Venables Associates Limited

HEALTH AND SAFETY POLICY

NOVEMBER 2019

Union House
High Street
Billericay
Essex CM12 9AH

Tel: 01277 634734
Fax: 01277 632450

AMENDMENTS

No.	Amendments made	Page no.	Date amendments made	Amendments made by
1	Inclusion of the Health and Safety (Consultation with Employees) Regulations 1996 (as amended	11	December 2019	Blue Planet Consulting Limited
2	Update to first aid box requirements	19	December 2019	Blue Planet Consulting Limited
3	RIDDOR incident reporting helpline: opening hours included	20	December 2019	Blue Planet Consulting Limited
4	New section added: Out of hours working	36	December 2019	Blue Planet Consulting Limited
5	Statistic updated for fatalities caused by exposure to asbestos	51	December 2019	Blue Planet Consulting Limited
6	Driving on public roads: driver distraction added	61	December 2019	Blue Planet Consulting Limited
7	Definition of lone working included	65	December 2019	Blue Planet Consulting Limited
8	Statistic updated for premature deaths caused by smoking	68	December 2019	Blue Planet Consulting Limited
9	Updated web site reference included for assistance with giving up smoking	69	December 2019	Blue Planet Consulting Limited
10	Health and safety leaflets reviewed and updated as necessary: Basic Advice on First Aid at work; Maintaining portable electric equipment in low-risk environments	75	December 2019	Blue Planet Consulting Limited
11	Further information included on health and safety records and GDPR 2018	77	December 2019	Blue Planet Consulting Limited

12	Eligibility to work in the UK included; verification of qualifications by awarding body included	84	December 2019	Blue Planet Consulting Limited
13	Fee For Intervention (FFI) updated	89	December 2019	Blue Planet Consulting Limited

CONTENTS

1 HEALTH AND SAFETY POLICY STATEMENT

The Health and Safety at Work Act etc. 1974 requires all companies with 5 or more employees to have a written health and safety policy. The Venables Associates statement of health and safety policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety and that of contractors, clients, visitors and anyone who may be affected by our work, including members of the public;
- To provide and maintain a safe place of work;
- To ensure safe handling and use of tools, machinery, equipment and materials (including hazardous substances);
- To ensure that safe working practices are followed;
- To provide safety equipment, including personal protective equipment (PPE) and ensure it is used;
- To provide safety information, instruction, training and supervision;
- To ensure all employees are competent to do their tasks;
- To prevent accidents and cases of work-related ill health;
- To develop an "Open door" culture to encourage communication and to share information by regular discussion;
- To review and revise this policy as required on an annual basis as a minimum requirement and in response to changes in legislation, working practices, the types of work undertaken or key Company personnel;
- To make available to the Company's staff all necessary equipment and resources to achieve these objectives, including adequate financial resources and access to external advice, where appropriate.

Ian Venables **Director**	*Ian Venables*
Issue Date	December 2019
Next review	December 2020

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2 RESPONSIBILITIES

2.1 Work Activities

The primary work activities of Venables Associates are mechanical and electrical design. The company has office premises where design takes place. Office environments are generally deemed to be low risk. Members of staff have to attend site periodically for meetings, and activities such as commissioning and testing. Whilst on site they will be required to carry out work tasks including surveying, testing and commissioning in unoccupied commercial premises, plant rooms and other environments where a variety of physical, biological, environmental and psycho-social hazards may be present.

The construction sites visited may be at any stage and can be hazardous environments presenting a concomitant variety of hazards such as noise, slips and trips and work at height.

2.2 Employer's Responsibilities

- The Managing Director, Ian Venables has overall and final responsibility for health and safety issues within the Company.
- The Safety Officer has day-to-day responsibility for ensuring this policy is put into practice during project works on site.

2.3 Employee's Responsibilities

The term "Employees" refers to all staff, whether they are:

- Full- or part-time.
- Subcontractors (under certain circumstances).
- Temporary or permanent (including agency staff and workers from outside the UK).
- Self-employed.
- Young people on work-experience.
- Apprentices.
- Employed at the same address or at more than one location.

Employees of Venables Associates are required to:

- Co-operate with supervisors and the management of the Company on health and safety matters.
- Not interfere with anything provided to safeguard health and safety of staff, clients or other contractors.
- Take reasonable care of their own health and safety.
- Take reasonable care of the health and safety of others, including site visitors, passers-by and anyone who may be affected by our work.
- Work in a safe manner in accordance with safe working practices and Company risk assessments and method statements.
- Use personal protective equipment and any other safety equipment as instructed by the Company.
- Address and resolve health and safety issues as they arise in the office and on site wherever possible.
- Report all health and safety concerns and issues that cannot be addressed and resolved to the Safety Officer.
- Not to use any tool, machinery or equipment that is damaged or otherwise unsafe, or that they have not been trained or authorised to use.
- All employees who attend site must be familiar with and abide by the Venables Associates Ltd Site Safety Procedures Document Reference VA/HAS.002

Failure to follow the Company's documented health and safety procedures and processes may result in disciplinary action.

2.4 Designers' Responsibilities

The Construction (Design and Management) Regulations 2015 define designers as follows: "Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work". The definition is deliberately broad and can include any member of a project team who has an input into the design including the Client and the Quantity Surveyor, as well as the more obvious Building Services Designers, Architects and Structural Engineers.

Designers have special responsibilities under CDM, which can be summarised thus: "When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during… construction; and the maintenance and

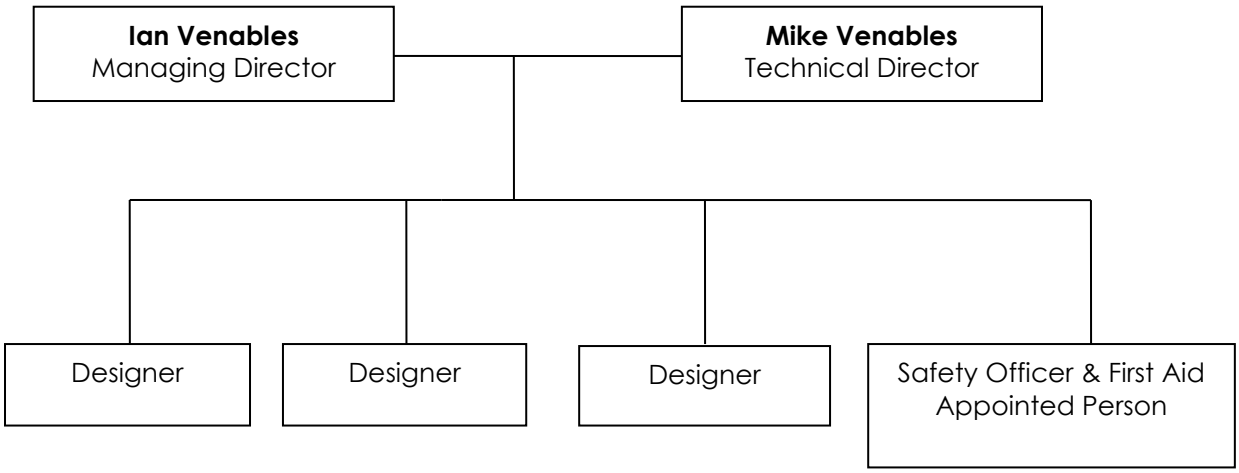
use of a building once it is built… [Designers must] Provide information to other members of the project team to help them fulfil their duties" (see L153, page 6).

As with all members of the construction process, designers must be trained and competent to discharge their duties effectively. It is essential to ensure that anyone who is employed to carry out design works on a project is suitably qualified and experienced, e.g. Member of the Chartered Institution of Building Services Engineers, Member of the Institution of Structural Engineers, Member of the Royal Institution of British Architects, and so on, before they are appointed, whether by the client or by Venables Associates Limited, and that they hold appropriate professional indemnity cover.

If Mike Venables or any member of the Venables Associates team member has any concern regarding the suitability of a proposed design, whether for health, safety or environmental considerations or other reasons, this will be raised with the client or principal designer using the appropriate channel, e.g. Request for Information (RFI). The Company will then work with the relevant parties to resolve the issue.

The CDM process requires that information such as the mechanical calculations are shared; if necessary, the Venables Associates Project Manager may also verify the design with an appropriately qualified external consultant.

2.5 Organisation chart



When necessary, Mike Venables will deputise for the Safety Officer.

Note:

The guiding principles of health and safety in the UK are set out in a number of laws and codes of practice. Some of the key ones are listed below. The Directors of Venables Associates understand their duties and will act in accordance with them at all times, for the benefit of all parties. The Company expects that everyone working on its behalf will do the same. Further information is supplied in the section entitled "Health and Safety Information". A copy of L153 Managing Health and Safety in Construction, the HSE guidance, L153 to The Construction (Design and Management) Regulations 2015, is kept in the office for reference.

Applicable regulations include:

Health and Safety at Work Act 1974

The Management of Health and Safety Regulations 1999

The Construction (Design and Management) Regulations 2015

Further information can be found in the following leaflets and HSE publication:

Health and Safety Law: What you should know

Health and safety regulation… a short guide

Leading health and safety at work

L153 Managing Health and Safety in Construction

3 ARRANGEMENTS

This section sets out how the various responsibilities outlined in the previous section are to be put into action on a day to day basis.

3.1 Managing Health and Safety Risks

The Safety Officer will:

- Undertake Risk Assessments.
- Approve action required to remove or control risks.
- Be responsible for ensuring the action required is implemented.
- Check that the implemented actions have removed/reduced the risks.

Generic risk assessments and method statements will be reviewed every 6 months, or when the work activity changes, whichever is soonest.

All work activities will be assessed to determine whether they are covered by the generic documents.

Specific risk assessments and method statements will be produced where the work activity is outside the scope of the generic documents.

3.2 Consultation with Employees

As a non-unionised employer, the Company recognises its duties to consult with its employees under the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

It can be difficult, however, on a practical level for a small company to have formal health and safety processes: Consultation with employees is provided by the Safety Officer for all staff. Venables Associates recognises that the safety of everyone who works for the Company is of paramount importance and has an "Open door" policy on matters relating to health and safety. Any employee who has an issue with a matter relating to health and safety should talk to the Safety Officer in the knowledge that his or her concerns will be taken seriously and that remedial action will be taken if necessary.

3.3 Staff Inductions

The Safety Officer is responsible for providing new employees with a health and safety induction, so that he/she knows what is expected by Venables Associates in terms of processes, procedures and behaviour.

This is a useful opportunity to ask questions if you have any special requirements or health and safety concerns.

3.4 Safe Premises and Equipment

Testing and maintenance of fixed wiring at our office premises is the responsibility of the Landlord and will be carried out in accordance with the Landlord's testing procedures. Electrical installations must be tested upon completion and thereafter 3-5 yearly, depending upon the type of installation and the wear and tear that can be expected.

The Safety Officer will be responsible for:

- Identifying all tools, machinery and equipment needing maintenance, repair or replacement.
- Identifying and providing any safety equipment required, including personal protective equipment that staff need for site use.
- Ensuring effective maintenance procedures for tools, machinery and equipment are drawn up.
- Ensuring that all identified maintenance, repair or replacement of tools, machinery and equipment is implemented.
- Checking that all new tools, machinery and equipment meet health and safety standards before purchase
- Controlling waste.

All tools, machinery and equipment should be visually inspected before use and any problems found must be reported the Safety Officer immediately or as soon as is practically possible. Equipment will be checked at intervals as specified by the manufacturer under maintenance contracts or by employees who have been trained to do so.

Any problems found with tools, machinery and equipment must be reported to the Safety Officer immediately (or as soon as is practically possible).

High standards of housekeeping are essential to keep the working environment healthy and hazard-free:

- Each employee will be responsible for keeping his or her work area clean and tidy.
- The premises will be cleaned by a contracted party twice weekly.
- All employees will collect waste in bins provided which shall be emptied twice weekly by the cleaning contractor.
- Large items of waste will be removed from the office to the storage area prior to collection by the waste contractor.
- Employees will not obstruct gangways, escape routes or fire exits at any time.
- Fire extinguishers must not be used as door stops but must be kept on an appropriate bracket or other fixing.

3.5 Safe Handling and Use of Substances (COSHH)

The Safety Officer will be responsible for:

- Identifying all substances used that need a COSHH assessment.
- Undertaking COSHH assessments for substances used.
- Ensuring that all actions identified in the assessments are implemented.
- Ensuring that all employees are informed about and are given access to the COSHH assessments.
- Checking that new substances can be used safely before purchasing. Where possible, always select the least hazardous product.

Manufacturers' safety data sheets for the products we use will be found in the Safety Officer's filing cabinet. Sample COSHH assessments for some of the substances and blank COSHH assessment template (that can be filled in by hand if necessary) will be found in the Risk Assessments section of this document.

3.6 Information, Instruction and Supervision

The company is required to display a Health and Safety Law poster in its office. It looks like this:

In addition:

- Health and safety information is issued by the Safety Officer.
- Health and safety advice is available from the Safety Officer.
- Supervision of young workers/trainees will be arranged, undertaken and monitored by the Safety Officer (or a nominated deputy).
- The Safety Officer is responsible for ensuring that employees who visit site are given relevant health and safety information, instruction training and supervision.

Specific risk assessments will be prepared for employees identified as being vulnerable, particularly young people under the age of 18, taking into account their inexperience, lack of awareness of risks and physical immaturity, etc.

3.7 Competency for Tasks and Training

The Health and Safety at Work etc. Act 1974 requires all employers to provide whatever information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of employees. This is expanded by the Management of Health and Safety at Work Regulations 1999, which identify situations in which health and safety training is particularly important e.g. when people start work, on exposure to new or increased risks or where existing skills may have become rusty or need updating, etc.

The Safety Officer will:

- Provide induction training and job specific training for all employees.
- Ensure that all employees have an understanding of health and safety regulations and understand and follow safe working practices.

Training:

- Will be identified, arranged and monitored by Ian Venables the Safety Officerl.
- Records are kept in the company office by the Safety Officer, to show who has been trained and when, so that refreshers can be arranged as necessary.

All employees are given health and safety induction training when they start work, covering basic safe working practices. Health and safety training will also be provided when risks change or in accordance with new regulations and codes of practice. Site specific induction training is provided to employees where they visit or work on different premises.

The following five step approach should be adopted when planning training:

1. Decide what training your organisation needs;
2. Decide your training priorities;
3. Choose your training methods and resources;
4. Deliver the training; and
5. Verify that the training has worked.

3.8 Personal Protective Equipment (PPE)

PPE is defined as all equipment (including clothing that gives protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety, e.g. hard hats, gloves, eye protection, high-visibility clothing and safety footwear. Hearing protection and respiratory protective equipment provided for most work situations are not covered by these regulations because they are covered by other regulations; these items need to be compatible with any other PPE provided, however.

The main requirement of the regulations is that this equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. The Regulations also require that PPE:

- Is properly assessed before use to ensure it is suitable;
- Is maintained and stored properly;
- Is provided with instructions on how to use it safely; and
- Is used correctly by employees.

Remember: personal protective equipment is always a last resort – not a substitute for a safe system of work!

While on site, all employees will wear the appropriate personal protective equipment (PPE). Most of the time, this will consist of:

- Steel or composite toe-capped boots (compliant with EN 345/ISO20345).
- Hard hats are required during all activities where there is a risk of head injury. They also need to be worn if there is a risk of falling tools or materials, if there is insufficient headroom, if there is risk protruding objects e.g. rails. Site rules may dictate that workers wear a hard hat and other personal protective equipment at all times whilst on site, and if this is the case the rule should be obeyed regardless of the perceived risks.
- Ear defenders. Ear defenders are compulsory when the noise level is above 85 decibels. If you need to shout to make people 1 metre away hear you, ear defenders must be worn. ALL people exposed to the noise need to wear ear defenders, not just the person doing the job.
- High visibility clothing is generally required at all times whilst on site, especially where there are vehicle movements and during times of reduced visibility, e.g. winter or night works.

Ensure PPE is properly stored, kept clean, and maintained in accordance with the manufacturer's maintenance schedule.

Note: misuse of Personal Protective Equipment is not acceptable any circumstances and may result in disciplinary action.

Before purchase, ensure new clothing is CE marked to show it meets the new European rules on manufacturing PPE. The following are commonly used items:

Item	Hazard	Standard
Hard hat	Falling or flying objects, head bumping or hair entanglement	BS EN 397
Bump cap	Overhead piping and other fixed obstacles	EN 812
Goggles - impact resistant	Metal splash, dust, vapour	EN 166

Item	Hazard	Standard
Goggles - Chemical hazard	Chemical harm, gas and radiation	
Face shield	Flying objects, road debris, chemical splashes or infectious fluid	EN 166
Hearing protection - ear defenders (earmuff style, preferred option)	Hearing damage	EN 352-1
Respiratory protection - dust masks	Asthma and allergy irritation	EN140
Respiratory protection - respirators	Inhaling chemicals, gasses, vapours, viruses, dust and fumes	BS EN 12021
Safety footwear (with ankle protection)	Falling and flying objects, punctures, cutting hazards, electrical hazards, slips and trips,	EN 345-1
Hi-vis	Lack of visibility	BS EN 471
Gloves – chemical hazard	Exposure of skin to chemical	EN 374-1
Gloves – mechanical hazard	Entanglement, cuts and burns	EN 381-7(chainsaw) EN 388

3.9 Respiratory Protective Equipment (RPE)

The law requires employers to prevent or control the exposure of employees and others (e.g. subcontractors) to hazardous substances at work including dusts and vapours.

Before using RPE:

- Exposure should be controlled by other measures (such as local exhaust ventilation), which are reasonably practicable. In other words, RPE should only be used as a last choice of protection when working with hazardous substances such as gases, solvents, powdered chemicals, mists and sprays or entering a confined space.
- Assess the risks presented by exposure to hazardous substances. Then identify the steps needed to control the risks adequately; put them into

operation and ensure they remain effective. RPE may be one of the control measures.

Employers who decide to provide RPE as one of the control measures must:

- Select the RPE that is right for the hazardous substance, the environment in which it is going to be used, the task and the wearer.
- Inform and train RPE users.
- Ensure RPE is maintained in accordance with the manufacturer's instructions.
- Supervise RPE wearers to ensure that they are using the RPE in accordance with manufacturer's instructions and the training provided.
- Safely dispose of damaged or used RPE and its components, with consideration of waste handlers' health and safety if handling such waste could present a hazard. For example, does the waste need to be labelled or wrapped in any particular way?

For RPE to remain effective during use it should be integrated into operational procedures. The employer must ensure that control measures, including RPE, are properly used and not made ineffective by incorrect work practices or incorrect use. The Safety Officer should ensure that employees use the control measures, including RPE, the way it is intended to be used and as trained and instructed. It is often best to give a choice of several correctly specified types of RPE to wearers so the operative can choose the one he prefers.

An effective system of maintenance for RPE is essential to make sure the equipment continues to provide the degree of protection for which it is designed. Therefore, the manufacturer's maintenance schedule (including recommended replacement periods and shelf-lives) should always be followed.

Maintenance may include cleaning, examination, replacement, repair and testing. The wearer may be able carry out simple maintenance (e.g. cleaning), but more intricate repairs should be carried out by a competent person.

Employees have a legal duty to cooperate with their employers and use control measures (justified by risk assessment) provided in accordance with the instruction, information and training they have been given.

Employees must:

- Use RPE properly whenever it is required to be used.
- Report any defects in, or damage to, the RPE immediately.
- Participate in any training or instruction provided on RPE.
- Inform their employer of any medical conditions they have that might be affected by the use of the RPE provided to them.

3.10 Accidents, First Aid, Work-Related Illnesses and Reporting

In the office, a fully stocked first aid box will be found in the reception area filing cabinet. It is recommended that every individual who attends site carry a personal first aid kit, e.g. in a tool bag or vehicle. All employees are aware of basic first aid procedures. The contents of each box should be checked at regular intervals. A minimum stock of first-aid items in accordance with BS 8599-1: 2019 (small first aid kit) would include:

- 1 x disposable heat retaining foil blanket, adult
- 1 x microporous tape, 2.5cm x 10m
- 2 x sterile moist cleansing wipes (packs of 10)
- 2 x non-sterile disposable triangular bandages 90cm x 90cm x 130cm
- 1 x first aid scissors (for cutting away clothing)
- 6 x nitrile powder-free gloves, large (pairs)
- 1 x revive-aid
- 1 x burnshield® dressing 10cm x 10cm
- 2 x no. 16 sterile eye pad dressings
- 2 x medium HSE-complaint sterile dressings 12cm x 12cm
- 2 x large HSE-compliant sterile dressing 18cm x 18cm
- 2 x sterile finger dressings 3.5cm x 3.5cm
- 1 x conforming bandage 7.5cm x 4.5m
- x washproof plasters, assorted sizes (packs of 10)
- 1 x first aid booklet

Items should be re-stocked as they are used and any deficiencies should be reported to the responsible person, Mrs J Venables, so that new supplies can be organised.

All employees must report all accidents, cases of work-related ill health or injury as soon as possible to the Safety Officer so that they can be recorded using form VA/ACC.001 (found in the folder with the first aid box) and remedial action be

taken, if appropriate. If an accident occurs on site, this should also be reported in the same way and also reported in accordance with the site procedure.

The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences in accordance with Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) to the enforcing authority. Incidents should be reported as soon as possible. Death and specified injury can be reported by telephone on 0345 300 9923 (opening hours Monday-Friday, 08.30am-5pm), all other injuries must be reported online at www.hse.gov.uk/riddor.

The following must be reported:

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven days in a row as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests are not counted as 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Specified injuries

These include:

- Accidents when a member of the public is killed or taken to hospital;
- A fracture, other than to fingers, thumbs and toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight;
- Crush injuries leading to internal organ damage;
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);

- Scalpings (separation of skin from the head) which require hospital treatment;
- Unconsciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

If something happens which does not result in a reportable injury, but which clearly could have done, it may be a dangerous occurrence which must be reported immediately to the enforcing authority.

Not reportable: Over-three-day incapacitation that lasts for less than seven days
Accidents must be recorded, but not reported the HSE, where they result in a worker being incapacitated for more than three consecutive days. Keeping a record in the Company accident book will normally be enough.

If an accident (or "Loss incident") occurs which is not reportable under RIDDOR, the Safety Officer and Managing Director will be responsible for investigating and for implementing remedial action.

3.11 Monitoring, Audit and Review

The Safety Officer and the Managing Director are responsible for monitoring the work practices of employees and ensuring inspections of the workplace are carried out.

A review of the company's health and safety management system, including health and safety policy, will take place annually (as a minimum) by our external health and safety consultant. However, reviews of such system will take place sooner if legislation, best practice or key members of the workforce change; reviews will also take place if an incident (including work-related ill-health, near miss or dangerous occurrence) arise.

The Managing Director and the Safety Officer are responsible for:

- Investigating accidents and work-related causes of sickness absences;
- Acting on investigation findings to prevent a recurrence;
- Reviewing procedures following a dangerous occurrence or near miss;

- Reviewing complaints from the workforce and members of the public;
- Reviewing procedures following enforcement reports and notices;
- Reviewing risk assessments following the discovery of additional hazards.

In order to prevent incidents occurring, the Safety Officer is also responsible for:

- The active monitoring of the workplace for unsafe conditions;
- The direct observation of workers for unsafe acts;
- Meeting with management and workers to identify any problems;
- Checking documents, such as maintenance records, near miss reports, insurance reports, etc.
- Undertaking workplace inspections, sampling surveys, tours and audits.

3.12 Health Surveillance

Some occupations carry a high risk of work-related ill-health. These include deep sea diving, working with lead, asbestos or radiation, or working in compressed air. In other occupations, including general building, there are no clear cut answers to the question of health surveillance.

The Health and Safety Executive web site (www.hse.gov.uk) publishes guidance on this subject which takes the view that the place to start is with the risk assessments an employer carries out for his work and employees' health records – and that it is better to control risks and then consider health surveillance once you have identified any risks that remain: for exposure to some other health risks [apart from noise, HAVS, substances hazardous to health, asbestos, lead, compressed air, ionising radiations or diving] such as manual handling, work-related upper limb disorders, work that might give rise to stress-related diseases and symptoms from whole body vibration, there are no specific legal requirements for health surveillance and that blanket surveillance of everyone is a potential waste of time and money. This is mainly because valid ways to detect ill health do not exist yet and/or the link between work and the ill health condition is uncertain. In these cases, other methods should be adopted to monitor the health of employees exposed to these risks, such as encouraging symptom reporting and checking sickness records.

Given that Venables Associates are engaged in design rather than more "hands-on" construction activities, they can be deemed to be at lower risk than those whose work tasks are more physically demanding. Employees should nonetheless

be aware of their own health, for example if skin becomes red and sore/flaky, or breathing difficulties are experienced, medical advice should be sought and the Safety Officer should be notified as necessary. If, however, having analysed our risk assessments and records, looked at who is at risk and any residual risks, Venables Associates Limited decides that it may be appropriate to adopt a more formal health surveillance process; this will be discussed with all staff prior to implementation.

If you feel that you are being asked to carry out work for which you are unsuited on medical grounds, e.g. vertigo sufferers may be unsuited to work at height, people who suffer from certain psychological conditions may not be able to work in a confined space, this must be brought to the attention of the Safety Officer.

A health screening questionnaire has been developed for all staff. This form should be completed by all members of staff on joining the company, and annually thereafter. If any employee is experiencing health concerns which may be caused by or made worse by their work, he/she should speak with the Safety Officer.

3.13 Emergency procedures - fire and evacuation

In the office, the Safety Officer will make weekly checks of escape routes to ensure that these are clear and unobstructed. Fire extinguishers will be inspected and maintained annually by the building landlord. The building landlord will carry out regular testing and inspection of the fire detection and alarm system.

All employees will be issued with a copy of the following by the Safety Officer on employment and on document revision:

- Staff fire action ref: CI 3895 A
- Staff fire notice ref: CI 3895 D
- Escape routes and assembly point drawing No. 6131
- Escape route drawing nos. VA/FIR.002 & VA/FIR.003

Regular fire drills will be carried out by the Safety Officer. The minimum requirement is for these to be carried out every 6 months. They should be monitored and timed, and the results recorded on the Fire Drill Record form. If necessary, the fire drill should be re-run to iron out difficulties or to ensure that all

staff are able to participate. Fire arrangements should be reviewed if the layout or function of the building is changed.

Any employee who attends site must familiarise themselves with the site fire evacuation procedures, including any procedures that are specific to the site, and follow them in the event of a fire. Exit routes must be kept clear at all times. Staff should be made aware in advance of the nature of the alarm signal that they can expect to hear, whether this is a bell, claxon or shout of "Fire". This needs to be clearly audible above other noise on the work site.

In the event of a fire on site:

- Raise the alarm so that the premises can be evacuated.
- Contact the emergency services - telephone "112" or "999" UNLESS the site operates a different procedure. Be aware that on some major sites, during working hours, security may be the first port of call as they will contact the emergency services and arrange to escort them to the appropriate area.
- Tackle the fire with a portable fire extinguisher if trained and if it is safe to do so.
- Do not risk your own health and safety.
- Evacuated people should muster together at a safe distance from the building and report to the Safety Officer or the senior Venables Associates employee present.

If the location where site works are being carried out is evacuated, the person in charge of the Venables Associates works must account for all Venables Associates employees and report to the site management, as well as reporting to the Safety Officer as soon as possible.

The Safety Officer is responsible for ensuring that any fire extinguisher supplied for the use of the Company's staff is serviced annually to the latest standard by a BAFE (British Approvals for Fire Equipment) registered company. Fire extinguishers in the office are the responsibility of the landlord, nonetheless the Safety Officer should check that this has been carried out as scheduled and contact the landlord if not.

After a fire extinguisher has been used, even if only partially, it must be recharged according to the manufacturer's instructions – again, the Safety Officer may need to arrange this through the landlord.

In the event that it is necessary to call the emergency services, employees are advised to dial 112 – the European emergency number – BEFORE ATTEMPTING TO DIAL 999.

The new number enables the emergency services to pinpoint the caller's location with greater accuracy – which can save lives in certain circumstances.

3.12 Welfare Facilities

Good welfare facilities can have a positive benefit on health and well-being and can help prevent dermatitis and other work-related medical conditions.

The term "Welfare" refers to the following facilities:

- Toilets
- Washing facilities
- Changing areas
- Storage facilities
- Rest/eating areas
- Drinking water
- Heating
- First aid facilities.

Welfare facilities are provided at the company's premises and are maintained by the landlord. The client or principal contractor provides welfare facilities when project works are being carried out in an existing building or other fixed construction site.

Always wash hands and face after work and before any eating, drinking or smoking.

3.13 Site security

When working on site, all Venables Associates personnel are to follow official site procedure for entry to and exit from site, for example, report to main reception on arrival and sign in and out of the site registration book. All Venables Associates personnel must comply with the client's security requirements which may include searches of possessions and vehicles. Tools and equipment will not be left lying around when not in use.

Details of our clients, their activities and of their sites will be treated as confidential by all staff. Failure to respect the confidentiality of Venables Associates' clients may result in disciplinary action.

3.14 Permit to Work

Hazardous works are encountered on most work sites: some can be controlled using the risk assessment and method statement, however some (including testing, isolating and re-energising of systems) require a more robust procedure such as a permit to work. A permit to work is a formal, written, safe system of work designed to control potentially hazardous activities e.g. hot works, electrical or mechanical isolation, etc.

Permits are effectively a means of communication between site management, people with responsibility for managing work, and those carrying out the work. It is also a means of coordinating different work activities to avoid conflicts, business interruption, unsafe reinstatement of power supplies, etc.

A responsible person should assess the work and check safety at each stage. The people doing the job should sign the permit to show that they understand the risks and precautions necessary. It is important that the person issuing the permit signs the permit at the beginning of issue and then also signs the permit at the end of the works to close it off. The permit may be used in conjunction with other safety procedures, e.g. for locking off and reinstating electrical supplies.

The following rules must be followed to ensure that the permit is doing its job:

- All those involved in the permit to work system are trained and competent.
- All risks have been removed, or controls are in place.

- The permit issuer and performing authority are aware of interactions with other permits to work, tasks or simultaneous operations and these are cross referenced on the permit.
- The permit issuer and performing authority have visited the work site prior to start of work.
- The performing authority has verified the integrity of any isolation required for the task.
- A toolbox talk has been conducted at the work site involving all members of the work party.
- For ongoing work, there has been a handover discussion at the work site.
- The work has been completed and handed back in safe condition, e.g. covers have been reinstated.

Applicable regulations include:

Health and Safety at Work Act 1974
The Management of Health and Safety Regulations 1999
The Construction (Design and Management) Regulations 2015
The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013
The Health and Safety (First Aid) Regulations 1981
The Personal Protective Equipment Regulations 2002

Further information can be found in the following leaflets and HSE publication:

Health and safety law: what you should know
Health and safety regulation… a short guide
L153 Managing health and safety in construction
Personal protective equipment at work: a brief guide
Reporting accidents and incidents at work: a brief guide to the reporting of injuries, diseases and dangerous occurrences regulations
Basic advice on first aid at work
First aid at work: your questions answered

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4 KEY AREAS OF HAZARD

The key issues and hazards affecting the health and safety of employees through the work activities include:

- Slips, trips and falls
- Falls from height
- Fixed scaffolding
- Mobile scaffold towers
- Fragile roofs and surfaces
- Noise
- Manual handling
- Out of hours working
- Loading and unloading
- Work in control panels
- Electrical isolation
- Portable appliances
- Legionella
- Hazardous substances (COSHH)
- Dust
- Cuts and minor injuries
- Dermatitis
- Burns
- Asbestos
- Fire
- Driving on public roads
- Vulnerable employees
- Confined spaces
- Lone working
- Alcohol and drugs
- Smoking
- Horseplay
- Display screen equipment
- Stress.

These areas are examined in more detail in the pages that follow. Other areas of risk that are not covered here should nonetheless be addressed in site/task specific risk assessments and method statements.

Slips, trips and falls

Venables Associates staff often attend meetings and carry out work on construction sites e.g. surveys, commissioning, etc. where work is in progress.

- **Remember: a tidy site is a safe site. Slips, trips and falls are the most common cause of injury on construction sites.**
- Keep alert for trailing cables and other trip hazards, including raised sections of floor.
- If lighting is not adequate to permit safe working, inform the Safety Officer.
- Use appropriate access equipment for working at height, ensuring that it is positioned on level ground.
- Look out for spills of water and other liquids – if necessary, ask for them to be cleared up. Note that dusty substances can also cause you to slip over.
- Look out for flooring that is uneven or damaged.
- Report any hazards to the Safety Officer, or the site manager/supervisor when on site.

Applicable regulations include:

Health and Safety at Work Act 1974
The Work at Height Regulations 2005

Falls from height

- ***Remember: falls from height are the biggest killer on the UK's construction sites - every fortnight one construction worker is killed as a result of falling from height.***
- All work at height will be done in accordance with The Work at Height Regulations 2005.
- Use appropriate work platforms and access equipment for working at height – the treads of a stepladder are designated as a work platform.
- When using a ladder, you should always have three points of contact – tools and materials should be carried in a suitable holster or raised by mechanical means.
- Ladders, stepladders and trestles are only suitable for work that is short duration i.e. 30 minute or less.

- Ensure work platforms and access equipment are positioned on level ground and guard-rails and toe-boards etc. are in place to prevent people, materials and tools falling.
- Work platforms must not be overloaded; the weight of operatives and materials must be considered to ensure the safe working load is not exceeded.
- Getting on and off a roof presents a major risk. A secure means of entry and exit is vital. If there is any possibility of falling, after collective fall protection has been considered, a correctly fitted harness must be worn.
- Do not work on roofs in icy, rainy or windy conditions – because of the risk of being blown off the roof or slipping.
- Remember that working next to an aperture, e.g. an access hatch, also counts as working at height. Appropriate control measures must be in place before work commences, e.g. ensure that the edge is protected with barriers (without creating an additional a trip hazard): it is easy to step back and fall through.

Fixed scaffolding

Only use fixed scaffolding that has been designed and erected by a competent scaffolding contractor. Only people who are trained and competent are allowed to design, erect and dismantle scaffolding.

Under no circumstances must employees of Venables Associates attempt to modify or interfere with fixed scaffolding.

Visually inspect the scaffolding before climbing it, and seek advice from a person who is trained and competent in scaffold inspection, in the event that anything happens that could affect the stability of the scaffold, e.g. being struck by a vehicle, high winds or if you suspect that the scaffolding is in any way deficient. A non-scaffolder who has attended a suitable scaffold inspection course and has the necessary background experience would be considered competent to inspect a basic scaffold (e.g. a site manager).

Fixed scaffolding must be blocked off or rendered inaccessible when not in use.

Mobile scaffold towers

Mobile scaffold towers must be erected by a competent person and sited on ground that is firm and level. In addition:

- Never climb up the rungs on the end frames of a mobile scaffold tower unless the rungs have been designed for getting to and from the working platform.
- Never use a mobile scaffold tower as a support for ladders, trestles or other access equipment.
- Always check that the wheels are locked when a mobile scaffold tower is in use.
- Never climb a mobile scaffold tower with missing/broken parts or incompatible components.
- Never use this equipment in weather conditions that are likely to make it unstable.
- When not in use, mobile scaffold towers should be secured or blocked off to prevent unauthorised access.

Fragile roofs and surfaces

Sometimes it may be necessary to travel across a roof for access purposes, e.g. to carry out a survey. A fragile material is one that does not safely support the weight of a person and any load they are carrying - the fragility of a roof does not depend solely on the material it is made from. The following factors are also important:

- Thickness of the material;
- The span between supports;
- The type, number, position, condition and quality of fixings;
- The design of the supporting structure, e.g. the purlins;
- The age of the material.

Sometimes the entire roof surface is fragile, in other cases only part of the roof is fragile, e.g. when fragile roof lights are contained in an otherwise non-fragile roof. Sometimes a roof is not as sturdy as it appears to be, for instance when old roofs have been painted over.

The fragility, or otherwise, of a roof MUST be confirmed before you set foot on it. If there is any doubt, the roof should be treated as fragile unless, or until, confirmed

that it is not: ***it's dangerous to assume that a roof is non-fragile without checking this out beforehand.***

At NO time may any Venables Associates employee pass over fragile material, unless platforms, coverings or other similar means are provided that adequately support them: properly installed safety netting beneath the roof surface will provide collective fall protection within the protected area. Protection is also needed when anyone passes by or works nearer than 2 metres to fragile materials.

The following control measures should also be noted:

- Support platforms should be 600 mm+ wide – make sure that they are long enough to provide adequate support across roof members (spanning at least two purlins).
- Using a platform may spread the load, but will not provide enough support if the only thing supporting it is the fragile materials.
- Walking on the lines of purlin bolts gives no protection at all - it is like walking a tightrope and must never be allowed or condoned.
- You should not have to constantly move platforms about the roof - it is not acceptable to rely on using a pair of boards to 'leap-frog' across a fragile roof. Make sure there are enough platforms provided to avoid this.
- Precautions are needed to prevent a person falling from the platform – e.g. edge protection comprising top rail, intermediate rail (or equivalent protection) and toe board.
- Boundaries at least 2 metres from the nearest fragile material can sometimes be used to identify 'safe' areas containing the workplace and routes to and from it. If this is the case, you must stay inside the safe area at all times.

Applicable regulations include:

Health and Safety at Work Act 1974
Work at Height Regulations 2005

Further information can be found in the following leaflets:

Working at Height - A brief guide

Noise

The Control of Noise at Work Regulations 2005 came into force on 6 April 2006. Most office work is unlikely to cause high noise levels (although machines such as a franking machine may do so); other work activities such as working in a plant room with operational plant may create conditions requiring action to be taken.

- The lower exposure action value is 80 decibels (80dB(A)). Hearing protection must be provided if an employee requests it. The peak sound pressure is 135 dB(C).
- The upper exposure action value is 85 dB(A) and hearing protection must be provided and worn. The peak sound pressure is 137 dB(C).
- The exposure limit value is 87 dB(A). The peak maximum is 137 dB(C).

As a rough guide, if you need to shout to be heard by a person 2 metres away, the noise level is approximately 80 decibels and hearing protection is recommended. If you need to shout to be heard by a person 1 metre away, the noise level is approximately 85 decibels and hearing protection must be provided and worn.

Venables Associates employees do not use power tools in the normal course of their work. New power tools in normal use do not always facilitate the need for hearing protection: this is mostly due to the duration of use. If someone is using noisy equipment, hearing protection should be worn by the user and anyone else in the vicinity, including you, even if you are not doing the noisy work yourself. Equipment that is old or that needs repairing will generally have a higher noise output than that specified in the manufacturer's literature.

If you need to work in a plantroom where machinery is operating constantly, this will usually require hearing protection to be worn. Look out for signage on site and obey it: ensure hearing protection is worn when site conditions dictate. Your hearing needs protection just as much as your sight,

Applicable regulations include:

Health and Safety at Work Act 1974
Control of Noise at Work Regulations 2005

Further information can be found in the following leaflets:

Noise at work: A Brief Guide to Controlling the Risks

Manual handling

Manual handling should always be avoided wherever possible but inevitably manual handling issues will be encountered when lifting and fitting heavy and bulky items – even moving a printer or a box of paper in the office. Every person has a different carrying capacity. Where possible, manual handling should be mechanised, e.g. put boxes of paper on a trolley.

Manual handling will be done in accordance with the Manual Handling Operations Regulations 1992 (amended 2002):

- Carry out a manual handling assessment of all tasks to identify what has to be lifted, the distance and the duration. Organise deliveries to avoid unnecessary carrying.
- Organise work activities so that manual handling is broken down into manageable actions of short duration.
- Always test the load, by nudging with your foot or hand, if you do not know the weight of the load.
- Do not attempt to handle loads exceeding 20kg on your own.
- Use the kinetic lift: bend knees, keep back straight, keep load close to the body.
- Use two people to carry heavier or awkward loads.

Listen to what your body is telling you: if you feel your back, neck, limbs, etc. start to strain, stop and think about what you are doing and see if you can get help or do it a different way. In particular, never use a practice known as "Stoop lifting" where one foot is raised with the leg extended behind. This places enormous strain on the back.

The Safety Officer is responsible for carrying out manual handling assessments in accordance with Appendix 4 of the HSE Legal Guidance L23 Manual Handling Operations Regulations 1992 (as amended), Guidance on Regulations. Such assessments must take into account the following four main factors:

1. Task
2. Individual
3. Load
4. Environment.

The assessment must be reviewed if there is any reason to suspect that it is no longer valid or there have been significant changes to the manual handling operations to which it relates.

Applicable regulations include:

Health and Safety at Work Act 1974
Manual Handling Operations Regulations 1992 (amended 2002):

Further information can be found in the following leaflets:

Manual Handling at Work: A Brief Guide

Out of hours working

Sometimes our work needs to be performed out of hours to limit the impact on the client's business activities and employees and on occasion this can mean working at night and at weekends.

People are not naturally nocturnal animals and night working has been linked with a range of health issues, including some cancers, and an increased number of accidents. Working out of hours requires careful planning if a number of hazardous scenarios are to be avoided. These can include (but are not limited to):

- Insufficient recovery time between shifts
- Poor scheduling of shifts
- Juggling shifts with domestic commitments
- Employees working excessive overtime.

All these factors can lead to tiredness or exhaustion which can increase the probability of accidents and ill-health. Fatigue is often a root cause of major accidents and should be managed like any other hazard:

Even if an individual is willing to work additional hours, or work a particular shift for social reasons, employers have a legal duty to manage risks from fatigue:

- Adequate, quality rest breaks must be provided during the working day
- Care must be taken not to overload an individual with overtime or double shifts – this must be by negotiation
- Employees must not work too many nights in a row (i.e. more than four nights or two nights if shifts are twelve hours or longer): at least two days rest must be taken after nights

- Employees should have the opportunity to sleep for at least eight hours between shifts
- Changes to working hours must be properly risk assessed
- Particularly where the work is of an intrinsically hazardous nature, excessive working hours must be controlled. In addition, employees must avoid doing hazardous work at ends of shifts or other "low points", e.g. 3am if after meals.
- If fatigue is thought to be a factor in an accident or incident, this needs to be thoroughly investigated.
- Consider "Larks" and "Owls": some people's natural body clock will make them more or less suitable for early or late starts.
- Avoid long shifts and too much overtime (the EU Working Time Directive 2009 made it a default right for an individual to work no more than 48 hours per week unless the employee has voluntarily waived this right in writing).

Remember also that:

- Individuals are not good at assessing how tired they are
- People can become skilled at coping with fatigue but this can increase stress, or the risk of gastric disorders or other health problems
- Shorter, more frequent shifts may not be the answer: errors rise early on, diminish, then peak towards the end of a shift. It may be better to arrange for more interesting and varied work to be done at low points, so long as this is not too demanding
- Persons who have had a nap will be less effective for between 30 minutes and an hour afterwards and therefore will be at more risk of an accident.

Applicable regulations include:

Health and Safety at Work Act 1974
The Working Time Regulations (1998)

Loading and Unloading/Workplace vehicles

Unsafe loads on vehicles injure more than 1,200 people every year and the cost to UK businesses is millions of pounds in damaged goods. All loading and unloading activities require proper planning in advance and appropriate supervision.

To minimise the risks to those involved in loading and unloading, information should be provided on the nature of the load and how it should be properly loaded, secured and unloaded. This information should accompany the load and be available to those involved in the loading, transportation and unloading activities.

The loading area should be:

- Clear of traffic and people not involved in the loading and unloading activity
- On level ground
- Segregated from other work areas
- Clear of overhead cables, pipes and other possible obstructions
- Protected from bad weather where possible e.g. high winds, torrential rain, snow, etc.

Do not allow the load to come into close proximity to you in case it slips, if you think the load may pass over you, move out of the way!

Take note of signs and barriers and ensure that you do not stray into unauthorised areas; those unloading and manoeuvring vehicles may not know you are there. If for any reason you need to cross a delivery area, ensure you catch the driver's attention and that of the banksman, before walking in front of the vehicle. NEVER walk behind a reversing vehicle.

Before starting work, all parties must ensure that everyone is aware that deliveries (or collections) are expected and the schedule. The activity must be coordinated so that all contractors are aware of loading and unloading activities and any possible changes to evacuation routes or plans can be communicated promptly, for example, so that all parties are aware that they must use a different emergency exit.

Horseplay is strictly PROHIBITED during loading and unloading activities. Anyone who is caught "mucking about" may be removed from site.

In 2018, 30 people were killed at work as a result of being struck by a moving vehicle – an increase of thee from the previous year. Many of these fatalities would have been caused by a person being hit by site plant and often the person will be crushed between the vehicle and an obstruction. For this reason,

pedestrians and vehicles on site should be kept apart using barriers and signage. Always wear a hi-viz vest or jacket when traversing areas where site vehicles and plant are in operation and ensure that the driver has seen you before approaching. Some vehicles have blind spots so do not assume because a vehicle has mirrors that the driver can see you.

Applicable regulations include:

Health and Safety at Work Act 1974
Manual Handling Operations Regulations 2002
Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
Provision and Use of Work Equipment Regulations (PUWER) 1998
Work at Height Regulations 2005

Further information can be found in the following leaflets:

Manual Handling: A Brief Guide
Providing and Using Work Equipment Safely
Lifting Equipment at Work: A Brief Guide
Working at Height: A Brief Guide
Workplace Transport Safety: A Brief Guide.

Work in control panels

Control panels can be complex and sophisticated. Overseeing testing, commissioning and other work inside control panels must only be carried out by trained, competent persons, in accordance with the Electricity at Work Regulations 1989.

Effective planning is essential for this kind of work: make sure that you have the most up to date drawings and written procedures available, and work in accordance with them. If no information is available, isolate the panel effectively using suitable control measures, before starting work. Whether the panel is new or old, always proceed with caution and treat the equipment with respect.

Before opening the panel door(s), look for damage or other signs that the isolating mechanism has been disabled or tampered with.
Always be aware that control panels may have multiple sources of supply or back feeds.

Work in control panels that are live must only be carried out as a last resort and when all internal components are rated IP2X (touch-proof) or are covered with other suitable shrouds.

New control panels

New panels should be touch-proof, but be aware that electrical equipment that operates the building control system may start up automatically (if it has been designed and installed to do this) without warning and cause crush injuries or other harm. Check that equipment is suitably and securely isolated before proceeding.

Existing control panels

Expect the unexpected. On older control panels:

- Drawings may not be available – accurate or otherwise.
- Depending on the age of the equipment, it can be easy to touch live components inadvertently. Don't touch anything or expose components if there is a risk that you could touch live terminals. If necessary, temporary panels or guards should be fitted to shield live parts: for example, a dropped spanner or screwdriver could cause the equipment to explode with devastating consequences, if it is not built to withstand a major fault.
- The equipment may be fitted with a "defeat" mechanism to allow for the testing of components and relays. Check that this is operational, in case of tampering/failure.
- Don't trust labelling – it may not be an accurate or up to date indication of what's inside.

If the panel is clearly of an older design, of unknown age or condition, the isolators may be interlocked with the door mechanism.

If in doubt about any control panel, turn it off before you open any doors. Then carry out a thorough investigation and a dynamic risk assessment before proceeding.

Applicable regulations include:

Health and Safety at Work Act 1974
Electricity at Work Regulations 1989
Provision and Use of Work Equipment Regulations (PUWER) 1998

Further information can be found in the following leaflets:

Electrical safety and you

Safety in electrical testing

Electrical isolation

By law employers must ensure that all employees involved in work on electrical equipment are competent. Employees must be instructed on, and trained in, the implementation of safe systems of work. The safe system of work includes written rules and using locking-off devices and notices.

Definition of "Low Voltage"

In the UK, any electrical supply that is between 50V AC and 1000V AC is defined as "low voltage". Standard low voltage supplies in the UK are 230V AC single phase and 400V AC three phase. The correct name for the live conductor is "phase". A single phase supply consists of phase (live), neutral and earth conductors. Do not assume that neutral and earth are "dead". In certain conditions neutral and earth conductors can also have hazardous voltages on them, and some equipment can have more than one feed.

Effects of electric shock

An electric shock at 230V for more than half a second can kill.

A voltage as low as 50 volts applied between two parts of the human body causes a current to flow that can block the electrical signals between the brain and the muscles. This can have a number of effects including:

- Stopping the heart from beating properly
- Preventing the person from breathing
- Causing muscle spasms.

The person can also experience loss of muscle control with painful muscle spasms that can be strong enough to break bones or dislocate joints. This can make it impossible to "let go" or escape the electric shock. It may also result in further injury depending on what the person is doing: they may fall from height or onto machinery.

The exact effect depends on a number of things including the size of the voltage, which parts of the body are affected, how damp the person is, how physically fit the person is, and the length of time the current flows.

When an electrical current passes through the human body it heats the tissue along the length of the current flow. This can result in deep burns that often require major surgery and are permanently disabling. Electrical burns will produce an entry wound and an exit wound. Burns are more common with higher voltages but may occur from domestic electricity supplies if the current flows for more than a few fractions of a second.

Safe Systems of Work

Key Regulations Regulation 12 of The Electricity at Work Regulations 1989 covers the means of isolation. Regulation 13 covers precautions for work on equipment made dead. Regulation 14 requires that no person shall be engaged in any work activity on or so near any live conductor that danger may arise.

The point in an electrical circuit where the electrical supply is isolated is called "the point of isolation". It needs to be under the control of the person carrying out the work to prevent the supply being reinstated. Warning notices must be used at the point of isolation and the conductors must be proved to be dead before they are touched.

The point of isolation must always be secured to prevent it being interfered with and the supply being reinstated by others. Even when the point of isolation is directly adjacent to the equipment being worked on it should be secured as a matter of course to prevent the supply being reinstated inadvertently. Also, the person doing the work may need to move on to work on other equipment connected to the same supply, and may forget to secure the point of supply if that is not done at the beginning of the job.

Some fused connection units (such as MK Electric white plastic or metalclad versions) can be locked with a padlock as shown in photographs 1 and 2. Where this is not possible then a lockable cover as shown in photograph 3, available for

approximately £5.00 from www.reecesafety.co.uk, can be fitted (note: the cover screws need to be removed to fit the lockable cover and this must only be done by a trained, competent qualified electrician). Insulation tape with "do not touch" or similar written on it is NOT adequate.

Photograph 1

Photograph 2

Photograph 3

Do not just rely on others to tell you that the electrical supply is isolated. If others are isolating the supply for you then check it is done and the point of isolation has been properly secured and it cannot be reinstated.

Once the electrical supply has been isolated and the point of isolation has been secured then the equipment to be worked on must always be tested to prove that the electrical supply has been isolated. The tester used must be proved to be working correctly with a known voltage source. This must be done without exposing the worker to a hazard. Once the tester is proved, test the incoming supply terminals of the equipment to be worked on. Put one lead of the tester on the earth terminal first, then the other lead on the phase (live) terminal. Also test earth to neutral and neutral to phase to ensure that there is no hazardous voltage on any terminal. Once the equipment to be worked on has been tested to prove that the electrical supply has been isolated the tester used must again be proved to be working correctly with a known voltage source without exposing the worker to a hazard. Using a mains tester with fused test leads and retractable shrouds on the leads, with a proving unit, as supplied by Martindale, is recommended.

The isolation must be proved dead using test equipment that complies with GS38: a voltage indicating device (sic) and a proving unit – not a multimeter or any kind of non-contact "volt stick". If the person carrying out the work does not witness the isolation, then they must repeat the proving dead process again using GS38 compliant voltage indicating device and a proving unit.
Once the work is complete the equipment covers must be reinstated and secured before the electrical supply is reinstated.

Applicable regulations include:

Health and Safety at Work Act 1974
Electricity at Work Regulations 1989
IET 18th Edition Wiring Regulations 2018
Provision and Use of Work Equipment Regulations (PUWER) 1998

Further information can be found in the following book:

Requirements for electrical installations: IET 18th Edition Wiring Regulations 2018 – BS 7671

Portable Appliances

Venables Associates employees use a variety of electrical appliances in the office and on site. Equipment that has a lead (cable) and plug and which is normally moved around or can easily be taken from place to place, is referred to as a portable appliance (the term also covers office equipment, e.g. photocopiers, desktop computers, etc.): if it is not properly inspected and maintained, portable electrical equipment can pose a risk of electrocution. Control measures are as follows:

- Always visually inspect electrical equipment before use. Don't use anything that appears damaged, e.g. equipment with cracked casing or that has been tested and has a "FAIL" sticker. Do not attempt to fix broken equipment yourself: report damaged equipment to the Safety Officer, so it can be repaired by a competent person or be replaced. Prevent others from using it.
- Machinery and equipment should be CE marked. Installations and appliances must be properly maintained in a safe condition.
- The Safety Officer is responsible for arranging for a competent person to test electrical installations/portable appliances. Portable appliances should be tested at least annually - more often if there's a high level of wear and tear. All work equipment must be maintained in an efficient state, in efficient working order and in good repair.
- Extension leads are particularly prone to wear and tear and should be visually inspected every time they are used.

Applicable regulations include:

Health and Safety at Work Act 1974
Electricity at Work Regulations 1989
IET 18th Edition Wiring Regulations 2018
Provision and Use of Work Equipment Regulations (PUWER) 1998

Further information can be found in the following leaflets:

Electrical safety and you
Maintaining portable electric equipment in offices & other low-risk environments

Legionella

Legionella is a potentially fatal pneumonia caused by legionella bacteria and is the most well-known and serious form of a group of diseases known as legionellosis.

Infection is caused by inhaling small droplets of contaminated water, which are too small to be seen with the naked eye. It cannot be passed from one person to another. Vulnerable groups include smokers, heavy drinkers, those aged 45+ and individuals whose immune systems are already impaired. Men are more vulnerable than women, due to the larger surface area of the lungs.

As well as natural water courses, legionella are widespread in the environment and may contaminate and grow in other water cooling towers, plant rooms, hot and cold water services and spa baths. They survive low temperatures and thrive at temperatures of between 20˚C-45˚C if the conditions are right, e.g. if a supply of nutrients is present. This could include rust, sludge, scale, algae, skin cells and other bacteria. They are killed by high temperatures.

If work is to be carried out in an area where air-borne water droplets could be present; check in advance that a regular regime of water hygiene is in place, in accordance with the statutory requirements. If this is not the case, work must not be carried out until control measures are in place or water hygiene arrangements are in place.

Work in accordance with the HSE Publication Legionnaire's Disease: The control of legionella bacteria in water systems (Approved Code of Practice L8). This gives practical advice on the requirements of the Health and Safety at Work etc. Act 1974, and the Control of Substances Hazardous to Health Regulations 2002, concerning the risk from exposure to Legionella bacteria.

New systems must be designed with reference to the Approved Code of Practice L8. Prior to commencement of installation, a schematic diagram of the proposed facility should be submitted to the client, together with details of what the method of legionella control will be and a draft legionella risk assessment. At completion, the as-built version of the diagram must be issued, and a completed Legionella Risk Assessment must also be issued.

Applicable regulations include:

Health and Safety at Work Act 1974
Water Hygiene Regulations

Further information can be found in the following leaflets:

Legionnaire's Disease: A brief guide for dutyholders

Hazardous substances (COSHH)

Using chemicals or other hazardous substances at work can put people's health at risk, so the law requires employers to control exposure to hazardous substances to prevent ill health. Employers have a specific duty to protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations (COSHH) 2002. COSHH sets eight basic measures that employers, and sometimes employees, must take:

- Assess the risks.
- Decide what precautions are needed.
- Prevent or adequately control exposure.
- Ensure that control measures are used and maintained.
- Monitor the exposure.
- Carry out appropriate health surveillance.
- Prepare plans and procedures to deal with accidents, incidents and emergencies.
- Ensure employees are properly informed, trained and supervised.

If exposure to hazardous substances is not adequately controlled, employees or others may be harmed, perhaps permanently. Effects from hazardous substances range from mild eye irritation to chronic lung disease or, on occasion, death.

Hazardous substances include:

- Substances used directly in work activities (e.g. cement, adhesives, paints, lubricating oil, cleaning agents).
- Substances generated during work activities (e.g. fumes from soldering and welding).
- Naturally occurring substances (e.g. grain dust).
- Biological agents such as bacteria and other micro-organisms.

Hazardous substances are found in nearly all work environments. Coming into contact with a hazardous substance may produce a variety of adverse effects on health:

- Skin irritation or dermatitis following skin contact – this can be so debilitating that the individual is forced to change their occupation or even give up work altogether
- Asthma as a result of developing an allergy to substances used at work. Once the lungs are sensitized in this way, an attack may be triggered by the most minimal exposure. Again, this can have life-changing consequences.
- Losing consciousness as a result of being overcome by toxic fumes
- Cancer, which may appear long after the exposure to the chemical that caused it
- Infection from bacteria and other micro-organisms (biological agents).

When planning or carrying out work, things to look out for and do when using any chemical product are as follows:

- **Look for the red and white warning label.**
- Only use a substance for the purpose for which it was intended.
- Replace the cap properly when the product is not being used.
- Keep the product in the manufacturer's original container and keep the label on it.
- Always use and store the product in accordance with the manufacturer's instructions, e.g. out of direct sunlight, use in a well-ventilated area.

- Avoid mixing chemicals together – this can lead to the production and release of gases or other substances which may in some cases be dangerous.
- Clear up spills promptly and effectively, using the method and personal protective equipment shown in the manufacturer's safety data sheet or on the label (e.g. place sand over spilt liquid, use suitable protective gloves, goggles to prevent splashes, etc.).
- Ensure appropriate measures are in place for the storage of flammable substances, if these are to be kept on site.
- Don't stockpile chemicals, e.g. cleaning materials. Only keep and store the minimum number of types of product.
- When choosing new chemical products, ALWAYS choose the least hazardous product for the job.

New substances must not be bought or used until a suitable COSHH assessment has been carried out. Four sample COSHH assessments have been supplied with this policy (see Appendix 1 – Risk Assessments and Method Statements), for SF6 Sulphur Hexafluoride refrigerant gas, anti-static general purpose fluid, battery acid electrolyte, and transformer oil. A list of hazardous substances stored or used on site is kept by the Safety Officer, together with each product's manufacturer's safety data sheet: this should be given to the fire service in the event of a fire.

The appropriate COSHH data sheets or risk assessments should be attached to task risk assessments and method statements on site. If you are asked to use a product in the course of your work and are not shown the relevant COSHH information, contact the Safety Officer and ask for a COSHH assessment to be carried out or for an alternative product (for which a COSHH assessment is available) to be substituted.

Applicable regulations include:

Health and Safety at Work Act 1974
Control of Substances Hazardous to Health Regulations (COSHH) 2002

Further information can be found in the following leaflets:

Working with substances hazardous to health: A Brief Guide to COSHH

Dust

Always wear an appropriate dust mask when carrying out any work in a dusty environment, e.g. working inside an old control panel. Ensure that the masks are the right type for the work being done. Keep the mouth side of the mask clean and free from any contamination. **ALL** people exposed to the dust need to wear goggles and masks, not just the person doing the job.

Where RPE is used it must be able to provide adequate protection for individual wearers. RPE can't protect if it leaks. A major cause of leaks is poor fit – tight-fitting face pieces need to fit the wearer's face to be effective. The following is a list of frequent problems with fitting and possible solutions:

- Leaks are often around the nose. If the mask has a nose clip, take special care to firmly shape it to the nose.
- Long hair or sideburns can get trapped in the seal and cause leaks.
- The edge of the mask must seal to the face. Irregularities (e.g. scarring, moles) in the area of the face seal can prevent this.
- Straps should be pulled tight firmly, but not painfully. Position the upper strap over the crown of the head, above the ears, not over them. The lower strap should go round the back of the neck.
- Seat the chin firmly in the chin cup of the mask. This can be difficult if the mask is the wrong size – try a different size or a different model.

Ensure equipment is properly stored, kept clean, and maintained in accordance with the manufacturer's maintenance schedule.

Applicable regulations include:

Health and Safety at Work Act 1974
Control of Substances Hazardous to Health Regulations (COSHH) 2002

Further information can be found in the following leaflets:

Personal Protective Equipment at Work: A Brief Guide

Cuts and minor injuries

The use of tools and materials can cause cuts and other minor injuries:

- Always wear appropriate clothing for work sites: hard hat, shirt and long trousers (or overalls), coat as required, steel/composite toe capped footwear.

- Wear gloves when handling sharp materials.
- When cutting or fixing materials, make sure that the materials are securely held in place and cannot slip; if necessary, ask for an extra pair of hands to provide support.

Applicable regulations include:

Health and Safety at Work Act 1974

Further information can be found in the following leaflets:

Basic advice on first aid at work

Dermatitis

Occupational dermatitis affects virtually all industry and business sectors, and in severe cases can make an individual unable to work. It is caused by the skin coming into contact with certain substances. Signs of dermatitis can be redness, itching, scaling and blistering: if it gets worse the skin can crack and bleed and the dermatitis can be spread all over the body. It is not infectious, so it cannot be spread from one person to another.

Precautions should be taken to prevent dermatitis occurring. Wearing the right sort of gloves when handling substances which can cause dermatitis, e.g. transformer oil, can help. Oils are a major cause of dermatitis as they cause de-fatting of the skin. If reaching inside equipment is necessary, the arms should also be covered. Keeping the skin clean and applying moisturising cream should be routine. Ensure all protective clothing is worn, kept clean and in good order.

If symptoms are found you should contact your GP, informing them of substances you have been exposed to. If spotted early and adequate precautions are taken, most people will make a full recovery, however some people can be affected for life.

Cases of occupational dermatitis must be reported to the Enforcing Authority (the HSE) under the terms of RIDDOR.

Applicable regulations include:

Health and Safety at Work Act 1974

Further information can be found in the following leaflets:

Preventing dermatitis and urticaria at work

Burns

Parts of equipment, e.g. generator casings and exhaust manifolds, can become very hot and can cause burns if touched. The increased temperature can be felt a metre from the equipment. Ensure that unauthorised personnel are kept out of plantrooms and stick to safe zones, if these have been marked out on floors. Allow hot equipment the chance to cool before starting work on it.

Cool heat-induced burns by running under clean cool water for up to ten minutes. Chemically-induced burns should be cooled for up to 20 minutes. Burns should be covered with a burn dressing e.g. Burn Aid – where this is not available burns should be covered with cling film or similar to keep clean until treatment can be sought.

Applicable regulations include:

Health and Safety at Work Act 1974

Further information can be found in the following leaflets:

Basic advice on first aid at work

Asbestos

Work with asbestos can release small particles into the air. When inhaled, these can cause a number of incurable diseases which currently account for around 5,000 deaths in the UK every year. The first symptoms can occur 15-60 years after exposure.

The UK banned use of brown and blue asbestos in 1985, and white asbestos in 1999 (apart from a number of specialised uses). Asbestos in different forms was common in buildings constructed pre-1980, for example in ceiling tiles and textured finishes.

All commercial property should have an asbestos register detailing its location and type. Refer to this and the building management personnel for further information. A refurbishment and demolition (R&D) survey is required where a structure or part of it, needs upgrading, refurbishment or demolition. The survey does not need to record the condition of asbestos containing materials (ACMs). The purpose of the R&D survey is to ensure:

- Nobody will be harmed by work on ACMs in the premises or equipment;
- Such work will be done by the right contractor in the right way.

Asbestos is found in:

- Old control panels, sometimes as an insulator.
- Pipework, vessels and plant, or heaters, boilers, etc. as a rope seal.
- Sprayed asbestos/loose packing - generally found as fire breaks including ceiling voids.
- Moulded or preformed sprayed coatings and lagging e.g. thermal insulation.
- Sprayed asbestos mixed with hydrated asbestos cement - used for fire protection purposes, e.g. in ducts, firebreaks, ceiling panels etc.
- Insulation boards for fire protection, thermal insulation, partitions/ducts.
- Compressed asbestos cement products – usually flat or corrugated sheets e.g. roof/wall cladding, gutters, rainwater pipes, water tanks.
- Asbestos cement.

Only HSE licensed contractors are allowed to remove certain types of asbestos.

Before starting work:

- The building will give you clues: was it built/refurbished 1950-2000? Does it have a steel frame or boilers with thermal insulation? If the answer to any of these is "Yes", asbestos may be present.
- Ask the building manager whether this site has been checked for asbestos.
- If no information is available, stop work until proper checks have been carried out: you can't be sure a suspect material contains asbestos until it has been tested in a laboratory.
- If the building is being refurbished, a Refurbishment and Demolition Survey must be carried out before work starts.

If you suspect asbestos is present:

- If you find hidden/dusty materials, inform the Safety Officer immediately.
- The Safety Officer will refer to the responsible person for further information.
- If asbestos is present but is undamaged/undisturbed/in good condition, it may be safe to continue work.
- Damaged asbestos or asbestos in poor condition must be removed by a specialist contractor.

If accidental exposure occurs whilst work is in progress, stop work and inform the Safety Officer immediately, then:

- Wash hands, forearms and face straight away - especially before eating, drinking or smoking.
- Change your clothing.
- Do not resume work until told by the Safety Officer that it is safe to do so.
- Do not recommence work until specialist work or removal has been carried out (if necessary).
- If necessary, a new risk assessment must be in place. Only resume work once you have been shown it and agreed in writing to work in accordance with it.
- Control measures must be in place before re-commencement.

Most asbestos removal work must be undertaken by a licensed contractor. Work is only exempt from licensing if the exposure of employees to asbestos fibres is sporadic and of low intensity.

Asbestos is not hazardous if left well alone and not disturbed or damaged.

The Control of Asbestos Regulations 2012 have made a few, limited changes to bring the UK into line with standards elsewhere in the EU. The key changes effective from 6th April 2012 are as follows:

- **Some non-licensed work must be notified to the relevant enforcing authority.**
- **Brief written records should be kept of non-licensed work, which has to be notified, for example, the names of workers on the job plus the level of likely exposure of those workers to asbestos. This does not mean that air monitoring is required for every job: published guidance or experience of similar work in the past can be used to make an estimate of the degree of exposure.**

- **In addition, by April 2015, all workers/self-employed people who carry out notifiable non-licensed work must undergo regular health surveillance by an appropriate doctor (workers who are already under health surveillance for licensed work do not need to have an additional medical). Medicals for notifiable non-licensed work are not acceptable for people who do licensed work.**

Applicable regulations include:

Health and Safety at Work Act 1974
The Control of Asbestos Regulations 2012

Further information can be found in the following leaflet:

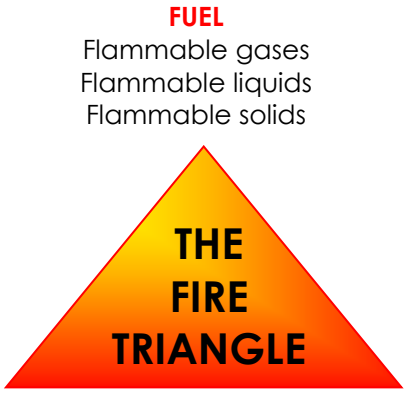
What to do if you uncover or damage materials that may contain asbestos

Fire

The effects of fire can be catastrophic and can include:

- Death or injury to people.
- Damage to property, vehicles and equipment.
- Loss of money to business and sometimes total business closure.
- Late running of projects.

The fire triangle shows the three elements fire needs to start:



Remove any one of the three components and fire cannot burn – think:

1. Reduce.
2. Remove.
3. Replace.

Everyone needs to be aware of the risk of fire and how to avoid it. We can all use simple measures to prevent fire, for example:

- Don't have any naked flames or other sources of ignition.
- Don't allow rubbish to build up in the office. Keep all materials stored safely and keep escape routes clear.
- Check substances such as cleaning materials to determine if they are flammable. Flammable items must be stored in a safe manner in accordance with the manufacturer's literature.
- Remember that many fires, especially in schools, happen as the result of arson. Don't make life easy for an arsonist.
- Never bring old equipment to work on site or in the office, e.g., kitchen appliances, a radio, or Christmas lights, as this is a potential fire hazard.
- Smokers should smoke only in designated smoking areas and should dispose of used smokers' materials in the receptacles provided.

If it is necessary to use a fire extinguisher (e.g. if the fire is between you and the only exit), only use the correct fire extinguisher for the type of fire. Using the incorrect fire extinguisher could make a bad situation worse:

- Use a water fire extinguisher on wood, paper or textile fires. Do not use a water extinguisher on electrical or liquid fires.
- Use a carbon dioxide (CO2) extinguisher on electrical or liquid fires.
- Use a foam extinguisher on liquid fires. Do not use a foam extinguisher on electrical fires.
- Only fight small fires if you are trained and it is safe to do so, large fires should be left to the fire service.

The Fire Risk Assessment uses the same hierarchy of control as other forms of Risk Assessment:

Hierarchy of control	Site - example	Office - example
Avoid risks	Don't have naked flames or other sources of ignition. Good housekeeping is essential.	Don't have naked flames or other sources of ignition. Good housekeeping is essential. Don't store materials such as paper close to heat, e.g. a bare lamp.
Evaluate the risks that can't be avoided	Don't make life easy for arsonists.	Carry out a fire risk assessment and implement action plan. Repeat annually as a minimum.
Combat the risks at source	Store materials safely. Smokers must smoke only in the designated areas and dispose of smokers' materials responsibly, in the designated receptacles.	Store materials safely, e.g. cleaning chemicals, paper. Smokers must smoke only in the designated areas and dispose of smokers' materials responsibly, in the designated receptacles. Keep escape routes clear at all times. Ensure portable
Hierarchy of control	**Site - example**	**Office - example**
Combat the risks at source		appliances are tested and maintained regularly by a competent person. Don't bring in electrical equipment from home.
Adapt the work to suit the individual	Ensure that any special needs are included in planning fire measures (e.g. a worker with hearing difficulties).	Ensure that any special needs are included in planning fire measures (e.g. a worker with hearing or mobility difficulties).
Adapt the work method in the light of technical progress	Review arrangements if new technology becomes available.	Review arrangements if new technology becomes available and if appropriate implement such technology.

Replace the dangerous with the non-dangerous or the less dangerous	Select the least hazardous work process for the job. Avoid the need for hot works e.g. by cold cutting methods, compressions joints, etc.	Select the least hazardous chemical for the job.
Develop a coherent overall prevention policy	The first aim must be to prevent fire from starting.	The first aim must be to prevent fire from starting. Review fire risk assessment and emergency plan periodically. Carry out regular fire drills and adjust emergency arrangements as necessary.
Give appropriate instructions to employees	Find out what the emergency procedures are on arrival at site. Operatives will be made aware of the fire plan and escape routes.	Use signage to show fire exits, emergency routes, fire extinguisher stations and details of emergency plan. Fire awareness training and fire extinguisher training will be provided where appropriate.

Remember that even when the work activities of Venables Associates may not in themselves pose a fire risk, arson is a major problem on construction sites; 90% of fires in schools, for example, are caused by arson and nearly three quarters of those fires occur outside school hours. It is vital that you do not make life easy for an arsonist, for example:

- A skip should never be sited close to a building such that, if its contents were set alight, the fire could spread to the building.
- Wheelie bins should be locked or chained in place
- Lock away any items that could be used to start a fire or better still, remove them if at all possible.
- Never leave materials that will burn such as rubbish or packaging lying around.
- Always make sure the work site is secured when it is unoccupied so that an arsonist cannot gain access to hidden areas, roofs etc.

Whether in the office or on site, if you find a fire:

- Only fight it if you have been trained and it is safe to do so.
- Make sure you use the correct fire extinguisher for the type of fire, and NEVER use a water extinguisher on an electrical fire.
- Never put a fire between yourself and your way out.

If you hear a fire alarm the Fire Service recommends that you:

- Always assume it is a genuine fire (unless you have been told in advance that it is a drill or test).
- Assume it is a fast fire – fire can travel faster than a person can run, so get to your muster point quickly, but without running.
- Assume that the fire-fighting equipment will have been tampered with – concentrate your efforts on evacuation, not fire-fighting.

Fire Risk Assessments will be carried out regularly in the office by the Safety Officer. A blank Fire Risk Assessment template will be found in the "Risk Assessments and Method Statements" section. A Fire Risk Assessment must be carried out at least once each year (more frequently if risks change, e.g. if more staff join or the building function/layout changes). A record of each Fire Risk Assessment will be kept with the Health and Safety Records. The management and staff of Venables Associates will cooperate fully with any Fire Risk Assessments and drills carried out by the Principal Contractor or the Client.

Hazard warning:

There are approximately 2.5 million fires in the UK each year and members of the public deal with around 90% of them*

Applicable regulations include:

Health and Safety at Work Act 1974
The Regulatory Reform (Fire Safety) Order 2005

*Source: Fire Service

Driving on Public Roads

While there is no specific legislation concerning driving for work, Health and Safety Regulations require employers to ensure the safety of all employees while at work. This includes staff using their own vehicles for work purposes.

Around 500 people each year are killed whilst driving for work, but because of the way that the statistics are reported and recorded most people are unaware of the hazard that driving for work can represent: such incidents are dealt with as road traffic accidents and investigated by the police and therefore are not reported under RIDDOR. For this reason, under certain circumstances, driving for work should be approached and risk assessed in the same way as other aspects of a person's work.

The Safety Officer is responsible for: ensuring all vehicles used by staff, including employee-owned vehicles used for work purposes are well maintained, safe, fit for their intended purposes, taxed, insured for business purposes and MOT'd; ensuring staff are fit and capable to drive them; trained, if necessary. Anyone who drives their own vehicle on Venables Associates Ltd's business - even a five minute trip to the local post office – **must** complete a Private Vehicle Record and supply up to date copies of the relevant documentation, e.g. driving licence. Any fines for motoring offences or points on licences must also be declared promptly to the company: withholding such information will be treated as a disciplinary offence and may lead to dismissal.

Note: insurance policies that provide cover for "Social, domestic and pleasure" purposes will not include driving for work (although they may include driving to and from a person's place of work). Persons whose insurance only covers social, domestic and pleasure will under no circumstances be permitted to drive for work. Around 300 drivers are killed on the country's roads every year as a result of falling asleep at the wheel. Advice from the Department of Transport to avoid tiredness while travelling on the road includes:

- Make sure you have a good night's sleep before setting off on a journey.
- Plan your journey so you stop for a 15 minute break every two hours.
- Avoid long journeys if you already feel tired.
- Share driving duties where possible.
- Find a safe place to stop if you feel drowsy.
- Drink two cups of coffee or a high caffeine drink if you feel tired.

If the person's work will comprise a significant element of driving on top of the working day, this should be risk assessed and suitable control measures should be considered, e.g. is an overnight stay required? Should workers travel in pairs so that driving duties can be shared? Under no circumstances should the driving time and working day ever total more than 14 hours, which should be regarded as

the absolute maximum (source: Eversheds) and only an occasional occurrence. Some people may be unable to cope with anything approaching 14 hours, e.g. young persons, new drivers, people who do a physically demanding job or operate plant, people with young children or who suffer from interrupted sleep, etc. These and other factors should be included in the risk assessment. Sufficient time should also be allowed between appointments.

It is illegal to use your mobile 'phone while driving – anyone caught will get a fixed penalty fine of £200 and 6 penalty points on your licence. If you are caught using your mobile 'phone when driving on behalf of Venables Associates Ltd, you will still be obligated to pay the fine. The use of hands-free mobile 'phones, Sat-Navs, etc. is permitted, but if the police think you are distracted and not in control of the vehicle you could still be issued with a penalty. To avoid this, the organisation requests that all employees do not use any mobile device or hands-free kit whilst driving, unless it is an emergency and it is not possible to pull over.

In addition, tools and materials being carried in a work vehicle should be properly secured so that they will not present a hazard in case of sudden braking or change of direction, etc.

Fitness to drive

Employers have a duty to ensure that staff are fit for work, including driving, and where necessary to arrange for periodic health surveillance. Employees who drive on company business are also responsible for ensuring that they do not drive if they are unfit to do so, and that they report any condition that affects their ability to drive safety to their employer, and if necessary to the DVLA.

The UK Government website www.gov.uk/health-conditions-and-driving, has a list of health conditions that might affect your ability to drive. These conditions are divided into 8 categories:

1. Neurological disorders (including epilepsy, tumours, neurodegeneration, implants)
2. Cardiovascular disorders (including angina, arrhythmias, implants, hypertension)
3. Diabetes mellitus (including insulin treatment, complications and transplants)
4. Psychiatric disorders (including anxiety, dementia and learning disabilities)
5. Drug or alcohol misuse or dependence

6. Visual disorders (including cataract, colour blindness and night blindness)
7. Renal and respiratory disorders (including renal failure, asthma, and carcinoma)
8. Miscellaneous conditions (including deafness, medication effects, driving after surgery and temporary conditions)

Car and motorcycle Group 1 licences require 'medical self-declaration' of medical conditions – meaning that if you have or develop one of these conditions, you have a legal responsibility to tell the DVLA as soon as possible. If you don't, you could face a £1,000 and be prosecuted if you're involved in an accident.

Remember: some everyday conditions, including: interrupted sleep; hay fever; migraine; or even a heavy cold, can impair the ability to drive and to concentrate, so you should report to Ian Venables you think you are not fit to drive temporarily or even permanently. This will give Venables Associates Limited the opportunity to consider what to do, e.g. by changing your work duties so that the driving component can be adjusted or reduced.

Driver distraction

In 2016, out of 1,445 fatal crashes in the UK that resulted in one or more deaths, the police recorded 397 incidences of the contributory factor of "failure to look" and a further 140 incidences of the contributory factors of driver in-vehicle distractions, distractions outside the vehicle, and 'phone use.

Driving requires the full attention of the driver at all times. Distractions impede driver ability to spot hazards and react to them. Hazards can arise at any time, and vehicles can travel many metres in a short amount of time.

Distraction can involve any one, or more, of the following:

- Visual - reading infotainment screens and sat-navs, looking at objects and people outside the vehicle unrelated to the driving task.
- Mental - thinking about something else, conversations with passengers and 'phone calls.
- Auditory - listening to someone on the 'phone, music and noises outside the vehicle.
- Physical - typing, smoking eating and drinking.

Drivers who are distracted also have difficulty controlling their speed and their distance from the vehicle in front, and their lane position can vary drastically. The more complex the distraction, or the more involved the driver becomes with it, the more detrimental the distraction is on their ability to make observations and control the vehicle safely.

Worryingly, distracted drivers underestimate the effects that distraction has on them, and do not perceive their reduced awareness or their ability to spot hazards. This may be because they are still looking at the road straight ahead and are not gathering the whole picture of the road around the vehicle.

Recognise what makes you distracted. Many drivers sometimes carry out a distracting activity, without realising the extra risk that it causes. Eating or changing radio station are activities that drivers may do without thinking of the risk involved. Before engaging in an activity, ask yourself 'will this be distracting?' Think about how you would feel if you saw another road user doing the same thing – self-assessment is an important part of developing your driving.

If you need to do something distracting, find a safe place to pull over.

You can prevent yourself from doing distracting things behind the wheel by finding a safe place to pull over first. By planning so that you are not trying to drive and do other tasks at the same time, you can reduce the likelihood of becoming distracted in the vehicle.

Make sure that you are ready to drive before setting off for a journey. Planning your route in advance and making sure you have a good idea of the directions may reduce the time you spend looking for signs and road markings.

Driving Accidents

Anyone who is driving on Company business and who is involved in an accident, including a damage-only incident, or a serious near miss, must report it to Ian Venables. This applies whether they are driving their own vehicle or a vehicle belonging to the Company. This will then be investigated to determine the root cause, which could include stress, ill health or appointment scheduling. Adjustments can then be made to the work as necessary to prevent a recurrence.

Applicable regulations include:

Health and Safety at Work Act 1974

Further information can be found in the following leaflets:

Driving at work - managing work-related road safety

RoSPA Driving for work: Fitness to drive

Vulnerable employees

Specific risk assessments must be carried out for all at-risk groups, including:

- New, young (under 18) and older employees.
- Employees whose first language is not English.
- Disabled workers (including those with hearing difficulties, colour blindness, etc.), or those with special needs.
- Workers with medical conditions e.g. diabetes.
- Workers with special educational needs
- Pregnant or nursing mothers.

Under certain circumstances, gender can also be considered as a trait conferring vulnerability. This relates to discrimination in the workplace and other factors that may affect men and women differently e.g. reproductive health. Any employee who feels that they are facing any kind of discrimination in the workplace, are undergoing fertility treatment, or feel that carrying out certain tasks may have a detrimental effect on their reproductive health, e.g. exposure to lead, should speak with the Safety Officer or the Managing Director in confidence.

Appropriate risk assessments must be carried out for all at-risk groups.

Due to lack of awareness, knowledge, experience and physical immaturity, young workers - defined as "any person who has not attained the age of eighteen" - are the most vulnerable group at work. Planning their work needs to take into account additional considerations including:

- Lifting is restricted to objects that are within their acceptable capabilities. Do not exceed 20 kg on manual handling.
- Before any young person(s) uses any hand tools their competency is assessed and approved. All tools should be inspected by a competent person prior to use to ensure they are in safe working order.

- Young Person(s) are given full training and be deemed competent before using any electrical equipment.

Under the Health and Safety at Work Act, employers have a duty to provide all employees with appropriate safety training to do their work without risk of accident or injury. Even if the Company doesn't have direct employees who are not English speakers, the well-being of others such as delivery staff needs to be safeguarded.

Measures to be in place include ensuring that suitable signage is in place, together with physical barriers where necessary, to ensure that no-one can stray into the hazard zone. If necessary, site maps could also be produced to indicate facilities such as toilets and other welfare facilities, to help visitors find their way around without putting themselves at risk.

The Health and Safety Executive publishes leaflets and other information in 20+ languages.

Applicable regulations include:

Health and Safety at Work Act 1974

Confined spaces

A confined space can be defined as any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen). Some confined spaces are fairly easy to identify, e.g. enclosures with limited openings such as enclosed drains or sewers. Others may be less obvious, but can be equally dangerous, for example ductwork or unventilated or poorly ventilated rooms, plant rooms, riser cupboards and plant rooms. Work in a confined space should only be undertaken by an operative who is fully fit (note that some people with psychological illnesses or who suffer from panic attacks may be unsuited to this kind of work).

Dangers can arise in confined spaces because of:

- A lack of oxygen.
- The presence of poisonous gas, fume or vapour which can enter the confined space from connecting pipes.

- Fire and explosions (e.g. from flammable vapours, excess oxygen etc).
- Dust, which may be present in high concentrations.
- Hot conditions leading to a dangerous increase in body temperature, e.g. working in a loft or attic in hot weather.

Some of the above conditions may already be present in the confined space. However, some may arise through the work being carried out, or because of ineffective isolation of plant nearby, e.g. leakage from a pipe connected to the confined space.

When planning work, check whether the work can be done another way so that entry or work in confined spaces is avoided. Better work-planning or a different approach can reduce the need for confined space working, for example, sometimes it is possible to have the work done from outside.

If you cannot avoid entry into a confined space, make sure you have a safe system for working inside the space. Use the results of your risk assessment to help identify the necessary precautions to reduce the risk of injury. Everyone involved will need to be properly trained and instructed to make sure they know what to do and how to do it safely. Make sure that the safe system of work, including the precautions identified, and the method of communication between those working inside and those working outside, is developed and put into practice. Regular checks and close supervision of staff working in a confined space are vital to ensure that if there is a problem, prompt action can be taken.

Applicable regulations include:

Health and Safety at Work Act 1974
The Confined Spaces Regulations 1997

Lone working

The Health and Safety Executive defines lone workers in these terms, "Lone workers are those who work by themselves without close or direct supervision". Thus ten people could be scattered on a large site but if each one is out of direct contact with other people, they are counted as lone workers.

Sometimes you may be required to work in an environment such as a plant room where you will effectively be working alone, even though others may be on the site. This type of working should only be undertaken by someone who is physically in good health. People with certain psychological disorders should not work alone, e.g. those who suffer from panic attacks.

Control measures include informing the office of your whereabouts and when you expect to return, regular check-ins with your line-manager/the office. Also, before commencing work on a client's site, establish the emergency procedures and reporting lines, including telephone numbers for relevant contacts, e.g. the building management.

Applicable regulations include:

Health and Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999

Alcohol and drugs

Alcohol and illegal drugs will not be permitted on our premises or on site. The Safety Officer requires all workers employed by Venables Associates Ltd on site to be fit for work and will remove any person suspected of being under the influence of illegal drugs or alcohol. Inform your supervisor if you are taking prescription drugs as these could impair your ability to work, or to drive whilst at work.

New laws came into force in the UK on 2nd March 2015 in order to combat the human cost of people driving whilst under the influence of drugs, whether legal or illegal, and the amount of time spent by the emergency services dealing with accidents and incidents relating to drug use. It is illegal to drive if either:

- You're unfit to do so because you're on legal or illegal drugs
- You have certain levels of illegal drugs in your blood (even if they haven't affected your driving).

Legal drugs are prescription or over-the-counter medicines. The police can stop you and make you do a 'field impairment assessment' if they think you're on drugs. This is a series of tests, e.g. asking you to walk in a straight line. They can also use a roadside drug kit to screen for illegal drugs. If they think you're unfit to drive because of taking drugs, you'll be arrested and will have to take a blood or urine

test at a police station. You could be charged with a crime if the test shows you've taken drugs.

Prescription Medicines

It's illegal in England and Wales to drive with legal drugs in your blood if it impairs your driving. It's an offence to drive if you have over the specified limits of certain drugs in your blood and you haven't been prescribed them.

Talk to your doctor about whether you should drive if you've been prescribed any of the following drugs:

- Clonazepam
- Diazepam
- Flunitrazepam
- Lorazepam
- Methadone
- Morphine or opiate and opioid-based drugs
- Oxazepam
- Temazepam.

Note that drugs are sometimes manufactured and distributed under more than one name.

You can drive after taking these drugs if:

- You've been prescribed them and followed advice on how to take them by a healthcare professional
- They aren't causing you to be unfit to drive even if you're above the specified limits.

You could be prosecuted if you drive with certain levels of these drugs in your body and you haven't been prescribed them.

The law doesn't cover Northern Ireland and Scotland but you could still be arrested if you're unfit to drive.

Penalties for drug driving

If you're convicted of drug driving you'll get:

- A minimum 1 year driving ban
- An unlimited fine

- Up to 6 months in prison
- A criminal record.

Your driving licence will also show you've been convicted for drug driving. This will last for 11 years. The penalty for causing death by dangerous driving under the influence of drugs is a prison sentence of up to 14 years.

Other problems you could face

A conviction for drug driving also means:

- Your car insurance costs will increase significantly
- If you drive for work, your employer will see your conviction on your licence
- You may have trouble travelling to countries like the USA.

If you are prescribed medication by a healthcare professional, always check that it will not affect your driving if taken in the stated dose and always carry the packaging (or at least the leaflet supplied by the manufacturer), in case of query.

Applicable regulations include:

Health and Safety at Work Act 1974
The Drug Driving (Specified Limits) (England and Wales) (Amendment) Regulations 2015

Smoking

The Department of Health says that "Smoking is the principal avoidable cause of premature death in the UK, killing more than 78,000 a year". Even if an individual chooses not to smoke, research shows that there is no safe level of exposure to second-hand smoke.

From 1st July 2007, the Health Act 2006 became law in England. Under the terms of its five regulations, smoking is forbidden in most enclosed or substantially enclosed public places, including workplaces. The word "enclosed" refers to premises that have a ceiling or roof and are wholly enclosed on a permanent or temporary basis (except for doors, windows or passageways). "Substantially enclosed" refers to premises that have a ceiling or roof but also an opening in the walls that is less than half the total area of the walls. The area of the opening does not include doors, windows, or any other fitting that can be open or shut. The non-smoking legislation applies equally to both employees and visitors to the

premises. Anyone who breaches the law could face heavy financial penalties – and any Venables Associates employee who does so will first be reminded of their legal obligations. If the employee refuses to comply, this matter will be escalated in accordance with Venables Associates' disciplinary procedure.

It should be noted that this legislation also applies to vehicles if they are used in the course of paid work by more than one person – regardless of whether they are in the vehicle at the same time. Smoking will therefore not be permitted in any vehicle belonging to Venables Associates. Vehicles that are used primarily for private purposes will not be required to be smoke free, however.

Information on giving up smoking can be obtained from the NHS Smoking Helpline on: 0300 123 1044. Further details can be found at various sites on the internet, including https://www.nhs.uk/smokefree?gclid=CJbmopias-YCFQs_GwodL20C7g.

Applicable regulations include:

Health and Safety at Work Act 1974
The Health Act 2006

Horseplay

Mucking about ("Horseplay") causes accidents, and sometimes fatalities, on site. At no time can horseplay by employees of Venables Associates be condoned: such behaviour may result in disciplinary action in accordance with Venables Associates' procedures.

Applicable regulations include:

Health and Safety at Work Act 1974

Display screen equipment

Many of the guidelines discussed in this document, such as keeping a tidy site, manual handling and safe use of electrical equipment, apply equally to office-based staff performing tasks such as purchasing and administration.

Probably the most hazardous activity carried out in offices is using display screen equipment or a computer. Users need to be aware that it can cause particular musculoskeletal problems through poor posture and poorly adjusted workstations,

for example, carpal tunnel syndrome, repetitive strain injury. Computer equipment must only be used with proper office furniture and equipment to ensure that the desk and chair arrangement can be adjusted to avoid posture related problems. As when you use a vehicle belonging to someone else, if you work at someone else's workstation, this needs to be adjusted so that the seat and controls are comfortable for you to use.

The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002) set out the legal responsibilities for the employer and employee in detail. Venables Associates policy is in line with this and good practice, in order to eliminate risk of work related upper limb disorders and associated issues:

- The operator should adjust the chair and VDU to find the most comfortable working position - forearms should be approximately horizontal and eyes at the same height as the top of the screen.
- Make sure there is enough space to accommodate any necessary documents or equipment.
- A document holder may help to avoid awkward neck and eye movements: try different ways of positioning the keyboard, mouse, screen and documents to find the most comfortable way of working. Avoid placing the equipment so that you have to stretch your fingers or reach round obstructions.
- The desk and VDU should be arranged to avoid glare or bright reflections on the screen. Neither the operator nor the screen should directly face windows or bright light. Curtains or blinds should be adjusted to prevent unwanted light.
- There should be space under the desk to move legs freely; obstacles such as boxes or equipment should be moved.
- Excess pressure from the edge of the seat on the backs of legs and knees should be avoided - smaller users may find a footrest beneficial (or rest the feet on a big book or box file if a footrest is unavailable).
- Don't batter the keyboard! Soft keystrokes and straight wrists should help to avoid risk of injury when keying, and likewise, the mouse should be held lightly; mouse buttons should not be pressed hard.
- Empty space should be allowed in front of the keyboard to rest while not keying.
- Keep the screen clean, and chose settings which enable you to read the text easily. Brightness/contrast should be adjusted appropriately to suit the lighting conditions.

- If the characters on the screen are not in sharp focus, flicker or move, the screen may need servicing or adjustment.
- The operator should aim to take frequent short breaks from keying. These often occur naturally for activities such as filing.

Display screen equipment assessments should be reviewed:

- If there are major changes to equipment, furniture, the environment or software is upgraded;
- Users change workstations;
- The nature of work tasks change considerably;
- It is through that the controls in place may be causing other problems.

Research conducted by Public Health England recommends that those whose jobs involve sedentary working for seven hours or more a day, are encouraged to stand-up for at least 2 hours of the working day. These recommendations come after growing evidence that sedentary behaviour can increase the risk of a range of chronic diseases such as obesity, type II diabetes and high blood pressure. Simple behavioural changes can break up long periods of sitting e.g. getting up to make a drink or file documents, using your lunch break to take a short walk, etc. More information regarding the risks associated with sedentary working can be found at http://www.nhs.uk/news/2015/06June/Pages/Office-workers-of-England-stand-up-for-your-health.aspx

Report any concerns relating to the computer equipment or workstation(s) to the Safety Officer. A template for Display Screen Equipment Risk Assessment will be found in the Risk Assessments section of this document (Appendix 1). A responsible person carry out a Display Screen Equipment Risk Assessment for each member of staff who is a computer user at least every six months. Issues identified should be recorded and addressed as soon as practically possible.

Applicable regulations include:

Health and Safety at Work Act 1974
The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)

Further information can be found in the following leaflets:

Working with Display Screen Equipment

Stress

Venables Associates recognises that stress is a health and safety issue and that stress can be detrimental to health, and can result in:

- Physical effects such as heart disease, back pain, gastrointestinal disturbances and various minor ailments
- Psychological effects including anxiety and depression.

Stress can also lead to harmful behaviour such as drinking too much caffeine, alcohol or smoking. Ultimately, time lost at work through stress can have a negative impact on productivity. Tackling the causes of stress before ill health occurs can help to prevent this situation and is in everyone's interest.

The term "stress" is distinct from pressure, which can be a positive state if managed correctly. The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demands placed on them", and has identified six key areas or "risk factors" which can be causes of work-related stress. These are:

1. The demands of the job – the Company strives to make reasonable demands of its employees and ensure that their skills/abilities match the requirements of the job, but employees should feel able to indicate if they are having problems coping with their workload, work patterns or working environment.
2. The employee's control over his/her work – employees should feel that they have a say about how they do their work and that any concerns they raise will be listened to and met with an appropriate response. Also, the use of skills and initiative are to be encouraged. Where practical, professional development will be fostered.
3. The support received from colleagues or management – in particular, an employee should consult their line manager sooner rather than later if he/she feels that stress is becoming a problem. If the stress is work-related, it may be possible to effect changes to improve matters or prevent the situation from getting worse. Even if the stress is due to external factors, it may be possible to do something to reduce the employee's pressure.
4. Relationships at work – the Company strives to create a positive and fair culture. Venables Associates has its own disciplinary code and bullying and other kinds of unacceptable behaviour will not be tolerated.
5. The individual's role – each individual should understand his/jher role in the Company and what is expected of him/her, and also that his/her

concerns regarding this will be listened to and acted upon. If the employee feels that anything is unclear or conflicting, he/she should speak to the Safety Officer.

6. Change – this can be a great cause of stress. Where possible, employees will be involved in and informed about changes affecting the business, and a clear timetable of events will be laid down. If appropriate, training will be provided to prepare employees for changes to their work.

Many people find discussing stress difficult, but communication is vital to overcome it; anyone who feels that stress at work is becoming an issue, should approach the Safety Officer in the knowledge that his/her concerns will be addressed in confidence.

Information and support can be obtained from Mates in Mind, a charity that supports construction workers with mental health issues: telephone 020 3510 5018, web site: matesinmind.org/join-the-action/join-us.html

Applicable regulations include:

Health and Safety at Work Act 1974

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5 HEALTH AND SAFETY INFORMATION

The following health and safety information is contained in a separate folder:

Section	Topic	Leaflet
1	Health and safety law	Health and safety law: what you need to know Health and safety regulation: a short guide
2	Managing health and safety	Reporting of accidents and incidents at work: a brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) Providing and using work equipment safely: a brief guide Personal protective equipment (PPE) at work: a brief guide Leading health and safety at work Are you a designer? Are you a principal designer?
3	Risk Assessment	Risk assessment: a brief guide to controlling risk
4	Specific areas of risk	Working at Height: a brief guide Safe use of ladders and stepladders Electrical safety and you: a brief guide Safety in electrical testing at work Permit-to-work systems Noise at work: a brief guide to controlling the risks Em1 asbestos essentials: What to do if you accidentally discover or accidentally disturb asbestos during your work Manual handling at work: a brief guide Legionnaires' disease: a brief guide for dutyholders Preventing contact dermatitis and urticaria at work Working alone: health and safety guidance on the risks of lone working Confined spaces: a brief guide to working safely

Section	Topic	Leaflet
5	COSHH	Working with substances hazardous to health: A brief guide to COSHH
6	First aid	Basic advice on first aid at work First aid at work: your questions answered
7	The office environment	Ergonomics and human factors at work: A brief guide Working with display screen equipment (DSE): A brief guide How to tackle work-related stress
8	Driving	Driving at work: Managing work-related road safety RoSPA Driving for work: Fitness to drive

6 HEALTH AND SAFETY RECORDS

Keeping health and safety records isn't about red tape: it helps us to monitor our performance and verify that all parts of our health and safety system are working – and identify any parts that are not. Records can also help us to arrange training and plan our health and safety requirements. Records can also provide important evidence in the event of an accident.

The following health and safety record templates are available in this section:

- Health and Safety Policy Issue Sheet.
- Personal Protective Equipment (PPE) Issue Sheet.
- Record of Method Statements and Risk Assessments.
- Private Vehicle Record.
- Training Record.
- Subcontractor Assessment.
- Accident Investigation Report.
- Fire Risk Assessment Sheet.
- Fire and Emergency Evacuation Drill Evaluation Record.
- Display Screen Equipment Risk Assessment.
- Health Screening Questionnaire.
- Driver's Licence Checklist

Records that contain personal data such as completed Health Screening Questionnaires must be kept securely by the company in accordance with the General Data Protection Regulations 2018 (GDPR).

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APPENDIX 1: RISK ASSESSMENTS AND METHOD STATEMENTS

Regulation 3 of The Management of Health and Safety at Work Regulations 1999 states that the employer must carry out a risk assessment for every work activity undertaken by a company. A risk assessment, as its name implies, looks at the steps involved in a particular task, the hazards associated with it and how these hazards will be controlled. The employer then has to ensure that the control measures identified in the risk assessment are in place before the work can commence. The method statement sets out in a clear, step-by-step way how the task will be done.

All the Company's written procedures for carrying out work should be adhered to. Mistakes and accidents often happen as a result of "Human factors", in other words, when people:

- Encounter a new situation.
- Deviate from usual practice.
- Are in a hurry.
- Feel tired or otherwise under par.
- Do someone else a favour.

Remember, too, that accidents often happen when people have the best of intentions! Accidents are rarely the result of a single failing – more usually they come about because of a number of causes which have a domino-effect.

Generic risk assessments are acceptable for many tasks that are performed on a regular basis. Before commencing work, the site should be surveyed and any new or unanticipated hazards should be recorded in the "Site comments" box (by hand if necessary), together with details of the control measures to be used. If in doubt, ask your site supervisor for advice; if necessary (e.g. if you think you have found asbestos) an amended risk assessment and method statement will be provided before work resumes. Remember that a risk assessment and method statement should always be appropriate to the level of risk involved in a job – paperwork never saved anyone!

If you need to prepare a risk assessment and method statement, there are a number of handy hints to help you. It's important to remember that a ***hazard*** is something with the potential to cause harm, e.g. joining adhesive. ***Risk*** is the

probability that someone will be harmed: in this instance, high if the user fails to follow the appropriate control measures, e.g. use in a well-ventilated area, store in an appropriate, labelled container, not mix with other products, etc. It's also useful to remember **SREDIM**:

S Select the task

R Record all the steps in the task

E Examine the hazards involved

D Develop control measures

I Implement measures

M Maintain or monitor (or review)

Another handy guide to remember is the health and safety hierarchy - otherwise known as **ERIC PD** - when planning work. Always start from the top of the list of control measures and work down:

E Eliminate – can I do this job a different way to eliminate risk, e.g. use a long-handled tool rather than going up a ladder?

R Reduce – can I use a less hazardous method, e.g. a different type of flux product?

I Isolate – can I use a barrier or other physical means to keep people out of danger?

C Control – e.g. limit exposure to vibrating equipment (because of the risk of hand arm vibration syndrome) or provide training.

P Personal Protective Equipment – needs to be combined with and in line with best working practices; not a substitute for a safe system of work!

D Discipline – horseplay and inattention leads to accidents!

Items above the line will make the workplace safer: items below the line affect the safety of individual members of staff.

When risk assessments are being carried out for project works, the COSHH Data Sheets for the products that are going to be used must be attached to the risk assessment. The risk assessments must make reference to the products being used and the precautions and first aid procedures must be communicated to all people coming into contact with the product, in case of an accident.

Specimen risk assessments and method statements have been prepared and will be found in this section for the following tasks:

1. Site survey – commercial premises
2. Visiting a construction site
3. Working in a plant room
4. Office work
5. Working in an old control panel
6. Working in an existing control panel.

A record sheet should be completed, to show that the relevant staff have read and agree to work in accordance with risk assessments and method statements. This should be retained on file by Venables Associates, in case it is needed as evidence in the event of an accident investigation.

There are many different types of risk assessment:

- COSHH assessment.
- Display screen equipment assessment.
- Biological risk assessment.
- Noise risk assessment.
- Manual handling assessment.

The underlying principles are the same for all risk assessments.

Sample COSHH assessments for the following substances, which may be encountered by employees of Venables Associates on site, will be found in this section:

- Helix anti-static general purpose fluid
- Sulphur hexafluoride gas
- Transformer oil
- Yuasa battery acid electrolyte.

There is also a blank COSHH assessment template, for use in the preparation of additional assessments as required. This can be completed by hand if necessary.

Designer's risk assessments have a different emphasis. They must be project-specific, commensurate with the level of risk involved, and avoid detailing measures for the control of generic risks, e.g. work at height, which a competent contractor will be aware of. The aim is to concentrate on significant risks that cannot be eliminated from the design after due consideration of alternative solutions, that may not be obvious to those who use the design. An example of this could be the need to site solar tube collectors appropriately on a roof to ensure that the structure of the roof is not damaged by wind, and to ensure that the design of the roof is capable of withstanding the load placed upon it. See Appendix 3: Co-operation and Co-ordination, for further information.

Venables Associates has an "Open Door" policy on health and safety matters: always tell the Safety Officer if you have any concerns about health and safety or staff welfare.

Applicable regulations include:

Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999
Construction (Design and Management) Regulations 2015

Further information can be found in the following leaflets and HSE publication:

Risk Assessment: a brief guide
The High Five: Five ways to reduce risk on site
L153 Managing Health and Safety in Construction

APPENDIX 2: SELECTION OF SUBCONTRACTORS

The term "Contractor" refers to anyone brought in by a client to work at the client's premises who is not an employee of that client.

The term "Sub-contractor" is used to denote anyone brought in by a contractor to work on the contractor's behalf. It is essential that all sub-contractors employed by Venables Associates:

- Are competent to do the job safely without risks to health and safety.
- Will work in accordance with the health and safety systems and practices of our clients, e.g. permits to work.
- Understand and will work in accordance with our Health and Safety policy and any risk assessments/method statements provided by Venables Associates Ltd
- Will co-operate when asked by Venables Associates or our clients to provide the required documentation, including proof of training or other evidence of their adherence to safe systems of work and industry best practice.
- Will co-operate when health and safety spot-checks are carried out by Venables Associates or our clients (or their safety representatives).
- Stop work, if required to do so, where there are health and safety deficiencies, until such time as a safe system of work or control measures have been agreed.

Good communication is a vital part of this process; Venables Associates undertakes to share relevant health and safety information with its sub-contractors, including details of any risks that other parties could not be reasonably expected to know about. This information exchange is particularly important when more than one sub-contractor is involved or when there are to be variations to the agreed schedule of work. Work will be reviewed after completion to see whether performance can be improved in future.

A short form for the assessment of (potential) sub-contractors, Subcontractor Assessment follows which will be used if in future it is necessary to engage the services of other companies. This has been drawn up in accordance with the HSE's guidance to the Construction (Design and Management) Regulations 2015.

The Safety Officer is responsible for ensuring that before any subcontractor is appointed, this document has been completed satisfactorily.

All subcontractors will be provided with a copy of the Venables Associates Limited Health and Safety Policy.

When a labour-only subcontractor is appointed, their credentials must be verified, including:

- Evidence of training and qualifications in the appropriate trade;
- Evidence of training and qualifications in health and safety, e.g. CSCS card;
- References from previous employers;
- Confirmation of eligibility to work in the UK: prospective employees will be expected to produce evidence in the form of an official letter with a National Insurance number from the Department of Work and Pensions. If a letter cannot be produced, we will use the on-line tool on the Government's web site at www.gov.uk/view-right-to-work.

Fraudulent qualifications are common in the construction industry. Venables Associates will therefore seek verification from awarding bodies that all qualifications presented by potential appointees in whatever capacity are genuine prior to appointment.

Applicable regulations include:

Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999
Construction (Design and Management) Regulations 2015

Further information can be found in the following HSE publication:

L153 Managing Health and Safety in Construction

APPENDIX 3: CO-ORDINATION AND COOPERATION

Clients, contractors and subcontractors have a duty to protect each other their workforce and other people (e.g. visitors, people living in close proximity and members of the public). Where work on site is not co-ordinated properly, the results can be costly for all parties and can include:

- Death or injury to persons (resulting in human cost, plus fines, legal action etc.)
- Damage to property.
- Harm to the environment.
- Late running of projects (which could incur financial penalties).
- Damage to our reputation.

The importance of co-operation and coordination is at the heart of the Construction (Design and Management) Regulations 2015, which assign specific duties to all parties involved in the construction process. The same duties apply, whether the project is notifiable or not. The company undertakes to discharge its duties to the other parties as follows:

The Client

Venables Associates Ltd will participate actively in planning the health and safety arrangements of any project in conjunction with the client and any other contractor or designer employed by the client. Venables Associates Ltd and its staff will work in accordance with the client's own health and safety policy as required.

Principal Designer

If a project involves more than one contractor a principal designer must be appointed to plan, manage, monitor and coordinate health and safety during the pre-construction phase. The principal designer must also liaise with the principal contractor in providing information relevant for the planning, management and monitoring of the construction phase. When acting in the role of principal designer, Venables Associates Ltd will:

- Ensure that the client is aware of their duties.
- Assist the client in providing the pre-construction information

- Provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment to the project
- Liaise with the principal contractor for the duration of the appointment of the principal designer and share information with the principal contractor relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase.
- Prepare, review, update and revise the health and safety file, as project progresses. The file must be passed to the principal contractor for completion where the duration of the principal designer's appointment ends before the construction phase is complete. Where this is not the case, the principal designer must hand the health and safety file to the client at the end of the project.

If a third party is acting in the role of principal designer, Venables Associates Ltd will:

- Liaise with the principal designer so that work can be coordinated to establish how different aspects of design interact and influence health and safety
- Cooperate with contractors and principal contractor so that their knowledge and experience about e.g. the practicalities of building design is taken into account
- Review the design as necessary to enable the project team to focus on health and safety matters alongside other key aspects of the project.

Designer

When working on all construction projects, Venables Associates Ltd will:

- Ensure the client is aware of their duties.
- Take account of the general principles of prevention and the pre-construction information in design work
- Eliminate, reduce or control foreseeable risks through design
- Provide design information to all relevant parties
- Cooperate with other duty holders
- Complete work for domestic clients in the same way as that for commercial clients.

Use of Sub-consultants

The Company will select only suitably qualified and competent sub-consultants, in accordance with its documented procedures, and will communicate clearly to any sub-consultant it appoints:

- All aspects of the work that is required, including work in the preparatory and completion phases. This will involve considering all the health and safety risks.
- The safety standards and practices that are expected, through its health and safety policy, risk assessments, method statements, and other relevant documentation.
- Whilst work is in progress, Venables Associates Ltd will monitor the sub-consultant and ensure work is being carried out in accordance with the plan. If work is not compliant, Venables Associates Ltd will liaise with the sub-consultant to remedy the situation immediately.

Other measures

The Company will:

- Keep a clear record of any accident involving individuals working on its behalf and keep all relevant records and plans safely.
- Co-operate fully with any routine safety checks carried out on site by the client/principal contractor, and where necessary, will share the results of lessons learnt as part of the communication process with other contractors on site and make changes to its health and safety processes. If the required standards cannot be met immediately, work will stop until such time as the requirements can be met.

The exchange of information is particularly important when changes to the design are being made or when the client/principal contractor is in a position to know more about the inherent risks in a situation than the designer: Venables Associates Ltd will provide information promptly, clearly and will co-operate fully in the liaison process.

Note: When is a construction project notifiable?

Under the Construction (Design and Management) Regulations 2015, a project is defined as being notifiable when:

1. Construction work is expected to last more than 30 days and have more than 20 workers working simultaneously at any point in the project; or
2. Construction works exceed 500 person days e.g. 10 people working for 50 days.

The days worked do not have to be one after another and weekends and bank holidays do not count if no construction work is carried out.

The Health and Safety Executive must be notified via its web site, hse.gov.uk using the interactive Form F10. This is the duty of the client but can be delegated, e.g. to the principal designer.

If the scope increases such that the work becomes notifiable, the Health and Safety Executive must be informed.

More information about the Construction (Design and Management) Regulations 2015 will be found on the HSE web site: the guidance to the regulations, L153 Managing Health and Safety in Construction (L153) is available as a free download.

Applicable regulations include:

Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999
Construction (Design and Management) Regulations 2015

Further information can be found in the following HSE publication:

L153 Managing Health and Safety in Construction

APPENDIX 4: SAFETY INSPECTIONS

The Safety Officer is responsible for carrying out inspections on site and in our office premises. The findings of the inspection will be shared with the workforce as necessary.

Inspections by others

Everyone who works for Venables Associates should be aware that the Company's activities may also be subject to third party scrutiny; these individuals may report unsafe practices or ask to have a worker removed from site if they see an infringement of any sort (including someone acting in breach of the diversity policy, etc.).

Health and Safety Inspectors

Be aware also that inspectors employed by the Health and Safety Executive have the power to visit workplaces, including offices and work sites, at any time, and are able to take a number of sanctions if work is not being carried out in a safe manner. This includes the serving of a notice, including:

- **A prohibition notice** - this tells a duty holder to stop an activity immediately; in practice this can mean closing down the work site until improvements are in place.
- **An improvement notice** – this specifies remedial action and gives the duty holder a date by which this must be completed.

An inspector's visit can also result in prosecution.

In October 2012, the Health and Safety Executive launched a cost recovery scheme called Fee for Intervention (FFI). Under The Health and Safety (Fees) Regulations 2012, those who break health and safety laws are liable for recovery of HSE's related costs, including inspection, investigation and taking enforcement action. This is in addition to any fines that may be imposed and is charged at a rate of around £156 per hour so everyone needs to support the company's efforts to make all our work places safe and healthy.

Applicable regulations include:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013

Construction (Design and Management) Regulations 2015

The Health and Safety (Fees) Regulations 2012

Further information can be found in the following leaflet and HSE publication:

Reporting Accidents and Incidents at Work: A Brief Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

L153 Managing Health and Safety in Construction

APPENDIX 5: LOSS INCIDENT INVESTIGATION

In the event of an accident, the Managing Director and Safety Officer will conduct an accident investigation as soon as practically possible. An accident investigation form has been designed for this purpose and a copy follows.

It is vital that if such an investigation is carried out, everyone involved co-operates, and shares any relevant information they have. It is also important to stick only to the known facts, and not to get involved in conjecture, hearsay or speculation: the process is about preventing something similar in the future, not apportioning blame.

Once the investigation has been concluded, the Managing Director will communicate the findings and details of any corrective action required to all interested parties, including members of the Venables Associates team, the client and so on. Details of the investigation must be kept securely by the Managing Director with the Company's health and safety records.

In the case of a more serious incident, in which a person is killed or injured or property is damaged, or a near miss which clearly could have resulted in such an incident, the Safety Officer will make a report under the terms of RIDDOR, as previously. The management and staff of Venables Associates will co-operate fully with any third party accident investigation.

Applicable regulations include:

Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999
The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013

Further information can be found in the following HSE publication:

Reporting Accidents and Incidents at Work: A Brief Guide to the Reporting of Injuries Disease and Dangerous Occurrences Regulations

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