td>
<td>removing consideration should be given to inside guardrails or use of</td>
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<tr>
<td></td>
<td>full body harnesses.</td>
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</tr>
<tr>
<td></td>
<td>1. Double guard rails and toe boards should be fixed to the inside of the</td>
<td>The platform must not be used until conditions (1), (2) and (3) are complied with.</td>
</tr>
<tr>
<td><strong>GUARD RAILS AND TOE BOARDS</strong></td>
<td>outer standards and remain in position before decking is removed. Inner side</td>
<td></td>
</tr>
<tr>
<td></td>
<td>guard rails may be required where persons can fall.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) Guard rails should be fitted at not less then 950mm above the decking.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>There must not be an unprotected gap of 470mm between the top guard rail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and the top of the toe-board.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3) Toe boards should be at least 150mm high above the decking.</td>
<td></td>
</tr>
<tr>
<td><strong>STAIRCASES AND LADDERS</strong></td>
<td>System staircases will be accompanied with the erection and dismantle</td>
<td>Scaff-Tags should be displayed on all access points to permit a check prior to access.</td>
</tr>
<tr>
<td></td>
<td>manual.</td>
<td>The inspection must be undertaken in compliance with manual or 5.3 of this policy for ladders.</td>
</tr>
<tr>
<td></td>
<td>System staircases will be erected in compliance with the manual and will</td>
<td></td>
</tr>
<tr>
<td></td>
<td>be suitably tied using load bearing couplers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>See section 5.3 for ladder access.</td>
<td></td>
</tr>
</tbody>
</table>

**STACKED MATERIAL NEEDS SPECIAL CONSIDERATION**
Trestles

Telescopic steel frame trestles, to construct trestle scaffolds, must only be used under strictly controlled circumstances for light work of a short duration.

The use of trestles will only be considered when alternative access is not readily available and a site-specific assessment of the risks has been undertaken in compliance with the Work at Height Regulations 2005.

General Rules:

The trestle working platform must be fully boarded (normally 4 boards) with scaffold boards of a consistent length and thickness. Damaged, warped or split boards must not be used and excessive overhanging of the end trestles must be avoided (no more than 4 times the board thickness)

Spacing between trestle frames must be kept to a minimum and must not exceed 1.2m.

Trestles must only be erected for internal works and must be sited on a sound, level base.

Height adjustment should be set to prevent trestle frames being extended excessively. Where it is necessary to extend the frame however, only the manufacturer’s proprietary high tensile pins must be used, nails, screws and bolts are strictly prohibited as they may fail under the load. Extending the frame must be kept to an absolute minimum and in any case no more than 1.5 metre.

On the trestle platform a guardrail (950mm top and mid-rail) and toe-board must be fitted to prevent falls.

Suitable access to the working platform must be provided in the form of a tied stepladder.

Platforms must not be overloaded with personnel, equipment or material.

Damaged trestle frames must be removed from use immediately.

Propping and steadying the frames by means of bricks, blocks and timber etc. is strictly prohibited under Meldrum Constructions policy.
Ladders and Stepladders

Short duration work

Many accidents within the construction industry occur as a result of falls from height, several when persons are climbing or descending ladders. Ladders and stepladders are best employed as a method of reaching a workplace and for short duration and light work.

The measures that can be taken to prevent such accidents are basic and should not present a problem to Meldrum Construction employees. If ladders or stepladders are to be used ensure that an assessment has been carried out and a permit to work at height is issued.

- Work can be reached without stretching.
- A ladder can be fixed to prevent slipping (by tying or proprietary device)
- A good handhold is available.
- Tools and operations requiring the use of two hands must not be carried out from a ladder unless a third point of contact can be secured (ladder belt)
- The top of the ladder must not be repositioned by jumping while standing on rungs.
- A ladder must be supported on both stiles and prevented from sagging or swaying.
- Stepladder back plates must be checked for damage such as splitting.
- Retaining cords must be checked to ensure they are secure, of equal length and free from knotting and damage.
- Back plate screws and bolts must be checked for security.
- The top step of a stepladder must not be worked from, unless it has been specifically designed for that purpose.
- Stepladders should be set at right angles to the work, whenever possible.

Inspections

Before use, ladders and stepladders must be inspected for defects such as:

- Missing, loose or defective rungs or treads.
- Rungs or treads relying for support solely on nails or similar fixings.
- An insecure tie rod.
- A defective stile or tie rod.
- A defective rope or fitting.
- Loose or missing bolts, fixings etc. securing a back plate.
- Loose, cracked or defective back plate.
- Any sign of warping.
- Ladders and stepladders must not be painted in such a way that defects may be concealed. For protection, only clear varnish or wood preserve should be used.

Each ladder and stepladder must carry its own identification mark or number and weekly inspections maintained. All defects and repairs must be noted and defective ladders or step ladders removed from service immediately.
Scaffold Access.

Only “Class 1: Industrial Heavy Duty” ladders are to be used for scaffold access.

- Access ladders will be long enough for the work, and in any case, will project at least one metre above the landing place or stepping off point. However, it will not be too long as to cause tipping at the upper end when the ladder is climbed. Ladder safety gates or trap doors will be placed at the ladder access point.

- When in use, all ladders will be adequately secured by tying around both stiles with the top of the ladder resting on a solid surface. Whenever possible, the access ladder will be secured parallel to the scaffold structure, with a safety swing gate to act as protection for the access opening.

- Ladders will be adequately footed during climbing and descending until such time as the ladder is adequately tied or released when stripping. All ladders will be sited on good, level ground, capable of withstanding the expected load.

- Ladders will be sited away from excavations and not be placed where they may become dislodged or struck.

- Ladders will not be placed so that adjacent scaffold tubes can interfere with the footing of the person on the ladder.

- Where ladders are used in a run measuring a vertical distance in excess of 9m, suitable landing platforms will be provided.

- Ensure the ladder is correctly angled to minimise the risk of slipping outwards (rule of thumb - one out for every four up).

- Only one person at a time should be on the ladder, and climbing the ladder while carrying tools and/or equipment is prohibited under company policy unless proprietary tool pouches or belts are utilised. Both hands will be kept free for holding onto the ladder (a three-point contact will be maintained at all times). Tools and equipment will be hoisted if the person using the ladder cannot achieve a three-point contact.

- The ladder will always be faced when climbing or descending.

- When ladders are left in position after working hours, adequate precautions will be taken to prevent unauthorised access, e.g. warning signage or removal of base ladder.

Ladders should only be used as a last resort if safer access can not be provided, taking in to account:

- the duration of the job
- the risks to people using the ladder
- the difficulty of the tasks
Extension Ladders
Extension ladders will be raised one section at a time and be slotted into position, with care being taken to ensure latching hooks are properly engaged.

Conventional ladders will not be lashed, tied or spliced to create an extension ladder.

The recommended minimum overlap for extension ladders is shown in the table below:

<table>
<thead>
<tr>
<th>Closed Length</th>
<th>Approximate Number of Rungs</th>
<th>Overlap of Rungs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 5 metres</td>
<td>Under 18</td>
<td>2</td>
</tr>
<tr>
<td>5 - 6 metres</td>
<td>18 - 23</td>
<td>3</td>
</tr>
<tr>
<td>Over 6 metres</td>
<td>Over 23</td>
<td>4</td>
</tr>
</tbody>
</table>

Carrying ladders
One person carrying the ladder against the shoulder vertically with one hand holding a lower rung and the other hand holding the stile can transport short ladders.

Two persons will carry longer ladders horizontally; care will always be taken however, in negotiating corners and obstacles.

Ladders will not be taken into the vicinity of overhead power lines.

General access
Appropriate access will be maintained around scaffold bases and ladders at all times. Good levels of housekeeping need to be sustained, to reduce trip hazards etc. into and around all work areas.

Back to contents
Prefabricated Aluminium Alloy Towers

**Erection & Dismantling**
All mobile and fixed aluminium scaffold access towers MUST only be erected and dismantled by personnel who have received training to an industry national standard (e.g. PASMA).

The type and the correct number of components will be checked prior to construction to ensure they are compatible and the correct configuration can be achieved.

**Ground conditions**
Generally, towers should only be erected on concrete, tarmac or similar surfaces. Where towers are to be used on soft or uneven ground, base plates should be used in place of castors and the base plates should be set on sole boards or similar to affect a firm, solid foundation. Outriggers or stabilisers will be installed in a similar manner.

**Outriggers & Stabilisers**
Outriggers or stabilisers can be used to increase the effective base area of a tower and to improve stability.

Outriggers are designed for use with towers that are to be frequently moved and have the provision for adjustable legs and castors. Stabilisers are similar devices, which are to be used on towers that are moved less frequently and have self-aligning feet in place of castors.

Manufacturer's/supplier's information will provide guidance on the safe heights to which towers can be erected and on the correct use of stabilisers and outriggers.

**Braces**
Diagonal and horizontal brace locking hook mechanisms will be correctly aligned. Horizontal locking hooks will have their aperture facing downwards and horizontal braces will be fitted with the locking hook aperture facing outwards or in accordance with the manufacturer's instructions. Ensure all brace locking mechanisms have operated correctly and that all braces are securely fixed to the frame.

**Couplers**
Towers have tubes of larger dimension than those of standard scaffold tubes do, therefore; standard couplers are not suitable for coupling aluminium towers. Where steel and aluminium tubes are to be connected, (e.g. stabilising or tying) couplers accepting the different tube dimensions will be used.

**Access**
Access to platforms will always be provided by the use of integral, vertical ladders, stair ladders, inclined ladders or stairways. Access will be installed in accordance with the manufacturer or supplier's instructions. If materials are to be carried or frequent vertical movement is required, a stairway should be used. Access to fully decked platforms will be via the hatch, which will be capable of being secured in the closed position. Under no circumstances is climbing of the tower's internal or external frame to be permitted unless the end frame incorporates a ladder section.

Rest platforms will be fitted with double guardrails and toe boards if materials are to be stored.
Platforms
All platform units will be correctly positioned and located onto the horizontal frames. Where platforms have access hatches, they should be fitted with the hinge outboard with the “windlock” device engaged. Platforms will be installed every 4 metres.

Guardrails & Toe boards
All working platforms will be fitted with guardrails and toeboards and they will be fitted in accordance with the manufacturer/supplier’s instructions.

- Top guardrail height - 1000mm above platform level (+/- 50mm)
- Minimum toeboard height - 150mm
- There will not be an unprotected gap exceeding 470mm between any guardrail, toeboard, barrier, or any similar means of protection.

Wind & other Horizontal Loads
Wind can exert horizontal loading on a tower, which can result in the tower overturning. During normal working conditions the tower’s weight and the use of stabilisers and outriggers counteract the overturning.

If wind speeds exceed 17mph work on the tower should cease, if the wind speed reaches 25mph the tower should be tied into a rigid structure. If the wind speed is likely to reach 40mph, the tower should be dismantled.

The actions of operatives working on the tower can also have the effect of creating horizontal loading e.g. using hand tools such as drills. The drilling (pushing) action can create an opposite equal force on the tower. These forces should be avoided whenever possible and under no circumstances should exceed 20kg on a free-standing tower.

Moving Towers

Operatives Will Not:
- Move towers with men or materials on the tower at any level.
- Move towers by pulling them along from the platform.
- Move towers with powered vehicles.
- Move towers in windy conditions.
- Move towers in the vicinity of overhead obstructions, particularly electric cables.
- Lift materials or equipment outside the base area of the tower.
Moving Towers (continued)

Operatives Will:

- Only move towers by applying manual force at the base of the tower.
- Ensure holes, ducts, pits or gratings etc. are adequately covered and secured.
- Deploy outriggers rather than stabilisers if a tower is to be moved frequently.
- Inspect each tower before use.
- Ensure castors are locked.
Working at Height

Meldrum Construction accept that whenever possible, work at height must be avoided. Where this is not possible, the method of access and work equipment used should be selected according to the hierarchy set out in the Work at Height Regulations 2005.

A detailed risk assessment will be undertaken prior to undertaking any work at height to first establish if the work can be avoided, thereby eliminating the need to work at height.

If work at height cannot be avoided then Meldrum Construction will ensure that all work at height is properly planned and organised through strict control measures, this will include ensuring only competent people are engaged in the work and that their competence can be proved via certification.

The risk assessment procedure will include the selection of work equipment taking into account the working conditions, distance and consequences of a fall, and the duration and frequency of use.

In relation to selection of equipment the emphasis will be on fall prevention measures (hierarchy of access), this will include guardrails and physical barriers.

Fixed scaffolds and cherry pickers (with restraint harnesses) will take priority over fall arrest measures such as nets, air bags and finally harnesses.

When work is to take place at height or on a roof where it is apparent or suspected that defects in its structural integrity are likely (fragile surfaces), crawling boards will be used. It is to be confirmed by the CM prior to the start of work that the roof structure can withstand the loads to be imposed upon it as a result of the work processes or any load limitations as the case may be.

Ladders, crawling ladders or crawling boards will be provided where a person has to cross, pass or walk on any materials liable to fracture under his weight. These walkways should be at least 600mm wide and be fitted with guardrails and toe boards in order to comply with the Work at Height Regulations 2005 or any subsequent regulation governing working at height.

All such equipment will be of good construction, suitable and sound material, of adequate strength and free from obvious defect. Equipment will be properly maintained and when in use be securely supported and, if necessary, secured against slipping.

Where work takes place on flat, sloping or pitched roofs, adequate edge protection or fall prevention devices meeting the minimum requirements of the Work at Height Regulations, or any subsequent regulation governing working at height, will be in place. Roof work safety document HSG 33 will be used as reference.

Materials and waste will not be thrown from height. It should be lowered to the ground using rope lines, or where provided waste chutes are to be used.

Weather can seriously affect the safety of operatives carrying out work at height. To ensure the safety of employees the prevailing weather conditions will be taken into consideration by the site supervisor/senior employee and ensure that all loose materials, equipment, etc. are immediately removed from the roof or adequately secured during windy conditions.
In brief a detailed, site-specific assessment of the risks relating to all work at height will be carried out prior to the commencement of the work. Assessment of the risks will include:

- Details of fall prevention methods (Eliminate, Protect, Mitigate)
- Preventative measures to protect persons below from falling materials
- Identification of the suitable equipment to be used.
- The competence and training of persons involved with the work
- Responsibility for supervising and controlling the work

Related sections of this policy to work at height include:
Scaffolding
Aluminium Towers
MEWP’s
Ladders and Steps
Fall Arrest and Suspension Systems
Fall Arrest and Suspension Systems

Safety Nets

Safety nets are effectively employed by Meldrum Construction to reduce the distance of potential falls and to minimise their effects.

Meldrum Construction will produce a work at height risk assessment and will eliminate falls or use other fall prevention techniques were practicable. Meldrum Construction accept that safety nets offer collective and passive safety as they protect everyone working within their boundary without those workers having to act to be protected.

Safety nets used by Meldrum Construction will be manufactured to the requirements of European Standard BS EN 1263-1 and will be erected in accordance with BS EN 1263-2 and guidance given in BS 8411 by FASET (Fall Arrest Safety Equipment Training) riggers.

To ensure that nets offer high energy absorption to minimise injury Meldrum Construction will always ensure they are fitted as close as possible to the underside of the working platform to minimise the distance and consequences of a fall.

In the most roof work it is possible to position such as net so that, even at the point of maximum sag, it is less than 2 m from the roof surface. In this position the net is an effective guard – this standard should be reached wherever possible.

Meldrum Construction will ensure that only FASET (Fall Arrest Safety Equipment Training) riggers and that a detailed risk assessment / method statement is produced.

If protection is required for those who have to work or pass below safety nets then the nets will be overlaid with appropriate fine-mesh debris.

Meldrum Construction use safety nets to effectively:

- minimise injury due to falls from leading edges, through liner panels or through temporarily fixed materials in new-build roofing;
- To guard roof lights and fragile roof materials during cleaning, maintenance and replacing the roof.

Upon completion of each section of net the contractor will produce a handover certificate to confirm the suitability of the nets.

Design and technical details

When rigging safety nets it is important to maintain their energy-absorbing characteristics. Too many fixing points and the net will become more rigid and imposes larger loads on the user, the structure and the net itself. Too few fixing points and the net will sag and deflect too much under load. The manufacturer’s recommendations and BS EN 1263-1 will be followed on the number and spacing of fixing points and a check of the supporting structure will be made to ensure it is capable of resisting the expected anchorage loads.
Anchorage points
Meldrum Construction understand the importance of suitable net anchorage points. An individual anchor point capacity of 6 kN, applied at 45° to the horizontal, should be available with a combined capacity over an adjacent series of anchor points of 4 kN, 6 kN, and 4 kN. In general, purlins, sheeting rails and tube and fitting handrails will not meet these requirements, although evidence to demonstrate otherwise from a competent person may be appropriate.

Adequate clearance must be allowed below the net for it to function properly and avoid the risk of the faller striking objects or the floor before being arrested. Limits are specified in BS EN 1263-2 and BS 8411. This is generally referred to as ‘clearance distance’.

Meldrum Construction accept installing safety nets in phases is not good practice and will only be done where there is no other alternative. Where it is done the safety net must extend beyond the leading edge of the work by at least 3 m to allow for the likely horizontal trajectory of anyone falling from the edge (see Table 11).

Table 11 Fall heights and catching widths

<table>
<thead>
<tr>
<th>Fall Height</th>
<th>Catching width</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;1.0m</td>
<td>&gt;2.0m</td>
</tr>
<tr>
<td>&lt;3.0m</td>
<td>&gt;2.5m</td>
</tr>
<tr>
<td>&lt;6.0m</td>
<td>&gt;3.0m</td>
</tr>
</tbody>
</table>

Erection
The risk to riggers erecting, moving and dismantling nets should be assessed and a safe system of work established. At all times, the following hierarchy will be followed:

- Install remotely without working at height;
- Use mobile elevating work platforms (MEWPs);
- Use ladders for short-duration work upon completion of risk assessment;

Roped Access
Roped access techniques may be appropriate in some buildings. This is specialised work and will only be undertaken by those trained and competent to carry it out. Competency certificates through IRATA the Industrial Roped Access Trade Association will be required by the contractor undertaking the work.

Rescue and Maintenance
A rescue plan will be in place before rigging nets. The method statement for the work will include a rescue plan which must be workable and the necessary equipment will be available for use.

Safety nets and attachment systems should be properly maintained by the netting contractor. Inspection records will form part of an audit trail from the manufacturer through to the last use. This information will be documented and be readily available for inspection.

Documented weekly inspection of the nets will be undertaken when the nets are in situ by a competent person. At yearly intervals a test chord will be detached from the nets and will be sent to the manufacturer to permit a tensile failure test, this test will be organised by the netting contractor.
**Other Soft Landing Systems**

Meldrum Construction may on occasion use soft landing systems as opposed to safety nets.

Soft landing systems are either air filled bags or large polypropylene bags filled with an energy absorbing material.

The bags are linked together with plastic snap clips to completely fill the area over which protection is required. If air bags are used then an air compressor will be used to maintain the air pressure.

Meldrum Construction accept that soft landing systems do not prevent falls but they are effective in eliminating injuries in falls less than 2 metres.

A method statement will be produced for safe installation and maintenance of the system. A handover certificate will be requested from the installing contractor.

**Harnesses and Lanyards**

If fall prevention measures (for example working platforms, guardrails etc) or collective fall arrest measures (safety nets or other soft landing systems) are not practical and alternative system of work will be employed. The system may require the use of safety harnesses and lanyards, but Meldrum Construction accept this will be a last resort as they only protect the user if the equipment is used correctly.

As mentioned previously fall restraint lanyards will be worn when working in a MEWP (mobile elevated work platform) however energy absorbing fall arrest lanyards will be used in most other situations.

All operatives will receive training on the selection, fitting, adjustment, maintenance and use of a safety harness.

An inspection scheme will be in place which will be in two parts. Firstly, the users must undertake visual inspections of the harness and lanyard before use. Secondly the harness and lanyard will be examined by a competent person at least once every 6 months and a record kept of the inspection.

The harness and lanyard will also be thoroughly inspected following a fall or other circumstances in which the equipment has been deployed.

The lanyards and harnesses will be clearly marked with European Standard, name and trade mark of the manufacturer, the serial number and the year in which the equipment was manufactured.
Rescue and Suspension Trauma

Meldrum Construction accepts the need to make provision for rescue arrangements when working at height. This is a requirement of the Work at Height Regulations and to ensure the casualty is attended to and recovered quickly.

The Work at Height Regulations requires Meldrum Construction to make specific provisions for emergency planning:

Organisation and planning – Regulation 4
1. Every employer shall ensure that work at height is properly planned
2. Planning of work includes planning for emergencies and rescue.

In addition, the regulations require that all activities, including rescue, must be carried out by competent persons:

Competence - Regulation 5
Every employer shall ensure that no person engages in any activity, including planning, and supervision, in relation to work at height unless they are competent to do.

Suspension trauma
All users of personal fall protection systems, and others involved with work at a height, will be made aware of the following precautions that might need to be taken in the event of a casualty being in a suspended position.

1. The longer the casualty is suspended without moving, the greater the chances are of suspension trauma developing and the more serious it is likely to be. Therefore, an injured person hanging in a harness awaiting rescue should be removed from upright suspension as quickly as possible. The aim should be to do this within 10 minutes. This is particularly important for a casualty who is motionless.

2. A conscious casualty should be encouraged to exercise their legs gently, to stimulate circulation of the blood.

3. Regarding the position of the casualty:
   - If the casualty is unconscious then basic first aid must be followed (i.e. ABC Airway, breathing and circulation.)
   - during rescue, a position with the lower limbs slightly elevated may be preferable.
   - after rescue, position the casualty in an upright sitting position, with knees bent - DO NOT allow them to lie flat.
   - Only move the casualty to a fully horizontal position at the advice of qualified medical personnel.
   - if suspension trauma is a possibility, alert medical agencies immediately and advise them of the issues, the casualty might need dialysis to protect the kidneys

4. Following an accident, the casualty should be:
   - removed from the suspended position and cared for in a proper manner;
   - Given medical assistance as quickly as possible.

Users of personal fall protection equipment will be made aware of the issues surrounding suspension trauma. In addition some staff will require training in rescue techniques or alternatively it may be necessary to create a specially trained rescue team on site to be available at short notice.
Meldrum Construction’s general procedure for casualty recovery.

1. Assess the situation fully before commencing a rescue operation
2. Request medical assistance
3. Identify proper position from which to carry out the operation.
4. Identify proper anchorage points
5. Identify a point of safety to move the casualty to
6. Make sure all involved are aware of the procedure to be carried out and their role within it
7. Ensure personnel have been trained in rescue procedures are competent to carry out their role.
8. Carry out the rescue steadily and in a controlled manner.
9. Make sure communication is maintained at all times.
10. Monitor the casualty’s condition at all times and where possible provide the necessary first aid
11. Conduct a review of the whole situation identifying areas of improvement for future.
Accident & Incident Reporting & Investigation Procedures
Construction Sites

Accident & Ill Health Reporting Procedure
All accidents resulting in physical injury, however minor, will be recorded in the Accident Book BI510 or the Company’s accident report form.

Where a medical certificate or other written diagnosis has been received from a doctor in respect of an employee being absent from work and the diagnosed disease is one listed under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013), then the disease is reportable and the appropriate F2508A will be completed and sent to the Health and Safety Executive via the HSE RIDDOR website (www.hse.gov.uk/riddor).

If the accident causes DEATH or SPECIFIED INJURY (the latter as defined by RIDDOR) the following procedures will be followed:

i. The site supervisor/senior employee will telephone the CM giving all relevant details available at the time the call is made.

ii. The CM will contact by telephone, the local office of the Health and Safety Executive and Northern Counties Safety Group Ltd and report the incident.

iii. In the case of death, amputation or serious fractures, the supervisor/senior employee will ensure that nothing is touched at the scene of the accident before the full investigation is undertaken. With other accidents causing injury, authority will be obtained from the CM before continuing to work at the site of the accident.

If any employee is absent from work for more than seven days following an accident at work, (not counting the day of the accident, but including Saturday and Sunday), the site supervisor/senior employee will inform the CM so that appropriate report forms can be completed and sent to the enforcing authority. The company will forward the appropriate form F2508 for accidents to the Health and Safety Executive for any accident causing death, major injury, or an accident which results in an employee being absent from work for more than seven days. The report is to be sent to the HSE Incident Reporting Centre and a copy forwarded on to Northern Counties Safety Group Ltd.

The company may ask NCSG to help with the investigation into ANY accident, dangerous occurrence or "near miss" and to provide a report explaining, if possible, precisely how the accident occurred and what precautions should be taken to prevent a recurrence.

Any dangerous occurrences, as defined in RIDDOR, will be relayed to the CM who will ensure the appropriate F2508 is forwarded to the Health and Safety Executive.
Accident Reporting Procedure - Visitors and Contractors
Any non-employee, who is involved in an accident or near-miss incident whilst on Company premises, or sites controlled by the company, will report the incident immediately to the person in charge of the site or workplace. If the supervisor is not available, the visitor or contractor will obtain the assistance of another responsible person from the company to ensure that the company's procedures are adhered to. All employees are to be made aware of this requirement so that they can advise the injured person of the procedure, or deal with the incident themselves in the absence of the supervisor.

All injuries will be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book will arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

All visitors and contractors will be made aware of the above requirements.

Accident Reporting Procedure - Members of the Public
If an injury occurs to a member of the public on Company sites, or workplaces under the control of the company, which results in their removal from the workplace or site for hospital treatment, then this is notifiable to the local enforcing authority immediately and a form F2508 (revised) will be sent within 15 days.

Site supervisor/senior employees will ensure the details of the incident are reported to the CM so that the proper notification can be sent to the enforcing authority.

The Accident Book
All accidents resulting in personal injury will be recorded in the company's accident books or accident report form. These are located in the main office or in company vans where these are provided. Management will regularly review the accident book. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near misses will also be reported as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

If an injury renders an employee unable to make an entry in the accident book, a witness or someone who is able to enter an account of the incident should complete the entry on behalf of the injured person. The employee's account will be entered as soon as possible after the event. Employees will ensure that they are aware of the location of the accident book.

All accidents and near misses will be recorded, however minor. Unless the company is informed of these incidents, it will be unable to take remedial action.
Accident and Incident Investigation Procedure

A factual report, with objective conclusions and practical recommendations, can serve two purposes:

1. For the company to re-assess risks in the light of the findings with the view to taking measures to prevent a recurrence of a similar accident or incident.

2. For insurance company personnel to assess the likelihood of blame being allocated to a third party, with the view to further investigation of liability issues to facilitate the defence of liability claims.

Therefore, any factual report will include sufficient details for senior management to decide whether or not further investigation by someone other than the health and safety team is justified.

The company may utilise one or more levels of investigation depending upon the incident and its outcome.

Investigation Levels

Level 3: Managing Director/Contracts Manager & NCSG

(a) Any incident to be RIDDOR reported to the enforcement authority.
(b) Any incident involving the death of, or personal injury to, anyone doing anything with, or in relation to, any work activity undertaken by the company.
(c) Any near miss incident, which could have led to the death of, or personal injury to, any person.

Level 2: Managing Director/Contracts Manager & site supervisor/senior employee:

(a) Any incident within the supervisor’s area of responsibility involving the failure of any part of the premises; or of any plant, equipment, tool or substance used as a means of production (including any material, component or spare part)
(b) Any incident within the workplaces under the supervisor’s control involving damage to company property.
(c) Any incident which any employee, within the supervisor’s area of responsibility, believes could have led to the death of, or injury, to any person.
(d) Any incident, which any employee, within the supervisor’s area of responsibility, believes could have led to the failure of any company property, or to damage to any company or personal property.

Level 1: Site supervisor/senior employee:

(a) Any incident requiring first-aid treatment or following an entry into the accident report book.
(b) Any incident reported to the supervisor by an employee under his or her supervision, which the employee believes indicates the presence of any danger to any company or personal property, or to any employee, contractor, visitor or neighbouring resident.

N.B. IMPORTANT

The reporting of accidents will be done quickly and accurately. It is also important to learn from any mistakes that have been made. If any employee is unsure of any procedures, they WILL seek assistance from the company head office.
Accident Report Form – MCS 01-11

WORKPLACE/PROJECT: Meldrum Structures

<table>
<thead>
<tr>
<th>PART A</th>
<th>ABOUT THE ACCIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Accident/Incident :</td>
<td>Time of Accident/Incident :</td>
</tr>
<tr>
<td>Address where Incident/Accident happened :</td>
<td>In which department, or where on premises, did the Accident/Incident happen</td>
</tr>
<tr>
<td>Postcode :</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART B</th>
<th>ABOUT THE INJURED PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name :</td>
<td>Male or Female?</td>
</tr>
<tr>
<td>Full Address :</td>
<td>Was the injured person (tick one box only) :</td>
</tr>
<tr>
<td></td>
<td>Meldrum Construction Ltd employee? [ ]</td>
</tr>
<tr>
<td></td>
<td>On a training scheme? [ ]</td>
</tr>
<tr>
<td></td>
<td>On work experience? [ ]</td>
</tr>
<tr>
<td></td>
<td>Employed by someone else [ ]</td>
</tr>
<tr>
<td></td>
<td>Employer: ____________________</td>
</tr>
<tr>
<td></td>
<td>Self employed and at work? [ ]</td>
</tr>
<tr>
<td></td>
<td>A member of the public [ ]</td>
</tr>
<tr>
<td>Home Telephone Number :</td>
<td>D.O.B:</td>
</tr>
<tr>
<td>Job Title :</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART C</th>
<th>ABOUT THE INJURY</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was the injury :finger bent back (e.g. fracture, laceration)</td>
<td>What part of the body was injured : LH little finger</td>
</tr>
<tr>
<td>Was the injury (tick one box only) :</td>
<td>Did the injured person (tick all boxes that apply):</td>
</tr>
<tr>
<td>A fatality? [ ]</td>
<td>Become unconscious? [ ]</td>
</tr>
<tr>
<td>A major injury or condition? [ ]</td>
<td>Need resuscitation? [ ]</td>
</tr>
<tr>
<td>Over 3 day injury? [ ]</td>
<td>Remain in hospital for more than 24 hours [ ]</td>
</tr>
<tr>
<td></td>
<td>None of the above [ ]</td>
</tr>
</tbody>
</table>
**PART D  ABOUT THE ACCIDENT**

Please tick the one box that best describes what happened

Contact with moving machinery or material

<table>
<thead>
<tr>
<th>Being machined</th>
<th>[   ] Trapped by something collapsing</th>
<th>[   ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hit by a moving, flying or falling object</td>
<td>[   ] Drowned or asphyxiated</td>
<td>[   ]</td>
</tr>
<tr>
<td>Hit by a moving vehicle</td>
<td>[   ] Exposed to/in contact with, a harmful substance</td>
<td>[   ]</td>
</tr>
<tr>
<td>Hit something fixed or stationary</td>
<td>[   ] Exposed to fire</td>
<td>[   ]</td>
</tr>
<tr>
<td>Injured while handling, lifting or carrying</td>
<td>[   ] Exposed to an explosion</td>
<td>[   ]</td>
</tr>
<tr>
<td>Slipped, tripped or fell on the same level</td>
<td>[   ] Contact with electricity or an electrical discharge</td>
<td>[   ]</td>
</tr>
<tr>
<td>Fell from a height</td>
<td>[   ] Injured by an animal</td>
<td>[   ]</td>
</tr>
<tr>
<td>Height of fall?</td>
<td>[Metres] Physically assaulted by a person</td>
<td>[   ]</td>
</tr>
</tbody>
</table>

Another kind of accident [   ]

**PART E  WHAT HAPPENED e.g. (Facts only – no opinions)**

Give as much detail as you can e.g. Details of machinery/substances involved, apparent cause, who did what, action taken since etc. If it was a personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent a similar incident/accident. Use a separate piece of paper if you need to.

**Delete as Appropriate**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/ No</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Could incident cause have been designed out ?</td>
<td>Inducted ?</td>
<td></td>
</tr>
<tr>
<td>Incident Hazard identified and risk assessed ?</td>
<td>Trained ?</td>
<td></td>
</tr>
<tr>
<td>Incident covered by method statements ?</td>
<td>Toolbox Talk Given ?</td>
<td></td>
</tr>
<tr>
<td>Stipulated control measures being employed ?</td>
<td>Shortfall in supervision / resources ?</td>
<td></td>
</tr>
</tbody>
</table>

**PART F  YOUR DETAILS**

Full Name(Print):-  
Job Title:-

Signature:-  
Date:-

Page 79
Incident Report

NEAR MISS / INCIDENT* REPORT
(*delete as applicable)

Contract Date of occurrence:

Site:

Site Manager:

Description of Incident

Give as much detail as you can. For instance:-

- the name of any substance involved
- the name and type of any machine involved
- the events that led to the incident
- the part played by any people and witness names.

Was there a Risk Assessment/Method Statement in place for these works?

Yes ☐ No ☐

Were there any existing controls identified, within the documentation that could have prevented the incident?

Yes ☐ No ☐

If yes, what were they?

Were they followed?

If not followed, why not?
In your opinion what was the cause of the incident?

Direct Cause: ........................................................................................................................................

Root Cause: ........................................................................................................................................

What is the likelihood of the incident reoccurring? ......................................................................................

Preventative / Corrective Actions and/or continual improvement opportunities

What action has been taken to prevent a recurrence, what new or revised control measures are to be adopted?

Signature: ................................................................................................................................. Date: .............................................................

* Please ensure you return this form to the head office following any incident

Occupational Health and Welfare

Occupational Health & Welfare on Construction Sites

General:
Meldrum Construction recognises and accepts its responsibilities in relation to health and welfare requirements and in particular the requirement to raise standards of welfare facilities as a result of the CDM Regulations.

Where Meldrum Construction are the controller of the site (principal contractor) there is a duty placed upon it to ensure that suitable and sufficient welfare facilities have been provided and made available for everyone to use, including contractors and subcontractors.

On every site Meldrum Construction will provide, as far as is reasonably practicable, the following facilities, or arrange for the facilities to be provided:

- Protection during inclement weather.
- Storage of personal clothing where specialist working clothing is necessary.
- Storage of protective clothing for specialist work activities.
- Taking meals with seating accommodation and means for heating water.
- Means of heating food e.g. gas ring, electric ring, and microwave oven.

Page 81
✓ **Suitable and sufficient toilets.**
✓ **Suitable and sufficient washing facilities, to include hot and cold, or warm water. The water to be running water wherever possible.**

Site supervisor/senior employees are responsible for making the daily arrangements for ensuring facilities meet the policy objectives.

It is recognised that there is a requirement to ensure non-smokers are protected from the effects of tobacco smoke and site supervisor/senior employees will need to take action to ensure this can be achieved. Therefore:

- **No smoking is allowed in site washrooms, kitchens, mess cabins and collective accommodation units.**
Washing Facilities
Adequate washing facilities will, so far as is reasonably practicable, be provided on every site, which will include:

- Washbasins
- Soap and towels or dryers
- Hot and cold (or warm) water, which will be running water wherever practicable

In the absence of such facilities Meldrum Construction will provide alternative means of enabling employees to clean their hands prior to taking food and after using toilet facilities. In most cases this will be 'dry' hand cleanser.

Washing facilities will be near any mess room or toilet unit on site. They will be kept in a clean and serviceable condition.

Where hot water is provided, steps will be taken to ensure hot water does not present a risk of scalding while washing the hands, forearms or face. The positioning of water heaters is essential to ensure that site personnel have immediate access to the unit at times of need, e.g. before and after using the toilet; before taking meals; after being splashed by products hazardous to health.

Sanitary Conveniences
Meldrum Construction will provide, or arrange, a suitable and sufficient number of toilet units. Each unit will be connected to the main sewage system as soon as possible. However, it may be necessary to use chemical or other toilets for a short duration until toilet units are connected or when a site is nearing completion or of short duration (less than 2 weeks).

Where it is not reasonably practicable to connect toilets to the main sewage system, recirculation toilets are an alternative means of providing suitable toilet facilities.

Chemical type toilets can still be used for a short duration where it may not be reasonably practicable to provide connected or recirculation units. However, they will not be used for periods in excess of two weeks where it is practicable to use other types of toilet units.

Every convenience will be kept in a clean and serviceable condition. The site supervisor/senior employee is responsible for ensuring that toilet units are cleaned on a daily basis. Where units are hired, arrangements will be made for regular servicing and cleaning. The site supervisor/senior employee is responsible for ensuring the servicing agreement with the supplier is followed through.

Drinking Water
Drinking water is provided at convenient points on every site and will be marked "drinking water" unless this is obvious. Where appropriate drinking cups will be provided.

Back to contents
Site Accommodation

When estimating mess rooms, offices and accommodation and the required facilities, account will be taken at the planning stage of the number of personnel likely to use the facilities at any one time, including subcontractors under a shared welfare agreement.

Rest facilities will include:

- Heated, sheltered accommodation for taking meal and rest breaks.
- Sufficient tables and chairs.
- Means to heat water.
- Means to heat food (gas or electrical heating ring or microwave oven)

Non-smokers will be able to use the facilities without suffering discomfort from tobacco smoke and site supervisor/senior employees need to make appropriate arrangements, such as providing separate areas for smokers (see 9.1 (i)).

Plant, equipment and materials will not be stored or deposited in accommodation units.

All facilities will be respected and will not be misused or abused. They are provided for the comfort of all personnel and one act of misuse could affect the comfort of others. Those found causing damage or misusing the facilities would be subject to disciplinary action.

Storing and Changing Clothes

Every site will have arrangements for ensuring:

- Wet site clothing can be adequately dried.
- Clothing not worn on site can be securely stored.
- Protective clothing for site work can be stored without contaminating everyday clothing.

Where heaters in drying rooms are being used, and where other site accommodation heating appliances are used, great care will be exercised to guard against the risk of fire by leaving clothing on, or too close to the heaters.

Back to contents
Meldrum Construction will make adequate assessments of the first aid requirements for each construction site and the head office. The assessment will assist Meldrum Construction in deciding the number of first aiders and the amount of first aid equipment required.

The assessment will identify the number of trained first aiders required for each location and the number of appointed persons required in order to cover absences etc.

At every location there will be at least one first aid container, which conforms to the requirements of the Health and Safety (First-Aid) Regulations kept readily available for every person employed there.

Each container will be clearly identifiable, by a white cross on a green background, and its location made known to all persons. The supervisor/senior employee will ensure the location of all first aid containers and all personnel know the names of the first-aiders or person in charge of the first aid container.

Every container will be checked frequently and replenished as necessary to ensure that they are fully stocked. The first-aider, or appointed person (trained in emergency aid) will be given the responsibility of checking the contents on a weekly basis and for arranging the replenishment of the contents.

A competent person will take charge of the container and take the essential steps necessary in the event of an accident. The competent person will be the person trained in First Aid, or the Appointed Person, trained in emergency aid.

Contents of the First Aid Containers
First Aid containers will hold a sufficient quantity of suitable first aid materials.

Suggested Minimum Contents:

1. One leaflet giving general guidance on first aid and details of the contents
2. Twenty individually wrapped sterile adhesive dressings (assorted sizes)
3. Two sterile eye pads, with attachments
4. Six individually wrapped, sterile, unmedicated wound dressings (medium)
5. Two individually wrapped, sterile, unmedicated wound dressings (large)
6. Three individually wrapped, sterile, unmedicated wound dressings (extra-large)
7. Six individually wrapped triangular bandages.
8. Six safety pins
7. Disposable, protective gloves
8. Resuscitation Protection - User
Additional First Aid Material and Equipment
Where the first aid assessment identifies the need for additional materials or equipment, such as scissors, individually wrapped moist wipes, adhesive tape etc. these items may also be kept in the first aid container, or stored separately if necessary. The items will be kept readily available for use when required.

Where mains tap water is not readily available for eye irrigation, sterile water or saline solution (0.9%) in sealed, disposable containers will be provided. Open or partially used solution will be discarded immediately and replaced with sealed, sterile units. Sealed units should not be used beyond their expiry date.

Site supervisor/senior employees are responsible for arranging the provision of the eye irrigation units for construction sites as necessary.

Under no circumstances will medication of any description be kept in any first aid container (including painkillers, antiseptic creams and lotions, disinfectants etc.)
Visitors and Public Safety
Meldrum Construction recognises and accepts its obligations to safeguard visitors during work activities and to ensure the health and safety of the public who may be exposed to danger as a result of the work activity.

The following arrangements have been developed to enable Meldrum Construction to effectively discharge its duties under the Health and Safety at Work etc. Act, and has assigned the site supervisor/senior employee the overall responsibility of implementation on construction sites.

Information and Communication
Any special arrangements required by visitors or public are to be ascertained, where practicable, before arrival to the office premises or site. This may include special access requirements, or language arrangements. Safety signs may need to be in a language easily understood by those who are targeted. Special needs of the visually impaired will also be considered.

Supervision
Adequate supervision will be maintained while visitors are on the premises or site. This includes the safe handling, use and transportation of materials and substances that may present a danger to visitors. Supervision will be maintained to ensure they cannot stray into hazardous areas.

Physical barriers may be required to prevent unauthorised access to hazardous areas, or to prevent members of the public being exposed to hazards. These barriers will be provided as appropriate. It will also be recognised that the standard of protection required to exclude or to protect children is expected to be much higher than that required for adults, even if the children are trespassers. Suitable risk assessments will be carried out and the precautions necessary to prevent public or visitor exposure to danger will be identified. The site supervisor/senior employee, or the person in charge of the premises or work area, will ensure the preventative and protective measures necessary to safeguard the public and visitors are implemented.

Induction
Visitors are to be given the appropriate safety induction to ensure their safety while on the premises or site. Where it is necessary for a visitor to enter a construction site, or other risk area, the induction will address the identified hazards and risks that the visitor is likely to be exposed to. The site supervisor/senior employee is to ensure induction is undertaken.

Personal Protective Equipment
Visitors will be required to use any personal protective equipment that is necessary to safeguard their health and safety.
Control of Substances Hazardous to Health Regulations (COSHH) 2002

Meldrum Construction undertakes many operations, which involve the use of substances that may be hazardous to health. Therefore, these regulations are of particular relevance.

Meldrum Construction will do all that it can reasonably do to comply with the above regulations. The arrangements will include:

1. Making a written assessment of the risks to determine the action needed to meet the requirements of the regulations.

2. Adequate control of exposure, which will be achieved by means other than the use of personal protective equipment (PPE) as far as, is reasonably practicable.

3. Provision of approved respiratory protective equipment (RPE) when necessary.

4. Provision of suitable protective clothing and equipment when necessary.

5. Control measures to be properly used and maintained.

6. Where necessary, outside bodies specialising in analytical and related monitoring services will be used.

7. The provision of the necessary instruction, information and training.

8. Monitoring and health surveillance procedures, where necessary, for protecting the health of workers.


11. Contracting the services of other specialist companies or individuals as necessary, in order to comply with appropriate regulations, Approved Codes of Practice, Guidance Notes, European/British Standards, etc.

Meldrum Construction will endeavour to provide sufficient information to employees and others who may be exposed to any risk generated by the use of substances or as a result of work activities.

Up to date product information will be obtained from suppliers and this will be utilised to produce COSHH assessments, which will be made available to all employees.
Purchasing Personnel
The appropriate ‘purchasing’ personnel are responsible for obtaining all relevant information relating to the safety and health requirements of any product. This information is normally in the form of a Material or Product Safety Data Sheet, or Hazard Data Sheet. These information sheets are to be passed on to the CM, who will then produce a COSHH assessment for use by the site supervisor/senior employee for substances and materials used on construction sites.

Contracts Manager
To assess the information provided and to initiate and assist in the production of the COSHH assessments on the appropriate forms.

Site supervisor/senior employees
To implement, with assistance from the CM, the COSHH assessments and ensure the correct use on sites.

To ensure all personnel understand the controls indicated on the assessments and that the correct work methods are being applied.

To ensure any PPE being used is of the correct type and suitability and is being used correctly.

NCSG Ltd
To advise on the suitability of the COSHH assessments when requested or during routine visits and to provide any specialist information

To monitor the implementation of the controls identified in the assessments.

To provide assistance on the selection of control measures to reduce the risk of exposure to hazardous products

Local Site Purchases (construction sites)
It is the responsibility of the site supervisor/senior employees who make local purchases to obtain all the necessary safety and health information from the supplier, or check the COSHH assessment file to ensure sufficient information is available to enable the product to be used safely.

Training
All employees who are required to use hazardous materials or products will be given appropriate instruction and/or training to enable them to safely use the material or product. The supervisors will ensure that the person using the product have been given the necessary health and safety information.

Back to contents
The Control of Asbestos Regulations 2012

The Control of Asbestos Regulations applies to any work in which asbestos is encountered, whether intentionally or not.

It will be necessary to obtain written confirmation from clients that no asbestos contamination exists in the ground to be built on; in any building or plant to be refurbished; or any plant or building to be demolished, which may be disturbed or released by normal operations and which may release asbestos fibres in excess of permitted action levels.

Clients and Principal Designers will be questioned on the existence of current, up to date, surveys, assessments and registers indicating the presence, or not, of asbestos, unless these details are clearly identified under the contract specification.

All known and suspected sources will be clearly identified and dealt with in the Construction Phase Plan. When asbestos is present, or suspected the company will gather all relevant details with relation to the work, including surveys etc. and will ensure, where appropriate that any asbestos insulation or board removal work (not cement based products) is only carried out by a competent contractor, licensed by HSE in accordance with the regulations.

Asbestos have been used in the past in the construction industry, much of which is still in place. The most common uses, and where employees are most likely to encounter asbestos, include:

- Sprayed asbestos and asbestos loose packing as firebreaks and in ceiling voids.
- Moulded or pre-formed sprayed coatings and lagging generally used for thermal insulation of pipes, boilers etc.
- Sprayed asbestos mixed with hydrated asbestos cement, generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work.
- Insulation boards used for fire protection, thermal insulation, partitioning and ducts.
- Some ceiling tiles.
- Millboard, paper and paper products for insulation of electrical equipment, asbestos paper used for fire proof facing of wood fibreboard.
- Asbestos cement products compressed into flat or corrugated sheets. Corrugated sheets mainly used as roofing and wall cladding.
- Other asbestos cement products include gutters, rainwater pipes and water tanks.
- Various textured coatings, including in some artex.

If asbestos has been identified and you are likely to come into contact with it, you will seek advice from the company management or NCSG before proceeding. If you uncover hidden material or dust you suspect may contain asbestos, you will stop work immediately and seek advice and further instructions. You should treat any suspect material or dust, not identified in an asbestos register or survey, as though it contains asbestos, until proved otherwise by sampling and analysis.
Discovered or damaged materials that could contain asbestos?
Stop work immediately

- Keep everyone else out of the area
- Report the problem to the person in charge as soon as possible
- Put up a warning sign ‘possible asbestos contamination’
- Give client a sample to send for analysis
- Does it contain asbestos?
  - NO: No action required
  - YES:
    - The client must make an Asbestos Management Plan and decide if the task needs an HSE-licensed contractor

Is there dust or debris on clothing?

- A little, eg dust on sleeve, on shoes
  - Get help. All put on RPE
  - Wipe down with damp rags
  - Stay put

- A lot, eg contaminated clothes, hair, footwear
  - Call for help. All put on RPE, helper put on PPE
  - Wipe down with damp rags
  - Undress. Shower, wash hair
  - Put contaminated clothes, towels etc in a plastic bag for a specialist laundry. Leave washing facilities clean
  - Dispose of rags as asbestos waste
  - Keep a record of the event
The Control of Lead at Work Regulations

The aims of these regulations are to:

1. Protect the health of persons at work by preventing, or where this is not reasonably practicable, adequately controlling their exposure to lead.

2. Monitor the amount of lead employees absorb so that individuals, whose work involves significant exposure, can be taken off such work before their health is affected.

Meldrum Construction will therefore, as necessary, carry out an assessment to determine the exposure risk to employees, and introduce appropriate controls to prevent exposure, in excess of the Occupational Exposure Limit (0.10 mg/m³ for lead in atmosphere). If it is not reasonably practicable to prevent exposure, appropriate controls will be introduced to reduce the exposure. As far as possible, control will be secured by means other than PPE.

The assessment will identify:

- Significant hazards, which may pose serious risks to health if not properly controlled.
- Existing control measures already in place and the extent to which they control the risks.
- Persons affected or likely to be affected and the source of exposure e.g. (inhalation, ingestion, absorption)
- Where appropriate the types of respiratory protective equipment (RPE) PPE and clothing to be used.
- Significant exposure requiring air monitoring and medical surveillance.

Where significant exposure is likely, an appointed doctor (from the EMAS approved list) will be required to determine whether or not an employee should be under surveillance. Health records will be retained for forty years and assessments will be retained for a period of five years.

Where RPE and PPE are issued as a means of protecting against exposure, employees are expected to make full and proper use of all equipment provided and any other control measures established by Meldrum Construction.

Employees will not eat, drink or smoke in any area they have reason to believe is, or liable to be, contaminated.

Employees will be furnished with appropriate information, instruction and training relevant to their work.

Back to contents
Noise at Work Regulations 2005

Wherever necessary the requirements of the above regulations will be fully complied with. A brief summary of the regulations is listed below. In addition, Meldrum Construction has available for issues to each site a list of typical noise readings from common pieces of construction equipment and tools. This list is to be used by supervisors to determine the level (if any) of noise control required, including the provision of hearing protection.

<table>
<thead>
<tr>
<th>Action required where $L_{EP,d}$ is likely to be: (see note 1 below)</th>
<th>below 80dB(A)</th>
<th>80dB(A) First AL</th>
<th>85dB(A) Second AL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPLOYER’S DUTIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Duty to Reduce Risk</td>
<td>*</td>
<td>*</td>
<td>(2)</td>
</tr>
<tr>
<td>Risk of hearing damage to be reduced to the lowest level reasonably practicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment of Noise Exposure</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noise assessments to be made by a Competent Person.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record of assessments to be kept until a new one is made</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noise Reduction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduce exposure to noise as far as is reasonably practicable by means other than ear protectors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provision of Information to Workers</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide adequate information, instruction and training about risks to hearing, what employees should do to minimise risk, how they can obtain ear protectors if they are exposed between 80 and 85 dB(A), and their obligations under the Regulations.</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark ear protection zones with notices, so far as reasonably practicable.</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ear Protectors</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure so far as is practicable that protectors are:</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>- provided to employees who ask for them</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- provided to all exposed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- maintained and repaired</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- used by all exposed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure so far as is reasonably practicable that all who go into a marked ear protection zone use ear protectors</td>
<td>*</td>
<td></td>
<td>(3)</td>
</tr>
<tr>
<td><strong>Maintenance and Use of Equipment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure so far as is practicable that:</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- all equipment provided under the Regulations is used, except for the ear protectors provided between 80 and 85 dB(A).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- ensure all equipment is maintained.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>EMployees’ DUTIES</strong></td>
<td>*</td>
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<td></td>
</tr>
<tr>
<td><strong>Use of Equipment</strong></td>
<td></td>
<td></td>
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<tr>
<td>So far as is practicable:</td>
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<td></td>
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<tr>
<td>- use ear protectors</td>
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<tr>
<td>- use any other protective equipment</td>
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<td></td>
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<tr>
<td>- report any defects discovered to his/her employer</td>
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<tr>
<td><strong>MACHINE MAKERS’ AND SUPPLIERS’ DUTIES</strong></td>
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<tr>
<td>** Provision of Information**</td>
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<tr>
<td>Provide information on the noise likely to be generated</td>
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</tr>
</tbody>
</table>

NOTES:

(1) The dB(A) action levels are values of daily personal exposure to noise ($L_{EP,d}$).

(2) All the actions indicated at 85 dB(A) are also required where the peak sound pressure is at or above 200Pa (140 dB re 20uPa).

(3) This requirement applies to all who enter the zones, even if they do not stay long enough to receive an exposure of 85 dB(A) $L_{EP,d}$. 

Back to contents
Practical solutions to reducing noise and exposure

- Operate plant and equipment with engine covers closed.

- Specify quieter plant when hiring or buying, and ask for noise information to be sent with the item.

- Stop vibration of plant covers and guards.

- Repair leaking airlines.

- Position generators, compressors etc. away from open doorways and from against solid walls so that noise is not transmitted into the building or reflected back into the work area. If possible the plant should be positioned so that a noise barrier, such as a wall, fence, earth mound etc., is between it and the place of work.

- Reduce the number of employees at risk over exposure by preplanning. Put other employees to work away from the noisy task area until it is complete.

- Use block splitters instead of powered disc cutters whenever possible.

- Where disc cutters have to be used, ensure cutting is done outside, away from other workers, and if possible, within or behind acoustic type enclosures, e.g. rock wool lined plywood.

- Place static plant as far away as possible from the majority of the work force. If it is 20 metres away, it will be less noisy to the ear than if it was only 10 metres away. More importantly, the noise levels will have been reduced in intensity by a considerable amount.

Only when it is not reasonably practicable to engineer the noise reduction, is the provision of hearing protection to be considered.

Employees, contractors and the self-employed should be instructed that Meldrum Construction noise reduction measures will be taken seriously and that they have a part to play in ensuring the success of that policy.
Fire Precautions
The Regulatory Reform (Fire Safety) Order 2005 requires Meldrum Construction to carry out a fire risk assessment, take reasonable steps to minimise the risk of life from fire and ensure that people can escape safely in the event of a fire occurring.

Pre-start fire prevention plan
Prior to the commencement of the work, the site supervisor/senior employee will examine the project to assess the degree of fire risk. A Fire Prevention Plan will then be developed as necessary, which will include the following where appropriate:

- Responsibilities and organisation regarding fire safety.
- Site specific precautions, fire detection methods and warning alarms required.
- Hot work requirements, including the issue of 'Hot Work' permits.
- Smoking restrictions.
- Site accommodation, construction and location.
- Evacuation plan and procedures for summoning the emergency services.
- Establishing escape routes and assembly points.
- Identifying the type, number and location of fire fighting equipment.
- Access for emergency services and facilities.
- Testing of the emergency procedures, including fire drills.
- Security measures to reduce the risk of arson.
- Material storage, waste storage and removal.
- Training (Induction)
On-site fire prevention plan

During the progress of the works, the site supervisor/senior employee, assisted by the CM, will ensure the fire prevention plan is adhered to.

The supervisor/senior employee will:

1. Where necessary, ensure the 'Hot Work Permit' system is operated correctly.
2. Maintain a daily record of all site personnel and visitors so that in the event of a fire, the number of persons at the assembly point can be verified.
3. Carry out weekly checks of all escape routes, fire fighting equipment, fire detection devices and alarms. Records of the checks will be maintained.
4. Liaise with the fire brigade, when required.
5. Liaise with security personnel, where employed.
6. Regularly monitor the works to ensure changing site conditions do not render the Fire Prevention Plan unworkable, and instigate all necessary revisions and updates as necessary.
7. During an emergency, or on hearing the alarm, ensure the site is safely evacuated and all personnel report to the assembly point.
8. Ensure the procedures and standards set out in the Fire Prevention Plan are clearly understood by all site personnel, visitors' etc. by carrying out thorough induction training.
9. At all times promote a “fire safe, working environment”.

Areas of specific risk will include:

- Offices and site accommodation units.
- Electrical supply points, tools and equipment.
- Fuel storage areas.
- LPG storage and use areas.
- Timber storage.
- Waste storage and disposal areas.
- Bitumen boilers.
- Hot air tools in use.
**Fire extinguishers**

Part of the site set up procedure and Fire Prevention Plan will be to ensure an adequate number of suitable fire extinguishers will be readily available at all times. Fire extinguishers will be selected to ensure they meet the requirements of the specific risks to be encountered.

**Types of extinguishers:**

- **Water Types**
  Suitable for use on Wood, Paper and Textile fires. **Not to be used on electrical equipment or where the water could come into contact with electrical equipment.**

- **Foam Types**
  Suitable for use on flammable liquids: Oil, Grease, Paint, etc. **Not be used on electrical fires.**

- **Dry Powder**
  Suitable for use on live electrical apparatus or flammable liquids, including burning bitumen.

- **Carbon Dioxide**
  Suitable for use on live electrical apparatus

Fire extinguishers or appliances will be checked weekly for serviceability. All hot work (including use of LPG, flame torches, and hot bitumen) will always be protected with fire extinguishers. Additional visual checks for signs of fire will made at the end of each operation, and at least one hour after hot work has been completed.

**Fire action and signs**

Each site supervisor/senior employee is required to assess the requirements for fire action notices, emergency exit notices and other general safety signage. All notices and signs will comply with the Health and Safety (Safety Signs and Signals) Regulations.

**Site supervisor/senior employees will arrange for the testing of the arrangements in place for emergency evacuation. The supervisors/senior employee will need to consider the risks to personnel from the work environment when deciding the appropriate time in the contract period for testing the arrangements.**

**Fire Precautions (Offices)**

1. Rubbish and other combustible waste must be cleared from offices and rest areas daily. Meldrum Construction secretary is responsible for making the necessary arrangements for daily cleaning of the facilities.

2. Electric points must not be overloaded with numerous items of electrical equipment. Appliances and equipment should be turned off when not in use.

3. Smoking is only allowed in designated areas, outside the building. Matches, ash and cigarette ends must be placed in the proper receptacles.

4. Any substance or material that may be a fire hazard must be stored and disposed of correctly, including oily and solvent-soaked rags, cleaning fluids, photocopier ink etc.

5. Employees must only use the equipment and appliances they have been adequately trained, and are authorised, to use.
6. All personnel must be aware of, and co-operate with, fire drills and other evacuation planning and follow Meldrum Construction procedures on the discovery of a fire.

7. The correct type of fire extinguishers must be immediately available and ready for use at all times.

8. Fire extinguishers or appliances must be checked regularly and the office supervisor must ensure the upkeep of the annual planned maintenance scheme.

9. All fire doors, escape routes etc. must be clearly marked and kept free from obstruction at all times.

9. Meldrum Construction secretary is responsible for ensuring the fire risk assessment is carried out by a competent person and reviewed on a regular basis. They must also ensure that all fire and emergency precautions are maintained and tested, as necessary.

FIRE ACTION AND SIGNS

The office manager (company secretary) is required to assess the requirements for fire action notices, emergency exit notices and other general safety signage. All notices and signs must comply with the Health and Safety (Safety Signs and Signals) Regulations.

The office manager must arrange for the testing of the arrangements in place for emergency evacuation of the buildings. The risks to personnel from the work environment will need to be considered when deciding the appropriate time for testing the arrangements.

OFFICE EMERGENCY PROCEDURE

In the event of a fire the person who discovers it should:

1. Raise the alarm at one of the designated fire points located at various positions around the office buildings and arrange for all personnel to be informed immediately.

2. Call the emergency services.

3. Attack a fire with the available firefighting equipment, if you feel safe to do so.

4. Follow instructions issued by management and the emergency services.

On hearing the alarm:

1. All persons evacuating the buildings must report to the designated assembly point, which is situated:

   ---------------------------------------------------------------------------------------------------------------------------------------------------------------
   ---------------------------------------------------------------------------------------------------------------------------------------------------------------

   All employees should report to this area to enable an appropriate head count to be taken.

2. Do not stop to collect personal belongings.

3. On no account should anyone re-enter the building unless authorised to do so by Meldrum Construction secretary, or his deputy.
Safe Use of Liquid Petroleum Gas (LPG)

The use of LPG is covered by regulations, and all regulations will be adhered to.

To meet this objective, the following precautions should be observed:

a) Cylinders will be used and stored in the open and in an upright position (valve uppermost). If the cylinder is butane and connected to an appropriate heating appliance, then it may be used within an accommodation unit (site hut or cabin) only if adequate ventilation is provided.

b) Adequate room ventilation will be provided for site cabins. As a minimum, upper wall and floor vents (through to the outside) will be provided. Floor vents should be in the floor, not the lower wall. There may be a need to raise the cabin unit clear of the ground to ensure floor vents are not blocked by grass etc.

c) All appliances will be fitted with their own "ON-OFF" tap, and not controlled by the cylinder valve.

d) Hose connections will be by proprietary clamp or crimp, and flexible hoses should not exceed 3 metres in length.

e) Properly maintained regulators (and gauges where fitted) will be used.

f) A dry powder fire extinguisher will be readily to hand.

g) Cylinders will be stored correctly and returned to the cylinder store when not being used.

h) When transporting LPG cylinders in enclosed vans, the cylinder will be upright and secured. The driver will understand the dangers of LPG and be aware of the emergency action in the event of a leak, accident or fire. Windows should be slightly opened to provide through ventilation and driver and passengers WILL NOT smoke. Refer to the LPG safety information in the following pages for more detailed guidance on safety and transport requirements. Passengers will not be carried in the load compartment of the vehicle if LPG is also being carried.
The Carriage by Road of LPG Cylinders in Closed Vans
This guidance provides a summary of the duties of drivers, specific to the carriage of LPG cylinders in closed vans, in order to comply with the regulation.

1. The vehicle used for carrying the cylinders will be of adequate strength, of good construction, properly maintained and suitable for the purpose.

2. Cylinders in any type of vehicle will be loaded in a single layer and secured to prevent any movement or displacement during carriage, which may create a hazard. They will be carried upright with their valves uppermost.

3. Closed vans will not be used for the carriage of more cylinders than is shown in the following table:

<table>
<thead>
<tr>
<th>Cylinder Size (LPG Content)</th>
<th>Maximum Number To Be Carried</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater than 20 Kg</td>
<td>4</td>
</tr>
<tr>
<td>5 to 20 Kg</td>
<td>12</td>
</tr>
<tr>
<td>Less than 5 Kg</td>
<td>23</td>
</tr>
</tbody>
</table>

The total number carried in any one load will be limited to the maximum number permitted for the largest sized cylinder in the load.

4. Closed vans carrying LPG will display a ‘flammable gas’ hazard warning diamond on both sides and the rear. They will be kept clean and free from obstructions.

5. Where more than four (4) cylinders are to be carried; the van and mode of carriage will conform to paragraph 6 to 8 below.

6. The load compartment of closed vans will have permanent ventilation openings at the front and rear, or at positions recommended by the vehicle manufacturer, so as to ensure a flow of air through the load compartment. The rear opening should be as low as possible to ensure the release of a heavier than air gas. The total area of ventilation will not be less than 2% of the load compartment floor and this will be equally divided between the front and rear.

7. Cylinders should be fitted with gas-tight plugs or caps to the valve outlets. Drivers should carry sufficient spare plugs or caps for use where they are missing.

8. Cylinders will not remain in closed vans while stationary for more than two (2) hours.
9. Drivers of all vehicles will be trained in accordance with the requirements of this guidance, particularly on action to take in the event of an emergency.

10. The vehicle driver will carry written information about the hazards of the substance. This is to ensure he/she knows the identity of the substance carried the nature of the hazards and the action to take in case of emergency. This information, which will generally be in the form of a "TREMCARD", (transport emergency card) will be kept readily available to provide the emergency services with reliable information if it is required.

11. Care will be taken during loading and stowing the cylinders to ensure that no additional hazard is created.

12. All necessary fire precautions will be taken. No smoking or naked flames are permitted. Suitable fire extinguishers will be carried and maintained in accordance with manufacturer's instructions. One extinguisher suitable to deal with engine fires will be carried in the front compartment; and one extinguisher suitable to deal with small fires in the load compartment will be carried (e.g. two dry powder extinguishers 2 & 6 Kgs capacity)

13. If requested by a police officer or traffic examiner, the driver will produce the relevant documents, e.g. the "TREMCARD"; and give any other information that will enable the officer to know the identity of the substance being carried.
**Electrical Safety**

Meldrum Construction recognises its duties under the **Health and Safety at Work etc Act** and the **Electricity at Work Regulations** to maintain systems, plant and equipment which are safe to use when used correctly. Many factors can influence and affect electrical installations and equipment. Therefore, it is vital to ensure they are adequately maintained by inspection and testing as necessary.

**All electrical work will be carried out in accordance with "The Electricity at Work Regulations"**

**Permanent installations & portable electrical apparatus**

Fixed, permanent installations into offices will be inspected, and tested where necessary, at intervals of five years. Professionally qualified electricians will carry out the work and will issue inspection and test certificates, which will be retained in Meldrum Construction records.

All installation, repair and maintenance work on permanent installations will be carried out by competent electricians and fully comply with the I.E.E. Wiring Code of Practice, which has now been adopted as a European Standard.

**A 'hand-over' certificate will be requested from the electricians on completion of testing of the installations in Meldrum Construction offices.**

All company owned equipment, including extension cables will be regularly inspected by Meldrum Construction’s appointed electrical inspector for signs of wear and damage. Competent persons will carry out any necessary repairs. Where necessary portable equipment will undergo electrical testing to ensure it continues to be safe to use.

**Damaged or defective electrical equipment**

Employees will report faulty equipment as soon as the fault is noted. A tag or label, stating the suspected nature of the fault, should be attached to the power lead of the equipment, with the equipment immediately removed from use and sent for repair.

The companies appointed electrical personnel, who will also inspect, and where necessary test, the repaired equipment before it is reissued for use, will carry out all repairs.

The repairer of the electrical equipment will maintain the appropriate log/record of maintenance and make the records available to Meldrum Construction.

The following checklist should be used as a guide for operative using portable electrical equipment. A visual inspection must to be carried out before use.
### Visual inspection checklist

#### 1. The plug
- Is the plug cracked or broken? .......................................................... • •
- Are the pins loose? ........................................................................... • •
- Are the pins bent? ........................................................................... • •
- Is a pin missing? ............................................................................. • •
- Are there any signs of overheating, e.g. charring around the live or neutral pins? ................................................................. • •
- Is the correct fuse in the plug? ............................................................. • •
- Are the wires attached to the correct terminals? ............................ • •
- Are the terminal screws tight? ............................................................. • •
- Is the inside of the plug free from dust and dirt? .............................. • •

#### 2. Cable covering
- Are there any cuts or abrasions in the cable covering (apart from light scuffing)? ................................................................. • •
- Is the cable free from contaminating materials that could degrade the protective coating? ............................................................. • •
- Is the cable grip properly tightened where the cable enters the plug (if it isn’t, the coloured insulation of the internal wires will show)? ................. • •

#### 3. Power tools/saws
- Is the casing cracked or broken? .......................................................... • •
- Are the guards operating correctly on the saw? ................................. • •

#### 4. Residual current devices (RCD)
- Is the case intact? ............................................................................. • •
- Has the “test” button been checked to ensure that it’s working correctly? ...... • •

#### 5. Casing
- Are any screws loose? ....................................................................... • •
- Is there any damage to the outer casing, e.g. cracks? ........................ • •
- Is there any evidence of burn marks? .................................................. • •
Temporary site installations

Temporary installations into site cabins and offices will be carried out by competent electricians and will fully comply with the I.E.E. Wiring Code of Practice. The site supervisor/senior employee should request from the installer a completion hand over certificate on completion of the testing of the installation. Regular quarterly re-inspections and testing will be programmed if the cabin or office is still in use after the initial three-month period, unless experience has shown that the re-inspection/testing can be performed at greater intervals.

The use of reduced voltage supply operating at 110v through double wound transformers is generally accepted throughout the construction industry. Therefore Meldrum Construction will continue to accept the best practices, and use only such equipment and supplies wherever possible.

Other higher voltage equipment may be used where lower voltage equipment is not available. However, where this occurs, additional safety precautions will be taken, e.g. armoured cables, residual current circuit breakers (RCCB & RCD), more frequent inspection.

All company owned equipment, including extension cables will be regularly inspected (at three monthly intervals) by the appointed electrical inspector for signs of wear and damage, and competent persons will carry out any repairs necessary. Where necessary portable equipment will undergo electrical testing to verify it is safe to continue using.

Damaged or defective portable electrical equipment

Employees will report faulty equipment to the site supervisor/senior employee immediately. A tag or label, stating the suspected fault, should be attached to the power lead of the equipment and the equipment immediately returned for repair.

Repairs will be carried out by the appointed electrical person, who will also inspect, and as necessary test, the repaired equipment before placing it in the tool/equipment store, where it may be re-issued for use.

Equipment WILL NOT be removed from the "repair" area unless it is by competent electricians, who are to carry out repairs.

The repairer of the electrical equipment will maintain the appropriate log/record of maintenance, and make the records available to management staff.

Back to contents
Overhead electric cables

Overhead electric line conductors are normally un-insulated and if contact, or near contact, is made with them an electric current will discharge with the risk of fatal or severe shock and burns to any person in the immediate vicinity.

During the contract preparation stage, the CM and site supervisor/senior employee will carefully note the position of all overhead lines in working areas, and regard every overhead conductor as being electrically charged. They should also:

1. Check with the Electricity Authority to see whether they can:
   a) Re-route the lines.
   b) Put the lines underground.
   c) Have the lines made dead.
   d) Sheath the lines.

Prior to commencement of roofing work, supervisors/senior employees will ensure that the following actions have been implemented as necessary:

2. Material will not be stored beneath the overhead lines.

3. Scaffold poles, metal-bound ladders and materials, which are wet or damp, will be kept at a safe distance from all overhead lines. In no circumstances should such materials be stored below overhead lines.

The CM and site supervisor/senior employee, prior to the commencement of the above works will draft a site-specific and detailed safety method statement. The safety method statement will follow the guidance set out in the HSE Guidance Note GS 6. The system of work and control measures will be strictly enforced and supervised by the site supervisor/senior employee, who will also induct all persons to be involved with the work.
Underground services

Before commencing work, either excavation or erection, the exact position of all underground services must be found and marked on the ground and on all relevant site drawings. Some services may be out of position from where they are shown on existing drawings therefore all service locations will need to be determined by the aid of locating devices and hand digging of trial holes to expose the services.

Ensure that before any excavation work commences a safe system of work is developed and put into effect and rigidly adhered to, part of which may consist of contacting the area Utilities Authority and requesting them to either:

a) Re-route the services.

b) Make the services dead, if work is done in the immediate vicinity (this would mean a permit to work system).

Check that all mechanical diggers, excavators, dozers etc., stop excavating at a safe distance from all underground services. This distance is usually 0.5m, but could be much further if instructed by the utility company.

Points to be brought to the attention of Plant Operators/Drivers

- Every cable must be regarded as being electrically charged.

- No machine to be operated in the vicinity of known buried cables. Detailed use of cable avoidance tools (CAT and GENNY) should reduce the risk of making contact with services.

- If a machine exposes a cable but does not remain in contact with it, the machine will be withdrawn from the area so that proper safeguards can be introduced.

- Some older cable and gas services do not resemble modern services. Old "lead pipe" could turn out to be electrical cable conduit. Consequently, treat all services as high-risk.

Points to be brought to the attention of all personnel on site whether Drivers, Plant Operators or Operatives

- Every cable must be regarded as being electrically charged.

- Cables must not be used as stepping-stones.

- Personnel must never prod with pointed implements near known cable routes while searching for other services.

- Older services may not resemble modern services. Treat all services as potentially dangerous until made safe.
Personal Protective Equipment and Clothing (PPE)

Meldrum Construction will provide all direct employees with the necessary protective equipment and clothing as required by regulations, and as identified by risk assessments. **Subcontract labour are required to provide their own PPE.** Employees are reminded of their statutory duty to use the equipment and clothing in the correct manner, and to take care of it, reporting its loss or damage to it immediately. Disciplinary action may be taken against employees who fail to take care of the equipment and clothing, or fail to use the equipment/clothing once it is provided.

**Head Protection**

Safety helmets will be provided to all direct employees who work on or visit construction sites. These will be worn in accordance with company policy.

**Eye Protection**

Eye protection will be provided as necessary or when identified by the risk assessment.

The type provided will largely depend upon the work activity, but should be worn when filling bitumen boilers and using power tools such as grinding, cutting (angle grinders & Stihl saws).

**Hearing Protection**

Ear protection will be provided to employees who are exposed to levels of noise, which may cause hearing loss and which cannot be reduced by other means. Special attention will be given to young persons. A detailed risk assessment of noise exposure will be required where noise levels are likely to exceed the lower exposure action value of 80 dB (A).

Site supervisor/senior employees and employees will probably know when the noise levels are too high, but as a rough guide if you find it necessary to raise your voice to be heard when only 2 metres apart, then the noise level is above 80 dB (A) and protection should be worn. If you have to raise your voice to be heard when only one metre apart, then the noise level is above 85 dB (A) and protection WILL be provided by the site supervisor/senior employee and be worn by the employee. Refer to the equipment noise chart included with this policy for guidance.

**Hand Protection**

Gloves to protect the hands from either hazardous substances or during handling operations will be provided when identified during the COSHH or risk assessment. Typical activities where gloves will be worn are during the handling of heavy, sharp or rough objects.

**Respiratory Protection**

In all but the simplest of operations requiring general dust protection masks, site supervisor/senior employees should consult with Meldrum Construction management, who will advise on the correct type of respirator to be provided and the training that may be required for the employee. However, as a general guide respirators (including disposable type) meeting the requirements of EN149 – FFP3 should be suitable for most outdoor activities where protection against dust and metal fume is required. However, if there is any doubt as to the suitability of the respirator contact Northern Counties Safety Group Ltd.
Footwear

Safety footwear, including Wellington boots, will be provided free of charge to employees where it has clearly been identified as required in the risk assessment. Employees are again reminded that they will take care of the equipment provided. Meldrum Construction does not have an endless supply of funds to continually provide replacement equipment and clothing, which has been lost or damaged as a result of the employee’s negligence. Where negligence is found, disciplinary action will be taken.

Employees may select a better quality style of safety footwear, but they may only do so if they agree that the difference in price between Meldrum Construction range and the employee selection will be deducted from their wages.

Only safety boots providing ankle protection will be provided. Meldrum Construction will not purchase training safety shoes or other types of safety shoes as standard issue unless the nature of the work demands an alternative type.

Wet Weather Clothing
Where employees are expected to carry out work in inclement weather, protective clothing will be provided.

Issue and Recording
Meldrum Construction may utilise “Safety Clothing and Equipment Issue Registers” to record the issue, return and replacement of equipment and clothing to employees. Employees are expected to co-operate with Meldrum Construction to reduce wastage and misuse of such items that are issued.

Harnesses and Lanyards
If fall prevention measures (for example working platforms, guardrails etc.) or collective fall arrest measures are not practical and alternative system of work will be employed. The system may require the use of safety harnesses and lanyards, but Meldrum Construction accept this will be a last resort as they only protect the user if the equipment is used correctly.

Fall restraint lanyards will be worn when working in a MEWP (mobile elevated work platform) however energy absorbing fall arrest lanyards will be used in most other situations.

All operatives will receive training on the selection, fitting, adjustment, maintenance and use of a safety harness.

An inspection scheme will be in place which will be in two parts. Firstly, the users must undertake visual inspections of the harness and lanyard before use. Secondly the harness and lanyard will be examined by a competent person at least once every 6 months and a record kept of the inspection.

The lanyards and harnesses will be clearly marked with European Standard, name and trade mark of the manufacturer, the serial number and the year in which the equipment was manufactured.
Risk Assessment

The Management of Health and Safety at Work Regulations requires all employers to assess the risks to workers and any others who may be affected by their undertaking.

The risk assessment would normally involve identifying the hazards present in any operations and evaluating the extent of the risks involved with existing controls, precautions etc. being taken into account.

Risk assessments have been, or will be carried out for all company general activities, including manual handling.

Where more specific risk assessments are required, the CM and site supervisor/senior employee will identify them. These assessments will be held with the Construction Phase Plan where one is produced or with the supervisor/senior employee where a Construction Phase Plan is not produced.

Specific assessments for particular hazardous operations are drawn up as appropriate, before the operation begins. All persons affected, or likely to be affected, by the risks detailed in the assessment, are to be made aware of its requirements together with any necessary control measures.

It is a condition of employment that control measures will be adhered to, including the wearing of all identified PPE.

Any contravention of these instructions will result in disciplinary procedures being instigated.

Contractor and subcontractor activities of a hazardous nature will require the risk assessments, COSHH assessments and safety method statements to be in the receipt of Meldrum Construction before the work commences. Failure to produce assessments etc. will be raised prior to any start of work and adequately dealt with to ensure all necessary information is provided.

Back to contents
Safety Method Statements
The natural progression from risk assessments for high-risk activities is for safety method statements to be developed. These method statements are to be developed by the CM, assisted by the respective site supervisor/senior employee, where the work activity is being undertaken by Meldrum Construction and by the appropriate contractor where they are undertaking the work activity.

The method statement will form part of the overall safe system of work, which can be defined as a formal procedure which allows a specific task to be carried out safely, after a systematic examination of the task has identified and eliminated all the associated hazards, or at least minimised the risk to an acceptable level. There is a need for everyone concerned with the process to consider the following elements of the system of work:

Task Assessment
Hazard Identification
Safe Methods of Work Defined
System Implementation
System Monitoring and Review

Each element will further sub-divide and expand, e.g. what? Who? Where? How?

To ensure that where appropriate the work has been considered in detail, properly planned and properly thought out, ASK...

Who does this?
What do they do?
What hazards exist for them and others?
Is the risk significant?
What precautions will be taken?
Are there checks needed for precautions?
Who provides these?
Is training required?
Manual Handling of Loads

Where ever possible, manual handling will be avoided by use of mechanical aids, or different work methods.

Risk Assessment

1. Except under special circumstances, manual-handling assessment will be required for all manual-handling operations.

2. For loads over 20kg and where there is a foreseeable risk of any injury to employees, the site supervisor/senior employee will carry out an assessment of any risk. Where the task involves handling material over 20 Kgs, the assessment will identify the control measures needed, which will usually involve two-man lifting and placing. Where possible the client and designer should try to avoid material of 20 Kgs and above.

3. Employees involved in the manual handling operation will be informed of the risk and of the control measures required to be taken by them.

4. For work activities where weights may be variable, such as the unloading of vehicles, employees will be advised on how to assess the manual handling risks involved and the control measures to be adopted. The CM and site supervisor/senior employees are responsible for ensuring that employees have sufficient understanding of the risks of injury when handling loads of variable weight, or unpredictable loads.

5. The following list of weights gives the suggested action required to enable manual handling operations to be carried out safely.

6. Mechanical handling will always be considered BEFORE any manual handling operations are carried out.

<table>
<thead>
<tr>
<th>LOAD</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;20kg</td>
<td>(56lbs) Within the capability of persons with no known medical condition</td>
</tr>
<tr>
<td>20-34kg</td>
<td>(56-75lbs) Training required in order to assess any lifting problems. May require 2 person lifting</td>
</tr>
<tr>
<td>34-50kg</td>
<td>(75-112lbs) Training required on specific techniques - including shape and design criteria. May require 2 people lifting</td>
</tr>
<tr>
<td>50-90kg</td>
<td>(112-200lbs) Mechanical lifting desirable</td>
</tr>
<tr>
<td>&gt;90kg</td>
<td>(200lbs) Mechanical handling usually required</td>
</tr>
</tbody>
</table>

7. When carrying out manual handling assessments, the criteria shown below will be considered.
Criteria to be considered:

THE TASKS

Do they involve:

- Holding loads away from the trunk?
- Twisting?
- Stooping?
- Large vertical movements?
- Strenuous pushing or pulling?
- Long distances?
- Unpredictable movement of loads?
- Repetitive handling?
- Insufficient rest or recovery?
- A work rate imposed by an activity?

THE LOADS

Are they:

* Heavy?
* Bulky/unwieldy?
* Difficult to grasp?
* Intrinsically harmful? (Sharp/hot/cold)

THE WORKING ENVIRONMENT

Are there:

- Constraints on posture?
- Poor floors/ground conditions?
- Variations in levels?
- Hot/cold/humid conditions?
- Strong air movements?
- Poor visibility conditions?

INDIVIDUAL CAPABILITY AND OTHER FACTORS

* Unusual capability
* Requirements?
* Any health conditions, back problems, etc
Lifting Practice

DO NOT RISK INJURY BY ATTEMPTING TO LIFT HEAVY LOADS. ALWAYS SEEK ASSISTANCE.

The following precautions **WILL** be taken when lifting:-

1. Stand firmly - close to load. Feet about 300mm (12”) apart with one foot slightly ahead of the other
2. With the back straight - bend the knees.
3. Obtain a firm diagonal grip. Keep load close to body.
4. Lift up by straightening legs and move off.
5. When lowering load keep the back straight and bend the legs.
6. Avoid trapping fingers by placing the load askew on suitable packing. Wear gloves whenever possible. These will not prevent you trapping your fingers, but they do reduce the severity of the injury if you do.
Management and Control of Waste

- On construction sites Meldrum Construction may not only be a waste producer, but may also act as a broker of other contractors waste. Therefore, it is necessary to control all waste from the work operations on site, record it and ensure its correct transfer and disposal in accordance with the Environmental Protection Act 1990 (EPA 90) and regulations supporting it.

- Meldrum Construction will as required develop Site Waste Management Plans (SWMP) which will help resource management. The plans will identify waste streams and methods of controlling the waste in compliance with the hierarchy of waste control (eliminate, reduce, reuse, recycle, dispose)

- Every permanent location and site will have appointed a waste controller (on construction sites, usually the PC’s site supervisor) The waste controller will be responsible for controlling and monitoring the waste produced by Meldrum Construction and from contractors, organising skips and other receptacles, ensuring the correct waste transfer notes stating the correct six digit European waste catalogue code for carriage are issued and that records are kept.

- All waste produced will be dealt with in accordance with the SWMP (where developed) and any appropriate Act and regulations. This may involve separating waste into categories, i.e. general builder’s waste, timber (especially tanalised or other treated wood), cans, food waste, etc. Different waste products may require removal by different waste carriers. Generally, solid inert materials can be treated as general builder’s waste and disposed of in a single load. However, liquids, semi-solids, powders etc., will be disposed of separately.

- It is not permitted to bury or burn any waste on site, strict control is required by the site supervisor/senior employee to prevent the burning of rubbish and waste.

- Food waste will be separated from all other forms of waste. It will not be placed in bags or other containers, which can be easily broken into by vermin.

- Skips should be covered to prevent accidental escape of waste during transport.

- The waste controller’s duties at permanent locations such as offices will be exactly similar to those contained above.

- It will be necessary to obtain written confirmation that no contamination exists in the ground to be built on or any building or plant to be refurbished or demolished, which may be disturbed or released by normal construction operations and which may produce harmful pollutants. All such waste or contamination should be clearly identified and dealt with in the Construction Phase Plan.
When sending enquiries and placing orders Meldrum Construction will ensure that all contractors are aware of the implications of the Environmental Protection Act and waste management requirements under SWMP.

Monitoring at all stages is essential. Therefore, the waste controller will generally:

- Monitor all waste handling, containment, etc.
- Notify contractors as to site requirements, including any segregation and separation requirements
- Monitor contractors’ response to waste control.
- Ensure that any waste carrier collecting from site or permanent location is registered and a copy of the registration details is obtained and kept on site or at the permanent location.
- Before using a carrier, check the details of his registration with the issuing authority.
- Ensure that all parties concerned sign all transfer notes and that each waste load is subject to separate transfer notes unless multiple loads are permitted with one transfer note.
- Ensure that the correct six digit European waste catalogue code is used to describe the waste.
- Ensure that the carrier is disposing of waste to an authorised waste manager/disposer.
- Ensure that return transfer notes are matched with their original copies thus ensuring the correct handling sequence is completed.
- Report any inadequacies in the system or in carrier performance to the safety director.

Copies of all records of waste disposal shall be returned to the main office for retention for at least three years.
Alcohol and Drug Abuse/Misuse

Meldrum Construction is committed to providing a safe and healthy working environment and recognises that those who misuse alcohol or drugs to such an extent that it may affect their health, performance, relationships at work and conduct, can put this at risk. The policy, which applies to all employees, aims to:

- Promote the health and wellbeing of employees and to minimise problems at work arising from the effects of alcohol or drugs.
- Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage.
- Offer employees, known to have alcohol or drug-related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

The policy does not apply to personnel who commit a clear breach of company site rules due to over indulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.

Personnel Must Not:

- Report, or attempt to report, for work at any time when under the influence of alcohol or narcotic drug of abuse.
- Consume any drug of abuse or alcohol whilst at work.
- Be in possession of any drug of abuse whilst at work.

Personnel Must:

- Inform Meldrum Construction if you are charged by the police in connection with any alcohol or drug related offence. Meldrum Construction will treat any information supplied with the strictest confidence.
- Attend any medical or drug related test required by Meldrum Construction.
- Provide a biological sample (blood, urine, etc.) when requested.
- Co-operate fully with Meldrum Construction on the implementation of this policy.

Back to contents
Meldrum Construction will, in consultation with employees and their representatives:

- Advise all existing employees and new-starters of the risks to health from the effects of alcohol and drugs, including some prescribed medications.

- Encourage employees, who may have alcohol or drug-related problems which affect their work, to take advantage of Meldrum Construction referral procedures for diagnosis and treatment.

- Encourage supervisors and managers who identify job performance problems that may be attributed to the effects of alcohol or drugs, to consult with Meldrum Construction health specialist to determine whether there is sufficient concern to warrant a medical evaluation.

- In cases where the effects on work due to alcohol or drugs misuse is confirmed or admitted, agree upon a programme of treatment in consultation with Meldrum Construction health specialist, employees GP and employee.

- Instruct Meldrum Construction health specialist to co-ordinate, monitor and if necessary participate in the treatment activities as appropriate.

Meldrum Construction has established policy rules relating to an employee who is found to have misused alcohol or drugs, or admits to the same. The policy rules may cover:

- Disciplinary action under Meldrum Construction disciplinary procedures for refusal to accept help from Meldrum Construction or medical advisers.

- Conditions for accepting treatment.

- Future employment if treatment is proves to be successful.

- Observations of medical confidentiality.

- Effects on employment benefits and employment rights

Information and Training

Meldrum Construction will provide sufficient information, instruction and training as is necessary to ensure all employees have the knowledge required:

- To understand the dangers associated with the effects of alcohol or drugs at work and Meldrum Construction policy regarding this issue.

- To understand Meldrum Construction procedures that will be adopted where there is found to be deterioration in work performance from these effects.

To understand the legal consequences of their actions.

Managers and supervisors will be given additional training, as necessary, to enable them to identify and deal with the problems that may arise as a result of the effects of alcohol or drugs upon work performance.
Safe System of Work

The effects of alcohol or drugs at work can create serious health and safety risks not only to those who misuse alcohol and drugs, but to other employees as well. Therefore, the following rules must be adhered to.

1. Do not come to work under the influence of alcohol or drugs.
2. Do not bring alcohol or non-prescribed drugs on to company premises.
3. Check with your doctor or pharmacist about the side-effects of prescribed medications.
4. Never drive or operate plant or machinery if you are affected by alcohol or drugs.
5. Ask your doctor or Meldrum Construction for guidance on sensible limits of alcohol consumption.
6. Offer support and advice to work colleagues who you suspect of suffering from alcohol or drug abuse. Do not ‘protect’ them by keeping quiet.
7. Ask for assistance if you feel that matters are beyond your own control.

Remember that your misuse of alcohol or drugs could seriously affect the health and safety of your work colleagues.
Employment of Young Persons

Meldrum Construction may from time to time employ "young persons". These we define as persons under the age of 18 years old.

In recognising that such persons may not in general possess the same level of understanding of risk in the "workplace" as experienced employees, greater care will be exercised when allocating work tasks. Work tasks that present a particular risk to young persons, such as harmful exposure to toxic agents; physical activities which are beyond the capabilities of the young person; extremes of heat and cold; excessive noise and vibration, working at height on sloping roofs, are of particular relevance and cannot be allocated to young persons. Therefore, the CM and site supervisor/senior employees are to ensure a suitable and appropriate risk assessment is compiled before allocating any work tasks to employed young persons. A higher standard of supervision will also be required to ensure young person's cannot endanger themselves or others.

To meet the requirements of "The Management of Health and Safety at Work Regulations" Meldrum Construction will, before employing young persons, review any existing risk assessments appropriate to the employment of young persons, together with developing new risk assessments as necessary.
disabled persons

summary of duties

the health and safety at work etc act 1974, section 2, requires employers to exercise a general duty of care towards all their employees. most disabled employees neither need nor seek safety systems beyond those in place for the work force generally.

meldrum construction will consult with the employment medical advisory service (emas) of the health and safety executive for advice on health and safety concerns relating to individual employees where complex problems arise. attention will also be given to possible corrective measures necessary to overcome any under representation, i.e. alterations required under the equality act 2010.

in practice, meldrum construction’s duty of care extends to ensuring that disabled people are not exposed to workplace environments that are hazardous as a consequence of the particular disability (such as requiring a deaf person to work in a situation where reacting to sound is an important factor in personal safety).

meldrum construction will therefore give special attention to the integration of a disabled employee within the overall work force. although employing disabled people never compromises health and safety standards, there may be a requirement to provide information or instigate training for other staff to ensure that both routine and emergency procedures work effectively.

employees registered with the employment service as disabled are, where appropriate, entitled to personal equipment and/or workplace adaptations, which facilitate the work undertaken.

record keeping

meldrum construction will keep records of disabled persons in the work force and records of any special equipment provided or workplace adaptations made for the benefit of disabled persons under the equality act. any training provided to disabled persons will also be recorded.
Transport, Vehicles, Plant and Equipment

General

Company operations require a small range of vehicles, plant and equipment. In order to comply with the Health and Safety at Work etc Act 1974, the CDM Regulations, the Provision and Use of Work Equipment Regulations (PUWER) and the Lifting Operations and Lifting Equipment Regulations (LOLER) the following rules will be observed:

1. No person under the age of 18 years is allowed to drive any vehicle unless under the direct supervision of a person competent to drive or operate that plant or vehicle.

2. It is forbidden for any person, other than the driver, to ride on any vehicle not constructed for the carriage of passengers. A notice to this effect should be displayed on all such vehicles.

3. Only trained, competent persons who are in possession of a current driving licence for that vehicle are allowed to drive site transport.

4. All drivers or operators should carry out a daily inspection of their vehicle or item of plant. Essential checks should include brakes, steering, oil and water, tyre pressures, etc. Where Meldrum Construction uses inspection checklist these should be completed and returned for filing. All defects will be reported to the driver's/operator's supervisor immediately.

5. If a serious defect renders the vehicle dangerous then that vehicle or item of plant will be removed from service immediately. The driver/operator is responsible for reporting the defect to the supervisor.

6. Vehicle engines are not to be left running whilst unattended.

7. Periodic maintenance and servicing will be carried out on a mileage or hours basis, in accordance with the manufacturer's/supplier's/company instructions.

8. Whenever vehicles or plant are used to tip material into a pit or excavation or over the edge of an embankment etc. measures will be taken to prevent the plant/vehicle from running over the edge. This could include stop blocks or wheel chocks.

9. Persons are not allowed to remain on any plant/vehicle whilst it is being mechanically loaded with loose materials.

10. Persons are not permitted to mount or dismount moving vehicles.
11. Where visibility is restricted, visibility aids and/or signallers will be considered.

12. Systems designed to prevent the operator, driver or passengers from being ejected, or falling, from vehicles will be considered. Restraining systems, in the form of full body seat belts, designed systems or lap belts, will be used when they are fitted.

13. The use of reduced voltage supplies operating at 110v through double wound transformers is generally accepted throughout the construction industry. Therefore, Meldrum Construction will continue to accept the best practices, and use only such equipment and supplies wherever possible.
Company Vehicles

All company vehicles will be used in compliance with the Health and Safety at Work etc. Act 1974, Road Traffic legislation, the Highway Code and the requirements of this policy.

- Vehicles will be adequately maintained and serviced in accordance with the manufacturer's instructions.
- Transportation of personnel, materials and equipment will be planned to ensure the vehicle and drivers are capable and competent to perform the task.
- COSHH assessments will be available for any substances to be transported.
- Transport routes will be established and traffic rules adhered to.
- Materials and loads will be evenly distributed and adequately secured.
- Only authorised, suitably insured drivers, holding a current licence for the type of vehicle to be driven, will be permitted to drive company vehicles.
- Drivers will be issued with adequate information, instruction and training on all hazardous materials to be carried.
- All accidents involving damage to vehicles, property or third parties will be reported immediately to the driver's supervisor.
- Materials and equipment will not be transported in the rear passenger carrying section of a dual-purpose vehicle unless the material or equipment is stowed away in purpose made lockers or boxes to prevent injury, or damage, in the event of an accident, or the driver having to brake sharply.

Back to contents
Forklift Trucks (FLT)

Meldrum Construction will ensure that when forklift trucks are used, all statutory requirements are complied with.

In order to comply with the above the following will be observed:

- No person under the age of 18 years is allowed to operate any FLT unless under the direct supervision of a person competent to operate the machine.

- It is forbidden for any person, other than the operator, to ride on any FLT. A notice to this effect should be displayed on all such vehicles.

- Only trained, competent persons, who are in possession of a current driving licence for that vehicle, are allowed to operate the FLT.

- All operators should carry out a daily inspection of the vehicle. Essential checks should include brakes, steering, oil and water, tyre pressures, audible warning, etc. All defects will be reported to the operator's supervisor immediately.

- If a serious defect renders the FLT dangerous then that vehicle will be removed from service immediately. The operator is responsible for reporting the defect to the site supervisor.

- FLT engines are not to be left running whilst unattended.

- Periodic maintenance and servicing will be carried out on a mileage or hours basis, in accordance with the manufacturers / supplier's / company instructions.

- Palletised loads will be checked for security before carriage.

- The vehicle will not be driven at excessive speeds.

- Persons are not permitted to mount or dismount moving vehicles.

- The FLT will not be overloaded.
Safe Use of Skips

All relevant statutory requirements, including the Department of Transport Code of Practice, the Environmental Protection Act (Duty of Care) Regulations, local authority highways department guidance and the provisions of this policy will, so far as is reasonably practicable, be met.

- All contractual arrangements will be clarified to ensure duties and responsibilities under the Duty of Care Regulations are understood and met.

- Provision of skips will be planned to comply with the above requirements and a licence under the local authority highways

- Skips will be clearly marked and provided with adequate lighting and signage where necessary e.g. sited on public highway.

- Whenever possible skips will be sited on firm level ground, with safe access provided where necessary.

- The siting of skips will not obstruct, or restrict traffic routes. Liaison with the local authority may be necessary where restrictions are imposed.

- Fires in skips are prohibited.

- All lugs and lifting equipment will be checked prior to lifting.

- Safe working loads will not be exceeded.

- Close monitoring of transfer notes will be undertaken to ensure the provisions of the control of waste section of this policy is met and that accurate records are maintained.

Back to contents
Traffic Routes

- All sites and workplaces will be organised and planned to ensure, so far as is reasonably practicable, pedestrians and vehicles can move safely without risk to health or safety.

- There will be an adequate number of routes with suitable dimensions (headroom & width) to allow safe movement of pedestrians and traffic.

- Signs will suitably indicate traffic routes.

- Restrictions (vehicular or pedestrian) will be clearly indicated, including speed restrictions, overhead electric cables, obstructions, etc.

- All necessary steps will be taken to ensure all traffic routes are suitable for the personnel and vehicles intended to use them and that pedestrians and/or vehicles can use the routes without causing danger.

- Sufficient clearance and separation will be maintained between pedestrians and vehicles where they use the same traffic routes.

- Provision will be made to ensure separation between vehicle routes and all pedestrian doors, gates etc. leading onto it.

- Where separation of vehicles and pedestrians is not reasonably practicable, Meldrum Construction will ensure effective arrangements are provided for warning all pedestrians liable to be struck, crushed or trapped by any vehicle.

- Steep gradients and sharp bends are avoided where practical.

- Minimise the need for reversing operations as far as possible, by utilising one-way systems and turning points.
Abrasives Wheels

- No person will operate these machines, or mount an abrasive wheel, unless they have been trained in accordance with the **Provision and Use of Work Equipment Regulations** and have been duly appointed by Meldrum Construction to undertake that duty.

- No abrasive wheel is to be fitted other than to the correct spindle.

- Dressing a wheel by any means, other than with a dressing tool is strictly forbidden (bench and pedestal machines).

- When using abrasive wheels, especially on portable equipment, be careful not to damage or crack the wheel and make sure the guard is in position.

- Always when using an abrasive wheel, wear suitable approved eye and hearing protection (respiratory protection will also be necessary when dust suppression measures are not utilised)

- Use blotters (labels to both sides of the wheel or disc on portable machines) supplied with the wheels.

- Make sure that the wheels or discs hole, threaded or plain, fits the machine spindle properly and that flanges are clean, flat and of the proper type for the wheel you are mounting.

- Do not use excessive pressure when mounting the wheel between flanges. Tighten the nut only enough to hold the wheel firmly.

- Do not mount more than one wheel on a single spindle unless the machine is designed specially to take more than one disc/wheel.

- Do not use a grinding wheel that has a related speed less than the speed of the grinder.

Back to contents
Lifting Equipment

The Lifting Operations and Lifting Equipment Regulations (LOLER) applies to all types of lifting equipment and accessories (lifting gear). Lifting equipment is also work equipment and therefore will comply with the requirements of the Provision and Use of Work Equipment Regulations (PUWER)

- Cranes and lifting equipment will be operated and maintained to comply with established and mandatory standards.

- All cranes and lifting gear will have current examination and inspection records.

- Only authorised and suitably trained persons shall act as slinger/signallers and shall use the signals prescribed in The Health and Safety (Safety Signs and Signals) Regulations.

- Only lifting equipment and accessories that are within their respective inspection and thorough examination period may be used (lifting of persons 6months – other lifting operations every 12 months or thorough examination carried out as part of a maintenance scheme)

- Only authorised and trained persons are allowed to operate two-way radios.

- Only trained, competent crane operators are allowed to operate cranes.

- Hoist, travel and S.L.I. are to be tested at the start of every shift.

- During lifts the crane operator will not allow anyone to ride the load, hook or chains.

- Ensure correct rigging and know the correct weight of the load.

- Loads will be correctly balanced prior to lifting.

- All operators and slinger/signallers will be aware of all obstacles within the lifting radius and will check before each movement.

- The point of a hook will never be used for lifting.

- Ground conditions will be investigated to ensure they are capable of withstanding the imposed loads of the crane and the load to be lifted.
Accessories for Lifting Loads

Safety Check List

- All hooks used for lifting will be fitted with a safety catch or be shaped to prevent the load coming off the hook.

- The chains or slings will be the correct type and length for the required lift.

- Do not attempt to shorten chains or slings by tying knots in them.

- Timber or sacking "bights" will be used when slinging material, which is liable to slip (i.e. steel).

- When using "brother" chains around the loads, the back of the hook will be facing the ring otherwise the chain can pull from the hook.

- The weight of the material to be lifted will be ascertained and this will be within the safe working loads (SWL) marked on the chain. On some multi-leg chains the SWL is stated with all legs in use. If only some of the legs are being used the SWL will be less than that stated on the equipment.

- Do not stand under loads, and warn personnel when loads are being slewed.
Hoists
The safety requirements during the use of such equipment are extensive and in addition, operators will be adequately trained to operate, inspect and maintain the equipment unless these requirements are arranged with the hoist supplier.

- The **Lifting Operations and Lifting Equipment Regulations (LOLER)** applies to Meldrum Construction’s work activities with hoists at construction sites.

- All hoists will be inspected by a competent person before use and after assembly at a new location; and at 6 monthly intervals if the hoist is a passenger-carrying hoist; 12 months if the hoist is used solely for lifting loads. The hoist supplier or installer, not the user, will carry out these inspections. Site supervisor/senior employees will ensure that the results are recorded in the appropriate inspection record.

- An inspection of the hoist will also be carried out if conditions occur that are likely to affect the continued safe operation of the equipment. Someone who is competent will carry out this inspection, and again this would usually be the supplier or installer, unless specific training has been given to an individual working on the site.

Safety Check List
- The lifting rope should be in good condition and have at least two turns left on the winch drum when at the lowest point of the lift.

- The over wind device should be fitted correctly and operating.

- A notice forbidding riding on the platform will be displayed, and a notice stating the safe working load (SWL) should be fixed to the platform.

- The platform will be sound and capable of carrying the load.

- The hoist tower will be enclosed with wire mesh, and the winch and rope screened to prevent access. Inclined hoists should be enclosed at ground level (solid barrier) to prevent unauthorised access, and take-off points should be protected so as not to endanger others using common parts of scaffold.

- Gates will be fitted and workable on all landings and at the base

- Gates will display notices re "**keep closed when platform not at level**". Interlocks that prevent the operation of the hoist when the gates are open will be fitted.

- The hoist should be capable of being operated from one position only, and whenever possible a full-time operator appointed.

- Hoist towers will be independently fixed to a building. The scaffold will also be tied into the building, using separate tying points to the hoist tower unless the ties have been specially designed.
• All access platform and barrow runs provided for a hoist where a person can fall, will be fully boarded out and have guard-rails, or guard-rails and barriers, and toe-boards, in order to comply with the **Work at Height Regulations**.

• Ensure that all wheelbarrows, trolleys and materials are secured or wedged before they are carried on the hoist platform.
Cartridge Operated Tools

These tools are work equipment and therefore, the requirements of the Provision and Use of Work Equipment Regulations and company policy will be observed.

- Persons trained in the use of the particular tool to be used will only operate cartridge tools.
- Cartridge tools will be dismantled and examined for defects once in every seven days of use.
- The tool should not be used unless it is fitted with a guard or shield suitable for the work.
- All unused cartridges will be returned to the site supervisor/senior employee, who is responsible for establishing a procedure for issue and return.
- ALWAYS when operating a cartridge tool wear suitable eye and hearing protection.
- A loaded tool will not be left unattended.
- Remember - Risks in the use of cartridge tools are primarily to your work mates.
- Tools and the number and type of cartridge should always be signed for when issued.
- On issue always immediately check the tool is not loaded.
- When loading a cartridge or strip, point the barrel in a safe direction - pointing away from yourself and any other person.
- NEVER place your hand over the end of the barrel.
- NEVER walk around the workplace with a loaded tool - it should only be loaded at the work site.
- Hold the tool at right angles to the job when firing.
- When fixing through pre-drilled holes, ensure the adapter is used to make sure the nail or fixing is guided safely to its point of contact.
- Always be aware of the possibility of the nail being fired through the material. Carry out tests to determine the correct power setting or correct cartridge strength. During testing, ensure no persons are allowed behind the material into which the tool is being fired.
- Tools will not be fired where concentrations of flammable dust or vapour could give rise to an explosion.
- In the event of a misfire, wait one minute before unloading. Extract the cartridge only in accordance with the manufacturer’s instructions; under no circumstances will a screwdriver, nail or knife be used.
Cartridge Operated Tools (continued)

- Misfired cartridges will be immersed in water to render them harmless.
- After use ensure the tool is cleaned and oiled according to the manufacturer's instructions.
- Only routine maintenance and the replacement of interchangeable parts are permitted, all major repairs will be carried out by the manufacturer.
- Stocks of cartridges will be stored in damp-proof and flameproof boxes or cupboards, which can be securely locked.
- Remember - cartridge tools can be dangerous if misused. Always ensure that they are never used in a careless manner.
Mobile Elevating Work Platforms (MEWP’s)
The term Mobile Elevating Work Platform (MEWP) refers to several types of equipment including, pedestrian controlled self-propelled and power operated mobile elevating work and access platforms. Meldrum Construction will ensure that when MEWPs are used on site, the Health and Safety at Work etc. Act 1974; the Provision and Use of Work Equipment Regulations, LOLER, CDM Regulations, and all other statutory requirements are complied with.

In order to comply with the above the following will be observed:

✓ No one is allowed to operate this equipment unless they have undertaken appropriate instruction and training (IPAF) in the specific type of equipment to be used. A competent person will also adequately supervise all operations carried out with MEWP’s. Each operation will be individually assessed to ensure the equipment to be provided is of the correct type and suitable for the work to be undertaken. Manufacturer and supplier's familiarisation will not be regarded as sufficient training for operators.

✓ To prevent personnel being catapulted from the platform, safety harnesses with a restraint lanyard will be worn at all times, by every one working from an articulated boom type MEWP. The harness will be attached to a secure anchorage point within the platform.

✓ Safety helmets will be worn by all persons where there is a risk of head injury or when directed by the supervisor, site rules etc.

✓ The manufacturer’s safe working load will never be exceeded.

✓ Each type of MEWP has its own safe operating envelope. The maximum height and reach of the machine needs to be considered to ensure the intended work area remains within the safe operating envelope of that machine.

✓ Boxes, hop-ups, stepladders and ladders will not be used in platforms to gain additional height or reach.

✓ MEWPs fitted with outriggers or stabilisers will always have them deployed and be used in accordance with the manufacturer’s recommendations. Before deploying the stabilisers, the ground conditions will be checked for suitability.

✓ Travelling in the operational mode is only permitted when the machine is specifically designed for that function.

✓ Platforms will not be used in tandem unless it is in accordance with the manufacturer’s recommendations and interlocked platforms and controls can be achieved.

✓ MEWPs will not be operated in wind speeds in excess of those specified by the manufacturer (30 mph is the generally accepted maximum)

Back to contents
MEWPs will not be used:

✓ As jacks, props, ties or supports.
✓ Primarily for the transfer of materials and equipment etc.
✓ As a crane or lifting appliance unless in accordance with the manufacturer's instructions.
✓ Platforms will not be tied to other structures to provide additional stability or support as the operation of the controls in this situation may lead to an accident or create other significant hazards.
✓ A safe distance will always be maintained between any platform and overhead power cables. The safe distances will be in accordance with HSE guidance note GS6 and guidance from the local or regional electricity company.
✓ Any operator, or person nominated for training as an operator, will be of a suitably stable disposition, physically fit, mobile and dextrous, with a good head for heights. They will have good eyesight, correct colour vision, good hearing and ability to judge space and distance accurately.
✓ All operators will carry out their duties in accordance with their instructions and training received.
✓ Maintenance and inspections of the MEWP will be carried out in accordance with the manufacturers, suppliers and company policy instructions.
Vibration

Several operations require the use of hand held tools and equipment e.g. drills and abrasive wheels. The vibration produced by this type of equipment can have an adverse effect on the upper limbs and in particular the nerves, tissues and muscles of the hands and fingers of the people operating them. In the long term this may lead to permanent damage known as Hand Arm Vibration Syndrome (HAVS) The best known of these conditions being vibration white finger (VWF) which is caused by damage to the blood circulation.

- Where possible, methods will be used that avoid the need to expose employees to hand arm vibration (e.g. machine mounted breakers, floor saws, remote controlled trench rollers etc.).

- If this is not possible then exposures will be reduced to as low a level as is reasonably practicable.

- An assessment of the hazards created by the use of hand-held equipment will be undertaken to prevent, or where this is not reasonably practicable, reduce and control the risks from the vibration. The Director and site supervisor will arrange for these assessments, using assistance from NCSG who have the instrumentation and competence, as necessary. The NCSG vibration risk assessment template can be used to assist in this task.

- Manufacturer or supplier’s information will be used as guidance, but assessments on site during the actual use of the equipment/tool will be planned. Low vibration plant and equipment will be specified and used wherever practicable.

- Where employees first join the Company, and are expected to be exposed to hand-arm vibration, they will complete a Tier 1 health questionnaire (appendix 1a)

The flow chart below outlines the process:
CAN TASK BE CARRIED OUT USING METHODS THAT AVOID HAND-HELD VIBRATING TOOLS?

YES

NO FURTHER ACTION REQUIRED

NO

CARRY OUT RISK ASSESSMENT ON TASK AND SELECT TOOLS AND METHODS WHICH WILL REDUCE VIBRATION EXPOSURE LEVELS TO AS LOW AS IS REASONABLY PRACTICABLE

IS PERSONAL DAILY EXPOSURE LIKELY TO BE BELOW 100 POINTS? (USE THE READY RECKONER)

NO

APPLY CONTROL MEASURES THAT WILL REDUCE EXPOSURES TO LEVELS THAT ARE AS LOW AS IS REASONABLY PRACTICABLE. MONITOR TASK AND RECORD PERSONAL EXPOSURES. INITATE TIER 2 HEALTH SURVEILLANCE (QUESTIONNAIRES IN NCSG POLICY)

YES

MONITOR TASK AND REVIEW REGULARLY
The Control of Vibration at Work Regulations Hand-Arm Vibration Criteria

<table>
<thead>
<tr>
<th>Description</th>
<th>A(8) – m/s²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exposure Limit Value (ELV)</td>
<td>5.0</td>
</tr>
<tr>
<td>Exposure Action Value (EAV)</td>
<td>2.5</td>
</tr>
</tbody>
</table>

The Control of Vibration at Work Regulations have an **Exposure Action Value (EAV) of 2.5m/s²**, and an **Exposure Limit Value of 5m/s²**.

The table below is a ‘ready reckoner’ for calculating daily vibration exposures. All you need is the vibration magnitude (level) and exposure time. The ready-reckoner covers a range of vibration magnitudes up to 40 m/s² and a range of exposure times up to 10 hours.

The exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of values in m/s² A(8). You may find the exposure points easier to work with than the A(8) values:

- exposure points change simply with time: twice the exposure time, twice the number of points;
- exposure points can be added together, for example where a worker is exposed to two or more different sources of vibration in a day;
- the exposure action value (2.5 m/s² A(8)) is equal to 100 points;
- the exposure limit value (5 m/s² A(8)) is equal to 400 points;
Using the ready reckoner

1. Find the vibration magnitude (level) for the tool or process (or the nearest value) on the grey scale on the left of the table.

2. Find the exposure time (or the nearest value) on the grey scale across the bottom of the table.

3. Find the value in the table that lines up with the magnitude and time.

4. Compare the points value with the exposure action and limit values (100 and 400 points respectively).
The colour of the square containing the exposure points value tells you whether the exposure exceeds, or is likely to exceed, the exposure action or limit value:

- **Above limit value**
- **Likely to be above limit value**
- **Above action value**
- **Likely to be above action value**
- **Below action value**

5. If a worker is exposed to more than one tool or process during the day, repeat steps 1 – 3 for each one, add the points, and compare the total with the exposure action value (100) and the exposure limit value (400).

**Control Measures will include:**

- Identifying, and making use of, alternative plant and equipment, such as using crushers in place of hand held breakers.

- All personnel will be issued with and wear appropriate PPE, including gloves for hand warmth (not anti-vibration gloves).

- Ensure workers keep themselves and their hands warm and maintain a good flow of blood to the hands and fingers.

- Organise breaks to ensure long periods of uninterrupted exposure to vibration do not occur.

- Ensuring the correct tool is used for the job and that all tools are correctly balanced, have no worn or defective parts and all blades and cutters are sharp.

- Ensure hot food and drinks are available for employees. This keeps the blood supply flowing through the main blood vessels.

Site supervisor will ensure the control measures are clearly understood by all personnel and that they are strictly adhered to.
Excavations

No excavation work will commence until a risk assessment has been developed and a safe system of work has been agreed. Throughout the excavation work, site managers will need to monitor the operation to ensure safety method statements and risk assessment controls are being followed. All excavations must be examined daily and the results of the formal weekly inspection entered on the inspection report form.

It is important that excavations are properly planned, with adequate support or battered systems developed, to prevent collapse. All traditional or proprietary support systems must be adequately planned and designed.

1. **Before Work Starts**
   
   ✓ Ensure that the site is secure to prevent unauthorised access, particularly by children.
   
   ✓ Have an adequate supply of suitable support material before the work starts (if support system to be used).
   
   ✓ Locate all public services, water, gas, electricity, telephone etc., and mark with notices (use cable avoidance tools, CAT and Genny together to survey correctly).
   
   ✓ Position spoil heaps, material etc. not less than 1.5 m from the edge of the excavation however, where the excavation depth exceeds 1.5m this distance needs to equal the depth of the excavation, to prevent surcharging.
   
   ✓ Ensure adequate temporary support where buildings and other structures may create surcharging and adequate precautions are taken to avoid undermining services or foundations of buildings and other structures.
   
   ✓ Provide access ladders of suitable length to gain entry into an excavation.

2. The sides of all excavations must be adequately supported or battered back to afford safe working. Almost any excavated ground will collapse under certain conditions, unless it is temporarily supported, or is safely battered back or is of stable rock. If the sides of an excavation collapse, there may be no escape. Death by crushing or suffocation may result.

   **Follow these basic guidelines:**
   
   ✓ Make sure there is safe access into, and egress from, the excavation.
   
   ✓ Always wear your safety helmet and safety footwear.
   
   ✓ Follow the rules and controls detailed in the risk assessment/method statement.
   
   ✓ If dumpers or lorries are used to tip back-filling materials into trenches, make sure "**stop blocks**" are placed and secured. Stand well clear while the material is being tipped into the trench.
Excavations (continued)

- Keep spoil heaps and material at least 1.5 m from excavation edge.
- Boulders etc. should be pushed into spoil heaps with excavator buckets.
- Traffic routes should be planned to maintain a safe distance from the excavation edge, with suitable barriers erected as necessary.
- Ensure additional temporary support for sloping ground to protect against surcharging from the uphill side of the excavation.

🚫 Never interfere with any of the support systems.
🚫 Do not stand on bracing struts.
🚫 Do not enter an excavation unless it has been inspected and is considered safe to do so by your supervisor, or yourself if competent.

Battering and Stepping

Battered excavations need regular monitoring and great care must be exercised when deciding on the angle of safe slope.

Guidance on Safe Slope Angles:

<table>
<thead>
<tr>
<th>Material</th>
<th>Dry Ground</th>
<th>Wet Ground</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gravel</td>
<td>30 - 40 degrees</td>
<td>10 - 30 degrees</td>
</tr>
<tr>
<td>Sand</td>
<td>30 - 35 degrees</td>
<td>10 - 30 degrees</td>
</tr>
<tr>
<td>Silt</td>
<td>20 - 40 degrees</td>
<td>5 - 20 degrees</td>
</tr>
<tr>
<td>Clay</td>
<td>20 - 45 degrees</td>
<td>10 - 35 degrees</td>
</tr>
<tr>
<td>Peat</td>
<td>10 - 45 degrees</td>
<td>5 - 35 degrees</td>
</tr>
</tbody>
</table>

Stepping the excavation sides is an alternative to battering, with the depth and width of the steps determined using the same safe slope guidance above however, the vertical distance should not exceed 1.2 m.
Demolition

Personnel who have the experience and have undergone specific training are the only persons permitted to carry out demolition operations. The work must also be under the immediate supervision of a person with the appropriate training; experience of the work; and be familiar with the required techniques including:

- Demolition of the whole or part of a structure.
- Demolition of part of a structure where there is a special risk of a collapse.
- Cutting of reinforced concrete, steel or cast iron, which forms part of a structure.

General Rules:

(a) The precise methods to be adopted, the timing and sequence should have been decided before any work commences.

(b) Make sure proper instructions have been drawn up and issued and there is no deviation from the agreed sequence.

(c) Before and during the work ensure precautions have been taken to ensure that all services have been cut off and that there is no risk of flooding, electric shock, explosion from leakage or accumulation of gas.

(d) The plan of work must include such precautions as are necessary to prevent inadvertent collapse during demolition. Be aware of the need for shoring or temporary support at any stage of the work.

(e) Ensure no part of a structure is removed unless it is in accordance with the safety method statement.

(f) Ensure no one enters obstinate parts of a structure, which refuse to collapse - they may do so unexpectedly.

(g) Ensure no one enters enclosed or confined spaces without proper authority and adequate precautions (see section "Confined Spaces" for work procedure).

(h) Report any unforeseen hazard immediately and warn everyone involved with the operation.

(j) Ensure safety helmet and boots and any other safety equipment that may be specified are worn at all times.

(k) Ensure no one attempts to take chances or short cuts, and be aware of the hazards presented by waste left behind by previous users, e.g. needles, etc.
Leptospirosis and Bacterial Infection

General

The Employment Medical Advisory Service (EMAS) suggest that all workers on construction sites be given Polio and Tetanus injections, regardless of their trade, as a basic immunisation. Injections should be carried out at the employees' own G.P. surgery and employees should make their G.P. aware of the nature of their work.

High-risk operations include work in foul sewers where the risk of contact with infected waste is highly probable and work in fouls and combined systems from hospitals, nursing homes etc.

Employees must also be made aware of the potentially serious infection Leptospirosis (Weil's disease) and the preventative measures to be adopted. At risk personnel will be issued with the Health and Safety Executive Leptospirosis guidance card, which gives further advice and which can be presented to an employees' doctor in the event of symptoms arising.

Leptospirosis (Weil's disease)

1. This disease is caused by a spiral shaped bacterium and is spread by contact with infected animals (predominantly rats) or water contaminated with their urine.

2. The bacteria, icterohaemorrhagia, carried by rats, enter the body through contaminated cuts and scratches causing Weil's disease.

3. The incubation period is usually 7-12 days and symptoms include a severe headache, fever, vomiting, jaundice and skin haemorrhages. Some persons may suffer meningitis, encephalitis or renal (kidney) failure.

4. The disease can be occupationally acquired by construction workers, farmers, vets, abattoir workers and butchers and from recreational activities such as boating and swimming.

5. Protective clothing, boots, rubber gloves and coveralls may be required to protect against contact with contaminated water. All protective clothing must be thoroughly cleaned after use.

6. Precautions include good personal hygiene, cleansing and disinfecting of cuts and scratches and covering them with sterile waterproof dressings (sticking plasters), washing arms and hands after contact with potentially contaminated materials before eating, drinking or smoking.

7. Occupationally acquired leptospirosis is a notifiable disease and must be reported to the Health and Safety Executive. If you show signs and symptoms similar to those mentioned in item 3 above, and have been carrying out work on foul drains or sewers, or you think you have come into contact with contaminated water, in the preceding 14 days, you must consult your own doctor as soon as possible.
Work In Confined Spaces

Before ANY work is carried out in a confined space, an assessment will be carried out to establish whether or not entry into the confined space is essential. The assessment must be carried out by a competent person and will establish whether there may be a health or other risk if access into the space is required. The assessment will cover work in basements, ducts, manholes, inspection pits, sewers, pipelines, etc.

The hazards may be: limited access/egress, lack of oxygen, presence of toxic or flammable gases, flash floods or possible injury to persons involved.

The risks involved in carrying out work in confined spaces are serious and can include:

(a) **PHYSICAL INJURY** - generally caused by tools or other articles being dropped onto men working below or men tripping or falling in the workplace. It may be necessary for lifelines and harnesses to be worn. Care must be taken so that lines do not become entangled with machinery.

(b) **DANGEROUS ATMOSPHERES** - these can arise from lack of oxygen or when flammable or toxic gases are present, due to the decomposition of sludge, leaks from gas mains, etc. Lack of oxygen will cause unconsciousness and toxic gases will cause dizziness and a feeling of sickness. Flammable gases are explosive and gas detection meters MUST be used continuously when it is suspected that the atmosphere is lacking in oxygen or that gas is present.

(c) **SEWERS** - a sudden rise in water level or a sudden breeze can result in a hazardous situation arising, which will require immediate action to minimise any danger. The safe system of work may have to include for the sudden inrush of storm water, emergency escape, or toxic gas.

(d) **BACTERIAL INFECTION** - Weil's disease is a type of jaundice and is always a possibility in situations where rats may inhabit sewers, etc. Bacteria cause the infection from rats’ urine entering through the skin. Any feeling of influenza with a severe headache should receive attention from a doctor, who should be informed of the type of work being carried out by the operative (see also “Leptospirosis & Bacterial Infection” above)
Where entry into deep chambers and sewers is planned, the safety group should be contacted as soon as possible. The group adviser/s will assist in the preparation of the safe system of work and will advise on any training and equipment requirements.

The following system of work will be adopted whenever any work is carried out in a **CONFINED SPACE**:

(a) A supervisor will be on site at all times to direct the activity and no operative will be left to work alone.

(b) The atmosphere in the confined space must be tested to assess whether there is an oxygen deficiency or enrichment, or whether toxic or flammable gases are present. A suitable gas monitor must be readily available for lowering into or otherwise placing in the work area.

(c) The work area must be constantly tested and be purged with compressed filtered air or fresh air to sustain a breathable atmosphere, when necessary.

(d) No smoking is to be permitted in the work area.

**In the event of an emergency arising, which will require evacuation, the following equipment must be readily available and used where necessary:**

(a) A tripod with a winch capable of raising an operative.

(b) Sufficient safety harnesses and rope.

(c) Intrinsically safe hand torches or cap lamps.

(d) A sufficient number of emergency escape sets - breathing apparatus *(Training required)*

(e) An audible alarm for summoning help, i.e. an aerosol alarm.

(f) Adequate first aid facilities *(Trained first-aider and equipment)*

**Other matters which must be considered when work is to be undertaken in confined spaces are:**

(a) The suitability of the persons who will undertake the work, with regard to general fitness, claustrophobia, heart disease, bronchitis, deafness, lack of sense of smell, etc.

(b) The degree of training necessary to cover atmospheric testing and rescue procedure, e.g. using breathing apparatus and gas detection equipment.

(c) Precautions to cope with flash flood conditions.

(d) Precautions to be taken to avoid infection from Weil's disease, from putrefying solids or from general discharges.
Working On, Over or Near Water

Working over or near waterways can present a number of problems, e.g. the risk of personnel or plant falling into water, and contracting diseases such as ‘Weil’s disease.

This procedure complies with the regulations surrounding working over water and the methods of work which need to be implemented to eliminate the risk of injury.

Weil’s disease
It is the responsibility of Meldrum Construction to ensure that every precaution is taken against contracting “Weil’s Disease”. All personnel must be made aware of the importance of personal hygiene, washing thoroughly after visiting the site and prior to contact with foodstuffs. All open cuts or sores should be protected against contact with river water and the surrounding environment by using waterproof adhesive dressings/plasters.

If any site operative experiences flu type symptoms during the works, medical advice should be sought immediately. Meldrum Construction will issue to each operative at risk, the Weil’s disease pocket information card, which should be carried by the employee for reference by themselves and their own doctor or medical adviser.

Preventing Drowning
Precaution must be considered to prevent operatives falling into the watercourse and being swept away by the current.

Wherever possible the potential risk of falling into the water should be removed by fencing off the area. Where a risk still exists then a professionally manned rescue boat/launch should be made available close to the work area with grab lines and an approved life-buoy to prevent a person from drowning should someone fall in. Employees should wear approved life preservers or ‘floatation suits’ if the risk of drowning or being swept away is high.

Where practical a fully boarded scaffold is the most efficient access to structures over water, this will prevent debris and personnel from falling in. When this is in place it is not necessary to employ a rescue launch.

<table>
<thead>
<tr>
<th>HAZARD</th>
<th>RISK</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel falling in</td>
<td>High</td>
<td>Fully boarded access</td>
</tr>
<tr>
<td>Debris falling in</td>
<td>High</td>
<td>Fully boarded access, specific protection</td>
</tr>
</tbody>
</table>

The appropriate authorities must be informed e.g. River Authority and Environmental Agency etc, of our activities before commencement of the project.

It is the responsibility of the Director, supported by the site supervisor to ensure all the requirements of this procedure are complied with.
Stress Management

The overall aim of Meldrum Construction stress policy is to help employees understand the effects of stress and help employees perform better by reducing stress because of their work.

Stress is the adverse reaction people have to excessive pressures or other types of demand placed upon them. There is a clear distinction between pressure, which can be a motivating factor and stress, which can occur when this pressure becomes excessive.

Signs of Stress
Signs to look for in an employee suffering from stress include changes in the pattern of behaviour, deteriorating relationships, an increase in drinking, smoking, drug taking, irritability, lateness, absenteeism, sickness, poor work performance, trivial complaints and lack of concentration.

There may also be identifiable physical symptoms, including headaches, visual problems, muscular pains, tiredness and insomnia.

Low productivity, high staff turnover, higher accident rates and an increase in customer complaints may also signify the existence of a problem which needs to be brought to the attention of the Contracts Manager or Safety Manager.

The primary sources of stress which the policy aims to highlight and control are:

- **Demands** – Such as workload, work patterns (i.e. weekend work / night shifts) and the work environment.
- **Control** – How much control does the employee have in the way they do their work?
- **Support** – Such as encouragement and resources provided by Meldrum Construction, line management and work colleagues.
- **Relationships** – such as avoiding conflict and dealing with unacceptable behaviour.
- **Role** – Does the employee understand their role within Meldrum Construction and is there any conflicting role.
- **Change** – such as how is change in Meldrum Construction systems managed and communicated to the employees.
**Combat / Reducing Stress**

In order to reduce or control stress at Meldrum Construction, a stress reduction programme will be instigated by the Contracts Manager / Safety Manager.

Once a stress suffering employee has been identified, either via reporting their problems to a line manager or by clear indications of stress identified by a third person (see – Signs of Stress) Then an appraisal will be undertaken by the Contracts Manager / Safety Director

The issues covered in the appraisal will include: -

- Job ambiguities – specific job descriptions should be issued.
- The level of training the employee has received to fulfil their role.
- Resources provided – are they adequate or do we need to provide better resources (staff, equipment etc.)
- Personality conflicts – dealt with where possible.
- Is the stress created more by the employees’ personal life rather than work?
- Is the individual more prone to stress. (i.e. sensitive to constructive criticism, unable to cope with normal daily work activities)
- Has clear instruction been given by their line manager on what they are expected to achieve.
- Are objectives and goals set by line managers, realistic and achievable?
- Would counselling from an external person / agency be useful to the employee?

Following the appraisal a well-structured action plan should be established to reduce stress levels, which has been agreed with both parties. The individual should then be monitored for improvements and there suitability to the role they have been given.

A follow up appraisal should be set up a month after the initial consultation to establish any positive or negative effects on the stress.

[Back to contents]
Driving Policy

Introduction:

The purpose of Meldrum Construction Driving Policy and associated Guidance is to ensure compliance with the HSE, Guidance for employers “Driving at Work – Managing work-related road safety”; to fulfil the requirements of our statutory ‘duty of care’ and to meet current insurance sector standards.

All recent changes in standards relating to ‘business travel’ have placed greater responsibility on Meldrum Construction for the safety and welfare of those who travel, particularly those engaged in work-related driving. The Policy and Guidance is applicable to all persons who Drive Company owned or leased vehicles; and to those who drive their own vehicles for business purposes and subsequently make a travel claim.

In summary it seeks to:
- establish arrangements which will ensure that persons who undertake work-related driving are qualified to drive, are insured to drive and are fit to drive
- set out the legal position/driver responsibility for specific road safety issues
- ensure that driving schedules are planned and reasonable
- Define current compliance standards for those who drive a minibus.
- provide information and guidance for drivers in the event of a road traffic accident
- set out the options available to Meldrum Construction and driver, in the event of ill-health or disqualification

Fit to drive?

The main issues are:
- that it is the individual’s responsibility to ensure that they are fit to drive when they take a vehicle onto the public highway,
- that any person who is required to drive as part of their employment must declare any medical condition which adversely affects their ability to drive safely (all information provided will be treated as confidential)

Minibus drivers

All minibus drivers for Meldrum Construction must:
- have held a UK drivers licence for more than 2 years,
- have a D1 entitlement, (automatic prior to 1997, by examination post 1997)
- be aged at least 25 years,
- have no more than 3 penalty points on their licence,

Road Safety

Where employees use their own vehicles, it is wholly their responsibility to ensure that the vehicle is roadworthy and where applicable, has a valid MOT certificate.

Drivers must not to drive under the influence of drugs or alcohol (including prescription drugs which may affect their ability to drive).

The use of hand-held mobile phones whilst driving is not permitted. Hands-free kits can be utilised, but Meldrum Construction recommend that the call is kept short and to the point.
Mobile phone use

Research shows that using hand held or hands free mobile phones while driving is a significant distraction and substantially increases the risk of the driver crashing. The problems are mainly caused by the mental distraction and divided attention.

Mobile phones cause a distraction in three ways:
- taking the hands off the wheel
- Becoming engrossed in conversation and not concentrating on the road.
- Mental distraction.

All company employees should adopt the following principles:

1. You must never use a mobile phone whilst driving unless you have a fully compliant hands free unit and are an experienced driver used to handling such equipment.
2. Unless you have a working hands free unit your phone should be switched off, with divert all calls to voice mail and check messages when your vehicle is stationary.

From a safety point of view mobile phone use while driving, even with a hands free unit, should be limited. If the employee has to take a call which is of any significant length of time, then the driver should pull off the road into a safe position.

If the employee receives a call you should indicate that you are driving and keep the conversation short and to the point.

Employees should also be aware that if you have an accident whilst using a hands free unit you may still be prosecuted for driving without due care and attention.

Route planning and scheduling

Where an employee has to drive to undertake work-related activity, an assessment of the schedule of driving and work activity is made to ensure that it is reasonable, allows for rest breaks and will not result in excessive working hours. *Driver fatigue is a major cause of road traffic accidents and Meldrum Construction has a ‘duty of care’ towards its employees and other road users.*

Road Traffic Accidents (RTA’s)

- Drivers owned or leased vehicles involved in any form of road traffic accident must stop to determine the extent of any injuries to individuals involved and damage to both vehicles.
- Do not under any circumstances admit blame or accept liability
- Record as far as you are able, the details of the RTA.
- Upon return to Meldrum Construction offices report the accident immediately to the safety director and /or the Transport manager.
- Drivers should complete the Road Traffic Accident Form.
Medical conditions affecting the ability to drive

Employees who drive owned or leased vehicles or who need to drive as an essential part of their work, must inform their line-manager of any medical condition which would prevent them from driving legally on the public highway or adversely affects their ability to drive safely or with due care and attention.

In these circumstances managers will endeavour to make reasonable adjustments, in consultation with the individual employee.

Disqualification from driving

Employees who drive owned or leased vehicles as an essential part of their employment are duty bound to inform their line-manager immediately of disqualification from driving on the public highway.

That person will be relieved of all driving duties with immediate effect and in consultation with the individual employee and the most appropriate course of action determined. Each case will be dealt with on its own merits.
Recommended Pre-use checks

The Road Traffic Act states that the driver is responsible for the roadworthiness of any vehicle, the load being carried and the wearing of seat belts by passengers, whilst travelling on the public highway.

As such, it is strongly recommended that employees intending to drive any vehicle on business, they should undertake appropriate checks prior to using the vehicle, for example:

- Tyre tread
- Foot and hand brake operation
- Lights, indicators and hazard warning lights operate
- Horn operates
- Screen wash and wipers operate
- Seat belts fitted and functioning
- Mirrors adjusted/adjustable

These are tasks which do not require any technical expertise and are the basic checks included in the current UK driving standards examination.

Additional checks for long journeys might usefully include:

- Fluid levels (oil, coolant and screen wash)
- Tyre pressures
- Locks and security functional
- Fuel level

It is not intended that checklists are provided or that records of pre-use checks are kept, as it remains the responsibility of any driver to ensure that a vehicle is roadworthy.

Back to contents
Stop. Determine the condition of other persons involved in the accident, and also the condition of the vehicles. Contact the emergency services if anyone requires medical assistance. Contact rescue services or recovery services as appropriate.

Exchange information with other persons involved in the accident e.g.
Your name:
Place of work:
Work contact details:
Vehicle registration No., make, and model
Insurance details:

Obtain those same details from the other parties involved
Vehicle 1
Name and address of driver:

Vehicle owner (if different): ..............................................................

Vehicle registration No. .........................................................

Make: ........................................ Model: ..................................................

Insurance details: ..............................................................

Vehicle 2
Name and address of driver:

Vehicle owner (if different): ..............................................................

Vehicle registration No. .........................................................

Make: ........................................ Model: ..................................................

Insurance details: ..............................................................

Details of accident: (location, speed, weather conditions, visibility, causative factors if known, etc.)

Names and addresses of independent witnesses:

Witness 1

Witness 2
Diagram of the scene of the accident

Include if possible, an outline of the roads, including junctions relevant signage etc, and an indication of speed, direction and positions of persons and vehicles involved in the RTA.
Edge Protection

Meldrum Construction shall ensure that all edge protection is designed in compliance with EN 13374 and where scaffold is used as edge protection will ensure that it complies with the requirements of EN 12811.

The primary legislation is the Work at Height Regulations. These regulations will be complied with via the development of risk assessments and method statements to ensure that adequate protection is provided to the scaffolders and users of the edge protection.

Prior to commencement of edge protection works the client should specify the height required for the guardrails due to varying heights of floor slab (prior to and following concrete pour). The client must also specify the puncheon distance required from the steel to ensure protection for the user and to allow completion of construction.

Classifications for Edge Protection:

Edge protection systems are selected primarily on the gradient of the surface for which they provide protection. Under the standard EN13374 they are categorised as follows:

- **Class A:**
  Provides protection to a flat surface and slopes up to 10°. It provides resistance to static loads and is based on the requirements to support a person leaning against, walking beside and possibly stumbling against the edge protection.

- **Class B**
  Provides protection to flat surfaces and slopes generally up to 30° and even steeper slopes with short slope lengths. It provides resistance to both static and low dynamic loads and is based upon the requirements to support a person leaning against, walking beside, possibly stumbling against and sliding down a slope towards the edge protection.

- **Class C**
  Provides protection to steeply sloping surfaces generally up to 45° and up to 60° for 5m slopes. It provides resistance to high dynamic loads only and is based on the requirements to contain a person sliding down a steeply sloping surface.

Netting should not be attached to the guardrail unless the suitability of the guardrail has been assessed to carry the loads. The netting contractor should specify to Meldrum Construction the loads expected and the number of netting tie in points.

Upon completion of the guardrail and inspection a hand over certificate should be given to the client. The client must then undertake weekly inspections to ensure that the scaffold guardrail remains stable and structurally sound. The client must also ensure that the guardrail is not altered or modified during the life of the project.
Introduction

Main Requirements of the Display Screen Regulations

The regulations require Meldrum Construction to analyse each workstation for the purpose of assessing the risks to health and safety of users, which arise out of or in connection with the use of these workstations.

These assessments must be carried out systematically and results monitored carefully.

Assessments will be reviewed automatically whenever there is a substantial change in the workstation or a significant change in the job undertaken.

Display Screen Assessment risks generally fall under three headings – physical (musculoskeletal) – visual fatigue – mental stress, and because there is incomplete understanding of some of these problems managers need to impress upon staff the importance of reporting back to management as soon as any difficulties are experienced.

User and Computer Interface

In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, the responsible manager for this aspect must take into account the following principles:

Software must be suitable for the task
Software must be easy to use and where appropriate, adaptable to the users level of knowledge or experience
Systems must provide feedback to users on the performance of these systems
Systems must display information in a format and at a pace which are adapted to users
The principles of software ergonomics must be applied, in particular to human data processing.

Definitions

‘Display Screen Equipment’ covers an alphanumeric or graphic display screen.
‘Operator’ means a self-employed person.
‘User’ means an employee.
‘Workstation’ means an assembly comprising:
‘Optional Accessories’ – being items that will include the following:
Disk drive,
Telephone, modem,
Printer,
Document holder,
Chair,
Desk or work surface, etc.,
Immediate working environment.
Analysis of Workstation

Meldrum Construction will carry out a suitable and sufficient analysis of the workstations.

Review the analysis if:
There is reason to suspect it is no longer valid
There has been a significant change.

Where risks are identified by the assessment they must be reduced to the lowest extent reasonably practicable. The assessment will cover:

- Risk from the workstation
- Draw upon other relevant sources of information
- Produce valid and reliable conclusions
- Make a clear record of the assessment
- Communicate the findings to those who need to take action.

Work Routine

The users must plan the activities to periodically interrupt work at DSE.

In most cases natural breaks will occur involving filing, answering telephones, sending faxes etc., and the work should be planned accordingly.

Any break should allow the user to:
- Vary his/her posture
- Avoid activities which require similar arm or hand movements
- Provide visual relief from the screen.

Meldrum Construction will allow an adequate degree of flexibility for ‘users’ to organise their work rather than draw up a precise and detailed timetable of breaks.

Eye and Eyesight Test

Meldrum Construction will provide his ‘users’ with an appropriate eye and eyesight test initially on request and at regular intervals.

The cost of the test will be borne by Meldrum Construction.

If the results of the test reveal that special corrective appliances are necessary at normal visual display unit viewing distances, then Meldrum Construction will provide them ‘free of charge’.

Provision of Training

During the assessment Meldrum Construction will provide adequate health and safety training. Training should cover:
- Simple explanation of main risks associated with the work
- Correct adjustment of equipment
- Need for breaks
- Avoidance of over reaching and glare
- Inspection and cleaning procedures
- Correct posture and importance of postural changes
- Provision and wearing of corrective appliances
- Reporting procedures for highlighting problems
Checklist

Display Screen
Characters must be clear, well defined, of adequate size and properly spaced.
Image must be stable with no flickering
Brightness and contrast should be easily adjustable
Screen must swivel and tilt easily and freely
Screen must have a separate base
Glare and reflections must be minimised.

Keyboard
Tiltable and separate from screen
Sufficient space provided in front of keyboard
Matt surface to avoid reflection
Adequate and legible keyboard characteristics.

Work Chair
Stable with ease of movement
Adjustable height to accommodate work desk
Adjustable back rest with tilt facility
Suitable footrest.

Work Desk or Work Surface
Sufficiently large with low reflectance
Stable document holder which is adjustable
Adequate space for legs.

Other matters covered will include:
Space requirements, Lighting, Noise, Heat, Radiation, Humidity
Working Alone
Meldrum Construction will via the Contacts Manager (CM), so far as is reasonably practicable, ensure all operatives and employees who are required to work alone or unsupervised for significant periods of time, are protected from risks to their health and safety. Measures will also be taken to ensure other persons who may be affected by the work are also protected.

An assessment of the risks will be undertaken by the CM, by virtue of the Management of Health and Safety at Work Regulations, to identify the hazards and to determine whether or not unaccompanied persons can carry out the work safely.

Consideration will be given to:

1. The remoteness or isolation of the place of work.
2. Means of communication e.g. two-way radio, mobile telephone, regular visits by a competent person, and other means of summoning assistance or raising the alarm.
3. Violence or criminal activity by third parties and other interference.
4. Foreseeable “worst case” scenario, including the provision for the treatment of injuries e.g. first aid kit and availability of a first aider.
5. Employee suitability, including training requirements, experience, medical fitness, etc.
6. Suitability and quality of tools, plant and equipment.
7. Availability and quality of personal protective equipment required.
8. Levels of supervision required before operatives and employees are deemed to be competent to carry out the work and levels of supervision can be relaxed.

Any personnel who may be required to work alone, or unsupervised, will be given the necessary information, instruction, training and supervision to enable them to identify the hazards and appreciate the risks involved.

All employees are required to co-operate with these procedures to ensure safe working and will report any concerns to their supervisor immediately.
Food Hygiene
Meldrum Construction acknowledges that the Food Safety Act 1990 and the Food Hygiene (England) Regulations 2006 apply to all of its workplaces where food or drink is supplied, provided or sold by Meldrum Construction or anyone else for that benefit of employees and others.

The regulations do not apply to workplaces where employees only consume their own food and drink. Nevertheless, in accordance with Section 2(2) of the Health and Safety at Work etc. Act 1974, and regulation 27 of The Construction (Design and Management) Regulations 2015, Meldrum Construction accept these areas must be kept in good order and in a reasonable state of cleanliness.

Food Safety legislation is enforced by the Environmental Health Department of the Local Authority, and any doubt regarding the application of the regulations will be referred to the Local Authority Environmental Health Officer (EHO).

Meldrum Construction accept that a building or construction site that has a canteen or mess room where food is stored, sold, supplied, or provided (whether for profit or not) is classified as a business and the rooms are classified as premises for the purpose of the Act.

All food businesses that Meldrum Construction is responsible which prepare, cook or sell food for the benefit of others will be registered with the Local Authority.

Meldrum Construction will produce written food safety management systems based on the principles of Hazard Analysis and Critical Control Points (HACCP). The system will be proportionate to the food safety risks.

The food safety management system will:

- Make sure food is supplied or sold in a hygienic way
- Identify food safety hazards
- Know which steps in the activities are critical for food safety
- Ensure safety controls are in place, maintained and reviewed
- Maintain appropriate documentation.

The Premises

The sitting, design and construction of the premises will aim to avoid the contamination of food and harbouring of pests. It will be kept clean and in good repair so as to avoid food contamination.

Surfaces in contact with food will be easy to clean and, where necessary, disinfect. This will require the use of smooth, washable, non-toxic materials.

Adequate provision will be made for cleaning foodstuffs, and the cleaning and (where necessary) disinfection of utensils and equipment. All reasonable and practical steps will be taken to avoid the risk of contamination of food and ingredients.

Washbasins will be designed for washing hands, have hot and cold (or appropriately mixed) running water, and be equipped with soap ad suitable hand drying facilities, such as disposable towels. Lavatories will not lead directly into food rooms and they must be kept clean, maintained in good repair and ventilated.

Adequate arrangements and facilities for the hygienic storage and disposal of hazardous and inedible substances and waste (whether liquid or solid) will be available. Food waste will not be allowed to accumulate in food rooms and should be deposited in closable containers.

The Premises (continued)
Adequate facilities and arrangements for maintaining and monitoring suitable food temperature conditions will be available.

**The Food**

Stored raw materials and ingredients will be kept in appropriate conditions which will prevent harmful deterioration and be protected from contamination likely to make them unfit for human consumption.

**Water**

There will be an adequate supply of potable (clean, drinkable) water which will be used whenever necessary to ensure foodstuffs are not contaminated. This includes the use of ice which must also be made, handled and stored in a way that protects it from contamination.

**Temperature Control**

The Food Hygiene Regulations state that foods intended for sale or supply which need temperature control for safety must be held either **HOT** at or above a minimum temperature of 63°C or **CHILLED** at or below a maximum temperature of 8°C. Rather than providing a long list of food items, the regulations apply the requirement for temperature control to all types of food which might support the growth of harmful (pathogenic) bacteria or the formation of poisons (toxins).

**Food handlers**

The employees who work in a food handling area must maintain a high degree of personal cleanliness. The way in which they work must also be clean and hygienic. Meldrum Construction will ensure that the food handlers wear clean and, where appropriate, protective over-clothes. Adequate changing facilities will be provided where necessary.

Food handlers must protect food and ingredients against contamination, which is likely to render them, unfit for human consumption or create a health hazard. For example, uncooked poultry should not contaminate ready-to-eat foods, either through direct contact or via work surfaces or equipment.

Anyone whose work involves handling food should:

- Observe good personal hygiene
- Routinely wash their hands before handling areas
- Report any illness (like infected wounds, skin infections, diarrhoea or vomiting) to their manager or supervisor immediately.

If any employee reports that they are suffering from any condition or illness, Meldrum Construction may have to exclude them from food handling areas. Such action should be taken urgently. If there is any doubt about the need to exclude, seek urgent medical advice.

Food handlers will also receive adequate supervision, instruction and training in food hygiene. Meldrum Construction will decide what training or supervision the food handlers need by identifying the areas of work most likely to affect the food hygiene. CIEH hygiene training course will be attended as a minimum standard.

[Back to contents]
Security Policy

Meldrum Construction accepts that security is closely associated with health and safety on its premises or construction sites. Meldrum Construction accept that a poor standard of security with the resulting risk of trespass, theft and damage can have implications for the health and safety of the trespassers and possibly the people who are authorised to be there.

Legislation

The Health and Safety at Work etc. Act 1974 section 4

‘It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not exposed to risks to their health and safety.’

The above sections of the Act place a legal duty on Meldrum Construction to ensure the health and safety of ‘all persons not in their employment’. This is a wide-ranging commitment that will include visitors to site and offices, the employees of other contractors and members of the public.

The Occupiers Liability Acts 1957 & 1984

This legislation covers the civil law duties that Meldrum Construction have of any land or premises towards other people in general. It applies irrespective of whether the owner is occupier, or whether the premises are rented or occupied under any other terms.

Where a premise, or parts of a premise, is ‘handed over’ to Meldrum Construction regardless of whether they have physically demarcated it then Meldrum Construction will be regarded as the ‘occupier’ in law.

The Construction (Design and Management) Regulations 2015

‘No contractor shall begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised person to that site’. Reg. 13 and 15

Site Visitors

A visitor may be any person, who is a lawful visitor with a genuine reason to visit the premises. Meldrum Construction will arrange for all lawful visitors to sign in and out of the offices or sites.

Managing Security

The four most important things that Meldrum Construction will do for security are to:

- Remove temptation by hiding from view any ‘attractive’ item that might tempt a potential thief
- Make it more difficult for the trespasser to get onto the premises.
- Make it harder for the trespasser to gain access to ‘attractive’ items if they do manage to get onto the premises
- Make it more difficult for the criminal to profit from their crime.
Out of Hour’s Security.

When employing security guards, Meldrum Construction will provide.

- Training and Induction
- Personal safety (e.g. visits by others and a telephone for emergencies)
- Welfare facilities
- Out-of-hours procedure, contacts, and so on

Closed circuit television (CCTV)

When used cameras will be well placed and:

- Capable of viewing the perimeter in darkness, with or without the aid of security lighting
- Difficult for a thief to interfere with or steal

Security Guards Key Responsibilities

- Undertake access control procedures and ensure access only to those persons authorised to enter the premises either through possession of a company ID card or being confirmed as an expected visitor, temporary staff or pre-arranged contractor.

- Assist with the implementation of applicable emergency procedures and arrangements for the various premises, including fire alarm testing, monitoring of fire safety equipment and means of escape, and assist as required with incident management in accordance with the emergency procedures and arrangements with Fire Wardens.

- Undertake various security support activities such as control and monitoring of security equipment, including CCTV and perimeter detection systems, monitoring of building plant and equipment and out of hours support, including telephony switchboard cover, building patrols and reporting of building defects when observed.

- Report to management any security breaches and provide assistance to the police when required.

Due to the security guard working alone consideration will be given to:

1. Means of communication e.g. two-way radio, mobile telephone and other means of summoning assistance or raising the alarm.

2. Violence or criminal activity by third parties (immediate contact with police).

3. Foreseeable "worst case" scenario, including the provision for the treatment of injuries e.g. first aid kit.

4. Employee suitability, including training requirements, experience, medical fitness, etc.

All employees are required to co-operate with these procedures to ensure safe working and will report any concerns to their supervisor immediately.
Appendices
Annual screening questionnaire for health surveillance

SCREENING QUESTIONNAIRE FOR WORKERS USING HAND-HELD VIBRATING TOOLS, HAND-GUIDED VIBRATING MACHINES AND HAND-FED VIBRATING MACHINES

Date:.................................................................................................................................

Employee name:..................................................................................................................

Occupation:..........................................................................................................................

Address:...............................................................................................................................

Date of birth:........................................................................................................................

National Insurance no:...........................................................................................................

Employer name:....................................................................................................................

Date of previous screening:.................................................................................................

Have you been using hand-held vibrating tools, machines or hand-fed processes in your job, or if this is a review, since your last assessment? (detail work history overleaf) Y/N

If NO or more than 2 years since last exposure please return the form - there is no need to answer further questions.

If YES:
1. Do you have any numbness or tingling of the fingers lasting more than 20 minutes after using vibrating equipment? Y/N

2. Do you have numbness or tingling of the fingers at any other time? Y/N

3. Do you wake at night with pain, tingling, or numbness in your hand or wrist? Y/N

4. Have any of your fingers gone white* on cold exposure? Y/N

*Whiteness means a clear discoloration of the fingers with a sharp edge, usually followed by a red flush.

Blanching

Appendix 1
5 Have you noticed any change in your response to your tolerance of working outdoors in the cold? Y/N

6 Are you experiencing any other problems in your hands or arms? Y/N

7 Do you have difficulty picking up very small objects, eg screws or buttons or opening tight jars? Y/N

8 Has anything changed about your health since the last assessment? Y/N

I certify that all the answers given above are true to the best of my knowledge and belief.

Signed: Date:

RETURN TO:

Hand-arm vibration syndrome (HAVS):

- is a disorder which affects the blood vessels, nerves, muscles and joints of the hand, wrist and arm;
- can become severely disabling if ignored; and
- its best known form is vibration white finger (VWF) which can be triggered by cold or wet weather and can cause severe pain in the affected fingers.

Signs to look out for in hand-arm vibration syndrome:

- tingling and numbness in the fingers;
- in the cold and wet, fingers go white, then blue, then red and are painful;
- you can’t feel things with your fingers;
- pain, tingling or numbness in your hands, wrists and arms;
- loss of strength in hands.

OCCUPATIONAL HISTORY

<table>
<thead>
<tr>
<th>Dates</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>..................................................................................................................</td>
<td></td>
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<td>..................................................................................................................</td>
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</tbody>
</table>

Appendix 1

Page 167
## Working at height checklist

<table>
<thead>
<tr>
<th>1. Preliminary decision-making</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can any of the work be carried out at ground level?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Are our workers competent and have they received relevant training?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Are the risks from falling objects properly prevented or controlled?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>If an existing workplace is to be used has it been made safe to use?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Is there a risk assessment for the work?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Are emergency plans prepared and practiced?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Is a competent person planning the work?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Has the work area been surveyed for hazards, e.g. overhead power lines or unsuitable ground conditions?</td>
<td>❑</td>
<td>❑</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Fall protection measures</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>If work at height is unavoidable, are the following measures in place:</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>- fixed handrails?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>- access ladders?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>- materials guards?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>- work platforms?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Is powered access equipment, e.g. mobile elevating work platforms used?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Is portable equipment, e.g. ladders/steps, or mobile non-powered towers, used?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Are fragile materials suitably guarded or covered?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>If the risk of falls can’t be prevented, have we considered the following:</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>- installing a fall arrest deck just below the work area?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>- if it’s safe to use a safety net, air bags or bean bags?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>- if it’s safe to use work positioning or fall arrest harnesses?</td>
<td>❑</td>
<td>❑</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. During work at height</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is a competent person present who can suspend work if conditions change, e.g. weather, traffic, scope of work?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Is the access equipment regularly inspected?</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Has a safe system of work been devised for adapting or dismantling equipment</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Is the fall of materials being prevented, or the area below cordoned off?</td>
<td>❑</td>
<td>❑</td>
</tr>
</tbody>
</table>

Appendix 2

Page 168
### Pre-employment Questionnaire

#### 1. Personal Details:

<table>
<thead>
<tr>
<th>Post applied for</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Surname</th>
<th>Forename(s)</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Telephone</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Name and address of GP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 2. Occupational History:

- **Has your employment ever been terminated on the grounds of ill health?**
  - [ ] yes
  - [ ] no

- **Approximately how many days/weeks sickness absence did you have?**

  In the last twelve months:

  [ ]

#### 3. Medical History:

<table>
<thead>
<tr>
<th>What is your height</th>
<th>What is your weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>What is your weekly consumption of alcohol</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Do you smoke</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Are you currently taking prescribed medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you currently under the care of a doctor or other medical professional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### 3.1 Are you currently suffering from or have suffered from any of the illnesses listed below:

- Heart trouble
  - [ ] yes
  - [ ] no

- Lung disease
  - [ ] yes
  - [ ] no

- Stomach/bowel trouble
  - [ ] yes
  - [ ] no

- Jaundice/hepatitis
  - [ ] yes
  - [ ] no

- Joint Problems
  - [ ] yes
  - [ ] no

- Headaches/migraines
  - [ ] yes
  - [ ] no

- Diabetes
  - [ ] yes
  - [ ] no

- Allergies
  - [ ] yes
  - [ ] no

- Dermatitis
  - [ ] yes
  - [ ] no

- Serious accident
  - [ ] yes
  - [ ] no

- High blood pressure
  - [ ] yes
  - [ ] no

- Asthma
  - [ ] yes
  - [ ] no

- Hernia or rupture
  - [ ] yes
  - [ ] no

- Kidney/bladder disorder
  - [ ] yes
  - [ ] no

- Back/neck problems
  - [ ] yes
  - [ ] no

- Fits/blackouts/epilepsy
  - [ ] yes
  - [ ] no

- Depression/anxiety
  - [ ] yes
  - [ ] no

- Hearing/sight problems
  - [ ] yes
  - [ ] no

- Skin problems
  - [ ] yes
  - [ ] no

- Surgical operations
  - [ ] yes
  - [ ] no

- Mobility problems
  - [ ] yes
  - [ ] no

---

Page 169
If you have answered “yes” to any questions in section 2 or 3 – please give details and approximate dates where relevant. This is particularly important where you have a qualifying disability under the Disability Discrimination Act 1995, as it will enable us to identify what, if any “reasonable adjustments” can be made.

If the operative undertakes work with vibrating tools then ensure the operative completes the vibration assessment form (appendix 1 in this policy)

If the employee uses cementitious products then specifically ask to see the operative’s hands for identification of any skin problems such as eczema or dermatitis. If in doubt contact NCSG for access to a Constructing Better Health occupational nurse.

I hereby declare that the information given is full and true to the best of my knowledge. I understand that if, at a later date, it is discovered that I have knowingly withheld medical information, disciplinary action may be taken against me, which may include dismissal.

Signature: ____________________________ Date: ____________________________
## Assessment Section 1 - Checklist:

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>UNSURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.01</td>
<td>Are the means of escape routes well signposted and kept clear of obstruction?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.02</td>
<td>Are internal fire doors clearly marked “Fire Door – Keep Shut” or “Fire Door – Keep Locked” or “Automatic Fire Door – Keep Clear”?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.03</td>
<td>Are self-closing devices on internal fire doors in full working order with doors closing fully onto the door stops?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.04</td>
<td>Can all fire doors be easily and immediately opened from the inside without the use of a key?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.05</td>
<td>Are fire alarm call points, smoke detectors and fire bells/sounders free from obstruction, detects and damage?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.06</td>
<td>Is the fire warning system tested regularly and are records kept of these tests?</td>
<td></td>
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</tr>
<tr>
<td>1.07</td>
<td>Is the fighting equipment in good order, in place and unobstructed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.08</td>
<td>Is all electrical equipment fitted with fuses of the correct size and type?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.09</td>
<td>Are all electrical trailing/wiring leads kept to a minimum length and not installed under floor coverings or where damage is likely?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.10</td>
<td>Are all combustible materials kept clear of sources of heat? Remember that some heat sources are seasonal i.e. radiators.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1.11</td>
<td>Are flammable substances and combustible materials suitably stored and quantities kept to the operational minimum?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.12</td>
<td>Are all furnishings in good condition, without coverings being damaged and the fillings being exposed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.13</td>
<td>Are there any accumulations of rubbish, waste paper or other materials which could catch alight?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.14</td>
<td>Are decorative materials and finishing’s treated to stop them igniting easily?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.15</td>
<td>Are open fires protected by fixed guards so to prevent igniting any combusting materials in the close vicinity?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.16</td>
<td>Are there any areas which are not normally occupied and where a fire may grow unnoticed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.17</td>
<td>Are these areas kept clear of all non-essential flammable and combustible materials?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Assessment Section 2 - Electrical Equipment:

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>UNSURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.01</td>
<td>Have staff been instructed in the correct use of electrical equipment, recognition of faults and how to report faults to line management?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.02</td>
<td>Are all electrical repairs carried out by a qualified electrician?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Assessment Section 3 - End of Days Activities:

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>UNSURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.01</td>
<td>The building is secure against unauthorised entry.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.02</td>
<td>All doors, including those fitted with Electromagnetic door holders linked into the fire alarm system, are closed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.03</td>
<td>Non-essential electrical equipment is switched off, and where appropriate unplugged.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.04</td>
<td>Smoking materials are fully extinguished.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.05</td>
<td>All rubbish and waste is removed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.06</td>
<td>All combustible and flammable materials are stored safely.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.07</td>
<td>Are arrangements in place to rectify any faults found above?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.08</td>
<td>Are staff encouraged to report potential fire risks to the attention of their line manager?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Assessment Section 4 - Kitchens & Catering Operations:**

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>UNSURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.01</td>
<td>Have staff been instructed in the correct use of equipment and how to prevent a fire occurring?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.02</td>
<td>Are main electrical switches and gas stopcocks on an exit route and clearly indicated?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.03</td>
<td>Are extraction fan isolation switches on an exit route and clearly indicated?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.04</td>
<td>Are extraction fans linked to the smoke detection system so that they automatically shut down in the event of a fire?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Assessment Section 5 - Means of Fighting Fire:**

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>UNSURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.01</td>
<td>Are appropriate means of fighting fire provided in the workplace?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5.02</td>
<td>Can fire extinguishers be reached within 30 metres of the site of any fire?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.03</td>
<td>Are the extinguishers placed in conspicuous positions?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.04</td>
<td>Are the extinguishers securely hung on wall brackets or on a suitable base plate (not on the floor)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.05</td>
<td>Are the extinguishers correctly coloured and labelled?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.06</td>
<td>Have all fire extinguishers been tested in the last 12 months?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.07</td>
<td>If a fixed fire fighting system (e.g. sprinkler system) is used; does it comply with the relevant part of BS 5306?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.08</td>
<td>If a fixed fire fighting system is used, is it linked to the fire warning system, so to sound the building fire alarm upon operation?</td>
<td></td>
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</tr>
</tbody>
</table>

**Assessment Section 6 - Smoking:**

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>UNSURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.01</td>
<td>In areas where smoking is allowed, is there a plentiful supply of ashtrays and are they emptied regularly?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6.02</td>
<td>Is the contents of ashtrays disposed of separately to general rubbish?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.03</td>
<td>Is smoking allowed in store rooms, kitchens and other utility areas?</td>
<td></td>
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</tbody>
</table>

**Assessment Section 7 - Instruction & Training:**

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>UNSURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.01</td>
<td>Are staff trained at least once every 12 months in the actions to be taken in the event of a fire?</td>
<td></td>
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<tr>
<td>7.02</td>
<td>Have all staff (including those casually employed) been shown the means of escape routes and told about the fire routine?</td>
<td></td>
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<tr>
<td>7.03</td>
<td>Does training include: Action to take on discovering a fire, how to raise the alarm and the procedure that this starts?</td>
<td></td>
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<tr>
<td>7.04</td>
<td>Does training include: Action to be taken upon hearing the alarm?</td>
<td></td>
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<tr>
<td>7.05</td>
<td>Does training include: Procedures for alerting members of the public?</td>
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<tr>
<td>7.06</td>
<td>Does training include: Arrangements for calling the fire brigade?</td>
<td></td>
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<tr>
<td>7.07</td>
<td>Does training include: Evacuation procedure to an assembly point at a place of safety?</td>
<td></td>
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<tr>
<td>7.08</td>
<td>Does training include: Location and use of fire fighting equipment appropriate to each particular type of fire?</td>
<td></td>
<td></td>
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<tr>
<td>7.09</td>
<td>Does training include: Location of escape routes?</td>
<td></td>
<td></td>
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<tr>
<td>7.10</td>
<td>Does training include: How to open all escape doors?</td>
<td></td>
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<tr>
<td>7.11</td>
<td>Does training include: The importance of keeping fire doors closed?</td>
<td></td>
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<tr>
<td>7.12</td>
<td>Does training include: How to stop machines and processes and isolate power supplies where appropriate?</td>
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<tr>
<td>7.13</td>
<td>Does training include: The importance of general fire precautions and good housekeeping?</td>
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<tr>
<td>7.14</td>
<td>Are those tasked with specific responsibilities in the event of fire given additional instruction and training?</td>
<td></td>
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<tr>
<td>7.15</td>
<td>Is a fire drill carried out at least once every 6 months?</td>
<td></td>
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<tr>
<td>7.16</td>
<td>Are records kept of fire training and instruction?</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>7.17</td>
<td>Is someone designated as Fire Coordinator, responsible for organising fire procedures, instruction and training?</td>
<td></td>
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<tr>
<td>7.18</td>
<td>Are management aware of which members of staff require special consideration and help if evacuation is necessary?</td>
<td></td>
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</tr>
</tbody>
</table>
### Assessment Section 8 - Building & Maintenance:

<table>
<thead>
<tr>
<th>Section</th>
<th>Question</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>UNSURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.01</td>
<td>In any location where hot work takes place, has all material which can be easily ignited, been removed or suitably protected?</td>
<td></td>
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<tr>
<td>8.02</td>
<td>Are suitable fire extinguishers readily available in hot working areas?</td>
<td></td>
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<tr>
<td>8.03</td>
<td>Are hazardous and flammable substances securely stored in a well-ventilated area, separate from other materials when not in use?</td>
<td></td>
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<tr>
<td>8.04</td>
<td>When using flammable adhesives and cleaning fluids are rooms well ventilated and free from sources of ignition?</td>
<td></td>
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<tr>
<td>8.05</td>
<td>Are gas cylinders stored securely outside the building?</td>
<td></td>
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<tr>
<td>8.06</td>
<td>At the end of a working day are flammable and combustible materials and equipment made safe to prevent accidental fires?</td>
<td></td>
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</tbody>
</table>

### Assessment Section 9 - Analysis & Action Notes:

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Actions Required</th>
<th>By Whom?</th>
<th>Target Completion Date</th>
<th>Actual Completion Date</th>
<th>Signed off By</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### Assessment Section 10 - Conclusions:

<table>
<thead>
<tr>
<th>Assessor</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign (Assessor)</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Review Date</td>
<td></td>
</tr>
<tr>
<td>Line Manager</td>
<td></td>
</tr>
</tbody>
</table>

Appendix 4

Page 173
LADDER/STEP LADDER INSPECTION CHECKLIST

Ladder ID Number:  

Date Inspected:  

Inspected By:  

✓ = Good condition  
X = Fault condition

TIMBER LADDERS & STEPLADDERS

Rotten Timber  
Worn Feet of Stile  
Split Stiles  

Tight Tie-rods  
Loose Rungs/Treads  
Missing/loose Screws  

Missing Rungs/Treads  
Broken Rungs/Treads  
ID Number Clear  

Painted or Non-Clear Varnished Timber  
Condition of Ropes/Pulleys/Cords  

Back Hinges Secure  
Warping/Sagging/Distortion  
Rough Timber  

Mud/Grease on Rungs or Treads  
Deterioration of Previous Repairs  

General Comments Following Inspection:

IS THE LADDER/STEPLADDER SERVICABLE?  ✓  or  X  (Delete one symbol only). If X, tag ladder/stepladder and place in quarantine and inform immediate supervisor.

ALUMINIUM LADDERS & STEPLADDERS

Twisting/Distortion of Stiles  
Rivets/Screws Secure  
Corrosion  

Loose Rungs/Treads  
Sharp Edges on Stiles/Rungs/Treads  

ID Number Clear  
Worn/ Missing Anti-slip Feet Rubbers  

Missing Stile Top Rubbers  
Information/Warning Labels Missing  

Condition of Ropes/Cords  
Condition of Pulleys/Hinges  

Tread Anti-slip Grooves Clogged  
Damaged/ Missing Rungs/Treads  

General Comments Following Inspection:

IS THE LADDER/STEPLADDER SERVICABLE?  ✓  or  X  (Delete one symbol only). If X, tag ladder/stepladder and place in quarantine and inform immediate supervisor.
**EXCAVATION PERMIT - PERMIT TO DIG**

**NO EXCAVATION TO TAKE PLACE UNLESS THIS PERMIT IS COMPLETED AND IS ON THE JOB**

<table>
<thead>
<tr>
<th>Contract</th>
<th>Planned depth of dig</th>
<th>Date and permit ref</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site engineer name and employer</th>
<th>Method of support</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This permit ONLY allows excavation work to take place in the following locations:

1. as site engineer, am satisfied that the excavation is necessary and danger from underground services cannot be avoided in any other reasonable way.

Engineer sign here

The most up to date drawings (and legend) for the area are attached to this permit:

- Mains gas
- LV electric
- HV electric
- Water
- Telephone/telemetry/TV
- Drainage
- Other (LPG, oil)

Calibrated cable detector ref ................. (insert reference) has been used to check the entire work area for underground services, those found have identified by digging trial pits by hand and these have been marked clearly on the ground.

Engineer & team leader both sign here

All personnel engaged in the excavation have been instructed in the method statement for the work.

Team leader sign here

**SPECIAL PRECAUTIONS:** The following special precautions apply:

I hereby authorise work to proceed

Engineer

I hereby accept this permit

Team leader

---

Appendix 6

Page 175
NEAR-MISS REPORT FORM

This form should be completed by any employee who witnesses a near-miss incident, such as collapsing shelves or items falling from height.

Instructions

1. This report form should be filled in by the witness as soon as possible following the incident.
2. The witness should restrict their comments to facts and not include assumptions.
3. If you have doubts as to whether a near-miss incident should be reported, check with your line manager first.

<table>
<thead>
<tr>
<th>Witness name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td></td>
</tr>
<tr>
<td>Location of near-miss:</td>
<td>Time of near-miss:</td>
</tr>
</tbody>
</table>

Please describe the near-miss which you witnessed below:

<table>
<thead>
<tr>
<th>Names of other witnesses:</th>
</tr>
</thead>
</table>

Signature: ____________________________ Date: ____________________________

This form should be kept for at least three years.

Appendix 7
### Manual Handling – Detailed Assessment

**Ref from form 1:**

<table>
<thead>
<tr>
<th>Questions to consider</th>
<th>If ‘Yes’, tick level of risk below</th>
<th>Comments box - make notes here relating to any aspect of the assessment being carried out</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Task – does it involve:</strong></td>
<td>Y N</td>
<td></td>
</tr>
<tr>
<td>- holding loads away from trunk?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- twisting or stooping?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- reaching upwards?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- large vertical movement?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- long carrying distances?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- strenuous pushing or pulling?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- unpredictable movement of loads?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- repetitive handling?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- insufficient rest or recovery?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- a work rate imposed by a process?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>The Loads – are they:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- heavy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- bulky/unwieldy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- difficult to grasp?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- unstable/unpredictable?</td>
<td></td>
<td></td>
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<tr>
<td>- intrinsically harmful (eg sharp/hot)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>The Working Environment – are there:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- constraints on posture?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- poor floors?</td>
<td></td>
<td></td>
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<tr>
<td>- variations in levels?</td>
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<td></td>
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<tr>
<td>- hot/cold/humid conditions?</td>
<td></td>
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<tr>
<td>- strong air movements?</td>
<td></td>
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<tr>
<td>- poor lighting conditions?</td>
<td></td>
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<tr>
<td><strong>Individual Capability – does the job:</strong></td>
<td></td>
<td></td>
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<tr>
<td>- require unusual capability?</td>
<td></td>
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<tr>
<td>- pose a hazard to those with health problems?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- pose a hazard to those who are pregnant?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- call for special info or training?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Factors:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is movement or posture hindered by clothing or personal protective equipment?</td>
<td></td>
<td></td>
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</tbody>
</table>

### Actions Required to Reduce Risk

<table>
<thead>
<tr>
<th>Action Required</th>
<th>Action By</th>
<th>Target Date</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
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**Page 177**