

The logo for Baskerville Reclamation Limited features a stylized diamond-shaped pattern of overlapping orange and brown squares. The text 'Baskerville' is positioned above 'Reclamation Limited', both in a large, bold, black sans-serif font.

Baskerville Reclamation Limited

Health & Safety Policy 2019 – 2020

To be reviewed on: 1st November 2020

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Company Reg Number: 04856794

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Health and Safety Policy Statement of Intent

At Baskerville Reclamation Limited

Health and Safety Policy Statement of Intent

We at Baskervilles recognise and embrace our duties under the Health and Safety at Work Act 1974 which lays down broad principles for managing health and safety in all workplaces where our operations are likely to be carried out. It is the purpose of this policy to provide a breakdown of the various job roles and their responsibilities for health and safety matters from management down. It is our intention to do all that is reasonably practical to protect the health, safety and welfare of all of our employees and other parties operating on our behalf through training and adequate provisions of equipment and resources. Our managers and supervisors have been made aware of their responsibilities and the significance of health and safety in the performances of their duties.

This shall be achieved by:

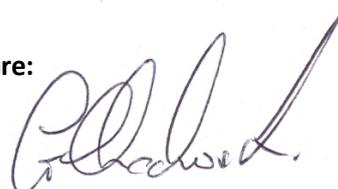
- Assessing the risks arising from our work activities and select the most appropriate types of training, equipment, materials and substances and personal protective equipment that it is practical to use to complete an activity.
- Providing safe equipment, plant and buildings.
- Ensuring that staff are given adequate training in order to inspect and maintain equipment.
- Ensuring the competency of our employees and all others who engage in our activities by providing relevant information, instruction, training and supervision.
- Investigating all accidents, cases of work-related ill health and near-miss incidents, however minor, in order to prevent identify potential contributing factors to reduce the consequence and likelihood of a reoccurrence.
- Assessing the competence of all contractors wishing to work for our company at the tender stage and only using companies who meet the standards required.
- Maintaining a safe and healthy working environment and providing support and guidance on how to maintain this.
- Continually developing communication methods for health and safety matters
- Assessing the storage needs and handling information of substances hazards to health.
- Working towards continual professional development throughout all levels of Baskervilles.
- Monitoring our health & safety performance and auditing compliance with our systems, procedures and legislation.
- Holding regular H&S Committee meetings with representatives from each level of Baskervilles
- Providing adequate resources & information to effectively manage health and safety.
- Monitoring health and safety legislation to ensure adherence.
- Conducting regular reviews of this policy annually or in the event of a significant change in the running of Baskervilles or legislation.

It shall be the duty of every employee while at work to:

- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work.
- As regards any duty or requirement imposed on their employer or any other person by under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be per- formed or complied with.
- Fulfil their duty of care for themselves and others whilst at work.

Name: Graham Chadwick
Position: Managing Director
Date: 16.11.2019
Review Date: 16.11.2020

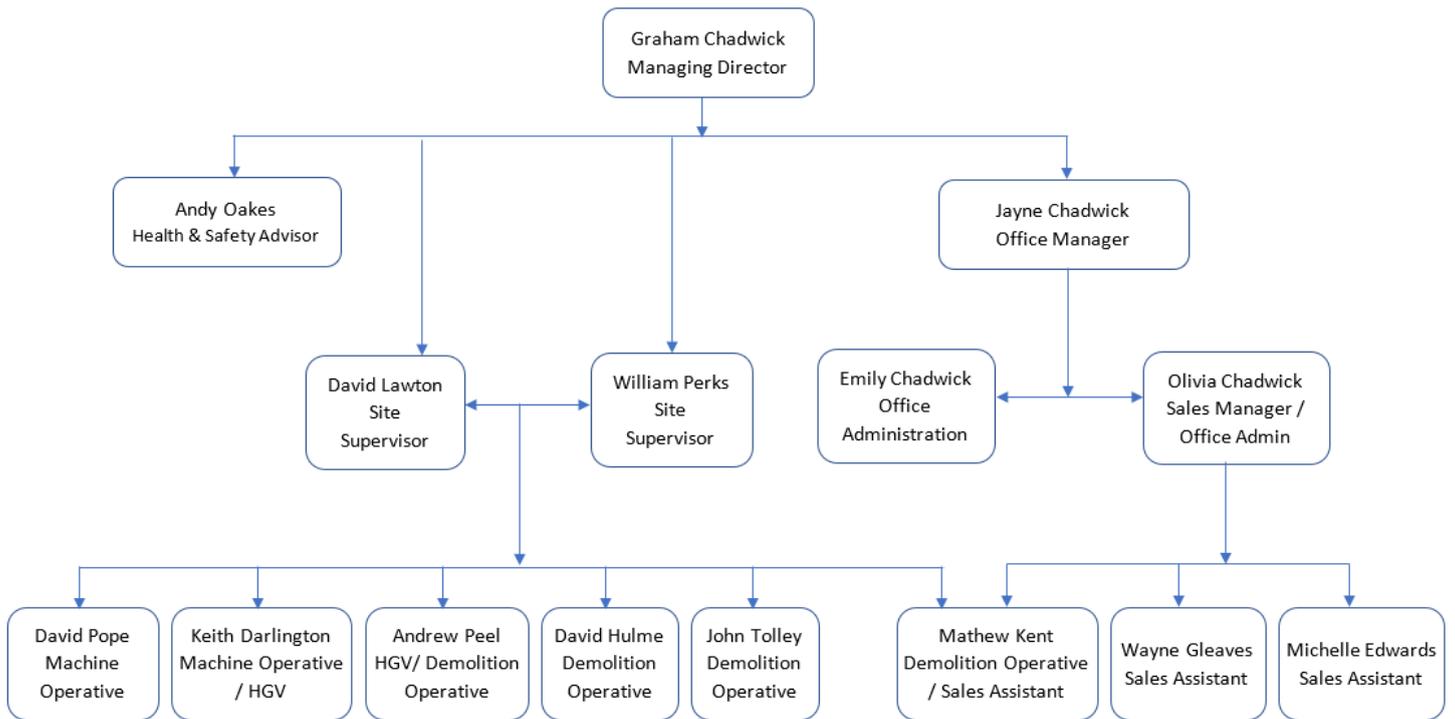
Signature:



Organisational Roles and Responsibilities

Organisational Diagram

Their specific responsibilities can be seen in the table



Roles and Responsibilities

| Title | Area of Responsibility |
|---|--|
| Managing Director | <ul style="list-style-type: none"> • Responsible for the day to day management and compliance of the H&S policies and procedures. • Compliance with H&S legislation. • Attendance of the H&S committee and production of a formal report as listed below. • Accident reporting and investigation • RIDDOR reporting to H&S Consultant • Risk assessment authorisation selection of contractors • PAT testing Electrical safety • COSHH • Health surveillance, Manual handling & DSE (Display Screen Equipment) • Monthly audit of sites and workplace PPE • PUWER (Provision and Use of Work Equipment Regulations) • First aid provision • Asbestos • Inform insurance company of any accidents or incidences. • Liaise with insurance company to identify which and when accidents or incidents are to be formally forwarded to the insurance company |
| Managers (On & Off Site) | <ul style="list-style-type: none"> • Compliance with H&S • Compliance with risk assessment & method statements • Ensure good house keeping • Reporting accidents and near misses |
| Department Employee's | <ul style="list-style-type: none"> • Compliance with H&S • Compliance with risk assessments and method statements • Good house keeping • Cooperate with Managers/Supervisors on all matters of Health & Safety • Not to interfere with anything provided to safeguard Health & Safety • Report all accidents and near misses • Work in a safe manner at all times and not take unnecessary risks or carry out dangerous working procedures |
| SHE Consultant (<u>S</u> afety, <u>H</u> ealth & <u>E</u> nvironmental) | <ul style="list-style-type: none"> • Information, advice and guidance. • Auditing, training, and major accident investigation. • Monitoring of SHE legislation. • Production of method statement. • Reporting of RIDDOR • Risk Assessment. • Fire assessments |

All employees shall:

- Co-operate with Supervisors and Managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own and others health and safety.
- Report all health and safety concerns immediately to their Manager or other appropriate person.

1. Risk Assessment

- The Managing Director will risk assess all relevant work activities or appoint a competent person to carry them out. A list of competent persons will be included in the Health & Safety file.
- Training will be given to all staff in “Hazard Identification & Risk Assessment”.
- A SHE Manager will carry out risk assessments of a complex or detailed nature, as requested by Managing Director, or where the risk is already deemed to be high.
- The findings of the risk assessments will be reported to Managing Director who will authorise the implementation of any risk reduction recommendations or refer it to the Health & Safety consultant for additional consultation.

Form F1 is to be used for risk assessment.

Note: Whenever the risk assessment has identified a high risk, it must be referred to a Director / SHE Consultant.

The Managing Director will identify a competent person responsible for implementing the risk reduction measures on the risk assessment sheet and will verify their implementation.

The findings of the risk assessments will be explained to all staff and contractors before they commence the activity to which it relates, and they will then sign the assessment to record this.

Assessments will be reviewed every twelve months or whenever significant changes take place to the work activity. The completed risk assessment sheet will be made available at the location where each activity or task takes place and a copy filed in the Departments H&S file.

Standard Operating Procedures for Low risk activities (SOP)

Activities which are frequent, low risk and staff are competent to undertake will not require a risk assessment. Engineers are trained to work in accordance with the Lifting Equipment Engineers Association (LEEA) Standard Operating Procedures.

Where the task significantly differs from the SOP a separate risk assessment must be carried out. It is the responsibility of staff that carries out the task to inform their Manager of any changes.

HSE guide lines for risk assessment - <http://www.hse.gov.uk/risk/controlling-risks.htm>

Forms required – 3.1a risk assessment

2. A Consultation with Employees

The Managing Director and Managers will include health and safety in the agenda of line meetings, team talks & department meetings. Health and safety will also be a standard agenda item for the Departmental Briefing.

Consultation with employees will be provided by the following means:

1. Health and Safety Representative;
2. Line supervisors
3. Health and safety notice board, located in the canteen
4. Departmental Briefings;
5. Bespoke Training Courses for all staff
6. 1 to 1 with the Directors.
7. Monthly health and safety site visits
8. Tool box talks
9. Production of risk assessments

2.B Consultation with Contractors/Sub Contractors on Site:

1. Site Supervisors to attend daily/weekly site/project meetings
2. On site supervisor to liaise with the Principle Contractor/customer and other contractors who maybe affect by work activities.
3. When necessary formal written communication to be used dependant on level of risk

3. Safe Plant and Work Equipment

The Managing Director will ensure that all equipment purchased:

- Meets relevant statutory requirements.
- Complies with the relevant European and or British Standard (CE -EN)
- Is suitable for the intended use.

A PUWER record assessment will be completed on all new and existing work equipment, to ensure the safety of those expected to use it.

They will ensure that the plant and equipment are only used by people who have received adequate information, instruction and training.

Engineers will also ensure that the work equipment is inspected on a regular basis and maintained in a safe condition, through the implementation of an effective maintenance programme.

All Staff will immediately cease using faulty/defective equipment and clearly label it in such a manner as to prohibit usage or safely remove it from the work area. They will then report it to their supervisor as soon as possible in accordance with the associated level of risk.

HSE guidelines on safe plant and work equipment - <http://www.hse.gov.uk/toolbox/machinery/plant.htm>

Forms required- PUWER form 3.3

4. Hot Work

Either the on or off-site supervisor will ensure that all hot work, i.e. drilling, cutting, grinding, welding, is risk assessed before such work commences, whether undertaken by Baskervilles 's staff or contractors and that a permit to work is issued.

No hot work is to be undertaken without completing a Hot Works Permit from the management of external premises.

5. Work at Height

The Health and Safety at Work Act 1974

The Work at Heights Regulations 2005

Management of Health and Safety at work Regulations 1999

Lifting Operations and Lifting Equipment Regulations 1998

Provision and Use of Work Equipment Regulations 1998

1. Introduction

- 1.1 Baskerville Demolition Ltd recognises its responsibility for the provision and maintenance of a safe and healthy working environment and for taking all steps that are reasonably practical to achieve this objective.
- 1.2 Each Director is directly responsible for the health, safety and welfare arrangements and will be accountable for the satisfactory performance of this duty.
- 1.3 Baskerville Demolition Ltd is committed to implementing the Work at Height Regulations and to help prevent the likelihood of accidents caused by working at heights.

2. Definitions

- 2.1 "Fall": the act of dropping from one position to a lower position, by force of gravity.
- 2.2 "Trip": a stumble or mis-step caused by striking one's foot against an object, so as to lose one's balance.
- 2.3 "Working at height": Work in any place (including a place at ground level, or below ground level) from which a person could fall. This includes accessing or leaving a place of work, except by using a permanent stairway
- 2.4 The definition of "working at height" is wide-reaching, but action is only necessary where the risk of injury is significant. The nature and extent of the action required increases, as the significance of the level of risk and/or the significance of the possible injury increases.
- 2.5 2.5 The main difference between tripping (governed by the Workplace (Health Safety and Welfare) Regulations 1992) and falling (governed by the Work at Height Regulations 2005) is the distance which the employee is likely to travel downwards after (s)he falls over.

3. Key Principles

- 3.1 The key principles of this policy are to prevent, as far as is reasonably practicable, the likelihood any person falling a distance likely to cause personal injury.
- 3.2 The hierarchy for safe working at height is as follows:

- Avoid the risk by not working at height. Where it is reasonably practicable to carry out the work safely other than at height do so.
- Prevent falls – where it is not reasonably practicable to avoid work at height, the level of risk should be assessed and measures introduced to allow the work to be done whilst preventing people or objects falling. This might include ensuring the work is carried out safely from an existing place of work or choosing the right equipment to prevent falls.
- Mitigate the consequences of a fall – where the risk of people or objects falling remains steps should be taken to minimize the distance and consequences of such falls. This also involves the selection and use of work equipment and preventing those not involved with the work entering the hazardous area.

4. The Role of the Manager

4.1 Managers/ Supervisors are responsible for the implementation of this policy and must:

- Ensure so far as is reasonably practicable that any activities that could result in a fall are identified and ensure so far as is reasonably practicable, the health, safety and welfare at work of all employees.
- Make a suitable and sufficient assessment of the risk of employees before working at height, and record this process. Consideration should be given to an individual's capabilities when working at height. The risk associated with the activity must be reduced to the lowest level reasonably practicable.
- Ensure so far as is reasonably practicable that work at height is properly planned and organized including planning for emergencies and rescue.
- Select work equipment that is suitable for the task it has been selected for.
- Ensure so far as is reasonably practicable that as far as is reasonably practicable the place where the task is to be undertaken is safe. This should include the provision of features to prevent a fall, unless this would mean that it is not reasonable practicable for the work to be done.
- Ensure, so far as is reasonably practicable, equipment required for working at height is inspected and maintained at suitable intervals by a competent person as outlined by the manufacturers instructions and as required by PUWER (The Provision and Use of Work Equipment Regulations 1998 & LOLER (lifting operations and lifting equipment regs 1998) Further information on inspection and maintenance contact Team leader or director.
- Ensure, so far as is reasonably practicable that suitable and sufficient steps are taken to prevent, so far as reasonably practicable, the fall of any material or object from a height.
- Not permit anyone to work at height if there is suspicion of their being intoxicated or that their work may be influenced by alcohol, or drugs (either prescribed or illegal).
- When contractors are carrying out work at height ensure that they are aware of this policy and its contents if there is a significant risk of injury to themselves and others.

5. The Role of the Employee

5.1 Employees whilst at work must:

- Take reasonable care for the health and safety at work of themselves and other persons affected by their actions.
- Comply with the requirements of Working at Heights legislation and subsequently, this policy.
- Report any activity or defect relating to work at height which they believe is likely to endanger the safety of themselves or others.
- Use any work equipment or safety device provided to them in accordance with any instructions or training they have received in the use of that equipment or device.

6. The Role of the Sub Contractor

6.1 Sub-Contractors must:

- Comply with the Work at Height Regulations and subsequently, this policy.
- Before work commences Sub-contractors must supply copies of the following documents:
 - Risk assessments
 - Method statements
 - Safe systems of work

HSE guidelines for work at height -

<http://www.hse.gov.uk/construction/safetytopics/workingatheight.htm>

6. Safe Handling and Use of Substances

Supervisors will be responsible for identifying all hazardous substances that require a COSHH assessment. They will ensure that all risk reduction measures identified in the assessment are implemented within an acceptable timescale and that all affected persons are informed about the significant findings of the COSHH assessments. Supervisors and individual staff members will check that new substances can be used safely before they are purchased and will seek non-hazardous alternatives wherever possible.

Copies of the COSHH assessments will be available in the health and safety file.

HSE information on COSHH - <http://www.hse.gov.uk/coshh/>

7. Information, Instruction, Training and Supervision

The Managing Director will provide Health & Safety Induction Training for all employees on their first day of employment. This will be repeated every two years thereafter.

Line Managers/supervisors will identify and arrange Job Specific Training, including the safe use of plant and equipment.

The supervision of 'young persons' and their training will be arranged, undertaken and monitored by their Line Manager/supervisor, who will be designated prior to their start date. They will also ensure that a 'young persons' risk assessment is also undertaken and complied with.

Managing Director will ensure that employees working at locations under the control of other employers are given relevant health and safety information.

The H&S Consultant will provide appropriate health and safety advice.

The Health and Safety at Work Law poster will be displayed on the health and safety notice board in the office and each project site.

Training records will be kept within the individual's personnel file.

HSE advice on Information, Instruction, Training and Supervision

<http://www.hse.gov.uk/simple-health-safety/provide.htm>

8. Accidents, First Aid and Work-Related Ill Health

First aid boxes will be maintained in Reception, and in each works vehicle.

An adequate number of first aiders will be provided and made known to all staff during their induction. Photographs, names and location of the first aiders will also be displayed on the H&S Committee Notice Board in Reception and records also kept within the H&S file.

Supervisors will record, investigate all accidents and ensure the implementation of all necessary corrective action for all accidents, near misses or cases of work-related ill health, however minor, which occur within their department or during activities for which they are responsible. They will be recorded within the Accident Book, copies of which will be held in General Office. A copy of the investigation report will be forwarded to all relevant persons and records kept in the departments Database.

Accident investigation will be carried out using form F8.

The MD will report all RIDDOR reportable accidents to the H&S Consultant as soon as they are known, but in any case, within five working days of their occurrence. The H&S Consultant will then investigate the incident and report it to the enforcing authority.

In the event of an ambulance being summoned the relevant supervisor/Manager, H&S Manager and Managing Director will be informed.

HSE guidelines for ill health- <http://www.hse.gov.uk/simple-health-safety/firstaid.htm>

9. Workstation Assessments

All office-based staff will undertake workstation assessment & office safety awareness training.

A workstation assessment will be completed during their induction period and a copy filed in the Departments H&S file.

The Managing Director will ensure that the above takes place.

Eye & eyesight tests for employees defined as 'USERS', i.e., those who habitually use Visual Display Units (computer monitors) for a significant part of their normal working day, will be arranged via the Office Manager.

HSE guidelines and workstation checklist - <http://www.hse.gov.uk/pubns/ck1.htm>

10. Workplace Monitoring

The MD will undertake the following

- Monitor risk assessments
- Perform spot checks on all activities and tasks
- Ensure that all office staff use the IN / OUT board
- Investigate accidents, work related illness, near misses and Dangerous occurrences, i.e., all incidents
- Monitor staff work related absenteeism
- Review all new incidents at H&S Committee meetings
- Monitor the response times of incident investigation
- Monitor the implementation of corrective action
- Monitor weekly fire safety checks
- Monitor the weekly first box checks

HSE guidelines- <http://www.hse.gov.uk/coshh/basics/monitoring.htm>

11. Emergency Procedures

The MD will ensure that fire risk assessments are undertaken, and all necessary corrective action implemented, including training in evacuation procedures.

Ensure a "Fire warden" is appointed and that the appointed fire warden will ensure the following: -

- Daily checks of escape routes;
- Weekly visual checks of the fire extinguishers and an annual test/service by an accredited specialist organisation;
- Testing of the fire alarm every Friday at 09.15 hrs;
- An emergency evacuation is undertaken every six months. The results of the evacuation will be discussed at the H&S Committee meeting to identify any areas for improvement.
- Means of detecting and giving warning in case of fire are in good order;
- Escape routes are free from obstruction & clearly defined;
- Fire-fighting equipment is in place and in good order;
- All staff are fully aware of the evacuation procedures

HSE guidelines – <http://www.hse.gov.uk/toolbox/managing/emergency.htm>

12. Visitors to Baskervilles Premises Site

All visitors to Baskervilles premises will be required to sign in the visitor's book on arrival and on departure. Contractor must undergo a site-specific induction before commencing work.

13. Sub-Contractors

All sub-contractors shall be vetted prior to undertaking any work activities for the organisation using form F13

HSE guidelines- <http://www.hse.gov.uk/toolbox/workers/contractors.htm>

14. Personal Protective Equipment (PPE)

All Staff who are expected to visit project sites will wear high visibility clothing and suitable safety footwear during all such visits. Staff will also be provided with their own hard hat, which must be worn whenever required by a risk assessment.

Risk assessments will determine any additional PPE requirements.

When office-based staff are not working at Baskervilles premises all staff will be required to sign out and inform their Line Manager/supervisor of their movements. Miss use or reckless behaviour is gross misconduct and subject to disciplinary procedure

PPE will be provided free of charge as identified in the risk assessment. A record of PPE issue shall be completed for all PPE at issue.

HSE guidelines - <http://www.hse.gov.uk/toolbox/ppe.htm>

15. Mobile Phones

All staff will ensure that hand held mobile phones are not used when driving company vehicles, operating machinery or other work equipment. Only phones which are fitted into a cradle and are capable of being operated hands free are permitted while driving, if it is safe & legal to do so.

Under no circumstance must mobile phone or other such devices to be used by staff working at height.

16. Personal Entertainment Systems

The use of Personal entertainment systems that require earphones will not be permitted during working hours. Failure to comply will be classed as gross misconduct and lead to disciplinary action

17. Communication with Press & Death Protocol

Staffs are to direct all communications with the press to the in the event of a death at work, all staff will observe the following protocol: -

- Control the immediate situation;
- Inform the police/ambulance services immediately;
- Contact Line MD manager/supervisor
- Do not communicate with the press or third parties;
- Protect the scene and write down statements ASAP.

HSE guidelines on death protocol - <http://www.hse.gov.uk/enforce/wrdp/>

18. Working with Young Persons

The Operations Manager will ensure that the Companies protocol is followed and signed before any project work commences. This will include the following: -

- A Young Person's risk assessment will be completed and all recommendations implemented prior to the young person commencing work.
- Under no circumstances will young persons be placed in vulnerable positions.
- Young people must not be left unsupervised.
- No children under the national school leaving age will be employed or allowed to carry out work experience without the expressed authorisation of the Managing Director.
- Parental consent and a dedicated risk assessment must be undertaken and hazards identified before any work commences.
- Children under the minimum school leaving age will not be left alone with only one member of staff and lone working is strictly prohibited.

HSE guidelines- <http://www.hse.gov.uk/youngpeople/law/>

19. Auditing

The SHE Consultant will audit each department/team will be undertaken once per year. The aim of the audit is to establish the level of compliance with the Companies H&S policy.

HSE guidelines - <http://www.hse.gov.uk/leadership/auditing.htm>

20. Asbestos

Managing Director is responsible to carry out an asbestos survey to identify asbestos or possible asbestos in the premises. This will be recorded in the asbestos register and held in the H&S file.

The survey will be audited each year to monitor condition of any known asbestos in the premises.

Contractors will be informed of the location of asbestos before any work commences. Where Asbestos is already in place it will be identified and not disturbed until required to be removed from the premises by a competent person.

A dedicated task focused risk assessment will be required by a competent person before any work is undertaken to remove asbestos, only to be undertaken by a Licensed Asbestos removal organisation licensed with the HSE.

The MD with the assistance of the client shall establish if asbestos is present where the organisations operatives are expected to work.

All staff will be instructed to ask where asbestos is present in any work location. In the event of discovering asbestos staff and contractors are to;

- Stop work
- Leave area immediately
- Restrict access
- Warning signage
- Notify manager

In the event off staff been contaminated by ACMs they are to inform their GP as recommended by their GP.

Staff who have concerns regarding their long term health are to ask for counselling which can be done through their GP.

All projects Staff are to undertake Asbestos awareness training.

HSE guidelines - <http://www.hse.gov.uk/asbestos/>

21. New Expectant Mothers

Expectant mothers are requested to inform their line manager as early as possible.

Once the Line manager has been informed a New & expectant mothers risk assessment will be completed with the Mother.

Baskervilles will liaise with the new or expectant Mother to manage her workload and provide access to a suitable rest area or private room as appropriate.

HSE guidelines- <http://www.hse.gov.uk/mothers/>

22. Drivers

Managing Director will check and record the driving licenses of all staff that drive as part of their working duties, once per year.

Staff must demonstrate that they meet the eye test requirements of the driving test. By reading of a number plate at 20.5 meters (approx. five car length).

Staff who drive works vehicles will be given an induction to the vehicle and then demonstrate their driving ability to the Line Manager by means of a vocational test.

HSE guidelines- <http://www.hse.gov.uk/workplacetransport/checklist/section7.htm>

23. Hand Arm Vibration

The organisation shall comply with their duty under The Control of Vibration at Work Regulations 2005. by preventing or reducing vibration at work. The organisation shall:

- Assess the vibration risk to your employees
- Decide if they are likely to be exposed above the daily exposure action value (EAV) and if they are, introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable.
- Provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk
- Decide if they are likely to be exposed above the daily exposure limit value (ELV)

HSE guidelines- <http://www.hse.gov.uk/vibration/hav/>

24. Manual Handling

Manual handling activities that are repetitive and where difficult loads exceed 25kg will require a manual handling risk assessment.

Staff must only undertake manual handling operations of loads that do not exceed their own limitations.

Mechanical aids will be supplied to reduce the need for manual handling. Staff that are required to carry out manual handling will be adequately trained.

HSE guidelines- <http://www.hse.gov.uk/msd/manualhandling.htm>

25. Permit to Work

Permit to work system for confined space, work at height, hot works and permit to work not to exceed 7.5 hours in any on day. A Senior member of staff to authorise the permit, as site requirements demand.

HSE guidelines - <http://www.hse.gov.uk/comah/sragtech/techmeaspermit.htm>

26. Training

Baskervilles is committed to providing sufficient training to allow staff to carry out their work in a safe and professional manner. Once staff have been trained, they are required to work following the best practices from the training and sharing their learning experience with other staff. Revisiting the risk assessments after the completing of training will ensure any relevant best practice is cascaded throughout Baskervilles.

HSE guidelines - <http://www.hse.gov.uk/involvement/training.htm>

27. Vehicle Reversing

Vehicles will be parked in the direction of exit. When the need to reverse or manoeuvre in difficult locations occurs the driver will appoint a Banksman. The Banksman will wear a high Vis vest and maintain visual contact with the driver at all times, In the event of the driver losing eye contact, They are to stop the vehicle and get out to locate the Banksman.

HSE guidelines - <http://www.hse.gov.uk/workplacetransport/information/reversing.htm>

28. Induction

All staff to receive a health & safety induction on the first day of their employment and every two years thereafter. The induction will follow the "Induction Training Script" and will include;

- Tour of the Head office
- Introduction to key staff
- Awareness of H&S policies and procedures
- Welfare arrangements

Consultation arrangements

- Issue of PPE
- The induction is to be given by the Managing Director or health and safety consultant upon request and recorded in the personnel files.

Staff, who speak English as a second language or have difficulties understanding, will be integrated into the main induction. Where necessary an interpreter will be used, and the induction materials are pictorial (HSE NAPO DVD series & power point with clip art)

29. House Keeping

Baskervilles operates a clean as you go principle; this is to be operated at all times and will not only improve the work environment but will reduce slips, trips and falls and fire risk. Staff are also requested to maintain all welfare arrangements to a high standard at all times, reporting any damage or housekeeping issues immediately.

30. Non Compliance with Health & Safety

Baskervilles make every effort to ensure compliance with Health & Safety legislation and best practice. As such any individual who fails to comply or act in a reckless manner will be investigated under the disciplinary procedure as an act of gross misconduct.

31. Noise at Work

The organisation shall comply with their duty under the Noise at Work Regulations 2005. by preventing or reducing noise at work. The organisation shall:

- Assess
- Take action to reduce noise exposure
- Provide hearing protection if noise cannot be reduced by other methods
- Provide employees with information, instruction and training
- Undertake health surveillance where there is a risk to health

HSE guidelines- <http://www.hse.gov.uk/noise/regulations.htm>

32. Electrical Equipment

Equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and either a plug and socket or a spur box, or similar means. It includes equipment that is either hand held or hand operated while connected to the supply, or is intended to be moved while connected to the supply.

The Managing Director is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. The results of the inspections completed are to be recorded in the Portable Appliance Register, which forms a part of the health and safety file.

A before use visual inspection check should be made to ensure the equipment is installed and is being operated in accordance with the manufacturer's instructions.

Notwithstanding the manufacturers instruction's, the following are examples of items which should be checked:

- Cables located so as to avoid damage
- Means of disconnection/isolation readily accessible
- Adequate equipment ventilation
- Cups, plants and work material correctly placed to avoid spillage
- Equipment positioned to avoid strain on cord
- Equipment is being operated with the covers in place and any doors are closed
- Indiscriminate use of multi-way adaptors and trailing sockets is avoided
- No unprotected cables run under carpets

HSE guidelines - <http://www.hse.gov.uk/electricity/maintenance/safety.htm>

33. Dermatitis

Dermatitis is a reaction of the skin to harmful substances that it may come into contact with it. Staffs are encouraged to be responsible to ensure they take adequate care of their skin at all times. Baskervilles will provide suitable washing facilities and provision for drying. Staff are encouraged to self-exam and also support each other in the identification of dermatitis.

Baskervilles will provide regular Tool Box Talks and posters to encourage staff to look after their skin and provide suitable protection as identified in COSHH assessments.

In the event of identifying any alterations or irritations to the skin Staff must visit their local health provider and report back to the Managing Director of any issues.

HSE guidelines- <http://www.hse.gov.uk/food/dermatitis.htm>

34. Silica Dust & Respiratory Health.

Silica is a non-combustible, colourless, tasteless crystal. There are two types of silica: amorphous and crystalline. Amorphous silica, better known as beach sand, is the most common; it is not hazardous and has not been found to cause silicosis. Crystalline silica is a crystalline solid and has been linked to silicosis. Concrete cutting, drilling, and quarrying can create airborne silica exposure and potentially cause silicosis. Cutting wet or using engineering controls such as ventilation are the most effective methods of reducing employee exposure to silica dust. Cutting wet is the recommended policy. Breathing in crystalline silica over a period of time can cause silicosis, a disabling, progressive and irreversible disease involving scarring of lung tissue. The development of this scar tissue lessens the lung's ability to take in oxygen from the air. The symptoms of silicosis include severe cough, fatigue, loss of appetite, shortness of breath, chest pain, and fever. Silicosis symptoms tend to be progressive with continuing exposure to free crystalline silica, smoking habits, and advancing age. These alternative operations that don't create silica dust must be used where possible.

- Providing ventilation through the use of capture ventilation or supplied air flow to remove dust
- Using wet cutting methods.

Administrative controls are work practices, such as the rotation of personnel, medical surveillance, hygiene, restricted areas, and attention to good personal hygiene. Personal protective equipment should be used when engineering controls fail to bring the exposure limits within permissible levels.

HSE guidelines- <http://www.hse.gov.uk/pubns/indg463.pdf>

35 Unsafe conditions

Baskervilles recognises the need for its Staff to be empowered to stop the Job or any unsafe work activity that may cause harm, until the Staff are satisfied it is safe to proceed. "Employees have the responsibility and authority to shut down any job or operation that, in their opinion is unsafe and has the potential to cause harm." This statement makes shutting down the job or unsafe work activity the obligation of all our employees. We also require that; "Notification of the unsafe situation must be communicated to management with immediate effect." The first obligation of our Staff is to yourself and your co-workers to shut down any unsafe job or activity; then your responsibility is to notify your supervisor or another person on the management team of the situation so that corrective action may be taken. The Staff are obligated to report any unsafe work activity or practices to the Employer. Baskervilles make every effort to ensure compliance with H&S legislation and best practice. As such any individual who fails to comply or act in a reckless manner will be investigated under the disciplinary procedure as an act of gross misconduct.

HSE guidelines on raising your concern- <http://www.hse.gov.uk/contact/raising-yourconcern.htm>

36 Health Surveillance

It is Baskervilles' s aim to create an environment which is free of occupational risk, occupational illness and to encourage a culture of health and fitness for staff. Baskervilles aim to achieve this with the help, involvement, contribution and commitment of all members of staff. If staff are aware of any practices, procedures or systems that Baskervilles can improve or which are adversely affecting their health, they are advised to contact the Site Service Manager.

It is company policy to compile a basic health screening questionnaire with all members of staff to identify if they have any physical or medical conditions that could be adversely affected by undertaking work activities on behalf of Baskervilles

If any employee has any concerns about their health or if any answered questions show that further medical surveillance is required, then Baskervilles will send the employee to a designated company Doctor for the appropriate medical examination.

HSE guidelines- <http://www.hse.gov.uk/health-surveillance/>

37 COSHH

The Managing Director will identify substances which require a COSHH assessment. Staffordshire Safety Solutions will then carry out an adequate assessment and induct all site operatives. All risk reduction measures identified in the assessment will be implemented within an acceptable timescale and all affected persons will be informed about the significant findings.

We will ensure that non-hazardous substances will be used as an alternative where possible.

Substances will be stored in a secure marked cabinet marked 'COSHH Store' with all the copies of the relevant COSHH assessments and clearly display health hazardous warning signs as shown below.



Toxic



Explosive



Harmful



Oxidising



Flammable



Environmental



Corrosive

HSE information on COSHH – <http://www.hse.gov.uk/coshh>

38 Fire

It is Baskerville's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with Baskerville's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Site Manager will ensure that: -

- All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.
- The requirements for employee training in fire safety are adhered to.
- A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade.
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook.
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.
- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook.
- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified.
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

The Managing Director will ensure that adequate emergency procedures are in place and emergency equipment.

In the event of a Fire/Emergency:

- Stop work
- Raise the alarm
- If the fire is small and containable tackle the fire, do not put yourself in danger
- Evacuate the premises
- Muster outside the main gate

HSE guidelines- <http://www.hse.gov.uk/toolbox/fire.htm>

39 Temporary Works.

The Company will that where required we will ensure appropriate arrangements are in place to manage temporary works that meet the legal requirements of the Construction (Design and Management) Regulations 2015 and effectively manage the risk in compliance with BS 5975 (Code of Practice for Temporary Works) to ensure all temporary works are conceived, planned, designed, checked, erected, used, inspected and finally dismantled correctly.

The Temporary Works Policy requires that the risks and hazards associated with temporary works are identified, classified and controlled. This procedure is intended to ensure compliance with the companies Temporary Works Policy and covers the following:

- The appointment of personnel responsible for identifying, controlling, designing and constructing temporary works.
- Classification of temporary works according to the risk it brings to the public, the safety of the construction personnel, property and the reputation of the company.
- Management process for temporary works and the procedure for recording each stage in the process.
- The importance of communication between all parties to ensure safe, practicable and economic temporary works solutions.

40 Display Screen Equipment.

The Health and Safety (Display Screen Equipment) Regulations 1992 require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present.

Prior to carrying out the assessment a checklist will be completed so as to identify the presence of any significant risk.

We recognise that DSE users require training and will provide it as necessary.

Eyesight Tests and Corrective Glasses

The Company accepts their responsibility under these regulations. Should an employee have difficulty with their eyesight whilst using the display screen for their work, then we will pay for an eyesight test. This will determine if the employee requires corrective glasses to reduce the health risks involved in the use of computer screens.

If corrective eyewear is required then we will provide basic eyewear, which must be used whilst the operative is using the computer.

The Company will not pay for any other type of eyewear, such as bi focal or variable focal if an employee requires these then they must pay the cost difference.