

Company Health and Safety Policy

for

PHD (London) Ltd

Issue 4

August 2018

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SECTION 1**Company Information**

<i>Company Name</i>	PHD (London) Ltd
<i>Company Address</i>	21 Southmill Road Bishops Stortford Herts CM23 3DH
<i>Telephone Number</i>	Tel: 01279 944244 Mobile: 07825 883938 Mobile : 07772 678715

SECTION 2

PHD (London) Ltd - Health & Safety Policy

(The Health & Safety at Work etc Act 1974)

Statement of Intent

The director is committed to achieving high standards of health and safety. This includes providing (so far as is reasonably practicable) healthy and safe working conditions and ensuring that all work is carried out without risk to the health and safety of the staff, third parties or members of the public.

In particular, the director will use risk assessment approach to identify hazards in the workplace, and subsequent health and safety planning. They will ensure the provision of proper information, instruction, training and supervision in accordance with the relevant statutory provisions.

People are our most important asset and we have a legal and moral obligation to ensure that proper care is taken of the health and safety of our employees and others. It is also good commercial practice to do so.

I am committed to the constant development, implementation and review of the Health and Safety Policy.

All employees have an active part to play in the implementation of the policy and they must co-operate with others to ensure that they are able to carry out their duties safely.

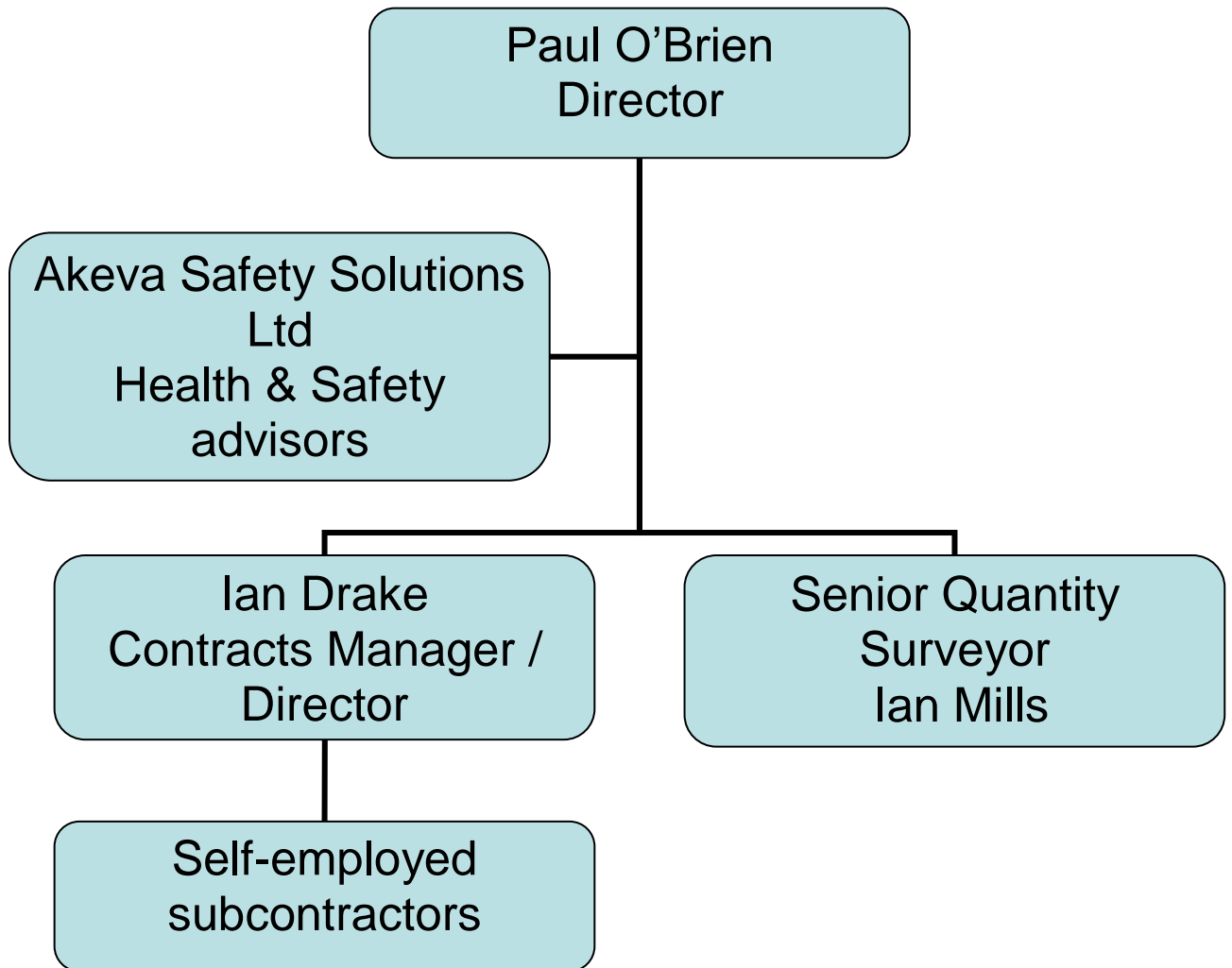


Signed:.....

Paul O'Brien
Director

Date: **April 2018**

Section 3 Organisation



SECTION 4 Responsibilities

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Section 4 **Responsibilities**

Company Director

On behalf of the company, the director has the responsibility for:

- Directing people under his control to implement the Health and Safety Policy.
- Ensuring that adequate funds and materials are available to meet the needs of the Health and Safety Policy.
- Monitoring, appraising and directing the company's health and safety performance.
- Ensuring that proper communications exist at all times to enable the company's Health and Safety Policy to be properly implemented.
- Regularly reviewing the effectiveness of the Health and Safety Policy and ensuring that necessary changes are made when required.
- Taking disciplinary measures as necessary when breaches of the Health and Safety Policy occur.

Also, the director must be aware of the need to obtain expert advice when necessary, and must implement any advice given.

Contracts Manager

The Contracts Manager has a responsibility to:

- Be familiar with the company Health and Safety Policy and co-operate with the director and subcontractors in all matters relating to safety, health and welfare.
- Co-operate with the Principal Contractor on any CDM Notifiable project that he works on.
- Exercise reasonable care for the health and well being of himself and others who may be affected by his acts and omissions.
- Report any defective plant tool or equipment to the director.
- Report any unsafe acts, practices or hazardous situations to the director.
- Avoid improvisation, which entails unnecessary risks.
- Report to the director all accidents or dangerous occurrences whether people are injured or not, and where plant / equipment is damaged or not.
- Be familiar with the action that needs to be taken in the event of an emergency.

Senior Quantity Surveyor

The Senior Quantity Surveyor has a responsibility to:

- Be familiar with the company Health and Safety Policy and co-operate with the director and subcontractors in all matters relating to safety, health and welfare.
- Provide risk assessments and method statements for any materials specified to the Contracts Manager before the start of any work.

- Exercise reasonable care for the health and wellbeing of himself and others who may be affected by his acts and omissions.
- Report any defective plant tool or equipment to the director.
- Report any unsafe acts, practices or hazardous situations to the director.
- Avoid improvisation, which entails unnecessary risks.
- Report to the director all accidents or dangerous occurrences whether people are injured or not, and where plant / equipment is damaged or not.
- Be familiar with the action that needs to be taken in the event of an emergency.

Subcontractors

All subcontractors who work for PHD (London) Ltd have duties under health and safety legislation and as such will:

- Comply with PHD (London) Ltd's Health and Safety Policy and ensure the requirements of relevant legislation are met.
- Provide risk assessments and method statements before starting any work.
- Carry out their work in accordance with the agreed Health and Safety Method Statement, or advise whether any revisions to those documents are required.
- Use the correct and agreed tools, plant and equipment for the job.
- Develop a personal responsibility for their own health and safety, the health and safety of other operatives and members of the public.
- Not interfere with or misuse any equipment provided for health and safety.
- No operate any plant or equipment that they have not been trained and / or authorised to use.
- Wear all appropriate PPE, and not attempt to use any defective PPE.
- Report any unsafe acts, practices or hazardous situations to the sub-contractor's director and the director of PHD (London) Ltd.

Health and Safety Advisor

The Health and Safety Advisor will provide advice, assistance and support to PHD (London) Ltd upon request. This will include the following:

- Provide advice and assistance by telephone, email and in person.
- Update the director of any changes in health and safety legislation that are likely to affect the operations of the company.
- Carry out health and safety audits of construction sites and other company premises on request.
- Advise on suitable health and safety training and information for staff.
- Carry out health and safety training, briefings and toolbox talks to staff as requested by the director.
- Carry out annual reviews of the Health and Safety Policy.

- Liaise with external organisations (such as HSE) when requested by the director
- Upon request investigate and report on all accidents and RIDDOR reportable incidents.
- Prepare risk assessments and method statements upon request.
- Conduct Fire Risk Assessments on request.

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Arrangements

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Section 5

Arrangements

Risk assessments and safe systems of work

The Management of Health and Safety at Work Regulations require that every employer makes a “suitable and sufficient” assessment of:

- The risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct of him and his undertaking.

Therefore: -

Where significant hazards associated with the activities of PHD (London) Ltd are identified, an appropriate risk assessment will be made and the results communicated to all involved parties.

Method statements that give details of safe systems of work will be produced, based on the findings of the risk assessments.

All risk assessments and method statements (whether in-house or prepared by sub contractors) will be produced on the PHD (London) Ltd standard pro-formas. The format for these is included within Appendix 1 and 2 respectively.

Risk assessments and method statements will be reviewed, and any required changes made as and when the task, scope of work or environment change.

The format and methodology used to undertaken risk assessments and method statements will be reviewed at least on an annual basis.

Before any work starts on site, PHD (London) Ltd or their appointed sub-contractors will produce site specific risk assessments and method statements.

Those undertaking risk assessments and method statements are trained in the risk assessment procedures.

Health and safety training policy

It is the policy of PHD (London) Ltd to ensure that all employees and subcontractors are made aware by training of the parts of the company’s Health and Safety Policy that are relevant to them. The training consists of:

- Company Health and Safety briefings made by the director or Health and Safety Advisor with hard copies of the Health and Safety Policy.
- Company briefing of employees following the annual update of the Health and Safety Policy.
- Toolbox talks by the Contracts Manager, director or the Health and Safety Advisor.
- The issue of memos.
- The director, Contracts Manager and the Health and Safety Advisor leading by example.
- Verbal instruction by the Contracts Manager, director or the Health and Safety Advisor.
- Training will include the identification of hazards associated with any work activity that may be undertaken or hazardous substances that employees may be required to use which may give rise to risk.

Training identification and training needs is the responsibility of Paul O’Brien.

All employees of PHD (London) Ltd will receive Health and Safety training relevant to their work activities. Mandatory training will be given in the following general areas: -

- Company Health and Safety Policy.
- Risk assessments and method statements.
- Workplace induction.
- Training for specific requirements of legislation.
- Emergency procedures.

The director will review the training needs of all employees (including himself) at least once a year.

Training records

Copies of all training record certificates will be kept at PHD (London) Ltd's head office.

Employees will keep the original certificates and associated training documentation.

Health and safety audits and inspections

On request, Akeva Safety Solutions Ltd will conduct unannounced health and safety audits and inspections of sites that PHD (London) Ltd is working on.

Copies of the report and actions required will be issued to the team at the site and to the director at PHD (London) Ltd's head office.

All records of Health and Safety audits and inspections will be kept on file at PHD (London) Ltd's Head Office.

Accident recording and investigation, and RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Employees and sub-contractors are instructed to report all accidents (no matter how minor, including any 'near miss' incidents). The importance of accident, incident and near miss recording, reporting and response cannot be over-stressed. The necessity arises from two fundamental requirements:

- only if every accident, incident and disease is reported can action be taken to prevent recurrence;
- a record should be filed in case the accident needs to be reported to the Health and Safety Executive or the accident results in a claim for industrial injury benefit or a claim against the Company.

Near Miss Reporting

A near miss is an incident that has occurred but not resulted in injury or damage. The company will run a near miss system on a 'No Blame Culture' therefore encouraging personnel to report hazardous occurrences that may result in injury or damage. The importance of investigating near misses is to enable measures to be taken to prevent a recurrence which may result in injury or damage.

Where there is a near miss, the person identifying it is to complete the relevant form and pass it onto the Contract Manager who will take the necessary action to prevent the 'near miss' becoming the next accident.

The Contract Manager is then to complete the relevant part of the near miss form to record the actions taken. On sites, the near miss report is to be filed in with the site documentation, in the offices it is to be given to the Director.

Minor Injuries

All minor injuries reported by employees are to be entered the accident book. Where the accident occurs on site and the Principal Contractor wants their accident book completed, a record must still be made in the PHD accident book unless a copy of the original entry is taken.

Lost Time & Over 7 Day Accidents

Where an employee suffers a lost time accident, the Director must be informed by the Contract Manager and kept up to date with the proposed date of returning to work. An accident investigation will need to be carried out by the injured person's manager to determine the causes so that measures can be put in place to prevent a recurrence.

Where the employee does not return to work for more than seven days, not including the day of the accident, the Company Health and Safety Consultants will be informed and, as directed by the Director, will carry out the investigation.

Over 7 day accidents are to be reported to the HSE's Incident Contact Centre within 15 days of the date of the accident.

Specified Injuries

Where an employee or contractor suffers a specified injury, or is taken to hospital with a suspected specified injury, the Director is to be informed immediately. They will then in turn inform the Company Health and Safety Consultants who will carry out an investigation as directed.

Nothing is to be moved in the accident area unless instructed by the Director or where it would otherwise put people at risk to leave it. If the accident area has to be disturbed, where it is feasible, take photographs or make a sketch first as this may help with the investigation.

Specified injuries are injuries such as:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Specified injuries are to be reported to the HSE's Incident Contact Centre immediately by telephone.

Dangerous Occurrences

Dangerous occurrences must be reported to the Contracts Manager immediately. The Contracts Manager will then notify the Company Safety Consultants. The area must not be disturbed unless the Managing Director specifies so, or to prevent further danger.

Dangerous Occurrences as defined by RIDDOR, are to be reported to the HSE immediately by telephone.

Occupational Disease

Any written diagnosis received from a doctor (e.g. medical certificate stating the type of industrial disease) must be forwarded to the Director immediately, together with a description of the type of work done by the person concerned to enable an investigation to take place.

The company Health and Safety Consultants will then be contacted to advise whether it needs reporting to the HSE under RIDDOR.

Occupational Diseases, as defined by RIDDOR, are to be reported to the HSE once diagnosed.

Fatal Accidents

In the event of a fatal accident, the Director will be notified immediately. The Director will then notify the Company Health and Safety Consultants.

Accidents resulting in death shall be reported concurrently to the local Police. Do not disturb the scene of the accident any more than necessary to make it safe for others to carry out an investigation (see below).

Notification to the Health & Safety Executive

The reporting of injuries, diseases and dangerous occurrences in accordance with RIDDOR can be carried out by telephone or on-line.

Fatal Injuries - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). The type of circumstances where HSE may need to respond out of hours are:

- following a work-related death
- following a serious incident where there have been multiple casualties
- following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc

If your incident fits these descriptions ring the duty officer on 0151 922 9235.

Specified Injuries - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). The details that will be required are the same as that written on the F2508.

All other injuries – On line, go to www.hse.gov.uk and click on 'Report and Incident' then follow the on-line instructions.

All reporting to the HSE will be carried out by the Director or person nominated by him.

Dealing with Casualties

Do not move a casualty who cannot move himself unless the casualty is in imminent danger. The relevant Manager must ensure that the casualty is dealt with as required by a qualified First-aider until medical help arrives or they are taken to hospital.

Emergency Services

The Manager must ensure that the emergency services are contacted immediately in the case of serious injury. Where applicable, the Director / Contracts Manager will ensure that the Principal Contractor is advised of the circumstance of the incident and the incident reported by the Principal Contractor in accordance with their site rules.

Accident area

The accident area should be cordoned off and not disturbed any more than necessary (to facilitate safe removal of injured persons) until the accident investigators, i.e. the HSE, Police or our Safety Consultants, have carried out a full investigation. Do not clear away any evidence until given the all clear by the Managing Director.

Accident Investigations

Where minor accidents occur, those that only need to be entered in the accident book, no formal accident investigation will be carried out although they will be monitored by the Directors to identify any trends.

Every effort is made to prevent any injuries to people working on PHD (London) Ltd sites or any other premises under the control of the business. However, all accidents resulting in damage or lost time, but not reportable under RIDDOR, will be investigated by the relevant Manager. This is essential to:

- determine the causes, and
- prevent the accident from happening again.

Where necessary, advice will be sought from Akeva Safety Solutions Ltd, the Company Health and Safety Consultants, on any specific actions that need to be taken. A report will be written and the findings discussed with the Director.

Where there is an accident or incident that needs to be reported to the HSE under RIDDOR, the Company Health and Safety Consultants will be contacted to visit the workplace and carry out a full investigation and assist on the subsequent reporting.

A full report will be written and provided to the Director with all relevant evidence. The Director will then discuss the findings with Akeva and agree any actions that need to be taken to prevent a recurrence.

Reporting incidents to the director

(where PHD (London) Ltd is Principal Contractor)

If PHD (London) Ltd is in control of the site and is acting as Principal Contractor, then the site manager must notify all RIDDOR reportable incidents to the Director Paul O'Brien by telephone as soon as possible after the occurrence, and record the event in the Accident Book, which will be kept on site. The director will ensure that the incident is reported to the HSE. The director will obtain advice from Akeva Safety Solutions Ltd if required.

All accidents and injuries, including those that are not reportable under RIDDOR must be recorded in the Accident Book.

Reporting incidents to the Contract/site manager

(where PHD (London) Ltd is acting as a subcontractor)

If PHD (London) Ltd is working as a subcontractor, then the contract/site manager in control of the site for the Principal Contractor must be notified of all accidents, injuries or near misses as soon as possible. It will still be the responsibility of PHD (London) Ltd to report any RIDDOR reportable incidents that involve the business's employees to the HSE. The director, Paul O'Brien or his appointed person will liaise with the Principal Contractor and

offer assistance to ensure that all injuries are both correctly reported and the incident fully investigated. The director will obtain advice from Akeva Safety Solutions if required.

Fire precautions

To reduce the risk of fire the company has: -

- A no smoking policy in all company offices.
- Conducted a Fire Risk Assessment on company offices.

The Fire Risk Assessments for the offices will be reviewed on an annual basis, or as and when the layout of the office changes.

Fire precautions on site

PHD (London) Ltd is normally employed as a sub-contractor and it is the responsibility of the Principal Contractor to assess the degree of fire risk and to formulate and regularly update the site fire safety plan.

All employees of PHD (London) Ltd and subcontractors working for PHD (London) Ltd will co-operate with the Principal Contractor in making sure that they:

- Are aware of the procedure to follow in the event of discovering a fire
- Are aware of the evacuation procedures
- Follow any instructions given to them by Fire Marshals
- Do not abuse anything provided by the Principal Contractor to sound the alarm or to fight a fire

The following procedures will also be followed:

Flammable Materials

High-risk fire materials e.g. solvents, some adhesives, gas cylinders etc must be kept well away from work areas, except for those quantities required for immediate use.

Gas cylinders must be kept in a lockable metal cage with suitable fire extinguishers close by. Separate cages will be used for full and empty cylinders and the cages will be signed accordingly.

Packaging

Packaging materials, which could be a fire hazard, must be cleared away to skips on a regular basis.

Waste Materials

Good housekeeping is essential on all sites. Accumulations of waste material provide an excellent starting point for fire. Therefore, all waste, packing materials, wood shavings and oily rags must be cleared regularly.

First aiders and first aid facilities

When PHD (London) Ltd is working on a site where there is a Principal Contractor, a first aider will be provided by the Principal Contractor. In other circumstance PHD (London) Ltd will either provide an Emergency first aider or an appointed person (to take charge of the first aid arrangements, including looking after the equipment and facilities and calling the emergency services when required).

All first aiders working within PHD (London) Ltd will hold a HSE approved qualification, such as a certificate in First Aid at Work (three day) or Emergency First Aid at Work (one day).

First aiders / appointed persons are responsible for the safe keeping and re-stocking of first aid boxes and ensuring that all accident book entries are hand delivered to Head Office.

All business vehicles will carry a small first aid kit. Only specified first aid contents (as HSE guidance) will be allowed in first aid kits.

Employees and sub-contractors will be informed of the arrangements concerning first aid, including the names of first aiders and the location of first aid equipment.

Occupational health policy

PHD (London) Ltd will ensure, so far as is reasonably practicable health, safety and welfare of its employees and subcontractors. All necessary precautions shall be taken by the business to ensure that where possible occupational health risks are eliminated or reduced at source.

PHD (London) Ltd will identify from risk assessment procedures where health surveillance, screening, and monitoring of its employees are required.

Health surveillance will be undertaken where:

- It is required by specific legislation, i.e. working with asbestos etc.
- Risk assessment identifies significant risks to health of employees, i.e. hand arm vibration syndrome.
- There are adverse health conditions or identifiable diseases related to the work activity to which an employee is likely to be exposed.
- Health surveillance is likely to provide further protection to the health of employees exposed to work related activities.

Occupational health and risk assessment

Task specific risk assessments will include any residual health risks that would require health surveillance and / or screening.

Following the assessment, any potential hazardous tasks must be controlled and monitored and the effectiveness of the control measures recoded.

New activities should also be assessed as and when they are introduced into the workplace and any changes to safe systems of work and substances used in order to assess occupational health risks.

Noise

The HSE states that noise from equipment is probably loud enough to damage hearing if a person has to shout to talk to someone 2m away.

PHD (London) Ltd will select low noise tools when sourcing new equipment, and will keep all tools in good repair and well maintained to reduce noise levels.

Where possible, noisy operations will be carried out away from areas where other people are working.

Where noise levels are likely to exceed the first action level of daily personal noise exposure of 80 dB (A), the business will:

- Arrange for a risk assessment to be made by a competent person
- Seek to reduce the risk of hearing damage to the lowest level that is reasonably practicable.

Where noise levels are likely to exceed the second action level, daily personal noise exposure of 85 dB (A) the business will:

- reduce the noise as far as is reasonably by means other than ear protectors;
- provide suitable ear protectors and ensure that they are worn.
- designate the area as an “ear protection zone” and identify the area with signage.

Where exposure to noise is above the first action level or peak action level, PHD (London) Ltd will give information and training on the risk of damage to hearing by noise, how to avoid it, how to obtain and use ear defenders and employees responsibilities.

Vibration

Long-term use of hand held percussion drills and grinders can cause physical damage because of the vibration created. Hands and fingers can suffer irreversible damage that affects blood flow and causes numbness and pain. The effects of vibration may not manifest themselves for many years.

Suppliers and manufacturers of powered hand-held tools should provide information about vibration risk. This is generally expressed in a figure of metres per second, e.g. a small hand-held hammer drill may have a rating of 6m/s², whereas a heavy-duty concrete breaker may be in excess of 20/s².

The Control of Vibration at Work Regulations 2005 state that employers need to take action to protect employees from hand arm vibration syndrome (HAVS) where the daily exposure exceeds 2.4m/s² A(8).

Vibration risk assessments must be in place for all work with vibrating equipment. Base information is available from manufacturers.

Prevention

- Avoid the use of vibrating power tools wherever possible.
- Check whether the work can be completed in a different way to prevent the use of vibrating equipment.
- Ensure that those persons using vibration emitting power tools are aware of the risks involved and the measures that they themselves should take to minimise the exposure.
- Provide any recommended PPE, such as gloves to help keep hands warm. However, these should not be seen as a substitute for choosing the correct equipment. Anti-vibration gloves have been shown to have a negligible effect and should not be considered as a solution to vibration risk.
- Organise the works with breaks to prevent prolonged exposure, or divide up the work between several different operatives.
- Select tools that will help complete the work in the shortest time and ensure they are well maintained and working correctly.

- Protect against vibration whilst working by ensuring a good flow of blood to the hands. This can be assisted by the use of gloves, hot food and drinks, massaging the fingers, and not smoking.

The HSE provides several guidance leaflets on vibration, as follows:

- Health Risks from Hand Arm Vibration – Advice for Employers
- Power Tools: How to reduce vibration health risks – Guide for Employers
- Health Risks from HAV – Advice for employees and the self-employed
- Reducing Risk of Hand Arm Vibration Injury from Hand Held Power Tools

Respiratory diseases

Work-related respiratory disease covers a range of illnesses that are caused or made worse by breathing in hazardous substances that damage the lungs. A number of construction activities can cause respiratory disease. These include drilling into concrete, stone, brick and blockwork. In the construction industry the most prevalent diseases are:

Chronic obstructive pulmonary disease (COPD)

Caused by exposure to harmful dust, fume and gases at work

Occupational asthma

This is an allergic reaction that occurs in some people when they are exposed to substances called 'respiratory sensitisers' in the workplace, e.g. wood dust.

Silicosis

An irreversible lung disease that develops over time, caused by fine particles of respirable crystalline silica (RCS) that cause damage and inflammation in the lungs. Silicosis can be extremely disabling and lead to early death.

PHD (London) Ltd will seek to reduce the risks of these illnesses by using control measures:

- Assessing tasks that give rise to a significant risk of respiratory disease and, where it is reasonably practicable, will eliminate the need for the task.
- If this is not possible, the business will adopt new or modified methods of work to reduce exposure where possible.
- PHD (London) Ltd will ensure that proper risk assessments are carried out by a competent person.
- Dust will be controlled by the use of engineering controls such as water for cutting, grinding, blasting or dust suppression, and
- Using tools that incorporate dust collection methods
- As a last resort, FFP3 face masks or other appropriate PPE will be issued to workers, and they will be provided with appropriate instruction on fitting, use, maintenance and replacement

Dermatitis

Construction workers are at risk of dermatitis. Contact dermatitis is inflammation of the skin that can arise from contact with a range of materials. The main signs and symptoms are dryness, redness, itching, swelling, flaking, cracking and blistering, and it can be very painful.

In the construction industry, the substances that cause most skin health problems are:

- wet cement;
- epoxy resins and hardeners;
- acrylic sealants;

- bitumen or asphalt;
- solvents used in paints, glues or other surface coatings;
- petrol, diesel, oils and greases; and
- de-greasers, de-scalers and detergents.

PHD (London) Ltd will seek to reduce the risks of these illnesses by proper risk assessment, and the implementation of control measures, such as avoiding the hazard or managing the risk, and the provision of good welfare facilities.

Employees will be encouraged to wear gloves which can reduce the likelihood of dermatitis occurring. It is important that the gloves are replaced regularly.

The site manager will carry out regular inspections of employee's hands. The inspections will be recorded. Any PHD (London) Ltd employee that shows signs of developing dermatitis will be asked to visit their GP.

Eyesight

As well as the effects of certain substances on the eyes, work with particular visual equipment such as VDU's may subject the user to eye strain / damage.

Where an employee is identified as a "user" under the Display Screen Equipment Regulations, an appropriate eyesight test (i.e. by a registered Ophthalmic Optician) will be possible after the display screen user makes a request.

Asbestos

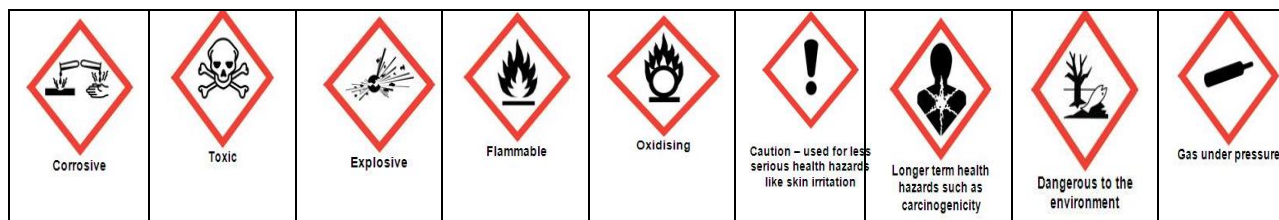
PHD (London) Ltd does not carry out any asbestos removal work. However, employees will receive regular refresher training on Asbestos Awareness.

Blue and brown asbestos were banned in 1985 and white asbestos was banned in 1999.

PHD (London) Ltd will ask for a copy of the Asbestos Survey (Management Survey or Refurbishment / Demolition Survey) as appropriate to the task for any building built before 1999. No work will be carried out in the building by PHD (London) Ltd until the survey has been received. The Client must confirm that the asbestos has been removed or that there is no asbestos present in the area where PHD (London) Ltd will be working.

If asbestos material is discovered by PHD (London) Ltd's staff, all work in the area will stop and the staff must leave the area. The building owner or Principal Contractor will be informed. No PHD (London) Ltd employee or sub-contractor will re-enter the area until the asbestos has been removed and a copy of the clearance certificate has been received.

Control of substances hazardous to health (COSHH)



If the above symbols are included on any substance / product that PHD (London) Ltd proposes to use, then another non - hazardous, or less hazardous, product will be sought for use. Wherever possible, PHD (London) Ltd will use substances and materials that do not require special precautions. However, if it is necessary to use a product bearing a hazard label, then a COSHH assessment will be prepared.

All PHD (London) Ltd employees are instructed that they may not use substances which bear a hazard label without having read and understood the COSHH assessment.

For any substance or product that displays one or more of the above symbols PHD (London) Ltd will ask for the Health and Safety Data sheet for that substance or product.

A COSHH assessment will then be carried out to evaluate the proposed substance / product using the hierarchy of risk:

- Identify the hazard.
- Assess the risk.
- Eliminate, prevent or control the risk.
- Maintain and monitor the control measures.
- Monitor the health of the employees.
- Ensure assessments and controls are up-to-date.
- Inform, instruct and train employees.

Akeva Safety Solutions Ltd will prepare COSHH assessments for the business on request.

Where the use of a COSHH material or substance is unavoidable all employees working with, or affected by the material or substance will be provided with information, instruction and training before they use the substance / product.

PPE will be utilised as a last resort after all other risk reduction and control methods have been applied.

All operatives are instructed to:

- Read all labels on containers.
- Follow the COSHH assessment for the substance.
- Wear specified PPE.
- Dispose of waste substances correctly.
- Wash hands before eating, drinking or smoking.
- Never put substances into unmarked or unsuitable containers

Drugs and alcohol

(Subcontractors are expected to follow these procedures when working for PHD (London) Ltd)

PHD (London) Ltd has policy of not allowing drugs or alcohol in the workplace or on site.

If any employee or subcontractor comes to work under the influence of drugs or alcohol, he or she will be sent home and will be liable to disciplinary action.

Safe driving

It is the duty of all employees when driving on company business not to put themselves or third parties at risk by their driving, e.g. tail gating, crossing traffic lights at amber, speeding, nearside undertaking, driving whilst eating, talking on a hand held mobile phone, or whilst under the influence of alcohol or drugs.

If an employee is involved in a road traffic accident or near miss when on company business details must be given to Paul O'Brien.

Manual handling

Wherever possible:

- Manual handling will be avoided
- Any manual handling operations that cannot be avoided will be risk assessed, and
- The risks reduced so far as is reasonably practicable.

Where manual handling is unavoidable, mechanical equipment will be used as much as possible to transport goods around the site. If mechanical handling is not possible the loads will be split to reduce the weight, or group handling will be utilised.

Manual handling training will be provided for PHD (London) Ltd's employees.

Before they are carried out, all manual handling operations will be assessed by following the following steps:

- T** = Task – what does it involve?
I = Individual – Is it within the capabilities of the person(s) involved?
Injury – How can the risk of injury be reduced?
L = Load – How heavy is it? Are there handholds?
Is it an awkward shape?
E = Environment – Is the area restricted?
How far does the load have to be transported?
Is the route clear of obstacles?

Violence towards employees or subcontractors

If an employee or subcontractor of PHD (London) Ltd is faced with aggression or threat of violence, a non-confrontational approach must be adopted. If the person is aggrieved because of a work-related matter, the employee or subcontractor is advised to encourage the aggrieved person contact the Head Office and raise their concern with Paul O'Brien.

If the employee or subcontractor is concerned for their immediate safety they must dial 999 and request assistance from the Police.

All aggressive behaviour or threats of violence by third parties must be reported to Paul O'Brien as soon as reasonably practicable.

Construction (Design and Management) Regulations 2015

When holding the role of 'Contractor' under the CDM Regulations, PHD (London) Ltd will:

- satisfy itself that the Client is aware of their duties and that a Principal Designer and Principal Contractor has been appointed.
- make sure that the Company (and anyone it employs) is competent to address the health and safety issues likely to be involved in the management of the construction phase.
- plan, manage and monitor PHD (London) Ltd's own work to make sure that workers under their control are safe from the start of their work on site
- ensure that any sub-contractor employed by PHD (London) Ltd on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site

- ensure that any design work undertaken by PHD (London) Ltd complies with Regulation 11 of the CDM Regulations and is passed to the Principal Designer.
- comply with any requirements listed in Schedule 2 (regarding welfare facilities) and part 4 (duties relating to health and safety on construction sites) of the CDM Regulations.
- ensure that the workforce is properly consulted on matters affecting their health and safety.
- co-operate with the Principal Designer and Principal Contractor, and others working on the project or adjacent sites and co-ordinate their work with others working on site
- tell the Principal Contractor about risks to others created by their work
- provide details to the Principal Contractor of any Contractor that PHD (London) Ltd engages in relation to the project
- comply with any reasonable directions from the Principal Contractor and any relevant site rules in the Construction Phase Health and Safety Plan
- inform the Principal Contractor of any problems with the Construction Phase Health and Safety plan, or risks identified during PHD (London) Ltd's work that have significant implications for the management of the project
- report any accidents (no matter how minor) and dangerous occurrences
- provide information for the Health and Safety File

Co-ordination meetings with Principal Contractors

PHD (London) Ltd's director and Contracts Manager will take part in all consultation meetings with the Principal Contractor for the site.

All PHD (London) Ltd's employees or subcontractors are encouraged to raise any health and safety issues with the Principal Contractor at any time or formally during meetings.

Sub-contracting / consulting

PHD (London) Ltd will only sub-contract work to companies that are competent and have had Health and Safety Policy and procedures scrutinised.

A Health and Safety Questionnaire will be issued to potential subcontractors. The completed document and attachments will be reviewed by the director and the Health and Safety Consultant if necessary.

Only when the responses have been deemed acceptable will the sub-contract company be allowed to tender for work.

Visits to sub-contractors may be carried out where it would assist the decision process.

Communication with workers whose first language is not English

PHD (London) Ltd understands the importance of good communication on construction sites to make sure that the site can operate safely. To facilitate good communications and avoid the chance of a misunderstanding occurring on site that may result in a breach of the company's Health and Safety Policy, it is the policy of PHD (London) Ltd that any individual who cannot understand spoken and written English will be accompanied by a translator.

Hot works

Hot work includes anything with a flame, or an operation that creates sparks and heat, such as welding and grinding. In all such circumstances a hot works permits must be used (see form in Appendix 7)

Fires can be caused by hot work in a number of ways, which include:

- Ignition of nearby combustible materials
- Smouldering fires or heat which are not observed while the work is being carried out and which later take hold and develop into serious fires
- Sparks or hot debris flying away from the heat source which can fall onto combustible material or into gaps within the structure of the building such as walls and floors
- Conduction of heat spreading through the material being heated, particularly pipework, and coming into contact with combustible material
- Ignition or explosion of fuel source, such as flammable fumes or liquids, gas bottles, etc.

Any work activity involving hot works must be subject to a risk assessment and method statement. If PHD (London) Ltd are a sub-contractor to a Principal Contractor the hot works permit will be issued and administered by the Principal Contractor.

Hot Work Safe System of Work

(to be followed by all PHD (London) Ltd employees or sub-contractors)

Before hot work takes place:

- Operatives must ensure that all risk assessments have been read, signed and dated by those carrying out the hot works and any control measures highlighted are in place.
- Obtain a hot works permit from the Principal Contractor who will administer it. In all other situations PHD (London) Ltd will issue and administer the hot works permit.
- Check automatic smoke or heat detectors have been covered or isolated (where fitted).
- Ensure the area has been cleared of all loose combustible materials and any flammable liquids or gases.
- Ensure all areas adjacent to the work that may be affected by heat transfer or conduction (including the other side of walls or partitions) have been checked to ensure all combustible materials have been removed
- Ensure that any immovable combustible material is fully covered with an appropriate non-combustible material
- Ensure the work area is screened (where required) using non-combustible material
- In the case of gas-fuelled work any cylinder that is not held in the hand is secured in a vertical position
- Flash back arrestors are fitted to all oxy-acetylene cylinders.
- Gas cylinders not designed to be held in the hand can and will be located at least 2 metres from the burners
- There will be at least one appropriate portable fire extinguisher in close proximity for the duration of the work being carried out.

Once hot work is complete:

- Directly after completion of hot work reinstate any isolated automatic smoke or heat detectors (where fitted).
- Clear the work area and check the work area and any adjacent areas that may have been affected by transferred or conducted heat to ensure that they are safe
- Carry out an inspection of the work area and any adjacent areas that may have been affected by transferred or conducted heat sixty minutes after completion of hot work to ensure that there are no smouldering heat sources.
- Sign off the hot works permit.

Personal protective equipment

Personal Protective Equipment (PPE) will be issued free of charge to all employees.

- The following are issued to all on site employees: -
 - Gloves
 - Goggles
 - Face Masks
 - Protective Footwear
 - Hard hats
 - High visibility vests

PPE, CE Marked, will be provided when exposure to hazards cannot be avoided by other means, or to supplement existing control measures as identified by a risk assessment.

Information, instruction and training will be given to all employees on the safe use of PPE.

Employees will, in accordance with instructions given, make full use of all PPE provided and maintain it in a serviceable condition and report its loss or any defect immediately.

Sub-contractors are to provide PPE for their own use, where it is required by current legislation or as identified by risk assessment.

Sub-contractors are to make full use of all PPE provided and maintain it in a serviceable condition and report its loss or any defect immediately.

Plant and work equipment

Plant and equipment must be suitable for the job. The selection of purchased or hired equipment will follow the guidelines set out below: -

- It will be marked with CE standard (where relevant).
- Only be operated by authorised and competent people.
- Meet all statutory tests and inspections.
- A list of plant and work equipment owned by PHD (London) Ltd will be kept and all necessary tests and inspections will be carried out.
- Equipment will be subject to a daily visual inspection by the person using the equipment.

- Equipment will be Portable Appliance Tested (PAT) every three months.
- Safety guards must be in place and used.
- Suitable information, instruction and training will be provided.
- Defective equipment will be taken out of use immediately.

Young persons

Young persons are defined as being less than 18 years of age. Children are defined as being below the minimum school leaving age (i.e. 16 years old).

If a young person is to be employed a specific risk assessment has to be carried out to identify the risks to their health and safety.

The parents or guardian of the young person must be notified of the result of the risk assessment. In particular they must be notified of the hazards that the young person will be exposed to and control measures that will be taken to eliminate or reduce the hazards.

No young person will be allowed to work un-supervised.

The following documentation should be kept and reviewed regularly (at least monthly) when employing a young person:

- Young persons risk assessment.
- Correspondence with parent / guardian / schools.
- Time spent at work.

Young persons are particularly vulnerable whilst at work due to their lack of experience, knowledge and maturity.

Welfare facilities on construction sites

PHD (London) Ltd is normally employed as a sub-contractor and it is the responsibility of the Principal Contractor to provide the welfare facilities. Any deficiencies in the welfare facilities that are noted by subcontractors must be reported to the Contracts Manager, who will notify the Principal Contractor.

All subcontractors are expected to co-operate with the Principal Contractor to ensure that the facilities are not abused.

Work at height

To date, falls from height remain the single biggest cause of workplace deaths and one of the main causes of major injury, and roof work is particularly high risk.

Guidance will be sourced as necessary from Akeva Safety Solutions Ltd.

What is work at height?

The Work at Height Regulations 2005 apply to **all** work at height where there is a risk of a fall liable to cause personal injury. Work at height means work in any place where, if precautions were not taken, a person could fall down and injure themselves. There is no 'minimum' height specified by law.

The regulations place duties on 'duty holders', who may be employers, the self-employed, and any person that controls the work of others (for example facilities managers or building owners who may contract others to work at height).

Duty holders' responsibilities

Duty holders are to ensure that:

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

All work at height must be subject to a risk assessment. The risk assessment must identify what the height(s) is likely to be, and demonstrate their reasons for selecting the work equipment they intend to use. The risk assessment needs to be task specific and all control measures must be detailed in a method statement.

PHD (London) Ltd will make sure that all work at height is pre-planned, and this will include the type of equipment to be used and the emergency rescue procedures that might be required.

The risk assessment will determine whether working at height can be **avoided**. If not the risk assessment will determine what equipment is feasible. Collective protection (e.g. scaffold or a mobile tower) will be used instead of personal protection (e.g. lanyards and harnesses).

Anyone planning, working, or supervising work at height must be competent – i.e. they must be adequately trained or have other appropriate qualifications.

The distance and consequences of a potential fall must be minimised, including consideration of what a person could potentially fall through, fall onto or into.

The Regulations do not ban the use of existing equipment, but they do require that measures taken are reasonably practicable, i.e. when considering the equipment that is to be used, duration and severity of injury from a potential fall must be taken into account.

The use of steps and stepladders is permitted, but only after a risk assessment has shown that there is no other access equipment or method that is more suitable or reasonably practical to use for that particular activity.

APPENDIX 1

Risk assessment pro-forma

APPENDIX 2

Method statement pro-forma

APPENDIX 3

Site induction form

APPENDIX 4

Medical questionnaire

APPENDIX 5

Sub contractor's competence questionnaire

APPENDIX 6

Tool box talk record

APPENDIX 7

Hot works permit