

HEALTH & SAFETY POLICY

Contents

CONTENTS

POLICY STATEMENT	4
COMPANY ORGANISATION FOR HEALTH AND SAFETY	5
INDIVIDUAL RESPONSIBILITIES	6
DRUGS & ALCOHOL POLICY	9
PART B	11
GENERAL ARRANGEMENTS	11
WORK AT HEIGHT.....	12
MATERIALS	12
LADDERS.....	13
EMERGENCY PROCEDURES	14
PERSONAL PROTECTIVE EQUIPMENT	17
TRAINING & COMPETENCY	18
RISK ASSESSMENT.....	18
MANUAL HANDLING	18
PLANT AND EQUIPMENT	19
PREMISES AND WORKPLACE ENVIRONMENT	19
NOISE.....	20
HAND ARM VIBRATION	20
ACCIDENT REPORTING	21
HEALTH OF EMPLOYEES	21

Policy Statement

This Statement has been prepared to define the way in which MD Scaffolding Ltd intends to manage, comply, and implement all aspects of Health and Safety, the associated regulations, legislation and client requirements.

It is the Company's belief is that it is everyone's responsibility to participate in the occupational Health, Safety and Welfare systems and to contribute towards achieving our overall objectives of the highest standards of accident prevention while continually improving health and safety for employees and others who may be affected by our activities.

It is the policy of the company to:

1. Provide, so far as is reasonably practicable, safe methods / systems of work, safe working conditions and a healthy environment, in particular to:
 - ensure the Health & Safety of all employees in connection with the use, handling, storage and transport of any articles or substances.
 - To provide and maintain safe access to and egress from any place of work under our control.
 - To provide and maintain a working environment which is adequate as regards facilities and arrangements for the health and welfare of employees whilst at work.
2. Strive for effective and continual improvement of its performance in managing occupational health and safety through implementing an H&S Management System that meets the requirements of OHSAS 18001.
3. Communicate the contents of the policy to all employees with the intent that employees are made aware of their individual health and safety obligations and the requirements of OHSAS 18001.
4. Provide training and / or instruction as may be necessary to personnel at all levels.
5. Provide means of consultation on Health and Safety matters for all employees.
6. Provide and display this policy and any such written instructions as are necessary to assist in the regulation of Health and Safety practices and operations.
7. Provide a copy of the policy to interested parties.

Occupational health, safety and welfare is all employees' responsibility. Everyone is expected to contribute towards achieving the organisations, overall aims and objectives. Whilst not compromising the integrity of the Management systems.

My aim and those of the Board of Directors is to encourage initiative and adopt best practice in a culture where employees and managers are aware of their individual health and safety responsibilities and are actively engaged and committed to improving standards of Health, Safety and Welfare and to maintaining our Management Systems.

This statement will be reviewed annually (or as and when required) by the MD.

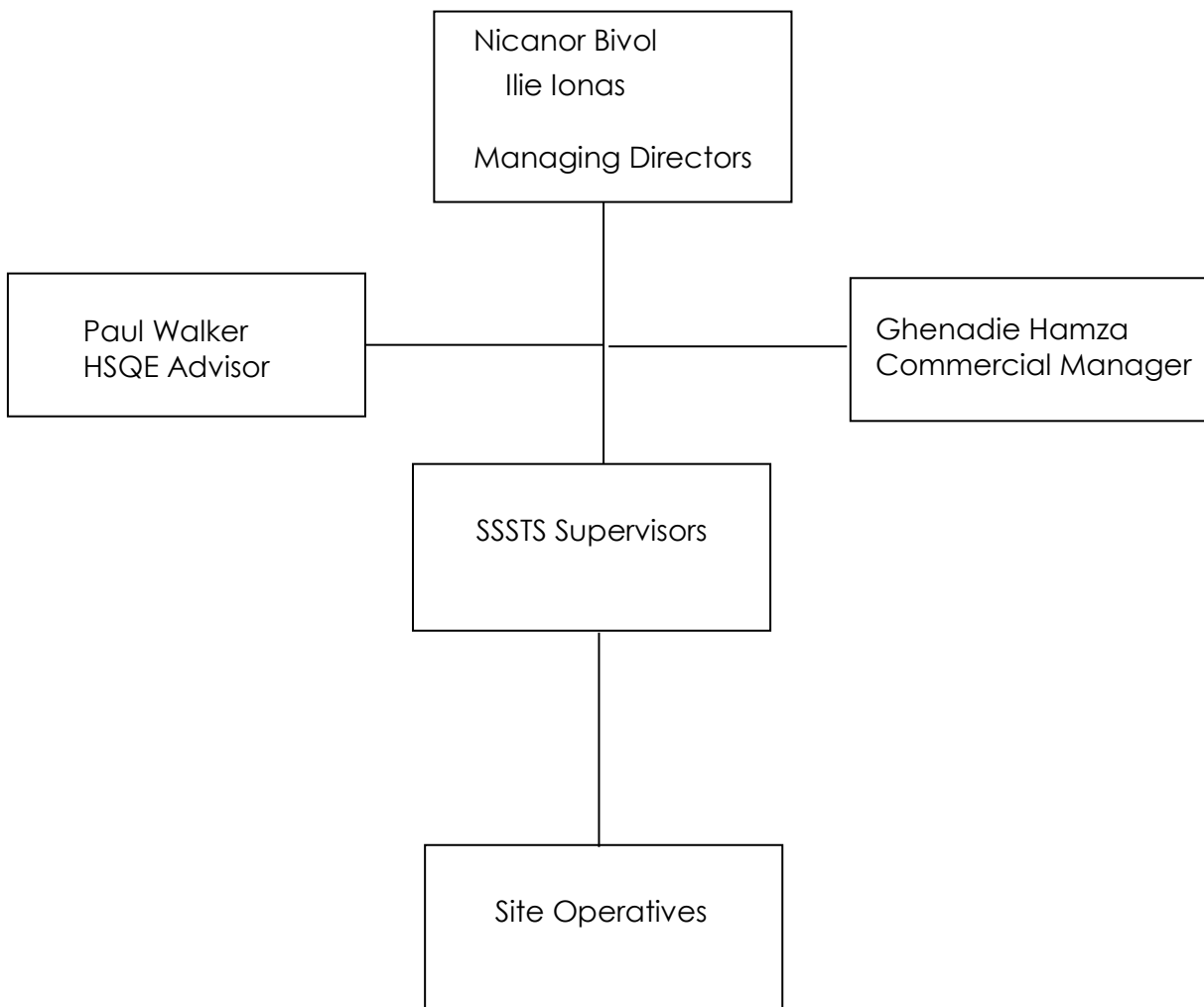
It is briefed and acknowledged by all employees on induction and following any policy changes.



Mr Nicanor Bivol
Managing Director

Next Review Date: 28/02/2020

Company Organisation for Health and Safety



PART A – RESPONSIBILITIES

Individual Responsibilities

Managing Director

The overall responsibility for Health, Safety and Welfare within the Company lies with the Managing Directors.

The Managing Directors will ensure that adequate funds and facilities are allocated for the implementation of the Company's Safety Policy.

The Managing Director should support at all times the intent of the Company's Safety Policy by taking decisions to implement those recommendations made to him in relation to reducing risks to Employees, Contractors and Visitors to the Company.

The Directors should ensure that persons under their control are adequately trained and fully aware of the hazards involved in the work undertaken by them. A training program should be planned with special attention being given in the job description to all Safety aspects.

Health and Safety should be discussed at Management review meetings as an agenda item. The Managing Director should be informed of the findings to enable a program of corrective action to be implemented where required.

The Managing Director should ensure that: -

- A maintenance schedule for all plant and equipment is created, and that maintenance and repair records are kept.
- All accidents within the Company are promptly investigated to discover their cause so that corrective measures can be considered and implemented with the aim of avoiding a recurrence.
- In the event of a major injury or notifiable dangerous occurrence, the process should be stopped, and the equipment left in its current condition. This should then be followed by action in accordance with the policy for reporting accidents and dangerous occurrences.

The Managing Director should ensure that all relevant statutory provisions and all aids to Safety are made known to his employees. The latter must be able to carry out their duties in accordance with the Health and Safety at Work Act 1974.

Supervisors

- Always observe the requirements of the Companies procedures. Read and understand it and bring it to the attention of all employees under your control, particularly any new employees assigned to your supervision.
- Ensure that you carry out your work in accordance with;
 - Statutory Health and Safety Regulations.
 - Associated Approved Codes of Practice & technical guidance.
 - British Standards.
 - Company and supervision Safe Working Procedures and Practices.
- On their first day and before setting them to work, ensure that any new employees assigned to your supervision;
 - Have received both Company & Site Safety Inductions.
 - Have or shall receive a copy of the Employee Safety Policy.
 - Are instructed in safe working procedures and practices.
 - Instructed in accident reporting procedures.
- Organise the work areas so that work is carried out to the required minimum Company Policy standards and with the minimum risk to employees, contractors, the public, equipment and materials
- Know and ensure that the work is carried out in compliance with all relative;
 - Statutory Regulations
 - Approved Codes of Practice.
 - British Standards.
- Ensure that the work is carried out in accordance with safe working practices and procedures and in a safe manner at all times.
- Incorporate safety instructions in routine orders and ensure they are adhered to.
- Keep all registers, records and reports up to date, properly completed and in a safe place. Ensure that copies are available and statutory notices and signs are prominently displayed.
- Ensure that the 'Competent Persons' appointed to make the necessary inspections of plant etc. have sufficient experience and knowledge to evaluate all aspects of safety relating to the item(s) being inspected.
- Ensure that you and the employees directly under your control wear all appropriate and adequate personal protective equipment and clothing for the task they are carrying out
- Ensure that safety devices are fitted, properly adjusted and maintained.
- Ensure that plant operators only operate equipment for which they are trained and competent.
- Not allow employees to take personal or other risks.
- Not allow horseplay or dangerous practical jokes and reprimand those who ignore their own and other's safety.
- Arrange delivery and stacking to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.
- Ensure all defective plant and equipment-awaiting repair should be marked or labelled isolated and secured in such a way so as to prevent unauthorised or accidental use.
- Ensure that employees use the correct tools and equipment for the work. Do not improvise.
- Plan and maintain a tidy work area.
- Ensure high standards of housekeeping are implemented and maintained.
- Ensure all rubbish is removed and placed in the waste disposal container. Allow only those materials and equipment required for the work to be drawn from stores.
- Remove all waste materials from the workplace at the end of the working shift.
- Ensure you and your employees maintain a high standard of personal hygiene.
- Report all accidents and damage in accordance with the Company's Health and Safety Policy
- Ensure that all personal injury accidents are recorded in the Accident Book. Ensure that all reportable accidents are managed according to the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' and Company Policy.
- Set a personal example by wearing appropriate personal protective equipment, clothing and footwear at all times.

Employees

All employees are required to undertake the following: -

- To read and understand the Company's Health and Safety Policy.
- To comply with the Company's Safety Procedures and use methods and systems of work established by the Company.
- To use the correct tools, plant and equipment and report promptly all defects.
- To avoid improvisation which entails any unnecessary risks.
- To use the protective clothing and safety equipment provided.
- To refrain from horseplay and the abuse of welfare facilities.
- To ensure that whenever in doubt regarding matters of Health, Safety or Welfare, their immediate Managing Director is consulted.
- To familiarise themselves with the position of all First Aiders, Fire Fighting equipment etc. and understand the Company's Emergency procedures.
- To respond immediately to Emergency calls and to assemble at the designated points.
- To report all accidents, both minor and serious of any kind to the Managing Director as soon as possible and not later than 24 hours after the accident.
- Employees are reminded that they also have a responsibility to ensure not only their own Health and Safety but also that of their colleagues. The Health and Safety at Work Act 1974 places the following duties and responsibilities on all employees.
- Employees have a duty to take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts or omissions at work.
- It is the duty of employees to co-operate with Management so far as is necessary to enable that duty or requirement to be performed or complied with.
- Employees have a duty not to interfere with or misuse things provided in the interests or Health and Safety or Welfare.

Drugs & Alcohol Policy

General Statement

MD Scaffolding Ltd is dedicated towards ensuring a safe and healthy working environment for all employees, workers and visitors. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work.

The policy, which applies to all employees and workers, aims to:

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

The policy does not apply to an employee who commits a clear breach of company rules due to overindulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate. MD Scaffolding Ltd also reserves the right to revert to its disciplinary policy, at any stage whilst following this policy where necessary.

Arrangements for Securing the Health and Safety of Workers

MD Scaffolding Ltd will ensure that employees and workers are aware of the following through training workshops and inductions carried out on site and head office. MD Scaffolding Ltd will also discuss the following with employees and workers;

- Advise all existing employees and all persons starting work of the risks to health arising from the effects of alcohol or drugs (including some legitimately prescribed medications)
- Encourage employees, who may have alcohol or drug-related problems which affect their work, to take advantage of the company referral procedure for diagnosis and treatment
- Enable supervisors and managers to identify job performance problems that may be attributable to the effects of alcohol or drugs and to consult with Human Resources to determine whether there is sufficient concern to warrant a medical evaluation
- In cases where the effects on work of misuse of alcohol or drugs is confirmed or admitted, agree upon a programme of treatment in consultation with Human Resources, the employee, their GP and any support organisation/services (where applicable).
- Refer employees to NHS support services or any relevant support services and monitor and if necessary, participate in the treatment, which may involve recourse to, or liaison with, the general practitioner (GP), counsellor, hospital outpatient department or in-patient care.
- Explain to the employee their entitlement to SSP during any period they are unfit to work whilst undergoing treatment were sickness absence is supported by relevant medical certificate or Self-certificate if less than 7 days.
- Explain to the employee the risk of long-term sick absence from work including risk of termination due to capability.
- Explain to the employee disciplinary action for refusal to accept help or where problem persist or reoccurs.
- Explain to the employee conditions for accepting treatment whilst remaining in employment with a Company within the Group
- Explain to the employee the Group's policy on medical confidentiality
- Explain to the employee the effects on employment rights (including possible suspension without pay or dismissal) if the problem persists or reoccurs.
- Explain to the employee the Group's drugs and alcohol testing policy which allows Companies within the Group to carry out random testing as and when it feels necessary or in accordance with any agreed period or course of treatment.

Information and Training

When MD Scaffolding Ltd feels, it is necessary, the Company will provide information, instruction and training to ensure that employees have the knowledge required:

- To understand the dangers associated with the effects of alcohol or drugs at work and the Group policy regarding this

- To understand the Group procedures that will be adopted where there is found to be a deterioration in work performance from these effects
- To understand the legal consequences of their actions.

Managers and supervisors will be given additional training, as necessary, to enable them to deal with any physiological problems that may arise as a result of the effects of alcohol or drugs upon work performance.

Safe System of Work

The effects of alcohol or drugs at work can create serious health and safety risks. Therefore, the following rules are mandatory for all members of staff:

- Do not come to work under the influence of alcohol or drugs.
- Do not bring alcohol or non-prescribed drugs on to company premises.
- Check with your doctor or pharmacist about the side-effects of prescribed medications.
- Never drive or operate machinery if you are or may be affected by alcohol or drugs.
- Ask your general practitioner or the company for guidance and advice on sensible limits of alcohol consumption.
- Immediately and confidentially inform HR Department where you suspect a colleague is suffering from alcohol or drug abuse: do not "protect" them by keeping silent as this can endanger lives.
- Ask for assistance if you feel that matters are beyond your own control.

Record Keeping

MD Scaffolding Ltd shall ensure that adequate records are available to demonstrate that all reasonably practicable health and safety precautions have been utilised, which may include keeping records of training given to personnel with regard to raising awareness of the effects of alcohol and drugs at the workplace.

Where the company has had occasion to discuss a drug or alcohol, related issue, with an individual, appropriate written notes will be kept. The need for medical confidentiality is obviously of paramount importance, records shall therefore be held in a secure environment.

Should any member of staff wish to discuss in confidence any issue referred to in this policy they are welcomed to contact Human Resources Directly. The following contact details may also be useful;

**Drink line is the national alcohol helpline
0800 917 8282.**

**Alcoholics Anonymous (AA)
0845 796 7555**

**Al-Anon Family Groups UK & Eire (Alcohol helpline)
020 7403 0888**

**FRANK (Drugs help line)
0800 77 66 00**

**Action on Addiction
0845 126 4130**

**Narcotics Anonymous
0300 999 1212**

This statement will be reviewed annually (or as and when required) by the MD. It is briefed and acknowledged by all employees on induction and following any policy changes.



Mr Nicanor Bivol
Managing Director

Next Review Date: 28/02/2021

PART B

GENERAL ARRANGEMENTS

WORK AT HEIGHT

The Work at Height Regulations 2005

MD Scaffolding shall ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height.

All reasonable steps shall be taken by the company to provide a safe working environment for employees required to carry out their trade or professional skills at height.

The company shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

The employee and any other person involved in the work activity shall cooperate in the implementation of this policy.

The responsibility for the implementation of this policy lies with The Managing Director.

Only trained and competent persons shall be allowed to erect, dismantle or alter scaffolding. The company will, in consultation with employees and their representatives:

- carry out an assessment of the risks involved in work at height and take steps to eliminate or control them
- provide all the necessary equipment to allow safe access to and egress from the place of work
- provide suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary, at, the workplace
- when working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue
- when working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible
- arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so
- appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of scaffolding and for the inspection of equipment used in work at height.

The company will prepare a method statement, incorporating the results of any risk assessments made, for work at height, to be followed by all involved in such work.

Where it is not possible to follow the method statement: no further work should be undertaken, and a responsible person should be informed alternative procedures will be outlined and workers will be advised of these following appropriate consultations.

The company shall provide any information, instruction and training that an employee may require to carry out his or her trade or skill in a safe manner when working at height.

The company shall ensure that supervisors responsible for ancillary plant and equipment used for the work are suitably and adequately trained and capable of providing the correct information on its use.

MATERIALS

Tubes and Fittings;

Steel scaffold tubes and fittings shall comply with BS EN 39 and BS 1139 Part 2 (incorporating EN 74).

Boards;

Boards shall conform to BS 2482 and shall be 225mm wide x 38mm thick and free from: -

- Splits
- Warping
- Notches
- Paint
- Nails

- Excessive knots
- Face knots shall not exceed 150mm when summed across the width of both faces, the width of a single knot not exceeding 75mm.
- Edge knots generally should not exceed 28mm.
- Where an edge knot also appears on the face then it is summed in with the total of the face knots.
- Generally, there should be a clear distance between knots or knot groups of at least 150mm.
- The twist in a 3.9m board should not exceed 12mm over the full width.
-

Ladders

Timber and aluminum ladders shall be Class 1 and conform to BS 1129

Timber ladders must not be painted as the paint hides defects. Ladders shall be coated with a preservative or clear varnish.

All ladders shall be inspected frequently, and the following points should be checked:

- timber ladders for splits or cracks, splintering, warping or bruising. Metal ladders for mechanical damage,
- rungs for signs of undue wear or movement. No rungs should be missing,
- wedges and tie rods for tightness. Metal reinforcement to stiles for correct position, feet for splitting and fraying.
- Timber or plastic inserts to metal ladders for wear and correct position,

If a ladder cannot be properly repaired, it must be scrapped.

All ladders shall be thoroughly inspected prior to delivery to site and recorded in the ladder inspection register

Stacking and Storing of Materials

All materials not being immediately used must be neatly placed in stillages/fitting bins and returned to the compound area or removed from site. Equipment must not be stacked loose or placed on non-working lifts.

Erection Procedure

Prior to commencing work a site-specific Risk Assessment and Method Statement shall be produced and all personnel informed of their contents and control measures required.

All scaffolds shall be erected in accordance with Regulation 8 of The Work at Height Regulations 2005, BS EN 12811 & NASC TG:20 & SG4:

The scaffolding of a structure is not to commence until a firm and level area, at least 2m wide from the structure suitable for the purpose has been provided by the Main Contractor.

Any unsuitable founding must be reported to the Main Contractor before the scaffold is erected. All baseboards must span two standards (inside and outside) with the exception of corner standards, where single baseboards of adequate dimensions are permitted.

Loading bay baseboards must span all three standards from inside to out. Scaffold boards shall be secured to prevent them from becoming dislodged.

Guard rails and toe boards shall comply with BS EN 12811 and Regulation 8 Schedule 2 of the Work at Height Regulations 2005.

A double guard rail is to be incorporated into the design on all working lifts and stop-ends.

On completion of the scaffolding and prior to use a handover certificate shall be issued to the Main Contractor and a Scafftag placed at each access point

Ladder Access

All ladders must be of suitable length and placed at an inclination of 75°. No support must present a foot fault in the ladder and any protruding tube work must be moved to allow safe movement up and down

the ladder. A short tube fixed on the top guardrail with a 90° coupler shall act as the ladders final support and tie point.

The ladder shall be tied on its stiles using proprietary ladder clamps. Access onto the working platform shall be made by way of an opening in the guardrails of dimensions no more than 600mm and no less than 500mm and shall be protected by a self-closing gate.

Emergency Procedures

Generic Rescue Plan;

Scaffolders Rescue Plan – (to be read in conjunction with SG19:17)

In the event of an operative falling from a scaffold in which he is left suspended in his harness within or adjacent to the scaffold structure, MD Scaffolding Ltd has adopted the following process to carry out rescue procedures in accordance with NASC guidelines SG19:17.

Considerations and Compliances

This rescue procedure is developed with considerations to, and is compliant with the following;

- Health and Safety at Work (etc) Act 1974
- The Working height regulations 2005
- Lifting Operations & Lifting equipment Regulations 1998
- Provision & Use of Work Equipment Regulations 1992
- National Access & Scaffolding Confederation (NASC) Guidance notes SG4:05, TG20:05, SG19:06
- EN 361 (Harness), EN 354 (Lanyards), EN 355 (Shock Absorbers), EN 363 (Connectors).

Note: This rescue procedure presumes that all scaffolds from which a rescue is to be initiated have sufficient strength and stability to support equipment suspended from, it will not become unstable if a person falls (increasing loading) and is erected to TG20:13 and or design requirements, and that all harnesses & lanyards are presumed inspected as fit for purpose as per harness inspection procedure.

Planning

Ensure that all members of the scaffold team have received training and instruction on the safe system of work, including the rescue and emergency arrangements. Management to ensure work is properly monitored and supervised.

Execution of Rescue Plan

Points for consideration;

- Can the person be rescued by mechanical plant e.g. MEWP (cherry-picker), Scissor lift Telescopic fork lift truck.
- Can the rescue be carried out by decking out lift of scaffold adjacent to person fallen and pulling them onto decked lift.

The rescue must be carried out as quickly as possible (Under 15 minutes starting from when the person fell) to reduce the potential of Toxic Shock within the body.

Rescue Options

Use of plant

If plant is available this method of rescue is probably the safest and quickest. If this option is to be chosen form of rescue the following should be considered before Operatives carry out any work at height activities on an exposed edge;

- Is plant capable of taking additional loading of the "faller"
- Is the ground of which the machine is crossing to get the "faller" can withstand its load?
- Can the machine can reach the "faller" (boom long enough) There is no overhead obstacle that may restrict the rescue being carried out safely/ effectively
- Ensure the boom of the FLT will not collide with any overhead obstacles
- Is the machine capable of taking the loads of both the baskets, the rescuer and the "faller" (including any drop loading).

If a person has fallen and is suspended in a fall arrest situation by his harness and lanyard, maneuver the MEWP/scissor lift under the "injured party". Slowly elevate the basket (whilst maintaining all-round vision) as to contain the "faller" within. Take the basket high enough (if possible) to allow the "faller" to sit down (in crouched position). Maneuver to the area where the lanyard is clipped to the scaffold/fixing point and release the hook.

Look around to check that there are no obstacles in the way of the basket's descent (e.g. transoms protruding) and lower to ground. Maintain communication with the "faller" to assess his condition. If the basket is big enough for an additional person (preferably a 1st aider) would be helpful to allow driver to focus on his duties. Ensure a qualified first aider is available to assess the condition of the "faller".

Pulling into scaffold (using conventional scaffold materials)

This option is probably the most reliable because it does not rely on plant or specialist equipment and rescue can be carried out by the scaffold operatives. This system can be used when working on tower, independent and birdcage scaffolds.

If this option is to be chosen form of rescue the following should be considered before operatives carry out any work at height activities on an exposed edge:

- All operatives are to be made aware of the requirements of the NASC guidance SG4:05
- All equipment used (e.g. ladders, boards) must be fit for purpose.
- A place for safety is established for "faller and rescuer(s) as soon as is practicable

Decking out lift adjacent "faller"

If a person has fallen and is suspended in a fall arrest situation by his harness and lanyard, rescuers lays a full deck of boards (minimum 5 boards) with adequate supports on the scaffold lift beneath were the "faller" is suspended (i.e. as close to the "faller" as possible). The rescue party shall at all times remain "clipped-on" when carrying out the rescue as per guidance notes SG4:05. The Rescue party shall clip on to the back ledger above them thus minimizing the fall factor they are subjected to. When the deck has been established and the rescuers are secured, they can lean out and pull the "faller" onto the platform.

When he is on the platform (if conscious) do not let him stand up and sit him with his back to a standard in a crouched position. While this process is happening a third member (if available) of the gang can release his lanyard and take it under the ledger and clip it to the back ledger in the same position as the rescue gang.

Keep talking to the "faller" informing him of all the actions that are being taken, Make assessment of "faller" condition (preferably assessed by 1st aider) Ensure that all parties are in a place of safety before deciding the method of getting the "faller" to the ground.

Rescuer requirements

Harness and Lanyard, clear understanding of rescue procedure through training, access to adequate scaffold equipment for rescue, Knowledge of first aid.

Rescue by ladder

This option can be used as a quick method of retrieval but does have its limitations. When considering this option think if a "faller" can climb down a ladder after a fall.

If this option is to be the chosen form of rescue the following should be considered before operatives carry out any work at height activities on an exposed edge:

- That the ladder to be used is long enough to reach the "faller"
- The ground conditions are suitable to foot a ladder
- The ladder option will not increase the hazards of rescue
- The ladder to be used is fit for purpose.

If a person has fallen and is suspended in a fall arrest situation, stand up the ladder situating it to one side of the "faller". Slide the ladder along the ledge until the "faller" can place both feet on the rungs. When he is doing this always remember to foot the ladder securely thus reducing the movement from the "fallers" weight. Always maintain a good communication with the "faller" telling what actions are to be taken.

When he is ready, he will climb up the ladder to un-hook his lanyard from its fixed point and climb down whilst maintaining 3 points of contact on the ladder (both hands and alternate feet).

Use of rescue by retrievable Inertia Block

This option has a multipurpose function and can be used for fall arrest and rescue situations. It is particularly useful when erecting/dismantling slung/suspended scaffolds. If this option is to be the chosen form of rescue the following should be considered before operatives carry out any work at height activities on an exposed edge:

- The support for the inertia block can take the load of the block and the person
- The line within the block is long enough to reach the ground or place of safety.
- There are no obstacles that could snag the cable of the block during descent.
- The block is serviced and maintained with certificates to confirm this from approved inertia block service center.
- The block has the correct load capacity for its purpose.

Position and secure the retrievable inertia block directly above where the person is to work. Fix the line of the inertia block to the "D" ring on the back of the harness. The person is now ready to work on an exposed ledge.

Note Person carrying out rescue must always remain clipped-on and stay in a place of safety.

If the person loses his footing or has difficulties remove the pin in the storing the arm of the retrieval system. Depending on where the quickest and safest place of safety is located set the inertia to either lower or raise mode/position. Wind handle in steady motion until person has reached place of safety. Whilst carrying out this operation keep talking to the person informing them of what is happening. When person has reached place of safety keep him in a crouched position and ensure medical assessment is carried out (preferably by 1st aider). Take inertia block out of service and send to inertia service center for re-certification.

Rescue requirements

- Clear understanding of rescue procedure
- Harness and lanyard (inspected as fit or purpose)
- Inertia Retrievable block (Serviced)
- Awareness of 1st aiders on site
- Instruction on how to use inertia block.

Remember;

The 1st priority MUST be to recover the suspended operative from suspension as quickly as possible, without endangering, unnecessarily, the safety of the rescuer(s) or the casualty. Inform the Emergency Services and Site Management as soon as practicable to make them aware there is an emergency and to request assistance.

If conscious, instruct the suspended operative to take steps to reduce the risk of further injury, from suspension trauma, until rescued? e.g.

- Encourage them to keep all 4 limbs moving to aid blood circulation, by flexing the leg muscles and moving the arms and legs
- Transferring body weight from one side to the other.

Whether the casualty is conscious or unconscious they should be laid flat and then standard first aid guidance should be followed by a competent first aider. Where possible, the remaining operative(s) should assist the emergency services by providing safe access to the casualty e.g. positioning a ladder, installing temporary guardrails, securing the platform boards etc.

The Emergency Services will then make their way to the casualty to administer treatment and make an assessment as to their condition before deciding on the next steps to be taken to get the casualty to ground level, using either the site emergency response team, or the external Emergency Services.

IMPORTANT!

Where there is potential for suspension trauma the suspension time should be kept to a minimum by getting the suspended scaffolder back to a position of safety as soon as possible. Any scaffolder who has been suspended in a harness must be treated as a medical emergency and seek urgent medical attention, even if they feel o.k.

If the operative has been rescued promptly by his colleagues or has self-rescued and no injuries were sustained before, during or after the fall; and provided there was no medical reason for the fall ie a seizure or other sudden loss of consciousness then there is no need to detain them, call an ambulance or refer them to hospital. However, the operative should be seen by a first aider until satisfied they have fully recovered (max 30 mins). or: If the patient is unconscious or semi-conscious, they are best attended by a competent first aider who should ensure that the emergency services are called immediately. They should then ensure the airway is open, the patient is breathing and only then

PERSONAL PROTECTIVE EQUIPMENT

The Management of Health and Safety at Work regulations 1999
The Control of Substances Hazardous to Health Regulations 2002
The Personal Protective Equipment at Work Regulations 1992 (As Amended) T
he Noise at Work Regulations 1989

The company will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the company to secure the health and safety of employees who work with PPE.

Where risks to Health and Safety are identified which require Personal Protective Equipment as a means of minimising the risk, the Company will provide free of charge the necessary equipment.

Personal Protective Equipment shall be suitably stored, maintained, cleaned and replaced where necessary

Employees must set a good personal example by wearing/using Personal Protective Equipment when necessary.

Training and information will be provided, where necessary, on the care, use and maintenance of all Personal Protective Equipment supplied to employees.

All Personal Protective Equipment will conform to the required British or EU Standard.

The minimum PPE to be worn on all sites is

- Hard Hat
- High Visibility Clothing
- Safety boots with steel toe caps and sole inserts
- Gloves

Fall Arrest Harnesses Pre-Use Checks

This level of inspection should be carried out for both harnesses and lanyards at the beginning of each shift and are a means of checking that there are no visible or surface defects with the equipment. Pre-use checks should be tactile and visual. The whole lanyard and harness should be subject to the check, by passing it slowly through the hands (e.g. to detect softening or hardening of fibers, ingress of contaminants). This visual check should be undertaken in good light.

Any defects or concerns identified during the pre-use check should be raised with the appointed competent person before the equipment is used. The appointed competent person must carry out a thorough examination and either satisfy themselves that the equipment is safe to use or destroy the equipment depending upon the defect and concern raised.

Thorough examinations

A thorough examination shall be carried out by a trained and competent person at intervals not exceeding 3 months

A thorough examination of equipment shall also be carried out:

- If there is no evidence that a harness or lanyard has been inspected by a competent person within the last three months;
- For a new harness before it is issued to the user

- If identification is not evident;
- If a harness and lanyard is exposed to a particularly arduous environment e.g. After work in damp or hot conditions.

If any defects or concerns are identified during a thorough examination the equipment must be withdrawn from service and destroyed. The results of every Thorough Examination shall be recorded on the Harness Inspection Register All harnesses shall be stored in such a manner so as they are not contaminated or exposed to high levels of sunlight

TRAINING & COMPETENCY

All scaffolders shall be CISRS registered at each gang of scaffolders shall contain at least 1 Part 2 qualified Scaffolder.

The company shall carry out further individual training as determined by Management as and when required.

RISK ASSESSMENT

Management of Health and Safety at Work Regulations 1999 (Regulation 3)

- The Company accepts that unless properly controlled some of its operations may present risks to members of staff, and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level.
- The Company will take all reasonable steps to ensure that Risk assessments are carried out which will detail the range of hazards associated with working operations together with any necessary remedial actions.
- Any employee who discovers a hazard during working operations should report the hazard to management so that necessary remedial action can take place.

MANUAL HANDLING

Manual Handling Operations Regulations 1992

Overview

This is an important issue throughout Industry as a high proportion of staff absences, insurance claims, etc., arise from tasks involving: -

- the raising, lowering, pulling and pushing of loads
- frequent lifting and turning operations
- rapid repetitive or jerky movements in connection with above
- adopting poor postures at work stations
- using unsuitable seating in transport and plant

Risk Assessment

A competent supervisor, must assess all situations and endeavor to avoid hazardous operations by the use of mechanical aids etc. Where this is not reasonably practical, a more in-depth assessment is legally necessary in which the following four factors must be considered: -

- the task
- the load
- the working environment
- the individual's capability

Reference must be made to the manual handling risk assessment. The purpose of this is to highlight

control measures, which will reduce the risk of injury.

PLANT AND EQUIPMENT

Provision & Use of Work Equipment Regulations 1998

The Company recognises its responsibility under the Work Equipment Regulations 1998 and will ensure that all plant and equipment is suitable and safe for the purpose for which it is used, and is maintained in good order at all times.

A maintenance schedule will be kept the Managing Director, although employees will be delegated responsibility for carrying out checks and maintenance within their own areas.

Records of checks and maintenance will be kept at the plant/equipment locations.

Instruction and training will be given to all employees when required on the use of work plant/ equipment for the purposes of Health and Safety.

Abrasive Wheels

No employee shall mount abrasive wheels unless they have been appointed to do so by Management.

Sufficient training will be given to Employees prior to use of and mounting of Abrasive wheels in accordance with the regulations.

The Managing Director will keep a register of all appointed persons.

PREMISES AND WORKPLACE ENVIRONMENT

It is the policy of the Company to ensure the premises and general workplace environment are a safe and healthy place to work.

The Company will endeavor to provide a suitable working environment, maintaining the premises to a high standard of safety and providing the required facilities for hygiene and welfare.

General housekeeping is also regarded as of paramount importance and the Company will ensure that the cleanliness of the workplace, equipment and facilities is to the highest standard. The Company must stress, however, that the willingness and co-operation of all staff is essential to maintain the standard of housekeeping that is desired.

WELFARE FACILITIES

Construction (Design and Management) Regulations 2007 Schedule 2

It is the policy of the company to ensure the health, safety and welfare of all employees, so far as is reasonably practicable.

The company shall ensure that suitable and sufficient rest facilities, sanitary facilities and washing facilities have been provided on site for all employees prior to work commencing

INDUCTIONS

Construction (Design and Management) Regulations 2007

All employees shall be given an induction on commencement of their employment which shall include where relevant the following information

- Contents of the Company's Health & Safety Policy

- Company Structure
- Company Procedures
- Site & Office rules

Records

Record the names of persons receiving the induction talks in the Safety Induction Log.

Site Based Employees

All site based employees shall ensure they attend the Main Contractors Site Induction prior to commencing work on site

NOISE

The Control of Noise at Work Regulations 2005

Under The Control of Noise at Work Regulations 2005 the Company has a duty to prevent individuals being harmed from noise generated by work activities and the surrounding environment.

The actions required to achieve these objectives are set out in seven Health and Safety Risk Management steps:

- identify noisy activities and environments
- assess the associated risks
- identify all those who might be harmed
- take measurements
- implement controls
- where it is not possible to reduce the noise emitted from machines at source suitable ear protection shall be provided
- record findings of assessments and exposures
- review and revise.

Since no cure for noise induced hearing loss currently exists, effective preventative measures are the only means of protecting the worker. Pre-employment assessment of those who have been previously exposed to significant noise risk and regular audiometric health checks (health surveillance) of those who may continue to be so is very important.

Hearing Protection

Adequate hearing protection shall be provided where noise levels above 80dB(A) cannot be reduced by other means

Adequate hearing protection shall be used where noise levels above 85dB(A) cannot be reduced by other means

HAND ARM VIBRATION

The Control of Vibration at Work Regulations 2005

The Company recognises its duty under these regulations to implement risk management arrangements to meet the legal requirements and most importantly, to prevent individuals being harmed from vibration generated by work activities.

The action required to achieve these objectives is set out in the following Health and Safety Risk Management steps: -

- identify hazardous activities
- assess the risks
- identify those who might be harmed
- take measurements - ascertain exposure

- implement controls
- provide information, instruction and training
- record findings of assessment and exposure
- review and revise

Since no cure for hand arm vibration syndrome (HAVS) currently exists, effective preventative measures are the only means of protecting the worker.

It is important that potential employees who have been previously exposed to significant HAVS risk, undergo a pre-employment assessment.

Employees who are regularly exposed to a HAVS risk must also be subjected to a regular health check.

ACCIDENT REPORTING

Reporting of Injuries, Diseases, Dangerous Occurrence Regulations 1995

All accidents to employees, contractors and visitors should be reported immediately to the General Manager and be entered in the Company's accident book.

All accidents (except those of a very minor nature) will be investigated by the Managing Director. The Managing Director will advise, in writing, of the outcome of the accident investigation, including any recommended remedial action, which may have to be taken.

Where required, accidents, dangerous occurrences and certain prescribed diseases will be reported under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)', to the Environmental Health Officers local area office.

HEALTH OF EMPLOYEES

It is the policy of the company to seek the co-operation of their employees in order to minimise the risk of ill health arising from the working environment or work activities.

Employees are requested to inform the Managing Director if they suffer from, or have suffered any medical condition, which may affect the Health, Safety or Welfare of themselves or others whilst at work. This requirement also extends to prescribed industrial diseases and contagious diseases or conditions.

In the event of concern for the Health and Safety of an employee or employees, the Company may seek medical advice. Where necessary, employees will be requested to attend a medical examination to be conducted by an appointed doctor by the Employment Medical Advisory Council.

Disclosure of medical information for employees will be treated in the strictest of confidence.