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HEALTH, SAFETY & ENVIRONMENTAL, POLICY & PROCEDURES MANUAL

August 2021

Registered office: Mayo Electrical Contractors Ltd,
109, Station Road,
Drayton,
Hampshire. PO6 1PL.

Should you have any difficulty understanding any part of this Manual,
Contact Mr Jason Mayo, Managing Director 02392 366688

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Mayo Electrical Contractors Ltd, hereafter in all its operations & locations, is referred to as 'The Company'. Employees & self-employed operatives, in all our operations & locations referred to also as 'the employees' Contractors, sub-contractors, advisers & consultants also as 'the contractors'

1.1 HEALTH & SAFETY POLICY STATEMENT

1a It is the policy of this Company to ensure so far as is reasonably practicable:

- (a) The health, safety and welfare of all its employees while they are at work (in whatever operation or location, whether at The Company premises, on site or in transit on authorised business), of visitors to The Company premises and operations and of others who may be affected by its actions.
- (b) The provision of safe systems of work, that remove/reduce hazards and control risks as far as reasonably practical, with the necessary supervision and control mechanisms, in place.
- (c) The maintenance of a working environment that is safe with risks to health minimised and the provision of adequate facilities and arrangements for welfare at work.
- (d) The provision of plant, machinery, equipment and vehicles, whether owned or hired in conditions that are safe and risks to health minimised and to provide systems for inspections and preventative maintenance to ensure safe conditions.
- (e) That arrangements are in place for ensuring safety and risks to health minimised, in connection with the use, handling, storage and transportation of articles and substances.
- (f) The provision of such information, instruction, training and supervision necessary to ensure the health & safety at work of employees, and information to contractors and others who may be affected by The Company's operations or products.
- (g) The provision of a safe means of access to, movement within and egress from places of work.
- (h) Co-operation with and involvement of employees in meeting health & safety objectives.
- (i) To take all action as necessary to protect the environment from our undertaking, by minimising the use of energy and reducing/recycling as far as reasonably practical the production of waste.
- (j) Enforcing equal opportunities is seen as a significant part of the health and wellbeing of our company and therefore, we as a company are committed to ensure equal opportunities for all job applicants and employees. As such we acknowledge the desirability & need for equal opportunities for employment and the observance of all legally required obligations as far as it is practicable. The scope of our commitment is to see that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex and sexual orientation or is disadvantaged by unreasonable conditions or requirements. This applies to all aspects of employment and includes recruitment, pay and benefits, pensions, leave, availability and development, promotion, grievance & of facilities, training disciplinary issues and the treatment of employees at the end of their contract.
- (k) The protection of personal data, such as addresses, dates of birth, qualifications, national insurance number, required under the Management of H&S at Work Regs will be kept secure from fraudulent harvesting of personal information by ensuring we have procedures in place to comply with the General Protection Data Regulations; we will make every effort to ensure any personal information that we keep, is protected from casual or deliberate release, by having effective data protection encryption systems in place. Any personal data stored will be on a need to know basis

1b The necessary resources and input will be afforded to the achievement of the foregoing policy and to this end The Company will:

- (i) Ensure that all requirements of the Health & Safety at Work, etc. Act 1974, Regulations & Approved Codes of Practice issued under the Act, and other relevant Acts and Regulations that apply to The Company's operations are complied with.
- (ii) Provide the necessary management information and involvement, so far as is reasonably practicable, to achieve the standards laid down in this policy.
- (iii) Maintain up to date knowledge as necessary; maintain contact with relevant outside bodies, including health & safety advisory and specialist services; and keep up to date with developments in health & safety legislation, codes of practice and other technical or guidance material relating to The Company's operations.
- (iv) Disseminate such information within The Company to employees, contractors and visitors, as such information affects them.
- (v) Ensure that all health & safety factors are taken into account when new and revised systems of operation, storage, materials handling, etc. are planned and effective. Further, The Company will, when considering the organisation of operations, take account of the necessary health, safety, environment and welfare requirements for each organisation or location.
- (vi) Provide all new employees with information on health, safety, environment, welfare, fire precautions, first aid and medical matters, as appropriate to their operations and locations.

Signature August 2021

Mr Jason Mayo, Managing Director or Mrs Julie Mayo, Director

For and on behalf of **Mayo Electrical Contractors Ltd**, this replacement Manual was first issued August 2014

Planned Reviews, (legislation changes take precedence in the form of on-going updates):

August 2021.....August 2021.....

1.2 ENVIRONMENTAL POLICY

Environmental Policy Statement

The electrical installation repair process has low effects on the environment by the careful use of materials and consumption of resources throughout all task processes. It is our objective to ensure that at the conclusion of any scheme an attractive and sustainable new environment that has been created by our Client has had a positive contribution from The Company.

Recognising that we have responsibilities to both limit damage to and enhance the environment, this statement sets out our policies for managing the environmental aspects across our business. Key objectives are to:

- Minimise any Harmful impacts on the environment and where possible to seek environmental enhancements, concentrating on areas where there is most room for improvement.
- Aim to meet and where practicable exceed all relevant environmental legislation and regulations.
- Remove or reduce energy wastage.
- Ensure all operatives are aware of environmental issues, including waste minimisation, by planning out wasteful processes and actively promoting recycling and the use of renewable materials.
- Ensure that our and Client environmental aims and their importance are communicated throughout The Company, including appropriate subcontractors and suppliers, and that a copy of our environmental policy is an integral part of our Health & Safety Policy & Procedures Manual.
- To actively contribute to the principles of sustainable development within the UK in partnership with our clients.
- To actively remove or reduce environmental nuisance, by controlling noise, dust and road contaminating mud.

In addition to our key commitments The Company has identified a number of specific priority areas which we will endeavour to achieve:

- Purchase and provide materials that are both high standard and produced with positive environmental considerations taken into the overall production and supply chain.
- Meet and where possible exceed government targets for the reduction of materials and waste production by using best practice in partnership with our clients' targets.
- Consideration of reducing the impact of vandalism and theft of valuable materials by employing good security of materials.

The above is subject to economic considerations and Client specifications.

Signed by..... Date August 2021
Jason Mayo, Managing Director

1.3 ANTI BRIBERY-FRAUD & MALPRACTICE POLICY STATEMENT

Introduction; MAYO Electrical Ltd, has a commitment to high legal, ethical and moral standards. All members of staff are expected to share this commitment.

We already have procedures in place that reduce the likelihood of fraud occurring. These include documented procedures and systems of internal control and risk assessment management. In addition, we ensure that a risk (and fraud) awareness culture exists within our organisation.

- This document is intended to provide direction and help to those Staff and Directors who find themselves having to deal with suspected cases of theft, fraud or corruption.

Policy; This policy applies to any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, contractors, and/or any other parties with a business relationship with this organisation.

- Fraud & malpractice comprises both the use of deception to obtain an unjust or illegal financial advantage and intentional misrepresentations affecting any aspect of our company activity by one or more individuals among management, staff or third parties.
- All Managers and staff have a duty to familiarise themselves with the types of improprieties that might be expected to occur within their areas of responsibility and to be alert for any indications or irregularity.
- Our company is absolutely committed to maintaining an honest, open and well-intentioned atmosphere within the organisation. It is therefore also committed to the elimination of any fraud and/or malpractice.
- Our company wishes to encourage anyone having reasonable suspicions of fraud or malpractice to report them. Therefore, it is also our policy, which will be rigorously enforced, that no employee will suffer in any way as a result of reporting reasonably held suspicions.
- All members of staff can therefore be confident that they will not suffer in any way as a result of reporting reasonably held suspicions of fraud or malpractice. For these purposes reasonably held 'suspicions' shall mean any suspicions other than those, which are raised maliciously and found to be groundless. The organisation will deal with all occurrences in accordance with the Public Interest Disclosure Act.

Signed by..... Date: August 2021
Managing Director

1.4 EQUAL OPPORTUNITIES & ETHICAL POLICY STATEMENT

Commitment: MAYO Electrical Ltd, is committed to equal opportunities for all job applicants and employees. As such we acknowledge the desirability of equal opportunities for employment and the observance of the codes of practice as far as it is reasonably practicable. We are fully aware and compliant with the recent changes introduced by The Equality Act & Modern Slavery Act: **Offences include**

1.Slavery, servitude and forced or compulsory labour. 2.Human trafficking 3.Committing offence with intent to commit offence under section 2

The intention of the policy is to see that no job applicant or Employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex and sexual orientation, or is disadvantaged by unreasonable conditions or requirements.

Scope: This policy applies to all aspects of employment and includes recruitment, pay and benefits, leave, availability of facilities, training and development, promotion, grievance & disciplinary issues and the treatment of employees at the end of their contract.

Implementation and Management: The Company Managing Director has the responsibility for the effective implementation and Management of our Equal Opportunities Policy & Ethical Policy. All employees will be briefed on the contents of this policy during induction.

Zero Tolerance: The following actions by any company employee will not be tolerated and will result in disciplinary action and/or possible dismissal: 1. Direct discrimination. 2. Indirect discrimination. 3. Victimisation. 4. Harassment.

Our zero tolerance also applies to business-related social functions & are subject to the same disciplinary action.

Review: This policy will be reviewed on an annual basis and also after any changes to legislation or company procedures. This will include a review of all our advertising, recruitment procedures and company documentation.

Consultation: Consultation with employees is carried out during regular Company meetings, equal opportunities form part of the agenda and employees are encouraged to offer feedback on the effectiveness of the policy. The company also operates an open-door policy where operatives are encouraged to report any failings.

Recruitment and Promotion: Individuals will be selected and promoted on the grounds of their performance, attitude and abilities. All suitably qualified Employees will be given an equal opportunity to progress within our organisation.

Our recruitment process will ensure that all job advertisements are non-discriminatory in wording and person specification. Any candidate with overseas qualifications will be considered and their qualifications evaluated for equivalence. In order to avoid word of mouth recruitment the advertising of job opportunities will be carried out using advertising methods that allow maximum exposure to the widest audience.

During the recruitment process any applicants' eligibility to work in the UK will be confirmed at the end of the selection process in order to prevent any potential discrimination.

All those who come into direct or indirect contact with Employees or applicants for employment should ensure that they understand this policy and recognise the part they have to play in its fulfilment.

It is the policy of the Company to encourage the employment and career development of disabled persons. No unnecessary limitations are placed on the type of work that they can perform.

Full and fair consideration will be given to disabled applicants for employment; existing Employees who become disabled will have the opportunity to re-train and continue in employment wherever possible.

Reasonable Adjustments: We acknowledge our responsibility to make 'reasonable adjustments' to the business premises and working arrangements for disabled job applicants and employees who become disabled during the course of their employment.

Equal Pay: It is Company policy that for the same work or work of equal value, all employees will receive the same rate of pay and benefits, regardless of any protected characteristics.

This policy applies to all of our employees: Our ethical policy has been established to set standards and provide guidelines regarding the way we should operate in Ethical matters. It is important to retain this set of core values and approaches to the process of doing business on a daily basis and focus follows:

Employees: We value our Employees as a key resource. An atmosphere of good employee communication, involvement & responsibility both individually & as a team is of central importance. The personal development and optimum use of Employee talent is encouraged.

Every employee has an equal opportunity for personal recognition and career development, regardless of personal background or belief. No form of discrimination or harassment will be tolerated. An important part of this policy is recruiting, selecting, rewarding and promoting people who demonstrate entrepreneurial behaviour and show individual initiative in combination with a high degree of knowledge and experience of our products, markets and culture.

Customers: Everybody must play their part in providing quality and efficiency to our customers. We believe that integrity in dealings with customers is a prerequisite for a successful and sustained business relationship. Personal contact, helpful and responsive action are features of the service we provide to develop long term relations with our customers.

Suppliers: We believe in supporting UK trade and therefore will only buy from preferred UK based manufacturing companies if possible. We will aim to develop relationships with suppliers based on mutual trust and all dealings will be conducted in a professional manner at all times. We also undertake to pay our suppliers on time and according to agreed terms. All supplier relationships are assessed against our Quality standards.

Community: We seek to comply with all legislation affecting our operations. We will seek to serve and support the community in which it operates by providing services efficiently and profitably, and by providing good employment opportunities and conditions. We will take into account the concerns of the wider community including both national and local interests. In particular, we will agree a chosen local charity each year and endeavour to raise money outside of business interests for this Charity.

The Environment: We are concerned with the conservation of the environment in its broadest sense, and recognise that certain resources are finite and used responsibly. We will therefore:

Work with others toward a consensus on environmental quality standards which are desirable and attainable. Aim to improve all aspects of the business in respect of environmental issues. This includes particular attention to the conservation of energy and natural resources, the control of noise levels, recycling of waste material and the utilisation of non-polluting technology. This is reflected in our emphasis to supply recycled promotional products as an option wherever possible

Health & Safety: We provide safe working conditions for all our Employees and will do all that is reasonable and practicable to:

- Protect the health & safety of our employees & minimise adverse effects on the environment
- Implement working practices to prevent personal injury & damage to property
- Making all employees aware of risk assessments and raise awareness of their own responsibilities for the health and safety of themselves & others

Human Rights: We are committed to the prevention of any violation of established Human Rights of any kind, particularly where child labour or undesirable forced acts are involved.

Social Responsibilities: We are committed to encouraging collaboration with organisations that support Fair Trade, operate non-exploitative & non-modern slavery stance and employment practices in their own businesses & supply chains throughout the world. We will conversely not invest in or do business with any organisation that:

- Manufactures or designs weapons, instruments of warfare or torture, or that derives significant revenue from weapons related products or services; or - Manufactures tobacco products or derives significant revenue from its related production.

Conflict of Interest: This policy does not allow bribery or political contributions, requiring employees to avoid conflicts of interest and to disclose any that do exist. Employees must ensure that their actions are not affected by conflicts of interests. This covers the receipt of giving of gifts or hospitality which is prohibited.

Information: We regard information for the purpose of our business as a corporate asset which must be protected against loss of availability, infringement and improper disclosure. We seek to ensure as far as reasonably practicable, that this information is protected. This includes intellectual property including inventions, trade secrets, technical information, product design, production expertise, customers' information etc.

Records: Honesty, completeness and accuracy of records are vital. Records of transactions should be maintained in an accurate, complete, transparent and timely manner in accordance with accounting Principles. No unrecorded funds or assets should be established or maintained.

We believe that implementation of this stance: Setting clear standards for: Our employees, which makes good business sense, by protecting the integrity & enhancing our reputation, supports the Principles of good corporate governance. This policy applies to all employees of MAYO Electrical Ltd.

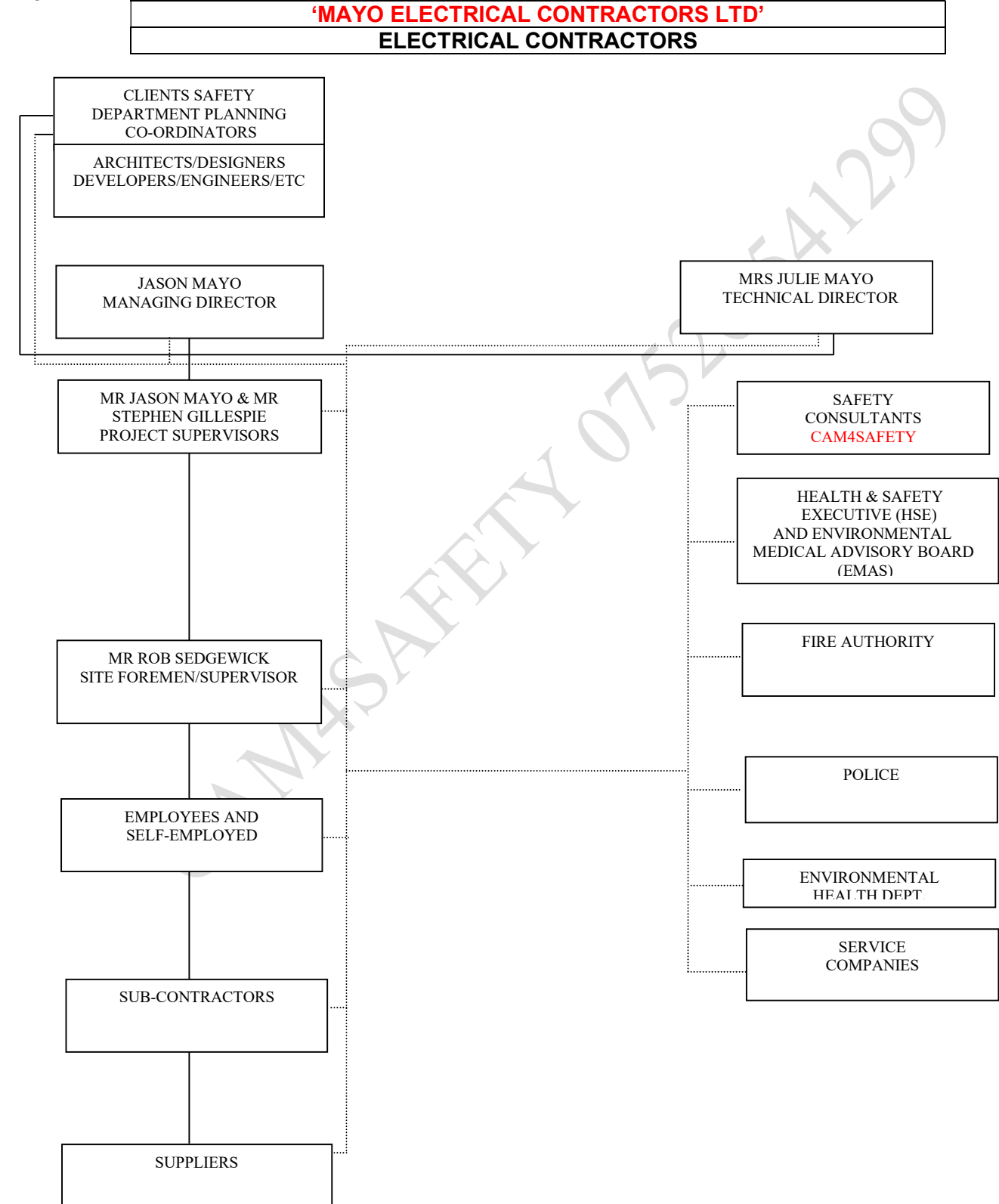
Signed by..... Date: August 2021

2.0 OUR QUALITY & MISSION STATEMENT

Mayo Electrical Contractors Ltd, are a team and we strive as that team together, our ultimate goal being supplying on time; services of high quality and excellent value for money, to all our customers. This collaborative attitude delivers for us best practice, developing intuitive ideas and a sense of ownership, whilst remembering our commitment to the environment through good use of resources and reducing our carbon footprint, all of which we share throughout our company.

3.0 HEALTH & SAFETY ORGANISATION CHART

The inter-relationship of the various parties involved in the management of safety is shown in the following diagram.



..... Indicates a routing for advice, inspection, consultation and communication.

———— Indicates Management Responsibilities

4.0 THE ORGANISATION SECTION OF THE HEALTH & SAFETY POLICY OUTLINES THE INDIVIDUAL RESPONSIBILITIES WITHIN OUR ORGANISATION

4.1 Managing Director:

- ◆ Knowledge of and compliance with, The Company Policy for Health and Safety consistent with their responsibilities and appropriate delegation of responsibilities to subordinate staff.
- ◆ The provision of adequate resources to secure compliance with the requirements of the Safety Policy on all the Company's undertakings.
- ◆ Setting a personal example on site visits and acknowledging suggestions for improvement in safety organisation where and when appropriate.
- ◆ Recognition and implementation of training for employees where necessary.
- ◆ When appropriate, initiating disciplinary action against staff at all levels who have failed to comply with their duties under the Safety Policy or statutory requirements.
- ◆ Ensuring before they start work, that all employees have knowledge of the Company's requirements for safety and health.
- ◆ Liaise with the safety consultant as required.
- ◆ Notify the safety consultants of commencement of relevant work or operations.
- ◆ Receive and disseminate as appropriate any relevant information or new legislation advised by the safety consultants.
- ◆ Establish suitable procedures and maintain records of assessments and sub-contractor safety policies.
- ◆ Arrange appropriate safety training for staff and operatives. Training advice should be available from the safety advisor.
- ◆ The hiring of plant and machinery suitable for the task required, from a competent supplier/ hire company.
- ◆ Making sure that plant, machinery, materials and personal protective equipment meet the requirements of current legislation and British Standards.
- ◆ Updating of records kept with regards to certificates and ensuring that equipment that require one, have a valid current certificate before use.
- ◆ Liaising with the Client, Designer, Principal Designer, and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations.
- ◆ Ensure communication and consultation is managed on a continuous basis.
- ◆ Ensure communication and consultation is managed on a continuous basis

4.2 Technical Director:

- ◆ Read and understand the contents of the Health & Safety Policy.
- ◆ Ensure staff under your control; understand the contents of the Health & Safety Policy.
- ◆ Ensure sub-contractors have completed the safety questionnaire, received and returned completed a copy of our health and safety terms & conditions and The Company declaration.
- ◆ Ensure offices/sites owned or controlled by The Company are inspected as required for reasons of health and safety.
- ◆ Ensure all staff under your control are suitably trained, records maintained and are competent to carry out their duties as follows:
- ◆ Ensure you are aware of the duties of the Managing Director for whom you will be deputising for in his absence.

4.3 Project Supervisors & Site Foremen/Supervisors:

- ◆ Read and understand the contents of the Health and Safety Policy.
- ◆ To organise contracts/contractors to fully comply with company policy.
- ◆ Carry out an assessment of risk prior to taking control of a site/undertaking
- ◆ To be familiar with and to observe all regulations applicable to the site process.
- ◆ To control all Contractors in order to ensure safe and healthy systems of work, low fire risk, proper use of shared facilities and co-operation between companies or allied trades in an unselfish and co-operative manner.
- ◆ To ensure that the integrity of the any company undertaking is maintained through good security procedures.
- ◆ To establish and maintain an adequate first aid and reporting system in compliance with current legislation.
- ◆ To accompany any visiting HSE Inspector during their tour of inspection where pertinent.
- ◆ To maintain a good working relationship with any appointed safety representative or safety committee.
- ◆ To release designated personnel as necessary for safety training.
- ◆ To ensure that work activities are only carried out by suitable and competent contractors & operatives, especially where mechanical equipment is used or installed.
- ◆ To instruct subordinates in precise terms as to the work methods, by ensuring Risk Assessments, Method Statements, COSHH Assessments & Company Induction Forms are countersigned as being fully understood by Operatives/Supervisors, and by direct supervision to ensure compliance.

- ◆ To reprimand or discipline any person who is persistently careless in regard to their own or other's safety. To encourage and reward those persons who consistently show awareness and attention to safety related matters.
- ◆ To encourage by example and instruction to subordinates the use of Personal Protective Equipment effectively, where there is a risk to health and safety that cannot be planned out.
- ◆ To be familiar with and to observe all regulations applicable to the industry.
- ◆ When written or verbal advice is given by safety personnel, to heed that advice.

4.4 Site Employees

- ◆ To be familiar with company policy and to co-operate in its implementation at all times.
- ◆ To carry out instructions given by managers and supervisors.
- ◆ To ensure they are fully aware of controls and safe systems of work by completing The Company, individual Induction Form, are aware of COSHH Assessments content, sign as understood all Risk Assessments & Method Statements pertaining to their specific work activity and assist in developing/creating safe systems of work.
- ◆ To observe safety legislation at all times.
- ◆ To take reasonable care for the safety and health of themselves, fellow team members and anyone else that may be affected by their acts or omissions; and to co-operate with others in the discharge and execution of their duties
- ◆ To wear the appropriate and approved protective equipment/clothing at all times or as otherwise instructed.
- ◆ To report all hazards to their immediate supervisor.
- ◆ To report all accidents, incidents or near misses whether persons are injured or property is damaged, to their immediate supervisor.
- ◆ NOTE: It is a criminal offence under the Health & Safety at Work Act 1974 and in pursuance of any of the relevant statutory provisions, to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety, environment or welfare.

5.0 The arrangements section of the Health & Safety Policy describe how safety is managed within the organisation

5.1 Health & Safety Consultants

The Company has appointed **CAM4SAFETY Consultants** to act as their competent advisors on matters of Health and Safety under Regulation 7 of the Management of Health and Safety at Work Regulations.

- ◆ The consultants are expected to provide up to date, practical advice on any safety matters as requested. They may also be asked to visit sites to monitor safety performance, carry out training for management and employees, and carry out any work required to ensure that The Company comply with their duties under the Construction (Design and Management) Regulations.
- ◆ Safety advice is available from the consultants to all employees of The Company over the phone free of charge.
- ◆ **CAM4SAFETY Consultants** has prepared this Health and Safety Policy and Procedures Manual and it will be updated on a bi-annual basis, following The Company request or any significant change in company activity or legislation. Dynamic documents such as Risk Assessments, Method Statements & COSHH Assessments will change on an as necessary, rolling basis.

Arrangements for Monitoring, Auditing & Review

5.2 Monitoring

Site activities will be monitored by the Safety Consultants when requested to do so by The Company. This monitoring will take the form of site safety inspections. The safety advisor will inspect the site with The Company manager/supervisor for compliance with this Health and Safety Policy and with relevant legislation. A report with advice will be left with the contractor or The Company representative. The reports will be copied to the Managing Director, with particular attention drawn to serious or recurrent problems.

5.3 Auditing

Auditing may be carried out at regular intervals by an independent auditor. Such audits will encompass the entire safety management system, including this policy, the responsibilities of different members of the organisation, future plans for training and both office and site-based documentation. Particular attention will be drawn to persons having signed as understanding risk assessments and method statements.

5.4 Review

This policy will be reviewed bi-annually in order to ensure that it continues to reflect the latest legislation and the scope of The Company's operations. Reviews will also take place if deemed appropriate in response to any issues raised by employees, site inspections, and changes to legislation or need revealed by auditing.

5.5 Consultation with employees

The Company management welcomes feedback from employees as it displays good interest and awareness of Health and Safety. Regular safety meetings with site supervisors will be held at the offices, during which any points raised by employees casually, during Toolbox Talks or Risk Assessment/Method Statement briefings will be discussed. Site supervisors will be responsible for gathering points that persons wish to make, although by arrangement, any employee may attend the safety meetings to promote an open and healthy safety culture.

New areas of work and any other factors that will materially affect employees will be discussed at the safety meetings, and enough time will be allowed before implementing any new procedures to allow meeting attendees to report back to other employees, and further report back to management.

5.6 Training matrix and plan

| Position | Course | Actioned | Duration | Provider | Refresher |
|--|--|----------|------------------|--------------------------|--|
| Managing Director & Technical Support Director | 1 The Company H&S Manual & Induction | 24/03/14 | 2 Hours | Consultant | Upon appointment & various |
| | 2 IOSH Safety for Senior Executives | | 1 Day | EEF etc | |
| Projects Supervisor | 1 As above | 10/10/10 | 2 Hours | “ | “ |
| | Site Management Safety Training System (SMSTS) | | 5 Days | | |
| Operatives | 1 As above | | 2 hours | Consultant | “ |
| | Toolbox Talks covering on the job training. | | Up to 15 minutes | Supervisor or Consultant | New staff, and after long term off work or returning |
| | 3 Site rules, RA's, MS's & CA's, refresher. | | Variable | | |
| Operatives various | 4 MEWPS & other plant as required | | 1 Hour | Supplier | After long term away |
| | 5 First Aid | | 1 Day | R/Cross, St John | Annually |

“Various providers” but should initially be an external source of training.

All our operatives are CSCS certificated.

Specialist Training:

All operatives will work within NICEIC specifications. Specific training is given to those who require it, i.e.

- Asbestos Awareness
- Working Live safely and Permits To Work Live.
- First Aid (Approved by HSE)
- Ensure records of inspections are retained on file as proof of our on-going inspection regime.
- Site Specific Risk Assessments or adjustments.

5.7 Prevention of victims of modern slavery & Protection from employing illegal employees.

As part of our Policies, we will ensure we do not breach or condone the employment of illegal employees or those trafficking workers for the purpose of modern slavery, we will take all reasonable steps to prevent our company from directly employed personnel, contractors or agency supplied personnel, by demanding rigorous checks of our own, potential employees and anyone carrying out work or services for our company. Anyone found to be employing illegal employees, to be treating their employees below the statutory rights, including sick pay & holiday pay or supporting supply routes that are involved in this type of activity, will be denied working for our company.

6.0 SITE SET UP

6.1 Welfare Facilities:

When The Company is working within the controls of a Principal Contractor, we will check that suitable and sufficient welfare facilities are provided to comply with the Construction (Design and Management) Regulations and Workplace Health, Safety & Welfare Regulations. This will include:

- ◆ Canteen in good order and of a sufficient size to allow access to all on site. If this is not feasible, a rotation system will be implemented at break times. The canteen should contain adequate seating with backs and tables at which to eat and will be maintained in a clean and orderly state.
- ◆ Means of heating food, either in the form of a microwave oven or gas/electric ring.
- ◆ A wholesome supply of fresh drinking water, preferably mains supplied.
- ◆ Hot water, running so far as is reasonably practicable.
- ◆ A drying room for wet clothing.
- ◆ Adequate toilets, preferably plumbed in and flushing, sufficient for the numbers on site. (A minimum of 1 toilet per 10 men)
- ◆ Sufficient items such as soap, means of drying hands and toilet paper.

6.2 Security

Company & its client undertakings will be kept secure in order to prevent theft and trespassers gaining access. The Company understands its responsibilities under both the Health and Safety at Work Act ss3 & 4, and the Occupiers Liability Act and will ensure all work carried out by them has not undermined the secure measures that should be in place i.e. fencing is continuous, gates, doors, protected, COSHH/LPG storages, etc are locked and secure. Any plant/equipment left out in the open must be left in such a way that persons illegally gaining access cannot operate it.

6.3 Signage

Adequate safety signage will be provided by The Company or contractor, to inform site operatives and others of hazards present. This will include any warning signs necessary i.e. danger Arc welding in progress etc, PPE requirements for the tasks, ear protection and eye protection zones and full protection for using chain saws. Legible signs to be kept in clearly seen areas, and securely fastened.

6.4 Inductions:

The Site Manager/Supervisor or Senior Site Representative, or other suitable representative will give everyone working on the undertaking a written/recorded induction talk before they begin work. This induction will include the site rules and draw attention to emergency procedures, competent personnel and special hazards associated with the site. Personnel will be asked to sign an induction register to indicate that they have received and understood the induction.

6.5 Statutory Notices

The following statutory documentation will be displayed on office notice boards and/or in company vehicles:

- ◆ Health and Safety Law poster
- ◆ F10 Notification of Project (if applicable)
- ◆ Certificate of Employers Liability Insurance
- ◆ (Temporary) Electrical Installation Certificate (if applicable)
- ◆ First aid information
- ◆ Fire information
- ◆ Construction Phase Health and Safety Plan (if applicable)
- ◆ Statutory Inspection Registers (Scaffolding, Access equipment, Permits To Work Live etc)

6.6 Construction Health and Safety Plans

Whilst The Company always work subservient to the Principal Contractors authority, we recognise our responsibilities to comply with the Construction (Design & Management) Regulations as a Contractor & will:

Co-ordinate & co-operate, our work within the requirements of any Construction Health and Safety Plan for projects that come under that scope, ensure it is in place before starting any works. We will ensure any amendments needed to this plan due to our on-going works will be communicated to the Principal Contractor as appropriate during the project, including developing Risk Assessments & Method Statements.

Show Competence, ensuring all our operatives and supervision are suitably competent by formal trade qualifications, on-going CSCS certificates, Toolbox Talks etc.

Show resourcefulness, by preplanning, in conjunction with the Client/Principal Contractor dictates; adequate time to be allocated for the work, meetings arranged to ensure co-operation throughout the work, PPE & Supervision & materials used will be standard proprietary goods and will not deviate from the Clients specifications, should the client make changes to the specifications schedule we will fully record such changes the details of which will be handed over to the Principal Contractor throughout the project or retained for the H&S File and given to the Planning Coordinator/Principal Designer at the end of our contract. Our Contracts Manager and site supervisors will be fully conversant with the contents of the Construction H&S Plan ensuring our compliance is fully implemented and

Demonstrating positive behaviour by, understanding & compliance with required standards, prepared to change practices to remove/reduce hazards, challenge poor practices by setting good standards, leading by example and no acceptance of poor practices.

By Consultation with all parties, we will ensure workers receive effective information through; Induction, Toolbox Talks, environmental Sustainability Toolbox Discussions and our dynamic Risk Assessments & Method Statements which are designed to achieve two way sharing of information and improvement of safety standards on a continuous basis.

6.7 Demonstrating positive behaviour

By understanding & compliance with required standards, prepared to change practices to remove/reduce hazards, challenge poor practices by setting good standards, leading by example and no acceptance of poor practices.

We will ensure workers receive effective information through; Induction, Toolbox Talks, and our dynamic Risk Assessments & Method Statements which are designed to achieve two way sharing of information and improvement of safety standards on a continuous basis.

7.0 SELECTION OF CONTRACTORS

We currently do not employ contractors, should this change in the future, before arranging for any sub-contractor to carry out work on behalf of The Company the competence of that sub-contractor must be established, using Appendix D, Contractor Appointment Verification. The following requirements need to be in place to ensure the competence of Contractors:

- ◆ A copy of the sub-contractor's insurance certification will be requested
- ◆ The sub-contractor will complete a Health & Safety Terms and conditions for contractors and declaration form (see appendices F & G).
- ◆ Evidence of training will be required from the sub-contractor. This will include certificates of competence to operate plant, mount abrasive wheels and any other specific training appropriate to that trade.

- ◆ The sub-contractor shall produce health & safety plans, method statements and risk assessments where applicable. The Company will examine these prior to the sub-contractor being appointed.
- ◆ Contractors should be aware of their responsibility to provide Personal Protective Equipment for their own employees. The wearing of PPE will be enforced on all company undertakings and attention should be drawn to this on orders and contracts.

8.0 SITE ACTIVITIES

Activities will be managed by one of the following controlling authorities; the Production Director, Site Manager or his agent, or our Senior Site Representative (SSR). Contractors will be selected to ensure their competence for the tasks to be carried out, their skills should reflect this. Contractors shall operate within the requirements of applicable legislation; indeed, it is implicit within all contracts that this is so.

The Company SSR, where not covered by the client/Principal Contractor, will have received adequate training to enable him to oversee the safety of the work on-going, they or their competent representative will be expected to complete (where applicable) statutory registers of inspections etc, if he does not feel competent to do this, he should enlist the help of a competent person who will carry out these tasks for him.

Monitoring of activities will be carried out on a regular basis, either by the SSR in time set aside for a safety inspection or by The Company's Safety Advisor, any defects noted during these inspections should be acted on in a timescale appropriate to the issue.

8.1 Traffic Management Plan including Pedestrian Segregation

- ◆ Plant, traffic and pedestrians, will be organised in such a way as to minimise risks, while reversing/manoeuvring plant /traffic and loads to reduce the risk of injuring pedestrians. Plant brought on site should be fitted with appropriate visibility i.e. reversing CCTV, warning beepers, flashing lights and mirrors. The wearing of high visibility clothing and use of safe walk routes are mandatory around such vehicle interfaces.
- ◆ Traffic routes, safe walk routes and available parking space, will be organised in the safest way possible.
- ◆ Only competent, certificated persons will be permitted to operate site plant.

8.2 Lifting Operations and Lifting Equipment

- ◆ All lifting operations will be carried out using equipment, which is suitable and sufficient for the task.
- ◆ Lifting operations will be organised and carried out in a safe manner, incorporating adequate supervision. Lifting plans will be produced by a skilled Appointed Person for non-standard lifting operations (e.g. when a mobile crane is hired in).
- ◆ Lifting Appliances will be clearly marked with their safe working load
- ◆ Any lifting appliances for lifting persons will have a thorough examination carried out every 6 months.
- ◆ Only competent persons will be permitted to operate lifting devices.
- ◆ Plant operators will be expected to complete a regular, periodic inspection of their equipment in order to comply with the Lifting Operations and Lifting Equipment Regulations.
- ◆ A Thorough Examination certificate (12 monthly) will be requested for any lifting appliances brought to site by Contractors, whether owned or hired.
- ◆ Certification will be required for any lifting accessories such as chains, lifting cradles or strops.

8.3 Scaffolding and Work at Height

Contractors will be expected to assess the correct type of access equipment for the job they are to carry out.

Competent persons who have received the appropriate training will erect scaffolding provided by The Company; harnesses will be worn by scaffolders actively working on a scaffold.

The site manager will provide the scaffolders with a suitable base on which to erect his structure. This may involve compacting the ground, stoning around the edges of buildings or otherwise making the area suitable to take a scaffold.

The controlling authority (or nominated competent person) will regularly inspect the scaffold in order to comply with his legally required duty, this inspection will take place:

- ◆ Following completion of any section of scaffold.
- ◆ Following any event likely to have affected the stability of the scaffold structure, such as severe weather or being struck by plant or materials.
- ◆ Following any addition or adaptation.
- ◆ Every 7 days.

This inspection should be entered in the scaffold register, which is held on site. This register needs to be completed in full and due weight given to the inspection report as a legal document.

All scaffolds under construction will be covered by warning signage stating SCAFFOLD INCOMPLETE DO NOT USE, which will only be removed by the scaffolders and a handover certificate provided on completion of any section of a structure.

Subcontractors are expected to maintain and leave the scaffold in a tidy state, free from debris and trip hazards.

If appropriate, a debris chute will be used to remove rubbish from the scaffold, these items will be part of the scaffold inspection regime.

In no circumstances, will objects be thrown from the scaffold to the ground, or into skips.

If the scaffold is left incomplete for any reason, it should display the above warning signage indicating this. Access ladders should be removed, lockable plated or secure boarded to prevent access while the site is left at night, holidays and at weekends.

8.4 Electricity supply BS 7671:

Site power supply, as soon as is possible, as well as approved electrical contractors, connecting this supply, providing a temporary supply to site & issue a Temporary Electrical Certificate, which will be displayed in the site office. The Company office & Site Offices will have an Electrical Installation Certificate issued, this system will be regularly inspected, tested as part of the maintenance process & all such results kept throughout the working life of the electrical system (Memorandum of guidance on the Electricity at Work Reg's & the mid-2012, updated Institution of Engineering Technology (IET) Code of Practice for in-service Inspection & testing of electrical equipment refer). If The Company is supplying electricity for use by all trades on site, best efforts should be made to minimise the number of trailing leads lying across the site. If leads have to cross hazardous areas, they should be appropriately protected; any leads which pass under ground must be clearly marked. If The Company does not supply electricity, Contractors will be expected to provide their own in the form of generators, the exhaust of which must not be allowed to enter units or low-lying areas. All repairs carried out on site, will be by our qualified electricians.

The lowest possible voltage will be used at all times and by all on site. The use of battery-powered tools by The Company and employees of other contractors is to be encouraged, both to minimise electrical shock risk and to prevent trailing leads. Charger units will need to be tested every 12 months if kept in the site offices.

The Company Offices power supply integrity will be regularly inspected to a maintenance programme; such maintenance will be monitored by the Project Supervisors. Appliance electrical testing will be carried out as appropriate. For power tools used on construction sites, a Portable Appliance Test is recommended every 3 months. For fixed installations, an electrical safety check is required every 6 months, and every 12 months for equipment in site offices (fax machines etc).

Electrical safety notice.

Under current Legislation, The Company have a duty to maintain electrical equipment used at work on all our undertakings. The Company requires explicit compliance and all appliances will be inspected on a regular basis by our skilled electricians. In addition to the above, company personnel are advised under no circumstances, are they to undertake any repairs to any equipment they are not qualified to do so. If they find fault with equipment outside of their expertise it must be made safe by isolation and sent off for repair at a specialist electrical outlet and where not part of the job specification reported immediately to: -

The Projects Supervisor/Site Supervisor

GUIDE TO WHAT TO LOOK FOR AND REPORT

Please Note: - equipment should be disconnected before inspection

1. Damage to Electrical Cables; cuts, splits or abrasions
2. Damage to the plug; cracks, bent or loose pins
3. Electrical Outlets (switch plates) which are cracked, are loose or the switches are inoperative
4. Outer cover on the cable not being gripped where it enters the plug or equipment. (Check to see if coloured insulation of inner cables is showing, if so report it)
5. Damage to the outer cover of equipment, loose parts or screws
6. Overheating of equipment, staining or burn marks
7. Electrical equipment which is faulty/not working
8. Any other matter you feel may affect the safety of your electrical equipment

Electrical Equipment.

Inspection/Testing, suggested Intervals

| Equipment | User Checks | Formal Visual Inspection | Combined Inspection, Testing and Records |
|---|-------------|--|--|
| Information Technology: e.g. Desk Top Computers, VDU Screens | No | Yes 2-4 years | No, if double insulated otherwise up to 5 years |
| Photocopiers, Fax Machines: NOT Hand Held, Rarely Moved | No | Yes 2-4 years | No, if double insulated otherwise up to 5 years |
| Double Insulated Equipment: NOT Hand Held. Moved occasionally, e.g. fans, table lamps, projectors | No | Yes 2-4 years | No |
| Double Insulated Equipment: Hand Held, e.g. wet floor cleaners | Yes | Yes 6 months-1 year | No |
| Earthed Equipment: e.g. electric kettles, some floor cleaners | Yes | Yes 6 months-1 year | Yes 1-2 years |
| Cables (leads) and plugs connected to the above. Extension leads (mains voltage) | Yes | Yes 6 months-4 years, depending on the type of | Yes 1-5 years depending on the type of equipment |

| | | | |
|-----------------------------------|-----|---------------------------|-----------------|
| | | equipment connected to it | connected to it |
| Site & workshop plant & machinery | Yes | Yes 6 months | Yes 6 monthly |

9. In addition to the above, it is a requirement to have a current NIC Certificate covering the electrical insulation of the office, including an examination of the electrical system carried out every 5 years.

8.5 Use of Vibrating Tools (Not generally used in our field of work unless core drilling)

The Company recognises that the use of vibrating tools can have serious and long-term effects on employees and others' health. For this reason, those using vibrating tools on site will only be permitted to use them for a period not exceeding the manufacturer/supplier's recommendations. Gloves should be worn to keep the hands warm and to dampen the vibration. Information will be sought from suppliers of vibrating equipment on safe durations of use. Tools with minimal vibration risk should be chosen over equipment with a higher risk factor.

8.6 Noise, (Not generally a problem in our field of work (see above) but noise generated by others will be covered by removal from the source or the issuing effective hearing protection)

The Company is aware of the general requirements of the Noise at Work Regulations, current limits will be applied. If Company employees consider any noise level at work to be excessive then the Managing Director must be informed. Excessive noise levels can generally be described as:

If people have to shout, or have difficulty in being understood by an individual two metres away.

Should the same difficulties persist at one metre then it is likely the noise level is excessive and appropriate action will be taken. Such action may include the reduction of the noise at source or the wearing of appropriate hearing protection.

Should Company employees work within a designated ear protection zone then they must wear the appropriate hearing protection. The Company's safety advisors will be asked to carry out noise assessments on specific equipment if a high noise level is suspected. Advice from the safety consultant on controlling noise will be sought and implemented by The Company.

Maximum usage is dependent on the lowest figure unless you reduce the noise by attenuation (reduction) methods, dampening, hearing protection etc.

| Equipment guide | hand vibration (m/s²) | Max usage in 8 hrs | Noise output | Max usage in 8 hrs |
|------------------------------|---|---------------------------|---------------------|---------------------------|
| Combustion/pneumatic grinder | 10 | 38 mins | 107 | 0.7mins |
| 4/5 inch mini grinder | 2.5 | 480 mins | 85 | 135mins |
| 7/9 inch grinder | 3 | 418 mins | 104 | 2mins |
| 9kg hammer drill | 14 | 19 mins | 103 | 2.2mins |
| 6kg hammer drill | 7 | 77 mins | 106 | 1.2mins |
| 4kg hammer drill | 8 | 59 mins | 103 | 2.2mins |
| 3kg hammer drill | 10 | 38 mins | 101 | 3.7mins |
| 4kg rotary drill | 2.5 | 480 mins | 99 | 7.7mins |

8.7 Use of Abrasive Wheels (Not generally used in our field of work)

Abrasive wheels are common on construction sites and can be very hazardous. For this reason, only persons trained in the mounting and use of abrasive wheels will be permitted to use them. Discs should be kept in a safe place and discarded as soon as they begin to show signs of excessive wear or unevenness of edge.

All persons using abrasive wheels will wear PPE. Competent users should not need telling about the devastating effects of a burst wheel. Goggles should be worn to comply with BSEN 166(B)

Ear protection is essential when using disc cutters, as they tend to produce approximately 114 dB(A). These noise levels are very high and will give a day's noise dose in less than 2 minutes, noise levels will increase dramatically when hollow metal box work is worked on.

Dust should be controlled, if at all possible, by damping down the cutting operation. Many disc cutters are fitted with hose attachments and they should be fitted and used effectively. If this is not possible, FFP3 face fit dust masks should be used, suitable vacuum extraction must be fitted.

Petrol powered disc cutters must be re-fuelled in a safe area, which will not create an increased fire risk. Users should be aware of the fire hazards associated with spark travel, spilt fuel and Carbon Monoxide (CO) from all combustion engine exhaust fumes. **Hand held tool, stability handles must be firmly attached when in use, to prevent jam & jar, recoil injuries.**

8.8 Asbestos

If asbestos is found on site, it should be removed by a competent, licensed contractor

The Company is aware of the hazardous nature of this substance and the need to protect personnel and others from the dangerous health hazards it poses, to this end we will enforce compliance with the Control of Asbestos Regulations 2012. Where the building works to be carried out is on a building constructed before the year 2000, we will prior to the tender stage check and ensure that there is a type 3 intrusive survey in place, whether any asbestos is in the areas to be accessed by the planned work, where it is, what type & what condition. Where we are to oversee asbestos removal as part of our contract package we or the Client will appoint a certificated asbestos removal contractor to cover the Safe System of Work required to remove asbestos, secure all asbestos arising's, clean down areas of contamination, dispose of asbestos waste & any contaminated PPE etc through a regulated asbestos waste stream and leaving all areas safe from contamination prior to handing over for the completion of the planned work. Any asbestos that is deemed safe to remain must be clearly marked, protected and operatives made aware of its condition and position.

If any person on site believes that they may have encountered asbestos, hypodermic needles etc, work in the area should stop and the area sealed off, they should inform The Company SSR, who will inform the Managing Director immediately. The

area will be inspected by a competent person, who will take action appropriate to the hazard, which may include competent laboratory tests.

8.9 Power tools, equipment & plant

It is the responsibility of The Company management to ensure the right kind of tools equipment & machinery are used on company projects and that they are properly used. Information concerning the safe use of tools should always be requested from the manufacturer/suppliers that by law are required to provide such information. Tools should be regularly checked on issue from & on return to the store.

Operatives should only use equipment they have been thoroughly trained to use. Use the correct tools for the job. Ensure that equipment supplied is safe and fully efficient. Equipment must have all guarding & other safety devices intact & tested in accordance with all the current regulations. Defects in equipment & tools will render them unfit for use, reject back to the store & reported immediately to your Superior.

Do not use defective tools & equipment until it has been put back into a good safe condition. Do not attempt to repair, modify or maintain such tools or equipment unless you are fully trained to do so, particularly when it may involve the removal of safety guarding or live electrics. Ensure that guard protection is always in place as designed. Ensure the working environment meets the necessary safe conditions for this type of equipment or tools you intend to use, i.e. adequate space, lighting, dry etc.

9.0 EMERGENCY PROCEDURES

Site working:

Site Supervisor will have the following responsibilities and duties when not provided by others: -

- ◆ Act as Fire Marshal and Deputy Fire Marshal respectively
- ◆ The Fire Marshal & Deputy will carry out regular fire protection inspections and record those inspections (no greater than monthly) for detectors, alarms, extinguishers, escape route signage, escape routes safe storage etc.
- ◆ Ensure first aid systems are in place and effective
- ◆ Ensure the Reporting of Incidents, Disease & Dangerous Occurrences Regulations are strictly adhered to.
- ◆ Ensure that the Health & Safety notice board signs & posters are maintained in good condition & legible.

9.1 Fire Procedures

The Company appreciates the risk of fire, both in its offices and on sites under The Company's control. A fire plan will be posted on all sites, which will contain the following information:

- ◆ How to raise the alarm in the event of fire
- ◆ The address of the premises or site (for passing to the Fire Brigade)
- ◆ Assembly points
- ◆ The location of fire fighting equipment in the vicinity.
- ◆ Fire Marshall & deputy where acting as Principal Contractor

All company premises, whether offices or sites will be supplied with an appropriate number of fire extinguishers. These should be serviced annually and maintained in good order. If they are discharged, the Site Supervisor/ Manager should be informed so that they can be re-charged/replaced. When fire extinguishers are supplied to Construction Sites, an assessment shall be made of the activities on that site & the type of extinguishers required.

Different types of fire extinguisher:

Please note that all new extinguishers are red or silver. The label is in the following colours:

Label Colour

| |
|-----------------------|
| Water |
| Dry Powder |
| Carbon Dioxide |
| Foam |

What can it be used for and how does it work?

Paper, wood, textiles – carbon based material

Cools & starves the fire of heat.

Never use on Electrical or flammable liquid fires such as cooking oil/fat.

Any type of fire including electrical up to 10,000v

Blocks Oxygen

Electrical fires, can be used on any fire

Cools and blasts Oxygen out of the way

Flammable liquids, Blocks Oxygen

Never use on Electrical Fires

All necessary precautions will be taken to avoid fire. These will include the following:

- ◆ Those carrying out hot works will have a fire extinguisher with them. This includes those using abrasive wheels, which create spark travel and include spark shielding.
- ◆ The canteen will be kept in a tidy state. Newspapers and other litter will not be allowed to build up; clothing will not be placed directly onto heaters, all of which can cause a fire hazard.
- ◆ Contractors on site will be expected to clear up after themselves as they work. Efforts should be made to remove debris, particularly packaging materials to a safe place of disposal

- ◆ Compressed gas cylinders such as Butane, Propane and Acetylene must be treated with respect. They should be stored upright outside. Those using LPG (Liquefied Petroleum Gases) on site must do so in a responsible manner. Flash back arresters must be used on both cylinders.
- ◆ Smoking will be prohibited on site, except for designated areas at the discretion of the Site Manager/Foreman/Contracts Manager.
- ◆ Continual monitoring of fire protection will form part of the day to day inspections supported by a formal no less than fortnightly recorded inspection using Appendix I of this Manual.

NOTICE BOARD INFORMATION POSTER **ACTION IN THE EVENT OF FIRE**

1. RAISE THE ALARM:

Break glass of the nearest call point and shout Fire, Fire, Fire
Dial 999 and ask for the fire brigade giving the correct
address: -

2. ON HEARING THE FIRE ALARM:

Leave the building by the nearest fire exit
Do not stop to collect personal belongings

The manager/supervisor, will check to ensure the building is cleared of personnel but only if safe to do so.
Assemble outside the premises on the footpath: -

You may attack the fire with appropriate extinguishers provided, only if the fire is small, it is safe and you are trained to do so.

A ROLL CALL WILL BE TAKEN BY: -

The senior person at that time: -
They will also be responsible for liaising with the fire brigade

| Fire protection checks | Checks | Date | Combined Inspection, Test |
|---|------------|------|---------------------------|
| Smoke alarm | Monthly | | Yes |
| Emergency lighting | Monthly | | Yes |
| Escape routes clear & door opens freely | Continuous | | No |
| Electrical equipment | Monthly | | Page 12 refers |
| Electrical domestic appliances | Monthly | | Page 12 refers |
| Fire extinguishers in good conditions | Monthly | | No |
| Fire extinguisher not due for formal inspection | Monthly | | Annual |

9.2 First Aid

Site Managers will be qualified in First Aid in accordance with the First Aid at Work Regulations. A fully stocked first aid box shall be kept on all sites and company offices. A notice containing the following information will be displayed on all sites:

- ◆ Location of the First Aid Box
- ◆ Identification of the qualified First Aider
- ◆ Site address in case of calling the Emergency Services
- ◆ Nearest Accident & Emergency Hospital

If any items are used from the First Aid Box, it is the responsibility of the trained first aider to replace these items as soon as possible.

The location of the closest Accident and Emergency Hospital will be contained within any Construction Phase Health and Safety Plan required for the site and office H&S noticeboard.

These Company employees have received the following First Aid training:

| Name | Level of qualification | Expiry date |
|------------------|------------------------|-------------|
| Jason Mayo | Emergency Cover | |
| Steven Gillespie | Emergency Cover | |
| | | |
| | | |

9.3 Contacts with Emergency Services

In order to ensure that in the case of an emergency, the emergency services shall be able to reach the site quickly and easily, the following procedures will be implemented:

- ◆ A telephone will be provided on all sites where The Company are acting as Principal Contractor. If for any reason this is not possible, the use of mobile telephones is only allowed if it is safe to do so, signal reception is strong enough and batteries are kept charged.
- ◆ Close to the telephone, the site address will be clearly displayed
- ◆ The location of the nearest Accident & Emergency Hospital will be on the H&S notice board & in the Safety Plan.
- ◆ Access to the site will be kept clear so as to enable emergency vehicles to reach injured persons or the seat of a fire. This includes site roads and gates/entrances.

9.4 Accident Prevention & Reporting

Our Company will endeavour to prevent accidents by the following means:

- ◆ Pre-planning, good management practices and appropriate supervision.
- ◆ Ensuring that the premises, plant, materials, systems of work and access and egress are as safe as practically possible. This will be facilitated by carrying out realistic risk assessments with the aid of experienced personnel and fully understood by all personnel as part of The Company Safe Systems of Work.
- ◆ Adequate supervision at all times as directed by senior management
- ◆ Competent and trained personnel, the use of training as and when necessary.
- ◆ Safe person strategy
 - a/ use and care of personal protective equipment
 - b/ personal hygiene
 - c/ careful conduct for the safety of the individual and others
 - d/ For pandemic conditions you must understand & follow the RAMS controlling: 1st Aid activity, cleaning etc.
- ◆ Employees have the right to invoke The Company Refusal to Work Policy should they feel a system or task is unsafe
- ◆ Employees will be encouraged to report hazards to their site supervisor or contracts manager

9.5 Accident and Incident Reporting

The Company recognises that accident prevention, and any procedures put in place to help prevent accidents from occurring, are beneficial for the health and safety of all employees and visitors.

The Directors of The Company will ensure the investigation of all incidents, accidents and near miss incidents involving persons and property other than where the injury is deemed to be minor. Appendix E, Reporting Form refers, including the Incident Contact Centre details.

Site Supervisors/Managers are required to report the incident to company management, who will decide if the incident is reportable under the RIDDOR regulations to the enforcing authority, an appointed member of The Company management will inform the Incident Contact Centre and will be responsible for acquiring the facts leading to the incident, accident or near miss and reporting this back to the Managing Director.

The safety consultant will investigate accidents when requested to do so by the Managing Director. The purpose of the investigation is not to apportion blame or fault, though this may inevitably emerge from the investigation. Results from an investigation will hopefully prevent further accidents, and may well instigate further procedures to help prevent them.

The Company hopes that near misses will be reported so that an investigation can be carried out and the possibility of an accident occurring at a later date eliminated.

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

1. ACCIDENTS

- 1) As a company we are required to report all accidents where a person is off work because of the incident (currently) over seven days, not counting the day of the accident or days they could have returned to their normal work but chose not to, this is done by Company Management to the HSE Incident Report Centre using the F2508IE, electronic proforma, notification of serious incidents can be actioned by telephoning the HSE on 0845 3009923 between the hours of 0830am and 0500pm, out of office hours reporting on 0151 9229235, can only be carried out for the following incidents:
 - Following a workplace fatality.
 - Following a serious incident involving multiple casualties.
 - Following an incident causing major disruption e. g. evacuation of people, closure of roads or large numbers of people going to hospital etc.
- 2) All accidents including minor ones, must be entered in the accident book kept in the site office and where resulting in absence from work, reported to company management without delay, report form attached, to investigate the accident and report to the HSE as necessary.
- 3) In addition to the above requirement there are certain major injury accidents which must be reported immediately to the HSE by phone which are as follows.

ACCIDENTS CAUSING:

- 1) Any fracture, other than to the fingers, thumbs or toes.
- 2) Any amputation.
- 3) Dislocation of the shoulder, hip, knee or spine.
- 4) Loss of sight, whether temporary or permanent.
- 5) A chemical, metal burn to the eye or any penetrating injury to the eye.

- 6) Any injury caused by electrical shock, electrical burn including arcing products burn, leading to unconsciousness requiring resuscitation or hospital admittance for more than 24 hours.
- 7) Any other injury requiring: -
 - a) treatment for hypothermia, heat induced illness or unconsciousness
 - b) resuscitation or
 - c) requiring admittance to hospital for more than 24 hours.
- 8) Loss of consciousness due to asphyxia or exposure to a harmful substance or biological agent.
- 9) Either of the following conditions resulting from absorption of any substance via inhalation, ingestion or through the skin: -
 - a) Acute illness requiring medical treatment or
 - b) Loss of consciousness

2. DANGEROUS OCCURRENCES

The following dangerous occurrences must be reported to the HSE, by The Company, employees & the contractors are therefore advised in the event of any of these incidents occurring, that it is mandatory to inform The Company senior staff immediately:

i) LIFTING MACHINERY:

- a) Lift or hoist.
- b) Crane or derrick.
- c) Mobile powered access platforms.
- d) Access cradle or window cleaning cradle.
- e) Excavator.
- f) Pile driving frame/rig having an overall height, when operating of more than 7 metres or
- g) Fork Lift Truck.

ii) OVERHEAD ELECTRIC POWER LINES:

Any unintentional incident in which plant or equipment either;

- a) Makes contact with an un-insulated overhead power line where it exceeds 200 volts or
- b) Causes an electrical discharge from such a power line by coming into close proximity to it.

iii) ELECTRICAL SHORT CIRCUIT:

Electrical short circuits or overloads attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hrs, or has the potential to cause the death of any person.

iv) BREATHING APPARATUS:

Any incident in which breathing apparatus malfunctions;

- a) While in use, or
- b) During testing, immediately prior to use, such as had the malfunction occurred whilst the apparatus was in use it would have posed a danger to the health or safety of the user.

This paragraph shall not apply to breathing apparatus while it is being;

- a) Used in a mine.
- b) Maintained or tested as part of a routine maintenance procedure.

v) COLLAPSE OF SCAFFOLDING:

The complete collapse or partial collapse of any scaffold which is;

- a) More than 5 metres in height which results in a substantial part of the scaffold falling or overturning, or
- b) Erected over or adjacent to water in circumstances such that there would be a risk of drowning to a person falling from the scaffolding into the water, or
- c) The suspension arrangements (including any outriggers) of any slung or suspended scaffold which causes a working platform or cradle to fall or pitch the occupants off.

vi) COLLAPSE OF A BUILDING OR STRUCTURE:

Any unintended collapse or partial collapse of;

- a) Any building or structure (above or below ground) under construction, reconstruction, alteration or demolition which involves a fall of more than 5 tonnes of material.
- b) Any floor or wall (above or below ground) used as a place of work; or
- c) Any false work.

vii) EXPLOSION OR FIRE:

An explosion or fire occurring in any plant or premises which results in the stoppage of that plant or the suspension of normal work in those premises for more than 24 hrs, where the explosion or fire was due to the ignition of any material.

viii) ESCAPE OF FLAMMABLE SUBSTANCES:

The sudden uncontrolled release;

- a) Inside a building
 - Of 100 kilogrammes or more of flammable liquid.
 - Of 10 kilogrammes of a flammable liquid at a temperature above it's normal boiling point.

- Of 10 kilograms or more of flammable gas.

b) In the open air, of 500 kilograms or more of the substances referred to in sub-paragraph a) above
In this paragraph, “flammable liquid” & “flammable gas” mean respectively a liquid or gas so classified in accordance with regulation 5 (2), (3) or (5) of the Chemicals (Hazardous Information & Packaging for Supply) (CHIP) Regulations.

ix) **ESCAPE OF SUBSTANCES:**

The accidental release or escape of any substances, in a quantity sufficient to cause the death, major injury or any other damage to the health of any person.

x) **DISEASE:**

There is a duty to report diseases as listed in schedule 3 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations on the HSE F2508EA, electronic proforma. Anyone who believes they have a reportable disease must report the fact to The Company Managing Director Mr Jason Mayo as soon as possible so that we can comply with this legal requirement.

3 **INCIDENT REPORTS**

It is a Company requirement that all accidents/incidents that cause damage to plant, equipment, or property on site are reported on The Company Incident Report Form, at Appendix E of this procedures manual and forwarded to The MD immediately.

10.0 **PERSONAL PROTECTIVE EQUIPMENT**

The Company shall ensure that suitable PPE is provided to their employees who may be exposed to a risk to their health and safety while at work, except where and to the extent that such a risk has been adequately controlled by other means that are equally or more effective. PPE must: -

- ♦ Be appropriate for the risks involved & conditions at the work place where the exposure to risk may occur.
- ♦ Take into account the state of health of persons wearing it.
- ♦ So far as is reasonably practicable, be effective in preventing or adequately controlling the risks involved, without increasing the overall risk.
- ♦ Be compatible with other risk reducing measures.
- ♦ We will ensure our PPE procurement falls in line with the latest PPE Regulation & certified as such.

Examples are shown below.



| Type | Standard |
|-------------------------|---|
| Hard hat | BSEN 397 |
| Goggles | BSEN 166 B |
| Ear defenders | EN 352 At least 30dB(A) attenuation |
| Gloves | EN 388 As required by COSHH Assessments |
| Respiratory protection | FFP3 |
| High Viz jacket or vest | EN 471 |
| Boots | EN 345 Impact resistant Steel toe caps and midsoles |

The Company will carry out an assessment before the use of any PPE to ensure that it is suitable, that it is used as a 'last resort' and that the risk cannot be eliminated by other means which are practicable, whenever the task, hazards or legislation changes, the Risk Assessment shall be reviewed.

11.0 **COSHH PROCEDURES**

To comply with the Control of Substances Hazardous to Health Regulations, The Company will apply the following:

- ♦ Keep an inventory of all the paint, varnishes, removal substances, cleaning chemicals etc used.

- ◆ Identify the point of use for each substance.
- ◆ Whenever possible rationalise the use of chemicals.
- ◆ Obtain information/retain on file, hazard data sheets from the manufacturers or suppliers of each substance.
- ◆ Carry out a COSHH Assessment stating control measures required to remove or control the hazards effectively.
- ◆ Monitor the effectiveness of the above.
- ◆ Develop and commence a training programme informing users of risks.
- ◆ Any personal protective equipment required during the use of the substance shall be provided and maintained by The Company. Employees are required to notify the Project Supervisor where the PPE is no longer serviceable.
- ◆ Employees shall co-operate with The Company and comply with the Regulations.
- ◆ Keep records and documentation on each assessed substance.
- ◆ Keep all chemicals in safe places locked, and identified as necessary.
- ◆ Any chemical identified as requiring special needs other than described above will be stored as per relevant regulations/ manufacturers recommendations.

It is most important that the information on hazardous substances reaches those persons who will be using the substances. COSHH Assessments for site substances will be kept on site and brought to the attention of site workers by the Project Supervisor or the site/job SSR as applicable.



Symbol

Meaning INTERNATIONAL SYMBOLS

| | |
|-----------------------------------|---|
| Black dead tree & fish | No 1 Harmful to the environment including marine life. |
| Skull & crossed bones. | No 2 Acute toxicity. Substances that in small or very small quantities will cause death or serious acute or chronic damage if inhaled, swallowed or absorbed by the skin. |
| Black bottle/Cricket bat | No 3 Gases under pressure. |
| Test tube liquid | No 4 Corrosive |
| Exploding ball | No 5 Explosive, self-reactive, organic peroxide. |
| Flame on stand | No 6 Flammable or highly flammable |
| Exclamation point | No 7 Harmful, skin irritation, serious eye irritation. |
| Flaming circle | No 8 Oxidising gases, liquids or solids. |
| Torso chest star | No 9 Respiratory sensitiser, mutagen, carcinogen, reproductive, systemic organ failure & aspiration hazard. |

12.0 MANUAL HANDLING

All loading and unloading involves lifting and handling to some extent. Although mechanical equipment should be used whenever practicable, much of the work will inevitably continue to be carried out manually. The risk of injury can be greatly reduced by a knowledge and application of correct lifting and handling techniques. The Manual Handling Regulations which came into force to implement European Directive 90/269/ EEC of the manual handling of loads.

The Company will comply with these regulations by carrying out the following:

- ◆ Avoiding hazardous manual handling operations as far as is reasonably practicable, by pre-planning.
- ◆ By making a suitable and sufficient assessment of any hazardous manual handling operation that cannot be avoided.
- ◆ By reducing the risk of injury from those operations so far as is reasonably practicable - with particular consideration being given to mechanical assistance.
- ◆ Individual assessments will be made where required to assess the suitability of a person for the task.
- ◆ Training in kinetic manual handling techniques will be arranged for all staff in accordance with the Regulations.
- ◆ The handling of fluorescent tubes will be strictly controlled by Risk Assessment 01 & it's Method Statement.

13.0 ENVIRONMENTAL CONSIDERATIONS

13.1 Diesel Bunds: All diesel tanks must ensure that they are banded to 110% of their capacity in case of accidents or spillage. Best efforts must be made to minimise drips and leakage from fuel hoses on site.

13.2 Tree Protection: If trees are required to be retained under a Tree Protection Order, then The Company will ensure that this is carried out. Trees will be fenced off and signed to indicate that they are protected. Care will be taken when considering traffic routes on site, particularly for high vehicles passing close to trees.

13.3 Burning on Site: There will be no burning of waste materials on site unless this is specifically agreed with the Local Authority, Client or Principal Contractor. Burning is a standard procedure for cleaning tarmac/asphalt tools, this process can only be carried out in metal containers, capable of being extinguished quickly in an emergency, and sparks must not be generated.

13.4 Noise and Dust: Noise and dust have a serious effect on those on site and those living and working nearby who may be disturbed by site activity. The company recognises the need for courtesy and consideration for site neighbours and so seeks to minimise noise and dust production by reducing risks at source. This may include providing noise enclosures & damping down operations which are known to cause dust.

Sites will only operate at reasonable times of the day, details of which may vary from site to site depending on its location.

13.5 Contamination of Water Courses: The Company will conduct its operations in a responsible manner to protect watercourses from contamination. This will include protection from run-off from site activities, by ensuring chemical substances used will not be allowed to enter watercourses.

13.6 Waste Management and disposal: With respect to the waste management regulations, will meet our responsibilities by a suite of options due to the nature of the waste product, which may involve removing waste from the Clients undertaking, put through the Clients waste stream or other processing stream previously agreed.

Waste transfer notes: We will keep copies of all WTN's for at least two years and provide copies to the waste regulation authority upon request. Our records will state; the type and quantity of waste we transferred, how it was packaged, when we transferred it, where it went and who it was transferred by. These are all requirements of the duty of care Regulations.

14.0 DISPLAY SCREEN EQUIPMENT

The Company will comply with the provisions of the Display Screen Equipment Regulations by ensuring the following:

- ♦ Work Stations will be analysed assessed to reduce risks to health and work Stations will comply with the requirements of schedule 1 of the regulations in relation to the equipment used. This will include the desk, chair, screen and other relevant items.
- ♦ User daily work routines allow for breaks away from the screen and/or changes in activity, eye and eyesight tests carried out by competent persons are provided on a regular basis, for employees who are classed as Display Screen Equipment users.
- ♦ If deemed appropriate by the person carrying out the tests, The Company will provide corrective visual appliances, where this is required under the regulations.
- ♦ Training in the use of Display Screen Equipment will be provided to users and information on all aspects of health and safety relating to work stations will be provided to users. This will include any risk control measures and information on any hazards associated with the equipment.

15.0 SAFE SYSTEMS OF WORK

15.1 Dynamic Risk Assessments

(10) + Covid-19 RA + Toolbox Talk

Those put at risk due to any undertaking by our company, are given equal protection status throughout our operations, should our site Risk Assessments identify vulnerable sections of the community such as special needs members of the public, school children, close proximity sports stadia etc who could affect or be affected by our operations then we would address this appropriately at the planning stage, the same as our Fire Risk Assessments.

15.2 Dynamic Composite Method Statements (1) + Covid-19 additions

15.3 COSHH Assessments

(6)

NOTES:

Dynamic = This safety document has the ability to be altered via the mid-section of our Risk Assessments & end section of our Method Statements to reflect unplanned or naturally occurring changes, to reduce the risk from any hazards arising from these developments, all such changes must be authorised prior to the task continuing.

Composite = A document that covers a number of tasks that are directly linked i.e. High voltage, low voltage, jointing, core drilling etc

16.0 LEGIONNAIRES DISEASE

As a result of current legislation, we have a duty to manage our premises to ensure staff, visitors or members of the public are not at risk from contacting legionnaire's disease from our premises and premises we could be working on.

SYSTEMS AT RISK

- a) water systems incorporating a cooling tower and or evaporative condensers. b) hot and cold-water systems, and c) other plant or systems containing water which is likely to exceed 20C and which may release a spray or aerosol (i.e. a cloud of droplets and/or droplet nuclei) during operation or when being maintained.

Due to the complexities of the preventative requirements and the water-cooling system in use for a lot of offices, it is the policy of the company at the planning stage to enquire of our clients the condition & treatment of any of the above that we could be carrying out electrical replacements or repairs on by enquiring: -

1. Whether the system is within the required treatment frequency.
2. Ask to see the risk assessment carried out of the premises by a competent person/consultant specialising in the field of legionella.
3. Check that the plant has been declared hazard free.

CLIENT..... SITE..... DATE ISSUED.....

General Site Operations

RA 01

| HAZARD | RISK | During any pandemic, the 2 Metre distance rule, takes precedence. PROTECTIVE MEASURES | THOSE AT RISK | RESIDUAL RISK |
|--|--------------|---|--------------------------|-----------------|
| Being struck by vehicles or materials | M | Compulsory site induction to include: traffic management, parking, off-loading and storage restrictions, site rules, storage & protection of the public especially children. Site pedestrian routes must be used where in place, if mobile phone use is permitted, they must not be used whilst walking around site, site traffic awareness is paramount. Never walk or work under suspended loads. | Operatives & supervision | M/L |
| Slips, trips & falls on the level, poorly protected holes and excavations | M | Operatives must undergo basic training in the safe working and clearing away after each task and avoiding naturally occurring hazards of a building site such as excavations, any considered to be unsafe must be reported to the site management. | As above | M/L |
| Falls into stairwells, riser holes, etc. | H | Care should be taken near openings, stairwells, excavations; these should be guarded and or effectively boarded over to work on or near. Where protective boarding is removed to fit cabling, effective guarding at the top & bottom and warning signage must be in place. | As above & other trades | M/L |
| Injury/electrocution from plant & equipment | H/M | All plant & equipment brought onto site must be in a safe and serviceable condition, as per the Provision & Use of Work Equipment Regulations, electrical equipment must be PAT Tested at legally required intervals. | As above | M |
| Manual Handling injuries | H/M | Power cables that require pulling over long distances through ducts etc should be assessed for manual handling by the SSR, so that operatives do not put themselves at risk of musculoskeletal injuries and the work carried out by breaking the distance into manageable runs or the use of mechanical means employed. | Operatives | M |
| Injured or contaminated by foreign objects, gasses or liquids. | H/M | Never touch suspect objects, gasses or liquids, put warning signs near and report it. NEVER SMELL IT TO DETERMINE CONTENT. Potential hazards include fire/explosive devices, acids/alkalis, chemicals & body fluids | Operatives & staff | M/L |
| Other Hazards relevant to the current site but not identified by the above standard risk assessment to be added below | | | Amendment Date | Circle new risk |
| | H/M/L | | | M/L |
| | H/M/L | | | M/L |
| | H/M/L | | | M/L |
| Total overall risk to be entered in the end column → | | | | |

Briefed by : Mr Title.....

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| The above information has been briefed to me and I understand all requirements. | | | |
|---|-----------|-----------------|------|
| Operative print name | Signature | Job description | Date |
| Jason Mayo | | | |
| Tim Atkins | | | |
| <u>Rob Sedgewick</u> | | | |
| <u>Stephen Gillespie</u> | | | |
| Steve Adams | | | |
| Paul Mitchell | | | |
| Chris Mellish | | | |

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CLIENT..... SITE..... DATE ISSUED.....

Working Live

RA 02

LIVE OR CHARGED WORKING SHOULD BE AVOIDED AND MUST ONLY BE CARRIED OUT WHERE THERE IS NO OTHER OPTION, IT IS FULLY PLANNED AND DOCUMENTED.

| HAZARD | RISK | During any pandemic, the 2 Metre distance rule, takes precedence. PROTECTIVE MEASURES | THOSE AT RISK | RESIDUAL RISK |
|---|----------|---|--|-----------------|
| Death or Injury from live conductor contact or proximity | H | Operatives are to be fully trained electricians, trained in the safety measures required for safe live working, within The Company Permit to Work Live constraints. All Personal Protective Equipment must be used and in good condition. Where distance from a live/charged conductor removes the risk from the hazard this must be calculated on the power known to be present in such conductors before work can commence and the Permit To Work live document raised which includes the minimum distance with warning signage and barriers in place to enforce the distance. A First Aider will be in attendance at all times of live working | Operatives, supervisors & rescue workers | M |
| Other Hazards relevant to the current site but not identified by the above standard risk assessment to be added below | | | Amendment Date | Circle new risk |
| | H/M/L | | | M/L |
| | H/M/L | | | M/L |
| | H/M/L | | | M/L |
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CLIENT..... SITE..... DATE ISSUED.....

Working at Height, temporary access equipment

RA 03

| HAZARD | RISK | During any pandemic, the 2 Metre distance rule, takes precedence. PROTECTIVE MEASURES. Bearing surfaces must be stable & safe | THOSE AT RISK | RESIDUAL RISK |
|--|--------------|--|--|-----------------|
| Falls from height, using ladders, system steps, podium access platforms. | H | Ensure ladders are Industrial grade, remain in good repair & are regularly inspected (see Appendix C) and only used for short duration, up to < 30 minutes, for light duty, no carrying of materials/tools in hands while climbing. no leaning out sideways when working from ladders, of a suitable height. Only class 1 step ladders to be used, no standing on the top platform shelf, they must have leg splay protection intact and have slip resistant feet. Proprietary access equipment such as system steps and podium access platforms must be suitable for the task, guard rails intact and no standing on the guard/hand rails. Basic training in the assembly, safe use, identification and the replacement of damaged or unsuitable access equipment will be given. Including the use of the podium user check list at Appendix C2 | Operatives, supervisors & other trades | M |
| Working in lofts, falls through trusses & loft hatches. | H | Loft truss cords must be boarded or temporarily made safe by suitable load bearing equipment, loft hatches & other openings should be temporary covered whilst working in these areas or effectively guarded particularly if working on or near them. | As above | M/L |
| Falls from low level hop-ups. | M | All hop-up access steps must be fit for purpose and in good condition; box type are usually the most stable having the greater bearing area. | Operatives | L |
| Other hazards relevant to the current site but not identified by the above standard risk assessment to be added below | | | Amendment Date | Circle new risk |
| | H/M/L | | | M/L |
| | H/M/L | | | M/L |
| | H/M/L | | | M/L |
| | H/M/L | | | M/L |
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CLIENT..... SITE..... DATE ISSUED.....

Working & accessing from scaffold

RA 04

| HAZARD | RISK | During any pandemic, the 2 Metre distance rule, takes precedence. PROTECTIVE MEASURES | THOSE AT RISK | RESIDUAL RISK |
|---|----------|---|--|-----------------|
| Free standing and tower scaffold: Collapse of, falling from, falling of plant, equipment, materials and debris off or through the scaffold. Falls through fragile roofs etc. | H | Scaffold to only be erected, altered and dismantled on a stable surface, by skilled competent persons to current scaffold standards, if possible secured to another structure, rakers or other stabilising methods employed where necessary, inspected at least once a week or more regularly following poor weather or damage, industrial grade ladders will be secured to the scaffold and where practical internally, the scaffold will not be overloaded for electrical task purposes but may be shared by others, conditions will be assessed and usage adjusted by the Senior Site Representative (SSR). All scaffold above 1.2 Metres, double hand rails, toe boards, scaffold boards tight boarded, and brick guards, clear access and egress shall be maintained at all times, safe exclusion zones may have to be set up using suitable barriers and signage, signage available should include 'Danger scaffold incomplete and Danger operatives working overhead, platforms should be sheeted where higher risk to the other site workers or Members of the Public. Roofs must be capable of bearing all operatives weight including tools, materials & equipment, where access is needed in the course of their work, when this is the case, suitable protection measures must be taken to prevent falls through weak roofs and skylights etc. | Operatives, supervisors, other trades & members of the public in the near vicinity | M |
| | | Scaffold towers as above and erected in strict accordance with the manufacturers specification, at a height ratio of : 4 X 1 for stationary internal and 3 X 1 for mobile external towers, maximum height 9.6 Metres, 12 Metres if tied into a structure, access only via a ladder fixed internally to the tower and hinged floor section, inspected prior to use, wheels must be locked prior to use, mobile towers will only be moved by pushing and pulling the base having risk assessed any overhead obstructions or hazards that may exist, mobile towers must never be moved while personnel or unsecured materials are on the tower. | As above | |
| Other hazards relevant to the current site but not identified by the above standard risk assessment to be added below | | | Amendment Date | Circle new risk |
| | H/M/L | | | M/L |
| | H/M/L | | | M/L |
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CLIENT..... SITE..... DATE ISSUED.....

Working from Trestle Platforms

RA 05

| HAZARD | RISK | <u>During any pandemic, the 2 Metre distance rule, takes precedence.</u> PROTECTIVE MEASURES | THOSE AT RISK | RESIDUAL RISK |
|---|-------|--|--|-----------------|
| Collapse of, falling from, overturning. | H/M | Trestles to be maintained in good order, only used on level, clean and obstruction free surfaces, trestles set at 1 Metre centres, to be fully boarded and boards not to extend more than 150 mm past end supports, overloaded is not an issue for electrician's purposes and therefore should not be shared at the same time with other trades, trestle platforms must be kept clean, tidy and free from trip hazards. The height of the trestle scaffold is from the height of the platform to any hole/incline it is possible to fall down and not just top to base. Any trestle scaffold above standard block lift (600mm), must have double hand rails, toe boards, scaffold boards tight boarded, raker support should be considered, clear access and egress shall be maintained at all times. Trestle scaffolds must not be used on top of other platforms. They should be inspected for safe condition prior to use. Knowledge and use of the information contained here should serve as a training requirement. | Operatives, supervisors & other trades | M/L |
| Other hazards relevant to the current site but not identified by the above standard risk assessment to be added below | | | Amendment Date | Circle new risk |
| | H/M/L | | | M/L |
| | H/M/L | | | M/L |
| | H/M/L | | | M/L |
| Total overall risk to be entered in the end column → | | | | |

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Using Mobile Elevated Working Platforms (MEWP)

RA 06

| HAZARD | RISK | During any pandemic, the 2 Metre distance rule, takes precedence. PROTECTIVE MEASURES. NO WORKING BELOW RAISED MEWPS | THOSE AT RISK | RESIDUAL RISK |
|--|--------------|--|---|-----------------|
| Scissor lifts, Cherry Pickers and Mast Climbers, Falling from. Striking persons or property. | H | Only operated by certificate trained operatives, two-man operation minimum i.e. driver operative and task operative, platform operatives to wear harnesses clipped on to a platform anchor point, task operatives are not to over reach/stretch out of platform. The access route will be inspected by the driver as clear and safe to use with obstructions that need extra care noted, the machine is then driven to the work area with the use of a banksman to guide the driver, where used in a public area (particularly school premises), effective barriers will be installed to segregate pedestrians from the machine once the machine is in the protected working area, materials and tools will be loaded and the working platform raised to the work position. On completion of the task, the platform will be lowered and the MEWP driven to the next work area following the same process. Mast climbers provided as part of site equipment will be used by operatives after strict briefing and control by site management. | Operatives, supervisors, other trades & Members of The Public in the near vicinity. | M/L |
| Falling materials overturning, electric shock. | H | Plant drivers must ensure: Delivery safety documentation is checked and kept secure. Safety features such as warning beacons and movement alarms etc where fitted are fully functioning. Plant is inspected once a week and recorded. Maintained in good repair at all times and inspected prior to use. No overhead lines are present in the work area or they are protected by a goal post system or better. Ensure that wind speeds are not excessive. Ground conditions are suitable, stable, where necessary deploy outriggers/stabilisers. Ensure safe work loads are not exceeded. Signs and barriers are erected to prevent unauthorised access into the working area. Ensure all tools and equipment are secure from falling. Ignition keys are removed and brakes engaged when not attended. | As above | M |
| Other hazards relevant to the current site but not identified by the above standard risk assessment to be added below | | | Amendment Date | Circle new risk |
| | H/M/L | | | M/L |
| | H/M/L | | | M/L |
| Total overall risk to be entered in the end column → | | | | |

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CLIENT..... SITE..... DATE ISSUED.....

Power Tools, Plant & Equipment

RA 07

| HAZARD | RISK | During any pandemic, the 2 Metre distance rule, takes precedence. PROTECTIVE MEASURES | THOSE AT RISK | RESIDUAL RISK |
|--|--------------|---|--|-----------------|
| Noise induced hearing loss, vibration tissue damage, respiratory damage from inhaling dust in general & silica dust in particular. Injury/electrocution from revolving/moving parts, moving heavy equipment or electric shock. | H | All plant & equipment brought onto site must be supplied with noise and vibration levels as low as possible, in a safe and serviceable condition, as per the Provision & Use of Work Equipment Regulations, electrical equipment must be PAT Tested at legally required intervals. Operators must be competent and trained in the safe use of any plant or equipment they are expected to use. To reducing the generation of dust cutting wheels on grinder/cutters should be diamond blade not old-style carborundum, these should be used with liquid suppressant, FFP3 face fit respirators worn & eye protection, operatives who replace wheels must be trained in this operation. All heavy equipment must be delivered mechanically to the nearest point of use and other lifting aids used, where not practicable, two man or group lifts will be carried out by operatives trained in kinetic lifting techniques. Short term chasing out/core drilling should involve damp suppressant and PPE as above, extra care must be taken in confined areas such as enclosed loft spaces. | Operatives, supervisors & other trades | M |
| Working in lofts, falls through trusses & loft hatches. | H | Loft truss cords must be boarded or temporarily made safe by suitable load bearing equipment, loft hatches & other openings should be temporary covered whilst working in these areas or effectively guarded particularly if working on or near them. | Operatives | M/L |
| Carbon monoxide fumes | H | Due to the very high hazard of exhaust fumes from combustion engines, they must not be used in enclosed spaces or where exhaust fumes can be discharged into lower levels particularly excavations and underground chambers putting others at risk. | As above | M |
| Other Hazards relevant to the current site but not identified by the above standard risk assessment to be added below | | | Amendment Date | Circle new risk |
| | H/M/L | | | M/L |
| | H/M/L | | | M/L |
| Total overall risk to be entered in the end column → | | | | |

Briefed by: Mr Title.....

DO NOT SIGN THIS DOCUMENT IF YOU DISAGREE WITH THE CONTENT

| The above information has been briefed to me and I understand all requirements. | | | |
|---|-----------|-----------------|------|
| Operative print name | Signature | Job description | Date |
| Jason Mayo | | | |
| Tim Atkins | | | |
| Rob Sedgewick | | | |
| Stephen Gillespie | | | |
| Steve Adams | | | |
| Paul Mitchell | | | |
| Chris Mellish | | | |
| | | | |

Note: The above is uncomplicated risk assessment, designed to achieve easy communication, understanding and records of briefing to operatives. This Risk Assessment issued by Mayo Electrical Ltd as suitable for use.

CLIENT..... SITE..... DATE ISSUED.....

Young Persons/Apprentices

RA 08

| HAZARD | RISK | During any pandemic, the 2 Metre distance rule, takes precedence. PROTECTIVE MEASURES | THOSE AT RISK | RESIDUAL RISK |
|--|------------|---|--|---------------|
| Lack of awareness or over exuberance leading to injury etc. | M | The YP or Apprentices, will be met at the site entrance by The Company Senior Site Representative (SSR) by pre-arrangement, who will ensure they are wearing minimum standard PPE i.e. Safety Foot wear, Hi Vis Vest, & Hard Hat, escort them to the signing in station, induction course, following this they will be briefed The Company Health & Safety, Policy & Procedures Manual content (if not already actioned) | Themselves | M |
| Lack of respect for the dangers constantly on-going on site, with respect to their duties. | H | A mentor must be allocated the YP who is both experienced and responsible in writing. Operatives must undergo basic training in the safe working and clearing away after each task and avoiding naturally occurring hazards of a building site such as excavations, they will not be allowed to Working At Height unless under strict, constant Supervision. They must know it is their duty to report any unsafe conditions or practices to the site management. | Themselves & others going to their assistance. | M |
| Injury to health | H | All YP's and Apprentices below the age of 18 years will not be allowed to use substances that come under the COSHH Regulations unless fully trained in their use. | Themselves | M/L |
| Injury/electrocution from plant & equipment | H/M | All YP's & Apprentices below the age of 18 years will not be able to use plant & equipment until trained in the safe use by a responsible person and that training recorded. Formal certificated training in the use of some plant and equipment is mandatory i.e. mobile ride on plant, cartridge fixing tools, angle grinders, as is the lifting & manoeuvring of heavy loads i.e. above 20kg, kinetic lifting techniques will be given. | Themselves & others going to their assistance. | M |

Appointed Mentor:

Date appointed:

Deputy Mentor:

Date appointed:

It is mandatory for anyone below the age of 15 years & 8 months for this Risk Assessment to be presented to their parents or guardian

Below conditions, plant & equipment and substances have been used by the above & they are found competent to use.

Competent

Mentor Signs

| Plant & Equipment Operative/user | Date first used | Second date | Third date | Extra training date or restrictions | Yes | No | |
|---|-----------------|-------------|------------|-------------------------------------|-----|----|--|
| Power hand tool use, cuts, entanglement, noise, dust etc | | | | | | | |
| Working at height: Ladders, scaffolding | | | | | | | |
| Roof work | | | | | | | |
| Hot Works: Hot Works Permit understanding, Soldering | | | | | | | |
| Working with COSHH substances: Lead, flux, solvent/acid based, cleaner's, abrasives & mastics etc | | | | | | | |
| Total overall risk to be entered in the end column → | | | | | | | |

The Mentor must sign this document to permit site working

Briefed by: Mr Title.....

DO NOT SIGN THIS DOCUMENT IF YOU DISAGREE WITH THE CONTENT

| The above information has been briefed to me and I understand all requirements. | | | |
|---|-----------|-------------------------------------|------|
| Young Person/Apprentice print name | Signature | Job description: circle description | Date |
| | | Trainee or Apprentice | |
| Parent/Guardian permission. | Signature | | Date |
| | | | |

Note: The above is uncomplicated risk assessment, designed to achieve easy communication, understanding and records of briefing to operatives. This Risk Assessment issued by Mayo Electrical Ltd as suitable for use.

Client: _____ Site: _____

Drilling & coring with hand held rotary power tools.

RA 09

| HAZARD | RISK | During any pandemic, the 2 Metre distance rule, takes precedence. | THOSE AT RISK | RESIDUAL RISK |
|--|--|--|--|---------------|
| | | PROTECTION MEASURES | | |
| | | Non licenced task information from the HSE Asbestos Essentials Operatives should receive asbestos training for non-licenced asbestos | | |
| Release of silica dust causing serious lung damage & early death. | H | Dry core drilling & drilling upwards should be avoided where at all possible. Where dry coring, equipment should have integral dust collection of between 10 & 20 metres per second extraction into a capture extractor with an indicator or alarm to show filters have blocked or failed Only diamond tipped tools should be used to reduce dust & vibration. Where any overflow of silica dust, operatives and others in the vicinity, must wear a face fit FFP3 respirator. The area around the task should be cordoned off & warning signs erected to protect others. | Operatives, official site visitors, suppliers, potential customers & members of the public | L |
| Transfer of silica dust. | M | All areas need to be wiped down with damp cloths before completion and disposed of with the other silica contaminated filters, respirators etc. | As above | M/L |
| Hazardous conditions or materials | H | In every instance of core drilling, a safe to drill assessment must be made to determine: the materials to be cored, there are no hidden dangers on the opposite side of the planned coring such as; asbestos, services, horse hair, animal droppings or ensnarement of the rotary cutter causing wrench injury to the operator and that the safer option is to core drill downward from a safe position, ensuring the task does not cause a hazard in the area below from silica dust, falling materials or noise to others. | AS above | M |
| Other hazards relevant to the current site but not identified by the above standard risk assessment to be added below | | | | |
| | H/M/L | | | |
| | H/M/L | | | |
| | Total overall acceptable risk to be entered in the end column → | | | M/L |

Briefing by: Cameron W Jones SHE Consultant

DO NOT SIGN THIS DOCUMENT IF YOU DISAGREE WITH THE CONTENT

| The above information has been briefed to me and I understand all requirements. | | | |
|---|-----------|-----------------|------|
| Operative print name | Signature | Job description | Date |
| Jason Mayo | | | |
| Tim Atkins | | | |
| Rob Sedgewick | | | |
| Stephen Gillespie | | | |
| Steve Adams | | | |
| Paul Mitchell | | | |
| Chris Mellish | | | |
| Jason Mayo | | | |

Note: The above is uncomplicated risk assessment, designed to achieve easy communication, safe working and a record of understanding. This Risk Assessment has been issued by Mayo Electrical Ltd as suitable for use.

CLIENT:

SITE:

Using Power Saws

RA 10

| HAZARD | RISK | During any pandemic, the 2 Metre distance rule, takes precedence. PROTECTIVE MEASURES Bearing surfaces must be suitable | THOSE AT RISK | RESIDUAL RISK |
|--|----------|---|--|---------------|
| Injuries from rotating parts | H | Ensure the machine to be used & any cables are in good condition, fit for purpose, safety guards in place & capture systems functioning effectively. | Operatives | M |
| Injury from jar & jammed materials | H | Ensure the blade is fit for use & the riving knife or splitter is intact & secure. | As above | M |
| Saw Dust inhalation & fire. | H | Effective vacuum dust capture controls in place, if cutting hard wood an FFP3 face fit respirators must also be worn. Scattered dust must be cleared away regularly to reduce the risk of fire. | Operatives & others in the near vicinity | L |
| Other hazards relevant to the current site but not identified by the above standard risk assessment to be added below | | | Amendment Date | cle risk |
| | H/M/L | | | M/L |
| | H/M/L | | | M/L |
| | H/M/L | | | M/L |
| | H/M/L | | | M/L |
| Total overall risk to be entered in the end column → | | | | M |

Briefed by: Mr..... Title.....

DO NOT SIGN THIS DOCUMENT IF YOU DISAGREE WITH THE CONTENT

The above information has been briefed to me and I understand all requirements.

| Print name | Signature | Job description | Date |
|------------|-----------|-----------------|------|
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Note: The above is uncomplicated risk assessment, designed to achieve easy communication, showing understanding and records of briefing to operatives. This Risk Assessment has been issued by Mayo Electrical Ltd as suitable for use.

OCCUPATIONAL STRESS RISK ASSESSMENT DATE ISSUED.....

RA 11

| HAZARD | RISK | During any pandemic, the 2 Metre distance rule, takes precedence PROTECTIVE MEASURES | THOSE AT RISK | RESIDUAL RISK |
|---|-------|---|----------------|-----------------|
| Excessive or complicated workload demand, unable to control workload. | M/L | <ul style="list-style-type: none"> Staff workloads to be planned and regularly reviewed, including breaks & rotation. Staff to be encouraged to discuss workloads with their manager if becoming excessive and they feel unable to cope. Line Managers to review & resolve difficulties. Consideration given to change of duties, either temporarily or permanently. Resources MUST be made available to reduce workloads of identified problems Provide further training to give the skills necessary to cope with differing tasks. | | L |
| Poor personal relationships, leading to bullying & harassment | M/L | <ul style="list-style-type: none"> Managers to be trained to recognise and to adopt a positive attitude towards unacceptable behaviour. Staff to be encouraged to raise such issues with their manager either in private or at regular team meetings. All staff to have a current job description & for it to be reviewed on a regular basis with both staff and manager input, including regular feedback on their work performance. Where necessary, managers to assess the provision of job related training & personal development. | | L |
| Staff not kept informed of company changes in the workplace, giving rise to feelings of loss of job or lack of value and possibly sick leave. | M | <ul style="list-style-type: none"> Change to be managed effectively to prevent it leading to uncertainty & anxiety Staff to be kept informed and involved with company & work changes. Regular team meetings to be held to allow an exchange of information | | M/L |
| Other hazards relevant to the office but not identified by the above standard risk assessment to be added below | | | Amendment Date | Circle new risk |
| | H/M/L | | | |
| | H/M/L | | | |
| | | Total over all acceptable risk to be entered in the end column → | | M |

Briefing by Date...../...../.....

ONLY ENTER YOUR DETAILS IF YOU UNDERSTAND THE ABOVE CONTROLS & CONDITIONS

| The above information has been briefed to me and I understand all the requirements | | | |
|--|-----------|-----------------|------|
| Office staff print name | Signature | Job Description | Date |
| | | | |
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Note: The Construction Industry Helpline provides a 24/7 safety net for all construction workers and their families in the UK and Ireland. It is a charitable service funded by the industry, for the industry and provides; Emergency financial aid to construction families in crisis

Advice on occupational health and mental wellbeing

Support on legal, tax and debt management matters

Note: The above is uncomplicated risk assessment, designed to achieve easy communication, safe working and a record of understanding. Issued as suitable to use by Mayo Electrical Ltd.

COVID-19 Personal Protection

Dangerous infectious, pathogen hazard avoidances.

Health RA H1 issue 11

| HAZARD | RISK | PROTECTIVE MEASURES | THOSE AT RISK | RESIDUAL RISK |
|--|-------|--|-------------------------|-----------------|
| | | <p>Continuous good personal hygiene, never assume a surface is clean make sure.</p> <p>Full Covid-19 vaccination & immunity does not exempt you from this RA compliance.</p> <p>Our Company Site Supervisor is responsible for enforcing compliance with the RAMS</p> | | |
| Contamination | H | <p><u>During any pandemic, the 2 Metre distance rule, takes precedence</u></p> <p>Awareness of the government scientific advice and applying its controls. Work from home, where possible. Wash hands with soap & water regularly. No person shall attend work with flu symptoms or made vulnerable by underlying conditions such as COPD, Asthma, Emphysema, Cancer treatment etc.</p> | Person, family & others | M |
| New variants higher risk. | | <p>During higher contamination risk, operatives must carry their own sanitising gel, where unavoidable for work reasons wear face shields within 2 metres of others. Don't share transport</p> | | |
| Contamination at work | H | <p>DO NOT GO TO WORK IF YOU ARE SHOWING FLU LIKE SYMPTOMS (Self isolate at home & advise your line manager).</p> <p>Always follow good practice by removing or reducing close contact with others, by staying a 2Metres distance and in particular, those showing Flu like symptoms a much wider berth. If you have to work in closer than 2M e. g. group manual handling, use a FFP3. Face Fit Respirator & kept in good condition to prevent the ingress of dangerous contamination or face shield and clean safety gloves (wash & dry as hands after use). Never touch your face with the gloves on. remove by unrolling them from your hands inside out. use hand cream to reduce viral access cracks. A tennis sweat band around your upper wrist may assist in brushing away an itch, reducing risk of your fingers touching your face.</p> | Operative & others. | M/L |
| Close space contamination | H | <p>Avoid: 1. Public transport or wear a FFP3 Mask, disposable gloves, safety glasses or face shield & employ the 2 Metre rule. 2. Shared vehicles to & from work. 3. Stairs, travel in lifts & hoists if no 1 Metre minimum distance: wear FFP3 mask, disposable gloves & eye protection. 4. Large assemblies of more than 10 people. 5. Avoid anyone with flu like symptoms. 6. Do not enter occupier shared site, elevators with members of the public. 7. By using the 2M distancing as the norm, with 1M distance & PPE where unavoidable, the face shield may prove better defence for team lifting etc. Wearing masks should not be seen as a cure all. 8. Avoid areas of high infection, particularly where mutant, virulent, new variants are suspected/know.</p> | Person, family & others | MS< |
| Person to person contamination | H | <p>No close contact, shaking hands, high fives hugging etc, use other forms of greeting without contact. Briefings must conform with the 2 Metre rule. Until the pandemic is declared over, operatives must travel to work by their own vehicle on their own.</p> | Everyone | M/L |
| Contamination to & from property or occupants | H | <p>Workforce to be free of colds & flu, wear, FFP3. Face Fit Respirator & kept in good condition to prevent the ingress of dangerous contamination and clean disposable gloves (wash & dry as you would your hands after use). Work to be arranged when property empty where possible if not all occupants must be free of colds & flu like symptoms & the 2 Metre rule maintained. Decline all offered refreshments politely. Clean surface areas before and after work.</p> | Workers & occupants | M |
| Other hazard relevant to the current site but not identified by the above risk assessment to be added below. | | | Amendment Date | Circle new risk |
| | M/H/L | | | |
| Total overall acceptable risk to be entered in the end column → | | | | M< |

***Briefed by:**

Title: Task Supervisor. Project Supervisor ***Identify authority**

| Print name | Signature | Print name | Signature | Print name | Signature |
|------------|-----------|------------|-----------|------------|-----------|
| | | | | | |
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Tip 1: If a shortage of gloves, talcum powder inside before wearing, peel off to second thumb knuckle & ease off gently at the tips, you may need to re-talc after each use, stretch out fingers & keep apart. **NEVER USE PUNCTURED GLOVES.**

Tip 2: Where gloves are impractical or cause problems, Gloves In a Bottle shielding liquid, may suit, from Superdrug etc.

ONLY ENTER YOUR DETAILS IF YOU UNDERSTAND THE ABOVE CONTROLS & CONDITIONS

Note: The above is an uncomplicated good practice, health risk assessment, guidance, designed to achieve the objective of lessening the chance of viral contamination but is not a fail-safe panacea.

Covid-19 inc' new variant

During this and any fast infection rate no one is exempt from wearing a face shield, that includes those who are immune by natural causes or by receiving the full vaccination treatment.

“While it’s, true to say we have been bombarded with this horrible virus and every so-called specialist, having an opinion of what everyone else should do or have done. As we all now know it has mutated into a new variant which is much more easily spread. It is therefore incumbent on us as we are the lucky ones able to get out to work and thus keep our minds fit & alert, to take all precautions necessary to avoid the spread through transmission, to ourselves, mates & indeed our loved ones.

What are the symptoms?

The NHS states that the symptoms are: a dry cough, high temperature, loss of taste & smell and shortness of breath - but these symptoms do not necessarily mean you have the illness. Look out for flu-like symptoms, such as aches and pains, nasal congestion, runny nose and a sore throat. It’s important to remember that some people may become infected but won’t develop any symptoms or feel unwell. If anyone in your house hold is showing symptoms you should all self-isolate, test till sure everyone is fit, healthy & free from contamination.

What precautions can be taken?

Washing your hands with soap and water thoroughly. The NHS also advises to cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze; put used tissues in the bin immediately and try to avoid close contact with people who are unwell. Also avoiding touching eyes, nose and mouth unless your hands are clean.

- These Toolbox talks with all site operatives is essential, you must listen, absorb & act safely.
- Ensure hands are washed or sanitised on a regular basis and moisturised before eating etc
- Keep the 2m rule & adhere to this at all times. To reduce the distance from 2M to 1M minimum, to assist with manoeuvring & Manual Handling tasks, you must wear an FFP3 mask & face shield.
- Obey all signage, especially on plots e. g. 1 in 1 out etc and one-way systems on stairs and around site, walkways and parking bays don’t relax the controls necessary they still need to be maintained and adhered to.
- Always ensure you record entering & leaving site for security and track & trace purposes.
- Carry your own hand sanitiser, be disciplined.
- **Avoid:** 1. Public transport or wear an FFP3 Mask, disposable gloves, safety glasses or face shield & employ the 2 Metre rule. 2. Sharing vehicles to & from work. 3. Stairs, travel in lifts & hoists if no 1 Metre minimum distance: wear FFP3 mask, disposable gloves & eye protection. 4. Large assemblies of more than 10 people. 5. Avoid anyone with flue like symptoms, coughing & sneezing. 6. Do not enter occupier shared site, elevators with members of the public. 7. Use the 2M distancing as the norm, with 1M distance & PPE where unavoidable. 8. Areas of high infection, particularly where mutant, virulent, new variants are suspected or know.

The Isle of Wight is a typical example of being in level 1 in September 2020 to level 4 by Christmas, with one of the highest infections in the UK for January 2021 & is currently very low, just above unable to record cases.

Remember sensible health & safety precautions may save you and your loved ones from contracting this horrible virus.

Given By:

Title:.

Date:.

If you don’t understand any of the information or you need clarification, don’t sign.

| Print Name. | Signature. | Print Name | Signature. |
|-------------|------------|------------|------------|
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C4S

CLIENT..... SITE..... DATE ISSUED.....

Signed by: J. Mayo **MAYO Electrical Contractors Ltd**, are CHAS accredited and an NICEIC registered company. . During any pandemic, the 2 Metre distance rule, takes precedence.

DESCRIPTION OF WORK & GENERAL SEQUENCE OF OPERATION.

This contract is a rolling task of commercial and domestic electrical installation as specified in the clients contractual document, which is committed to materials & installation to trade specifications and current IEE wiring Regulations. All operatives will, ensure they go through the Site induction process, which is mandatory, understand all Risk Assessments, Method Statements and COSHH Assessments, apply them and bring to the attention of company management any flaws or improvements considered needing review. Materials, plant & equipment shall be delivered mechanically to the point of use; operatives must not climb onto or work from the surface of unprotected flatbed vehicles, or individually lift weights heavier than 25Kg. All material used will be installed in accordance with the manufacturer's guidelines. (COSHH related substances; Safety Data Sheets and Assessments refer). All plant, equipment cables & tools will be inspected on a regular basis. Electrical tools to be 110v or battery driven and PAT tested at 12-week frequencies. Operatives will use all access equipment correctly and in accordance with current regulations. (Working at height Risk Assessments refer). Operatives shall wear Personal Protective Equipment as stipulated by the Client, usually Hard Hat, High Visibility Vest and Safety Footwear and any other PPE deemed necessary by any specific Risk Assessment required by the current or developing conditions. Breaches of strict site or Client establishment rules are considered a gross breach of conduct and may result in instant dismissal

Safety awareness: Unidentified liquids, gases or foreign, suspect objects.

Don't touch it, put a warning sign near it & report it. NEVER SMELL, TO DETERMINE CONTENT.

Potential hazards include, fire or explosive devices, acids/alkalise, chemicals, body fluids.

SUPERVISION, CONTROL & MONITORING.

All work will be directly controlled by The Company, Senior Site Representative (SSR) who will ensure that the safe means of working required will be complied with including planned testing of services. The SSR will liaise with the Client/Principal Contractor, particularly with any overlapping or other contractor issues. In the event that site safety issues are not being upheld the SSR will correct the infringement where possible, inform one of The Company Directors usually Mr Jason Mayo and or the Client/Principal Contractors representative.

OPERATOR TRAINING & PLANT.

All operatives will be required to comply with the requirements of any Site Induction Training given by the Client/Principal Contractor as well as The Company coverage. All operatives employed or sub-contracted to The Company, will be experienced and trained in the work that they are undertaking. Any trainees/Young Persons will be supervised by experienced operatives at all times. Further training will be provided if it is found to be required. Power tools will be checked at regular intervals & a visual inspection carried out before use.

SAFETY OF THIRD PARTIES

All employees and contractors will be made aware during site induction of any additional hazards and accompanying risks their work can impose on others in the vicinity. Work will be undertaken so as to remove the hazards, minimise the risks or put in further protection as necessary. The SSR will liaise with the Client/Principal Contractor; to ensure the risk of falling equipment or materials is prevented by employing adequate protection.

ENVIRONMENTAL ISSUES

Every effort will be made to keep noise, dust and waste levels to a minimum and that they do not cause a hazard or become a nuisance to others. While the nature of our work is generally adequately ventilated, silica dust from chasing/core drilling channels and openings are potentially dangerous, when working in close regular proximity, adequate ventilation must be in place and protection measures put in place Risk Assessment 07 refers. Working areas will be tidied regularly and waste removed to bins provided.

PERSONAL PROTECTIVE EQUIPMENT, FIRST AID AND EMERGENCY PROCEDURE.

PPE. All Persons working on behalf of The Company will wear Personal Protective Equipment in accordance with site rules, usually: hard hat, safety footwear and high visibility clothing. Discretion may be used by the SSR to relax these rules when working inside buildings or where the risks are minimal i.e, not a building site. Other PPE such as hand, eye, hearing, respiratory or other protective clothing will be issued and used as required.

ACCIDENT & EMERGENCY PROCEDURE.

Accidents, First Aid, At least one member of the working party will be an Appointed Person for the purposes of making an injured party comfortable and calling the emergency services, otherwise the Client/Principal Contractors First Aid procedures will apply.

Pandemic action: First Aid should be administered if required, until the emergency services attend, they must wear FFP3 mask, gloves & glasses, **no mouth to mouth**, employ the chest compressions technique.

Fire, Fire procedures involve the adoption of the Client/Principal Contractors site/curtilage controls, in the event of a fire, Company operatives will, where the fire is not of a minor nature & easily extinguished, call the Emergency Services and Client/Principal Contractor. Accidents which are notifiable to the Health and Safety Executive will be recorded and the necessary information passed within 10 days to the HSE, see Appendix E.

PREPARATION

1. Report to site, sign register, attend induction, collect Working Live Permit as required & don specified PPE.
2. Check all plant, equipment & tools are in good, serviceable condition & suitable for the task before starting, carry out statutory inspections & recoding, prior to taking them to work areas, set up task lighting as necessary.
3. Do not leave the above unattended, where the unauthorised could start, use them or access restricted areas & ensure areas are clear after each shift.
4. Ensure work area has adequate, clear access/egress & escape routes for operatives & others who could be affected by the work, during & after completion of the work.

INSTALLATION OF EQUIPMENT

1. Locate all services to the property(s), isolate equipment & lock off as necessary & using warning signs.
2. When stripping out old services consideration must be given for the extra hazards of old rotting electrical cables that may be live from another source, cable avoidance tests must be carried out and damage to live services remaining are avoided.
3. Power tools will be 110v or battery powered, where, however, heavy duty boring tools are needed and are 240v, a Residual Current Device RCD will be used, all such tools will be isolated when unattended.
4. Power cables that require pulling over long distances through ducts etc should be assessed for manual handling by the SSR, so that operatives do not put themselves at risk of musculoskeletal injuries and the work is carried out by breaking the distance into short manageable runs, gang hauling or the use of mechanical means.
5. To work live for unavoidable live testing purposes, the following MANDATORY conditions must be strictly followed:
 - SSR to raise a Working Live Permit which will include rubber gloves BS697 & rubber mats BS921.
 - SSR to brief operatives in the requirements of the Working Live Permit and RA 02.
 - Operatives to work strictly to the restrictions of the above permit.
 - Where a condition arises that would require working outside of the Working Live Permit, work will cease until the SSR has reassessed the new requirements, a new Working Live Permit must be issued to cover the changes.

ROOF & LOFT WORK**THERE MUST BE NO ACCESS ALLOWED ONTO OPEN JOISTS OR TRUSS CORDS FOR ANY REASON**

1. As ladders are not usually suitable for our task The Principal Contractor will, provide a safe working access platform i.e. scaffold.
 2. Truss cords must be either permanent or temporarily boarded effectively, to remove the risk of falls between the trusses. When removing temporary boards these should be removed carefully working back to the access/egress point.
 3. A suitable, secure system must give safe access to the loft where it is enclosed.
- Unforeseen hazards or situations discovered by the site risk assessments or revealed at the briefing will be added below and brought to the attention of the Site Controller as a deviation from the original.

Briefed by: Mr Title.....

Discovered hazards and requirements needed to continue:

Conditions: Waste: Personnel: Training: Plant & equipment: Other:

DO NOT SIGN THIS DOCUMENT IF YOU DISAGREE WITH THE CONTENT

| I understand all the requirements necessary to carry out the work safely. | | | |
|---|-----------|-----------------|------|
| Print Name | Signature | Job Description | Date |
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This Method Statement is issued by Mayo Electrical Ltd as suitable for use.

COSHH ASSESSMENT

CA 01

FLORESCENT TUBE REPLACEMENT.

Operatives must understand & follow this COSHH Assessment

Method of creation: No longer functioning, danger from breakage during removal.

Location of use: Internal to disposal. WEEE Regulations stipulate a recycling waste stream.

Persons at risk: Operatives & Occupants.

Hazards: Tube breaking, dangerous dust released to the atmosphere & cuts.

Risk Potential: Inhalation, damage to mental health, internal organs, respiratory failure & death.

Risk Level: High

Control Measures: Keep all tubes intact when removing/replacing. Avoid all contact with the tubes by wearing gloves and FFP2 respirator, where tubes are damaged and dust can leach out a face fit FFP3 respirator, cut resistant gloves & disposable overalls must be worn, a vacuum system specially designed for this work, should be used where vandalism etc has caused a large-scale release.

Personal

Protective Equipment: Barrier cream, overalls, safety footwear, dust mask & gloves.

First Aid:

1. In general where exposure to this material is not minor, seek medical attention.
2. Inhalation discomfort, remove to fresh air, keep warm and at rest, where symptoms persist, as below, consult doctor.
3. Impaired peripheral vision, lack of coordination, pins & needles & muscle weakness these symptoms should be treated with caution.

Fire: 1. Not applicable

Spill containment:

1. Do not allow dust, slurry/paste to enter water courses, ponds, lakes, sewers, drains, waterways or ditches.
2. This is a highly toxic product, when broken.

Handling & Storage: 1. Always store intact for disposal with any wrappings removed in a purpose provided, secure, fluorescent tube recycling container.

Authorised by: Jason Mayo, Managing Director

Date: August 2021 Issued by Mayo Electrical Ltd as suitable for use. **Residual Risk: Medium**

COSHH ASSESSMENT

CA02

MARSHALL TUFFLEX or OSMA 4S/D383. 4S/384 Solvent Adhesive

Supplier Data Sheet included on file: Yes, company office

Industrial Adhesives Ltd, Moor Road, Chesham, Bucks. HP5 1SB Tel 0494 784444

Method of application: Brush or Spatula onto plastic fittings to be joined.

Location of use: External & Internal.

Persons at risk: Operatives & other workers.

Hazards: Fumes, Vapour, liquid & Flammable.

Risk Potential to: Skin, ingestion, eye contact, inhalation & highly flammable, flash point 18° to 21°

Risk Level: Medium

Control Measures:

Activity: Avoid inhalation, keep physical contact to a minimum by using good quality brushes & spatulas, keep only enough at the work place for immediate use, observe good housekeeping with materials, contaminated cloths etc no smoking whilst using this product, ensure you are aware of the current site Fire Procedure.

Personal

Protective Equipment: Barrier cream, overalls, safety footwear & neoprene or nitrile rubber gloves.

First Aid:

1. In general where exposure to this material is not minor, seek medical attention.
2. Inhalation discomfort, remove to fresh air, keep warm and at rest, where symptoms persist, consult doctor.
3. Eye, remove contact lenses, irrigate copiously with clean fresh water, for at least 15 minutes holding the eye lids apart, consult doctor.
4. Skin, remove contaminated clothing, wash off thoroughly with soap & water or skin cleaner, no thinners etc.
5. Ingestion: If swallowed, do not induce vomiting, go to hospital immediately.

Fire:

1. A small, insignificant fire can be put out using an appropriate fire extinguisher: Carbon Dioxide, dry powder or water foam (**NOT WATER JET**) but only where trained in their use.

Spill containment:

1. Eliminate all sources of ignition. Warn others of danger.
2. Suitable hand protection should be worn.
3. Absorb with sand or other inert absorbent material & collect into a close lid container
4. Do not allow this material or containers into ponds/lakes, sewers/drains or waterways
5. If this material gets into any of the above, inform the local authority and contain as much as possible.
6. Dispose of as per local authority regulations, do not place containers in builders Skips, as this is a special waste, disposal must be by approved waste contractors to a licenced site.
7. Wear Respiratory Equipment where spillage is in a confined space.

Handling & Storage

1. Avoid physical contact with liquid.
2. Keep in designed containers with firmly closed lids.
3. Store in a secure, cool, dry, well ventilated container
4. Smoking, eating, drinking, sources of ignition and sleeping are prohibited from any storage containers.

Authorised by: Jason Mayo, Managing Director

Date: August 2021 **Issued by** Mayo Electrical Ltd as suitable for use. **Residual Risk: Medium/Low**

COSHH ASSESSMENT

CA03

45379 4S/D380 4D381 Plusolv T8, Solvent Cleaner or diluent

Supplier Data Sheet included on file: Yes, company office

Industrial Adhesives Ltd, Moor Road, Chesham, Bucks. HP5 1SB Tel 0494 784444

Method of application: Brush or dip fittings to be cleaned & pre-treated parts.

Location of use: External & Internal.

Persons at risk: Operatives, staff & other workers.

Hazards: Fumes, Vapour, liquid & Flammable.

Risk Potential to: Skin, ingestion, eye contact, inhalation & fire, flash point 40°.

Risk Level: Medium/High

Control Measures:

Activity: Avoid inhalation, keep physical contact to a minimum by using good quality brushes, keep only enough at the work place for immediate use, observe good housekeeping with materials, contaminated cloths etc no smoking whilst using this product, ensure you are aware of the current site Fire Procedure.

Personal Protective Equipment: Barrier cream, overalls, safety footwear & neoprene or nitrile rubber gloves.

First Aid:

1. In general where exposure to this material is not minor, seek medical attention.
2. Inhalation discomfort, remove to fresh air, keep warm and at rest, where symptoms persist, consult doctor.
3. Eye, remove contact lenses, irrigate copiously with clean fresh water, for at least 15 minutes holding the eye lids apart, consult doctor immediately.
4. Skin, remove contaminated clothing, wash off thoroughly with soap & water or skin cleaner, no thinners etc.
5. Ingestion: If swallowed, do not induce vomiting, go to hospital immediately.

Fire:

1. A small, insignificant fire can be put out using an appropriate fire extinguisher: Dry powder or water foam (**NOT WATER JET**) but only where trained in their use.

Spill containment:

1. Eliminate all sources of ignition. Warn others of danger.
2. Suitable hand protection should be worn.
3. Absorb with sand or other inert absorbent material & collect into a closed lid container.
4. Do not allow this material or containers into ponds/lakes, sewers/drains or waterways.
5. If this material gets into any of the above, inform the local authority and contain as much as possible.
6. Dispose of as per local authority regulations, do not place containers in builder's skips, as this is a special waste, disposal must be by approved waste contractors to a licenced site.
7. Wear Respiratory Equipment when spillage is in a confined space.

Handling & Storage

1. Avoid physical contact with liquid.
2. Keep in designed containers with firmly closed lids away from sources of heat.
3. Store in a secure, cool, dry, well ventilated container
4. Smoking, eating, drinking, sources of ignition and sleeping are prohibited from any storage containers.

Authorised by: Jason Mayo, Managing Director

Date: August 2021 **Issued by** Mayo Electrical Ltd as suitable for use. **Residual Risk: Medium**

COSHH ASSESSMENT

CA 04

Everflux Active Flux Paste Soldering Flux

Supplier Data Sheet included on file: Yes, company office

The Wiseman Co, P.O. Box 58, High Street, Ingatestone, Essex. Tel: 0277 353330

Method of application: **Soldering Iron.**

Location of use: **External & Internal.**

Persons at risk: **Operatives.**

Hazards: **Zinc Chloride Fumes.**

Risk Potential to: **Lung damage by inhalation, exacerbated by smoking.**

Risk Level: **Medium**

Control Measures:

Activity: Avoid unnecessary inhalation, use in well ventilated areas, use good quality brushes, never smoke whilst using this product, ensure you are aware of the current site Fire Procedure.

Personal Protective Equipment: Barrier cream, overalls, safety footwear.

First Aid:

1. In general where exposure to this material is not minor, seek medical attention.
2. Inhalation discomfort, remove to fresh air, keep warm and at rest, where symptoms persist, consult doctor.
3. Eye, remove contact lenses, irrigate copiously with clean fresh water, for at least 15 minutes holding the eye lids apart, consult doctor.
4. Skin, wash off thoroughly with soap & water or skin cleaner.
5. Ingestion: If swallowed, do not induce vomiting, drink Bicarbonate of soda in water/milk, immediately call doctor.

Fire: 1. Non flammable.

Spill containment: 1. Flush to drains with lots of water.

Handling & Storage:

1. Avoid physical contact with liquid.
2. Keep in designed containers with firmly closed lids.
3. Store in a secure, cool, dry, well ventilated container

Authorised by: Jason Mayo, Managing Director

Date: August 2021 Issued by Mayo Electrical Ltd as suitable for use. **Residual Risk:** **Medium/Low**

COSHH ASSESSMENT

CA 05

Regular Soldering Flux Paste

Supplier Data Sheet included on file: Yes, company office

LA-CO Industries, Inc. 1201 Pratt Boulevard, Elk Grove Village IL. Emergency CHEMTREC (800) 424-9300

Method of application: Soldering Iron.

Location of use: External & Internal.

Persons at risk: Operatives.

Hazards content: Hydrochloric Acid, 2-aminoethanol, Ammonium Chloride & Stearic Acid.

Risk Potential to: Lung damage by inhalation, ingestion. Causes Burns but not considered harmful in normal use.

Risk Level: Medium

Control Measures:

Activity: Avoid unnecessary inhalation, use in well ventilated areas, never smoke whilst using this product, ensure you are aware of the current site Fire Procedures.

Personal

Protective Equipment: Barrier cream, overalls, safety footwear.

First Aid:

1. In general where exposure to this material is not minor, seek medical attention.
2. Inhalation discomfort, remove to fresh air, keep warm and at rest, where symptoms persist, consult doctor.
3. Eye, may irritated if a foreign object, irrigate with warm clean fresh water for 5 minutes, hold the eye lids apart, consult doctor if irritation continues.
3. Skin, non-irritating.
4. Ingestion: If swallowed, do not induce vomiting, immediately call doctor.

Fire:

1. Use water spray, dry powder or foam.
2. Combustion gives off Carbon dioxide, carbon monoxide, ammonia, hydrochloric acid fumes, smoke and other toxic fumes may be formed.
3. Fire fighters to wear self-contained breathing apparatus & standard PPE.

Spill containment:

1. Wear impervious overalls, gloves, respirator and eye protection
2. Flush to drains with lots of water.

Handling & Storage:

1. **Keep** unauthorised personnel away, barrier off.
2. Suitable hand, respirator, overalls and eye protection should be worn.
3. Absorb with sand or other inert absorbent & collect into a close lid container.
4. Don't allow this material/container into ponds/lakes, drains or waterways.
5. If this material gets into any of the above, inform the local authority and contain as much as possible.
6. Dispose of as per local authority regulations, do not placed containers in builder's skips.
7. Wear Self-contain breathing apparatus when spillage is in a confined space.

Handling & Storage

1. Avoid breathing fumes, use with adequate ventilation.
2. Keep in designed containers with firmly closed lids.
3. Store in a secure, cool, dry, well ventilated container away from incompatible materials.
4. Smoking, eating, drinking, sources of ignition and sleeping are prohibited from any storage containers.

Authorised by: Jason Mayo, Managing Director

Date: August 2021 **Issued by** Mayo Electrical Ltd as suitable for use. **Residual Risk:** Medium/Low

COSHH ASSESSMENT

CA 06

Silica Dust

Operatives must understand & follow this COSHH Assessment

Method of creation: Cutting, grinding, drilling masonry, usually core drilling.

Location of use: Internal.

Persons at risk: Operatives, Occupants and Staff.

Hazards: Dust in close proximity.

Risk Potential to: Inhalation.

Risk Level: High

Control Measures: Avoid unnecessary inhalation, **use dust suppression**, use diamond cutting tools where feasible to reduce dust production, observe good housekeeping with materials and strict smoking policy.

Personal

Protective Equipment: Barrier cream, overalls, safety footwear, dust mask & gloves.

First Aid:

1. In general where exposure to this material is not minor, seek medical attention.
2. Inhalation discomfort, remove to fresh air, keep warm and at rest, where symptoms persist, consult doctor.
3. Flu-like symptoms should be treated with caution, consult your doctor.

Fire: 1. Not applicable

Spill containment:

1. Do not allow dust, slurry/paste to enter water courses, ponds, lakes, drains, waterways or ditches.
2. Collect into a container and dispose of as general builders waste.

Handling & Storage: 1. Not applicable.

Authorised by: Jason Mayo, Managing Director

Date: August 2021 Issued by Mayo Electrical Ltd as suitable for use. **Residual Risk: Medium**

Sawdust

Operatives must understand & follow this COSHH Assessment

Method of creation: Cutting, sanding, drilling & shaving.

Location of use: Internal & external.

Persons at risk: Operatives, Occupants and those in near vicinity.

Hazards: Sawdust in the air, seen & not seen.

Risk Potential to: **Inhalation, skin & eyes.** Timber, particularly Hard wood, Lung disorders such as asthma. Rhinitis = inflammation of the mucus lining of the nose & obstruction a rare type of nasal cancer. must be removed by an industrial vacuum extractor, as a last resort PPE can be used but must be effective, sealed air fed breathing apparatus is effective for operatives but not others. At the lower end of the PPE protection from the above dust would be an FFP3 Face Fit respirator. **Chronic obstructive pulmonary disease (COP-D)**, is a group of Diseases including bronchitis & emphysema. It results in severe breathlessness, prolonged coughing & chronic disability and is a leading cause of death.

Risk Level: High

Control Measures: Avoid any inhalation, use at source sawdust capture, systems, observe good Housekeeping with materials and strict no smoking policy. Don't shake out overalls etc unless wearing an FFP3 face fit respirator.

PPE: Overalls, safety footwear, FFP3 respirator/dust mask & eye protection.

First Aid:

1. In general where exposure to this material is not minor, seek medical attention.
2. Inhalation discomfort, remove to fresh air, keep warm and at rest, where Symptoms persist, consult doctor.
3. Poor breathing symptoms should be treated with caution, consult your doctor.

Fire: 1. Gas water extinguisher, protect from naked flame or high heat exposure.

Spill containment:

1. Generally not a problem but old creosote infused timber should be secured do not allow slurry/paste to enter water courses, ponds, lakes, sewers, drains, waterways or ditches.
2. Collect into a container and dispose of as general builder's waste.

Handling & Storage: 1. Not applicable.

Authorised by: Jason Mayo, Managing Director

Date: August 2021 **Issued by** Mayo Electrical Ltd as suitable for use. **Residual Risk:** Medium

Site Rules

Appendix B

Page 1 of 1

The following site rules will be implemented on all Company controlled contracts. They supplement the standard rules contained within the health and safety policy and procedures. These rules can ONLY be deviated from with prior written authority from The Company Senior Site Representative (SSR).

1. All persons must report to the SSR to confirm their presence and receive induction/registration.
2. Where internal Client/ Principal Contractor rules apply Hard Hats, High Visibility Vest and Safety Footwear must be worn, except when in site accommodation or as directed by the SSR.
3. Other Personal Protective Equipment will be worn as dictated by specific Risk Assessment.
4. Urinating or defecating anywhere other than the designated toilet facility is gross misconduct.
5. Damaging, misusing any plant, equipment or site property will not be tolerated.
6. Deliveries at certain times is not permitted, where allowed on site the speed limit is 10 MPH maximum, utmost caution by crawl driving may be required.
7. Work areas are to be kept clean and tidy and waste kept to a minimum and placed in designated containers
8. All ladders must be industrial grade and secured against slipping.
9. No person may erect, alter, modify scaffolding unless authorised by the SSR.
10. All persons on site have a duty to report any accident or dangerous occurrence to the SSR.
11. Only 110 volt electrically powered tools may be used on site. RCD protected equipment may be used as necessary following authority from the SSR.
12. Driving on site is by permission of the Client/SSR.
13. Welfare facilities will be kept clean and serviceable at all times, report any problems to the SSR.
14. Smoking will only be permitted in designated areas, not at all on projects like school property.
15. All persons on site must co-operate with SSR and Client authority with regard to H&S matters.
16. No person will be allowed to work at height alone on site.
17. Operators of plant and equipment and scaffold operatives must provide evidence of their skills competence for the type of plant and equipment they will operate and scaffold types covered.
18. No person under the age of 18 years will be allowed to work on site without written prior permission and a Young Person's risk assessment completed by the SSR.
19. Violent conduct, including verbal abuse, is designated gross misconduct.
20. Radios are not normally allowed on site; permission must be authorised by the SSR.
21. Wolf whistling or discriminatory language is strictly unacceptable.
22. Bringing the company into disrepute by being involved in indecent, pornographic materials or activities.
23. Anyone recklessly or intentionally damaging property by not taking sensible care to protect property on site such as causing hazardous spillages, avoidable damage or causing damage by unwelcome graffiti or artwork, will be subject to dismissal from the site & denied work on client or company undertakings.
24. You must be in control of any vehicle you drive and not be distracted by altering instrumentation whilst driving such as Satnavs, milometer, mobile etc
25. **Our company**, is absolutely committed to maintaining an honest, open and well-intentioned atmosphere within the organisation. We are therefore, also committed to the elimination of any bribery, fraud and/or malpractice. Our Company, wishes to encourage anyone having reasonable suspicions of bribery, fraud or malpractice to report them. Therefore, it is also, our policy, which will be rigorously enforced, that no employee will suffer in any way as a result of reporting reasonably held suspicions. All members of staff can therefore, be confident that they will not suffer in any way as a result of reporting reasonably held suspicions of bribery, fraud or malpractice. For these purposes reasonably held suspicions shall mean any suspicions other than those, which are raised maliciously and found to be groundless. The organisation will deal with all occurrences in accordance with the Public Interest Disclosure Act.
26. **To work for our company, you must conform to and support any pandemic etc rules & restrictions.**

Client, Children etc Protection Policy

Bellow infringements are classed as strict gross misconduct.

27. Unrestrained foul language i.e. deliberate usage to Clients staff or members of the public.
28. Taking photographs of unauthorised, Client premises, staff or members of the public.
29. Deliberately engaging children in conversation, crude remarks or gestures are not considered acceptable behaviour, only a polite response to questions from children is deemed acceptable conduct.
30. Not answering work related questions asked by the Client or their staff etc politely.
31. Being in possession of alcohol or illegal drugs on Client premises.
32. Being impaired by drink or drugs on site.
33. Taking crude newspapers, literature or photographs on to Client premises

DO NOT SIGN THIS DOCUMENT IF YOU DISAGREE WITH THE CONTENT

| The above information has been briefed to me and I understand all requirements. | | | | | | | |
|---|-----------|-----|------|------------|-----------|-----|------|
| Print name | Signature | Job | Date | Print Name | Signature | Job | Date |
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Note: The above is uncomplicated risk assessment, designed to achieve easy communication, understanding and records of briefing to operatives. Issued as suitable for use by Mayo Electrical contractors Limited.

Ladder inspection

Appendix C1

| Person carrying out inspection, | | Date of inspection: | Print name: | | Signature |
|---------------------------------|--------|---------------------|---|--------|----------------|
| Type: Industrial Timber | | Comment | Type: Industrial Steel/Aluminium | | Comment |
| Rotten timber | Yes No | | Unacceptable corrosion | Yes No | |
| Split Stiles (Uprights) | Yes No | | Cracked split stiles | Yes No | |
| Loose rungs/treads | Yes No | | Loose rungs/treads | Yes No | |
| Missing rungs/treads | Yes No | | Missing rungs/treads | Yes No | |
| Broken rungs/treads | Yes No | | Broken/bent rungs/treads | Yes No | |
| Rope/hinge damaged | Yes No | | Hinge damaged | Yes No | |
| Not suitable type | Yes No | | Not suitable type | Yes No | |
| Not secured from slipping | Yes No | | Not secured from slipping | Yes No | |
| Stiles uneven based | Yes No | | Stiles uneven based | Yes No | |
| Ground unstable | Yes No | | Ground unstable | Yes No | |
| Twisted Stiles | Yes No | | Distorted stiles | Yes No | |
| Splintering | Yes No | | Rough spiky finish | Yes No | |
| Paint obscured timber | Yes No | | Stales heavily dented | Yes No | |
| Very slippery rungs | Yes No | | Very slippery rungs | Yes No | |
| Rivets, bolts loose/lost | Yes No | | Rivets, bolts loose/lost | Yes No | |
| Leg spread brace, weak | Yes No | | Leg spread brace, weak | Yes No | |
| Unofficial repair | Yes No | | Unofficial repair | Yes No | |
| Ladder not long enough | Yes No | | Ladder not long enough | Yes No | |

Circle Yes or No, where a No answer, the ladder must be taken out of use for repair/replacement before further usage.

Where a Yes answer and the problem is not dangerous but an effective temporary repair over comes the immediate problem, a comment must be made to that effect before the ladder may be used.

Podium Access Platform Inspection

Appendix C2

Person carrying out inspection, print name:Signature.....Date.....

| Type: Industrial Aluminium or Steel Inventory No: | | | Comment |
|--|-----|----|--|
| Have all staff who use them been trained in the safe assembly & usage for the heights to be reached? | Yes | No | Training is valid for both steel & aluminium |
| Is the ground bearing surface flat & stable? | Yes | No | |
| Is the work area free from obstacles, cables & debris? | Yes | No | |
| Have you checked that step-up treads are in good service? | Yes | No | |
| Have all welds been checked for cracks etc? | Yes | No | |
| Are tubes free of excessive damage? | Yes | No | |
| Is the working platform free from slip or damage hazards? | Yes | No | |
| Is it free from sharp edges or splinters? | Yes | No | |
| Are outriggers fitted and serviceable? | Yes | No | |
| Are all fittings to the designed, approved standard? | Yes | No | |
| Are all castor wheels serviceable & secured firmly? | Yes | No | |
| Do all wheel brakes operate & fully lock the wheels? | Yes | No | |
| Is there free movement of hinge points of the steps? | Yes | No | |
| Is the Safe Working Load sufficient for one person plus tools & materials? | Yes | No | |
| Unofficial repair | Yes | No | |
| Platform not long enough | Yes | No | |
| Deliberately left blank | Yes | No | |
| Ditto | Yes | No | |

- Circle Yes or No, where a No answer, the ladder must be taken out of use for repair/replacement before further activity.
- Where a Yes answer and the problem is not dangerous but an effective temporary repair over comes the immediate problem, a comment must be made to that effect before the ladder may be used.

| | | | |
|---|--|--------------------|----------------|
| CONTRACTOR HEALTH AND SAFETY VERIFICATION | | Contractor: | |
| QUESTION | COMMENTS | | SCORE * |
| 1. Carried out similar works | Company Year Company Year Company Year (List three where possible) | | |
| 2. Client check | | | * |
| 3. Policy brought to attention of staff. | How | How often repeats | * |
| 4. In house safety practitioner. External safety Consultant/Adviser Enclose certificate of appointment. | Name Qualifications number Contact Telephone | | * |
| 5. Prosecutions, enforcement notices | Result Notice taken | Rectification | |
| 6a. Fatality/severe accidents | Type Circumstances Rectification taken | | * |
| 6b. Accident investigation/HSE report | | | |
| 7. Specific health and safety training Specify: - who & what training | | | * |
| 8. CSCS skills certification Enclose example | Management % Operatives % Subcontractors % | | |
| 9. Operative induction training carried out Enclose example | | | * |
| 10. SafeMark/CHAS Accredited YES/NO Enclosed copy of certificate | | | * |
| 11. Risk Assessments/Method Statements COSHH Assessments, enclose copies. | | | * |
| 12. Health & Safety Policy. | Enclose a copy of your H&S Policy statement & arrangements. | | * |
| CONTRACTOR SUITABILITY | Yes No Provisional (Circle) | | |

CHECKED BY.....
SIGNED.....

POSITION.....
DATED.....

Reporting of Incidents, Disease & Dangerous Occurrences Procedure.

Appendix E

Company Accident Report Form

| | | |
|---|--------------------------|--------------------------|
| PERSON FILLING OUT THIS FORM Print Name: | | |
| SITE ADDRESS: | | |
| SITE MANAGER: | | TELEPHONE: |
| DATE OF ACCIDENT: | TIME OF ACCIDENT: | PLOT No/LOCATION: |
| NAME OF INJURED PERSON: | | |
| ADDRESS: | | |
| AGE: | TELEPHONE No: | |
| FATALITY/MAJOR INJURY/RECORDED: OVER 3 DAYS NOT REPORTABLE & OVER 7 DAYS REPORTABLE. -----CIRCLE TYPE OF INCIDENT. | | |
| Though 3-day accidents are extended to 7 days, 3 days must still be recorded & retained for 3 years. | | |
| EMPLOYEE/SELF EMPLOYED/SUBCONTRACTOR/OTHER--CIRCLE TYPE OF OPERATIVE. | | |
| TRADE: | | |
| NAME & TEL No OF SUBCONTRACTOR WHERE APPLICABLE: | | |
| DETAILED ACCOUNT OF THE ACCIDENT: | | |
| NAMES OF WITNESSES: | | |
| DETAILS OF INJURIES, INCLUDING LEFT OR RIGHT WHERE APPLICABLE: | | |
| DETAILS OF ACTION TAKEN TO PREVENT A RE-OCCURRENCE: | | |

NOTE: WHILST SAFETY OF THE INJURED PARTY & OTHERS IS THE PARAMOUNT OBJECTIVE, THE SCENE OF THE ACCIDENT MUST BE PRESERVED AS MUCH AS POSSIBLE FOR ACCIDENT INVESTIGATION PURPOSES. TELEPHONE: Mr Jason Mayo on 02392 366688. HSE, Incident Contact Centre as necessary this is done by Company Management to the HSE Incident Report Centre using the F2508IE, electronic proforma, notification of serious incidents can be actioned by telephoning:

Office hours 0830am to 0500pm Tel 0845 300 9923. For out of hours' incidents that involve the following:

1. Work related fatality. 2. Serious incident multiple injuries. 3. Major disruption such as:

a) Road closure. b) Evacuation. c) Large numbers taken to hospital etc. Duty Officer Tel: 0151 922 9235.

HEALTH AND SAFETY TERMS AND CONDITIONS
FOR SUB-CONTRACTORS
GENERAL

page 1 of 4 **Appendix F**

It is a condition of this Contract that the Contractor must adhere to the requirements of Health and Safety at Work Act 1974 and any statutory re-enactment or amendments thereof, together with the relevant Statutory Provisions and Codes of Practice; and in accordance with this company's Health and Safety Policy, copies of which may be viewed at The Company's head office or at any site office.

The following notes set out in broad Principles, the main subjects on which this company will require a Contractor to provide evidence that due allowance has been made to ensure compliance with health and safety legislation. Regulation 11 of the Management of Health and Safety at Work Regulations requires co-operation and co-ordination on health and safety between employers and/or self-employed persons who share a workplace. Unless another specific appointment is made, this company's Site Manager will act as the Health and Safety Co-ordinator for the site.

Modern Slavery Act and the Home Office document: An employer's guide to right to work checks.

- a. It is a requirement of our company that anyone not entitled to work in the UK without a WORK PERMIT is not allowed onto any of our undertakings and that those who have a work permit have had the necessary checks to ensure their permit covers that individual, is valid and is checked at the necessary intervals to ensure the validity is maintained. To ensure the legal guidance is followed, three forms of identity with corresponding photos of the individual shall be checked, one of which must be the valid UK work permit
- b. All workers must have a written employment contract & not had to pay any fees to obtain work.
- c. All workers know their statutory rights, including sick pay and holiday pay.

INFORMATION TO BE PROVIDED

Prior to the commencement of work, the Contractor must provide this company with the following information and/or copies of their documents, where applicable: -

Safety policy and arrangements

Contractors employing 5 or more persons must have a written Health and Safety Policy and Arrangements for Health and Safety, which has been brought to the attention of their employees.

Health and safety assistance

All employers must appoint one or more competent persons to assist them on health and safety matters, by virtue of regulation 7, of the Management of Health and Safety at Work Regulations, Contractors must provide this company with the names and telephone numbers of the following persons: -

- a) The Contractor's Safety Officer, or
- b) The Safety Officer or Consultant who will inspect the works, together with the expected frequency of such visits, or
- c) The Contractors full time resident employee on the site who will be responsible for health and safety supervision.
- d) The Sub Contractors "Temporary Works Coordinator" (TWC)

Insurance

Contractors must have adequate Employers Liability cover together with Public Liability Insurance.

Method Statements

In most circumstances, written method statements will be required, detailing the proposed method of work. The following activities will normally be subject to this requirement:

- a) Excavation work deeper than 2m
- b) Entry into confined spaces
- c) Work under or around overhead cables
- d) Investigation/clearance of contaminated land
- e) Removal of asbestos
- f) Demolition Works.
- g) Steel structural work
- h) Pre cast floor works
- i) High level floor slab works
- j) Timber frame erection
- k) Roof works
- l) Piling works
- m) Any working at height
- n) Working around stairwells
- o) Working on or near fragile roofs
- p) All other works with a high-risk factor

Risk Assessments

All Contractors employing 5 or more people must make suitable and sufficient assessment of the risks to health and safety of their employees.

Under the Control of Substances Hazardous to health Regulations, employers have a duty to prepare assessments where materials used may involve a risk to health. This information must be passed on to the employees.

Noise Assessments

Noise assessments must be carried out where employees are likely to be exposed to noise levels above the statutory Action Levels which start at 80db(A).

Hand arm vibration (HAV)

All contractors must ensure assessments are made on plant & equipment to prevent/reduce the exposure of hand arm vibration.

None English Speaking Operatives

All contractors employing none English speaking operatives are responsible to ensure these operatives can understand our health and safety induction and have effective communication, to ensure the health and safety of themselves and others working on site. Where operatives fall short of this requirement they must be accompanied at all times by an interpreter who is fluent in both English and their native tongue.

Certificates of Training

Evidence must be provided that the following classes of employees are trained and competent when required.

- a) Plant Operators (including Dumper, F/Lift, Excavator operators etc must have an up to date CITB licence or similar recognised qualification.
- b) Scaffolders must hold a CITB card
- c) Abrasive wheel mounters must hold a certificate of training
- d) Cartridge tool operators must hold a certificate of training.

Waste Carriage or Disposal certification

Any Contractor who may carry building waste from site must be a registered waste carrier.

The removal of hazardous waste from site such as: fluorescent tubes, asbestos etc. **Waste transfer notes: We will keep copies of all WTN's for at least two years and provide copies to the waste regulation authority upon request. Our records will state; the type and quantity of waste we transferred, how it was packaged, when we transferred it, where it went and who it was transferred by. These are all requirements of the duty of care.**

SITE SAFETY

Where this company, acts as the main contractor & establishes site rules the sub-contractors must ensure that he and/or his employees comply with those rules. Special rules may be introduced for individual sites, but it should be noted that four rules apply to all our site undertakings; -

- a) Safety helmets and protective footwear with mid sole and toe cap protection must be worn on all sites.
- b) Reflective waistcoats/jackets must be worn out on site
- c) Chain Saws are not to be used on site.

SCAFFOLDS AND ACCESS EQUIPMENT

A Contractor may, at his own risk, have free use of scaffolding, ladders and trestles which may be on site already in position. It is the Contractors responsibility to take steps to satisfy himself that the scaffold or access equipment is stable and meets the statutory requirements before such use by himself or his employees. You are also reminded you are not permitted to interfere with or alter any scaffolds on site.

SCAFFOLD CONTRACTORS

All scaffolders must be trained and competent and hold the relevant certificates of training and scaffolder licence card and all scaffolders must apply the requirements of the TG 20 & NASC SG 4 guidance's which includes the wearing of a safety harness when working on scaffolding.

EXCAVATIONS

Contractors carrying out excavation work must ensure that sufficient quantities of support materials are available before digging commences. Excavations deeper than 1 metre must be either supported or battered back to a safe angle. Excavations left open or likely to contain water must be securely fenced off or covered.

ELECTRICITY "General"

All employers and self-employed persons have a duty to take precautions against the risk of death or personal injury from electricity. Equipment must be regularly checked and kept in good repair. Only 110v or battery powered equipment to be used on Company controlled sites.

UNDERGROUND/OVERHEAD ELECTRIC CABLES

Contractors engaged in operations where underground cables may exist must take adequate steps to locate and protect such cables. No mechanical excavation must take place within 500mm of underground cables. Any work in the vicinity of overhead power cables must be carried out in accordance of the agreed method statement.

Contractors must ensure that there is no hazard to health and safety from lack of oxygen; presence of suffocating, toxic or flammable atmosphere before they or their fully skilled employees enter any confined space such as a manhole, sewer or deep excavation.

Plant and Equipment.

All Contractor's plant and equipment, including items hired must comply with the Work Equipment Regulations & any other legislation which may be applicable. All plant must be locked/ immobilised at the end of the working day.

IMPORTANT NOTE: It is also required that mobile plant is fitted with mirrors or a camera to aid the drivers all round vision.

Site Tidiness and Storage

Contractors must ensure that their workplaces are kept tidy. Contractors supplying their own materials on site must ensure it is safely stacked to ensure stability and freedom from collapse. Items which could roll such as pipes, manhole rings etc. should be chocked/laid over to prevent movement.

Fire Prevention

Contractors must ensure that all flammable substances, including fuel supplies are stored correctly. No fires are allowed on site without the express permission of the Projects Supervisor.

Manual Handling

Contractors should be aware of the requirements of the manual handling Operations Regulations which place a duty on employers and self-employed persons to avoid the need for manual handling operations which involve risk of injury as far as is reasonably practicable. Where such operations cannot be avoided, a suitable assessment must be undertaken and appropriate steps taken to reduce the risk. Employees should be given information about the weight and balance of the loads to be handled.

Safety Equipment and Clothing

Personal Protective Equipment (PPE) is to be used only as a last resort when other available measures do not reduce the risk sufficiently to avoid damage to a person's health and safety.

Contractors are responsible for providing suitable PPE for their employees. In the event of a Contractor failing to supply appropriate PPE when necessary The Company reserves the right to stop the work.

Young Persons

Young persons between the age of 16-18 years must not operate any items of plant on site (e.g.) Dumper, Excavator etc or substances hazardous to health.

Children

Children are not permitted on any Client site except for properly arranged and supervised educational visits.

HEALTH AND WELFARE

Welfare facilities will be provided by this company and available for use by Contractors where our Company are principal contractor. The Contractor will be responsible for any necessary facility not so provided by us.

Your personnel must undergo Health Surveillance at the required intervals for the type of work carried out.

Hazardous Substances

The Contractor must give this company information about any risk to health the materials he may be using on site may cause, having carried out the required assessments.

Diesel storage

Contractors are responsible for ensuring diesel storage out on site is safe and complies with current legislation with regard to preventing spillage and the need to provide secure locks to prevent unauthorised access.

Contractors will be held accountable for any spillage on our Company sites.

ACCIDENTS AND FIRST AID**Accidents and Dangerous Occurrences**

All accidents must be reported to the site Manager and recorded in this company accident book

A Contractor must report any accident to the Health and safety Executive (e-form 2508IE) whereby an employee is absent from work for (Currently) more than 7 days as a result of that accident, within 10 days.

A Contractor must notify the Health and Safety Executive immediately by telephone if any employee sustains "major injuries" as defined by the regulations.

The Contractor must also inform this company's Site Manager of any such reportable incident occurring on our site and supply him with a copy of the report F2508IE or for a case of disease F2508AE.

NB: A report must be received by the HSE of the reportable incident.

For incidents resulting in over seven-day incapacitation of a worker, you must notify the enforcing authority within 10 days of the incident, using the appropriate online form.

FIRST AID

A first aid box is kept in our site office and will be available during normal working hours. **At least one member of the working party will be an Appointed Person for the purposes of making an injured party comfortable and calling the emergency services, otherwise the Client/Principal Contractors First Aid procedures will apply. Pandemic action: First Aid should be administered if required, until the emergency services attend, they must wear FFP3**

mask, gloves & glasses, **no mouth to mouth**, employ the chest compressions technique.

SAFETY INSPECTIONS, ENFORCEMENT

Safety Inspections

This company's Safety Officer/Consultant will visit site and carry out safety inspections. All Contractors and their employees are required to co-operate in these inspections. They must accept the authority of the Site Manager, Safety Officer/Consultant and ensure that all defects noted are rectified and recommendations made relating to health, safety and welfare are complied with.

HEALTH SURVEILLANCE

Contractors are required to carry out health surveillance of their employees in line with health and safety requirements. You will find good guidance and advice on this subject on the HSE website.

Medical surveillance for lead workers at least every 6 months. Under COSHH young person or a woman of reproductive capacity, should **not** be exposed to soldering colophony. All such medical records must be retained in your company GDPR protected files.

TRAFFIC MANAGEMENT

Groundworks contractors will be responsible to provide trained banksman to safely reverse delivery vehicles who are supplying/delivering both materials and equipment to them on our sites.

Safety Inspections

The Contractor must ensure relevant Health and Safety inspections are carried out on a regular basis to ensure operatives are complying with the requirements & co-operate within these inspections. They must accept the authority of the site Manager, Safety Manager/Consultant, ensuring that all defects noted are rectified and recommendations made relating to health, safety and welfare are complied with.

Health and Safety Enforcement.

The Contractor must co-operate with any inspection or investigation being undertaken by an Inspector of the Health and Safety Executive. In the event of an Improvement or Prohibition Notice being served on a Contractor, our company must be notified immediately. The Contractor must comply with the terms of such a notice.

Health and Safety Training

Contractors remain responsible for providing all necessary health and safety training for their employees and other persons working under their control.

Legislation

It is the duty of the Contractors to have a working knowledge of the relevant health and safety legislation and to take account of it in planning and execution of his work.

Modern Slavery Act and the Home Office document: An employer's guide to right to work checks. It is our company policy that you employ personnel within the controls of the above documents, ensuring you provide employees with good working conditions, fair treatment and reasonable rates of pay; and respect workers' human rights and comply fully with all applicable laws. The above policies also require that: all work must be voluntary, and not done under any threat of penalties or sanctions, workers must not pay any deposits for work, and employers – whether labour users or recruiters – must not keep original copies of identity documents. Suitable checks must be made of any operatives who must work on a Permit to Work, in the United Kingdom and have three official means of identification, that carry their integrated and corresponding photograph, this check must be recorded with permit expiry dates anticipated to prevent breaches of employment laws.

ACCEPTANCE AND TERMINATION

Where it can be clearly shown that a Contractor has committed a serious breach of health and safety legislation, or consistently failed to meet the standards required in this document, our Company reserves the right to terminate the contract.

ACCEPTANCE OF TERMS AND CONDITIONS

Once the health and safety terms and conditions for Contractors have been read, understood and accepted, you are required to complete the attached declaration and provide the information requested and return it to our head office marked for the attention of: - Mrs Julie Mayo

Mr:

Position: Subcontractors Managing Director

Date:

DECLARATION

Appendix G

| | |
|--|------------|
| We confirm receipt and acceptance of your Health and Safety Terms and Conditions for Contractors and enclose the following information as requested: | |
| HEALTH AND SAFETY POLICY | YES/NO |
| COMPLETED HEALTH AND SAFETY QUESTIONNAIRE | YES/NO |
| PROCEDURE FOR MONITORING HEALTH AND SAFETY | |
| NAME OF SAFETY MANAGER/CONSULTANT | |
| NAME OF PERSON RESPONSIBLE FOR REPORTING: Accidents, Ill Health and Dangerous Occurrences, which are reportable to the HSE | |
| COSHH ASSESSMENTS ON MATERIALS | YES/NO |
| RISK ASSESSMENTS | YES/NO |
| WASTE CARRIERS REGISTRATION CERTIFICATE (COPY) FOR THOSE CARRYING WASTE OFF SITE | COMPULSORY |
| EMPLOYERS LIABILITY INSURANCE (COPY) | COMPULSORY |
| PUBLIC LIABILITY INSURANCE (COPY) | COMPULSORY |

SIGNED

DATED

NAME (Print)

STATUS

COMPANY NAME

COMPANY ADDRESS

PERMIT TO WORK LIVE

Appendix H

This permit is intended to avoid danger from live/charged conductors, during unavoidable live work necessary for testing purposes.

The permit controls the operation and timescales involved.

NO MODIFICATION WILL BE ACCEPTED TO THIS ISSUED PERMIT, CHANGES NEEDED WILL BE COVERED BY A REASSESSMENT AND REISSUE OF A NEW PERMIT. THIS WORK CAN NOT BE CARRIED OUT IN WET/DAMP CONDITIONS.

TO BE COMPLETED BY MAYO ELECTRICAL CONTRACTORS LTD's. SENIOR SITE REPRESENTATIVE (SSR) WITH THE SITE CONTROLLER.

| | | |
|--|---|--|
| SITE DETAILS | | |
| Company: | | |
| Site Name: | | |
| Site Address: | | |
| DETAILS OF WORKING LIVE ACTIVITY | | |
| Location of activity: | | |
| Protection method: PPE or safe distance protection (Circle) | | |
| System/section to be tested: | Extra PPE needed to provide a safe system of work | |
| Building: | Rubber gloves | |
| Plot Number: | Rubber mat | |
| Depth | | |
| GENERAL INFORMATION | | |
| Can this work be carried out dead? If yes Permit not needed. | | YES |
| Written confirmation has been received from the utility services to confirm, where applicable, the isolation and/or disconnection of their services have taken place. | | NO |
| Give the exact reason for having to work live: | | |
| Details of relevant instructions/information given to ensure the safe carrying out the work: | | |
| DURATION OF THE PERMIT: | | FIRST AIDER covering this work: |
| Start Date / Time | Finish Date / time | Name: |
| DECLARATION BY SITE CONTROLLER ISSUING THIS PERMIT | | |
| I am satisfied with the information provided by MAYO Electrical Contractors Ltd. Senior Site Representative responsible and that their reason for carrying out this Live Working is necessary and that all work will be carried out in accordance with the relevant current H&S legislation. | | |
| Name: | Signature: | |
| Appointment: | Date: | |
| PERMIT CANCELLATION BY SITE CONTROLLER | | |
| Reason: | | |
| Name: | Signature: | |
| Appointment: | Date: | |

Fire Prevention Inspection

Appendix I

| | | | | | | | |
|--------------------------|--|-----------|-----------------|--------|-------------------------|--|---------------------------|
| Site or Location: | | | Date: | | Name: | | |
| | | | | | Signature: | | |
| ✓ | Items to be Checked | | Position | | Results of Check | | Action to be Taken |
| | 1. Fire Extinguishers | | | | | | |
| | Office | Storeroom | Welfare | | | | |
| | Suitability for likely fire | | | | | | |
| | Condition | | | | | | |
| | Adequate Number | | | | | | |
| | 2. Fire Warning System | | | | | | |
| | Detection Devices | | | | | | |
| | Alarms | | | | | | |
| | 3. Escape Routes | | | | | | |
| | Identified and Signed | | | | | | |
| | Lighting | | | | | | |
| | Free from Obstruction | | | | | | |
| | Stairways/ ladders available for escape | | Stairs | Routes | Doors | | |
| | 4. Compartmentalisation | | | | | | |
| | Can compartments be closed off to stop spread of fire? | | | | | | |
| | 5. Procedure for Calling Fire Brigade | | | | | | |
| | In Place? | | | | | | |
| | 6. Access for Emergency Vehicles | | | | | | |
| | In Place and clear? | | | | | | |
| | 7. Fire Drill / Muster Point | | | | | | |
| | Carried out in last 6 Months? | | | | | | |
| | Fire muster point appropriate and clearly marked? | | | | | | |
| | 8. Housekeeping | | | | | | |
| | Is rubbish cleared daily? | | | | | | |
| | Are areas clean and tidy? Detail all areas requiring attention. | | | | | | |
| | Are there stockpiles of combustible materials or packaging? | | | | | | |
| | 9. No Smoking Policy | | | | | | |
| | Is there evidence of smoking inside the building? | | | | | | |
| | Have smoking areas been established and sign identified? | | | | | | |
| | Is there heat resistant waste bins | | | | | | |
| | Correct Type and suitable location? | | | | | | |
| | Good Condition | | | | | | |
| | 11. Hot Works Tasks | | | | | | |
| | Permit to work used? | | | | | | |
| | Fire extinguisher available nearby? | | | | | | |
| | Surrounding area clear of combustible material? | | | | | | |
| | 12. LPG and Propane | | | | | | |
| | Containers kept in cage externally? | | | | | | |
| | Flash back arresters fitted? | | | | | | |
| | Are gas bottles left in the building overnight? (They should be removed to the cage). | | | | | | |
| | 13. Storage of Combustible Materials | | | | | | |
| | Not Accumulating | | | | | | |
| | Away from Heat Source | | | | | | |
| | 14. Fire Warden & Deputy appointed | | | | | | |
| | Fire Wardens identified on posters | | | | | | |
| | 15. Training | | | | | | |
| | Induction includes evacuation alarm, assembly point, and use of fire fighting equipment? | | | | | | |
| | Fire warden training | | | | | | |
| | 16. Other Items (Specify) | | | | | | |
| | Fire Hydrant Signs | | | | | | |
| | Neighbouring Occupants Warning Procedure | | | | | | |
| | | | | | | | |

Refurbishment, Access & Conditions Inspection Form.

Appendix J

Person carrying out inspection, print name: Signature.....

| | | | | | | | |
|---|---------------------|--|---|--|---------------------|----------------|--|
| Date of inspection: | | | | When undeclared hazards are discovered the Client/Principal Contractor must be informed for decisive action prior to restart. | | Comment | |
| Type: Pitched, Flat or Mansard | | | | | | | |
| Hazard awareness | Satisfactory | Action | | Satisfactory | Where Yes | | |
| Scaffolding suitable | Yes No | Inform the Site Manager | Made safe & suitable | Yes No | Complete inspection | | |
| No asbestos suspected/ found | Yes No | If yes no working until made safe. | Declared safe | Yes No | ----- “ ----- | | |
| No horse hair, (anthrax spores) | Yes No | ----- “ ----- | ----- “ ----- | Yes No | ----- “ ----- | | |
| No guano/animal faecal matter | Yes No | ----- “ ----- | ----- “ ----- | Yes No | ----- “ ----- | | |
| No rotten roof timbers | Yes No | *Carry out a Risk Assessment to cover any extra dangers. | * Made safe by new RA protection measures | Yes No | Carry on reroofing | | |
| No Missing/Loose materials, causing extra danger | Yes No | ----- “ ----- | *----- “ ----- | Yes No | ----- “ ----- | | |
| Fragile roof not protected | Yes No | P/C to make safe | Made safe or isolated | Yes No | ----- “ ----- | | |
| | | | | | | | |
| Detail any extra Risk Assessments required and reason and protection measures required in this section:- | | | | | | | |
| Declaration: Conditions are suitable for work to start Authority Name: Title Date: | | | | | | | |

- Circle Yes or No, where a No answer, make safe before further activity.



Safety Policy Communication:

Appendix K

It is the duty of every employer to prepare and update as necessary a policy for Health, Safety and Welfare. It is also a duty for employers to communicate this policy to their employees.

For the purposes of ensuing safety on site, both employees and contractors will be expected to read, understand and adhere to this policy.

It is important that you read through the policy carefully, as it will contain important information on company safety procedures and safe systems of work. It also contains responsibilities for you to undertake and comply with.

If you have any questions about the Safety Policy, please ask our staff. If you have any suggestions as to how safety could be improved for this company, please pass these on also.

After you have read through this safety policy, please detach this sheet, sign and date it and pass it back to Mr Jason Mayo or The Company Technical Director Mrs Julie Mayo.

| | |
|-------------------|--|
| Name | |
| Date | |
| Occupation | |
| Signature | |