



KAFFTEN LIMITED

**GENERAL HEALTH AND SAFETY
POLICY STATEMENT AND PROCEDURES**

July 2017

**Kafften Limited
Berkley Lodge
Tilbury Road
Great Yeldham
Essex
CO9 4JG**

HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

1. HEALTH AND SAFETY POLICY STATEMENT

1. It is the policy of Kafften Limited that all activities undertaken comply with the Health and Safety at Work Act 1974, the Regulations made under it and all other fire and environmental legislation.
2. It is the aim of the Company to prevent, insofar as is reasonably practicable, any work related accident.
3. The Directors declare their objective to achieve and maintain a safe and healthy work environment for all employees, visitors and contractors working at premises and at site managed locations and all others who may be affected by its operations.
4. Directors and senior staff have the responsibility for ensuring that health and safety matters are considered when planning any work to be undertaken. The company recognise their responsibility to provide employees and contractors with suitable and adequate training, information and instruction to enable them to understand and fulfil their duties in a competent and diligent manner.
5. The co-operation of employees is vital to the success of the Health and Safety policy and views on health and safety development are encouraged. All employees are required to abide by the principles of this document, comply with the arrangements made and actively assist in implementing this Policy.
6. Gemma Peardon has been appointed as having overall and final responsibility for health, safety and welfare. Reference should be made to her in the event of any difficulty arising in the implementation of this Policy (through the consultation procedures detailed in Section 3 of this Policy).
7. Competent persons are employed within the company to assist in the management of Health and Safety. External advisers are engaged to provide assistance and advice on specific matters to enable the company to fulfil its duties.
8. The Policy will be reviewed regularly to take account of new or forthcoming legislation and any changes in the company structure or work activities.
9. All employees are required to read the Policy upon recruitment and will be made aware of revisions to the Policy.

For and on behalf of Kafften Limited

Miss Gemma Peardon
Director in charge of safety

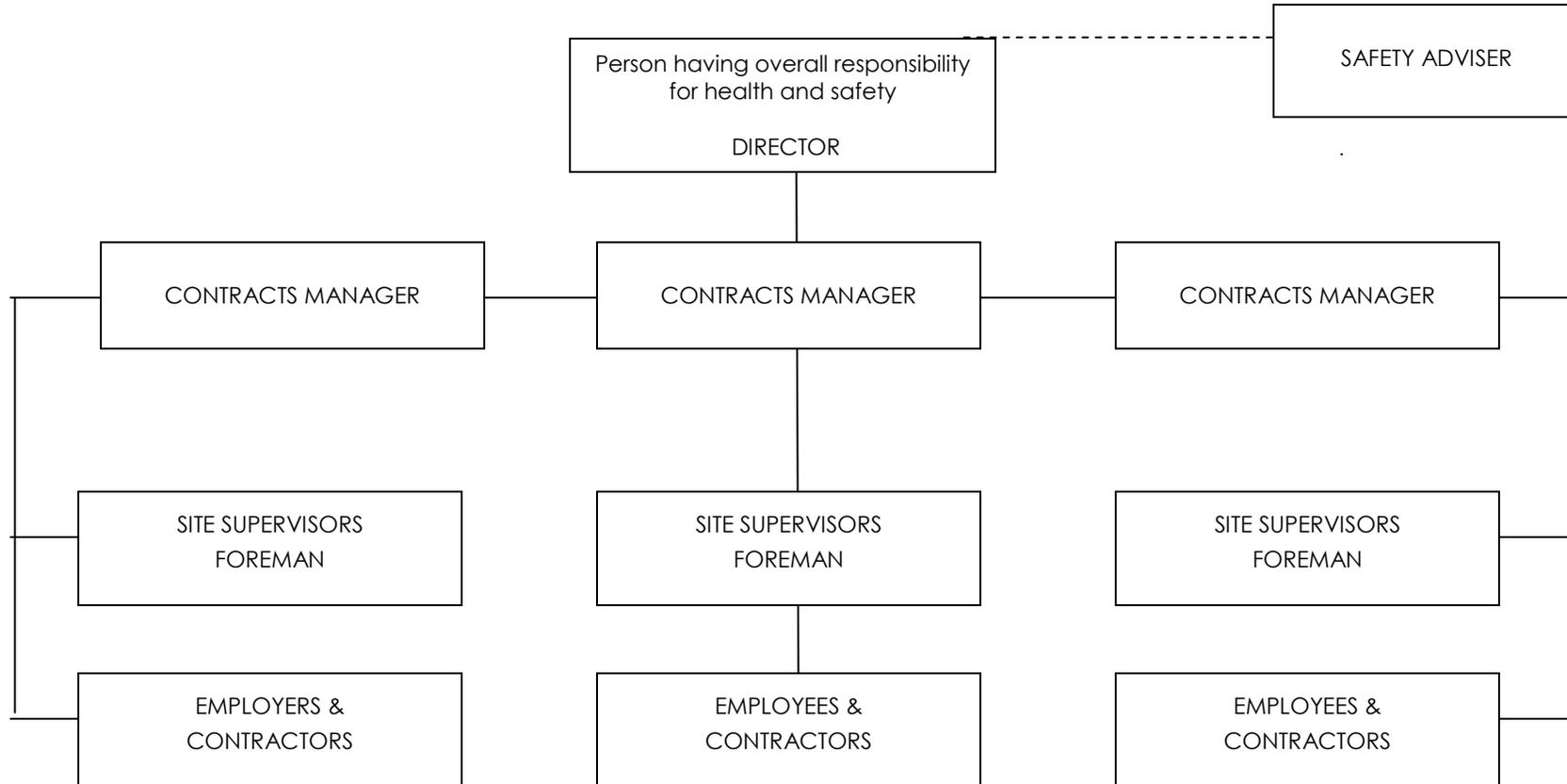
Signed:


Date: 17th July 2017



2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES

2.1 Management Structure



HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)

2.2 The Directors

1. Arrange for the preparation, updating and review of the company Health and safety policy and ensure that it is brought to the notice of all employees.
2. Ensure that employees and contractors are aware of the requirements placed upon them by the company policy and the specific arrangements at the office and site managed locations.
3. Administer the Policy through the Company by appointing an individual Director responsible.
4. Make arrangements for the provision of information and organise appropriate training for specific employees relevant to the duties they perform for the company.
5. Ensure a system for risk assessment of work being undertaken is in place and that relevant staff are trained to carry out such assessments.
6. Ensure that competent persons are nominated to assist in meeting legislative requirements and that appropriate training is given to all staff as necessary.
7. Bring specific safety procedures to the attention of staff; ensure that these are clearly understood by those implementing or abiding by such procedures.
8. Ensure that tenders allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage and that health and safety factors are considered in the selection of sub-contractors.
9. Maintain a system of consultation with employees on health and safety matters.
10. Institute procedures for reporting and investigating the causes of injury, damage and loss; promote analysis of investigations to improve safety performance.
11. Ensure that sufficient competent persons are nominated to implement emergency procedures at the Company's premises and sites and that adequate welfare and first aid provision is made for employees.
12. Evaluate the Health and Safety support necessary (external consultants' advice etc.) for any specific project and agree the roles of the various members of the site management team.
13. Arrange for funds and facilities to be available to meet requirements of the Company's Policy.
14. Ensure that when a project has more than one contractor the relevant information required for inclusion with the project Health and Safety File is promptly provided to the Principal Designer or Principal Contractor.
15. Ensure that when more than one contractor is working on a project that the Construction Phase Health and Safety Plan is developed sufficiently prior to commencement of the project.
16. Ensure the further development of the Health and Safety Plan by the site management team.
17. Ensure that a site fire plan is produced with sufficient persons appointed to co-ordinate site emergency procedures and display notices detailing evacuation procedures where all affected can see them.
18. Stop any dangerous activity observed when visiting sites drawing to site management and relevant contractor's attention any contravention of statutory requirements.
19. Monitor the effective reporting of all accidents in accordance with the policy procedures.

HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)

2.3 Contracts Managers

1. Understand the company's Health and Safety Policy and procedures and the responsibilities assigned to them under the Policy.
2. Assist in planning and organising sites so that all operations are co-ordinated with a view to reducing risks to persons working on site, or otherwise affected by the works, to the lowest level possible.
3. Encourage co-operation and be a point of contact between the Directors, Site Foreman and employees in promoting and developing the health, safety and welfare of employees.
4. Arrange with contractors and self employed to bring to their attention relevant sections of the Health and Safety Plan to indicate clear responsibility for Health, Safety and Welfare to avoid confusion on site.
5. Liaise with Site Foreman regarding the continued development of the initial Health and Safety Plan as the specific project progresses.
6. Ensure that a site fire plan is implemented with sufficient persons appointed to co-ordinate site emergency procedures; display notices detailing evacuation procedures where all affected can see them.
7. Ensure that appropriate fire fighting equipment for site operations is provided and that combustible materials are stored safely and away from heat sources.
8. Be proactive where inter-relationship problems may exist between contractors ensuring co-operation and safe co-ordination of site activities.
9. Ensure contractors working on sites display responsible attitudes and provide required documentation, method statements, COSHH assessments, risk assessments etc. relevant to their works prior to their commencement.
10. Ensure that safety induction talks are being organised regarding site rules and emergency arrangements and be able to report on the perceived effectiveness of such measures.
11. Stop any dangerous activity observed when visiting sites drawing to site management and relevant contractor's attention any contravention of statutory requirements.
12. Co-operate with any appointed external Health and Safety Consultants or Client's representatives regarding site safety inspections and reports.

HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)

2.4 Site Supervisors

1. Organise the site so that operations comply with relevant statutory requirements with minimum risk to employees, contractors or others affected by site activities.
2. Ensure when a project has more than one contractor, that the Health and Safety Plan is kept up to date, modified and altered in the light of changing circumstances on site.
3. Bring to the attention of contractors relevant sections of the Health and Safety Plan. Indicate clear responsibilities for Health, Safety and Welfare to avoid confusion on site.
4. Implement procedures to make sure only authorised people are allowed onto the site.
5. Comply with the site fire plan, ensure that appropriate fire fighting equipment is in place and that good housekeeping and correct storage of materials minimise fire risks.
6. Establish that site welfare facilities are kept in a clean/hygienic condition.
7. Arrange for statutory inspections and examinations, required by the Construction (Design and Management) Regulations 2015, to be carried out. Ensure that all registers, reports etc are completed and available for inspection.
8. Make sure that first aid arrangements are adequate given the size and nature of the specific site and that boxes/points are fully stocked.
9. Ensure that protective clothing and equipment to guard against hazards on site is issued by those responsible and worn as required.
10. Report any defect in structures, vehicles, plant and equipment and prohibit the use of any such item as necessary. This shall be the case for all equipment whether hired or purchased or otherwise brought to Kafften sites.
11. Ensure that portable electrical appliances, leads and plugs are free from visible damage and that routine PAT tests are carried out at required intervals by Kafften's plant manager or other authorised persons.
12. Following the findings of risk assessments, ensure that method statements are in place, to address all high risk site activities.
13. Monitor operatives and contractor working practices to establish if work is being carried out in accordance with site rules and their method statements, COSHH assessments etc.
14. Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.
15. Stop any dangerous activity, horseplay etc. and report those offending in accordance with site procedures.
16. Report accidents on site to the office as outlined in the accident reporting section of this policy.
17. Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner.

HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)

2.5 Sub-Contractors and Self Employed Persons

1. Comply with the arrangements outlined in this Policy, observe site rules issued by Kafften or the Principal Contractor, where Kafften are a sub-contractor, and any specific requirements in the Health and Safety Plan.
2. Provide a copy of their Health and Safety Policy and any other documentation relating to Health and Safety once requested in accordance with the Company's selection procedures for contractors and the self employed.
3. Issue method statements for high risk activities which must be provided to Kafften contracts managers and agree procedures for safe work prior to commencement of the section of work to which the statement relates.
4. Work strictly in accordance with agreed method statements.
5. Provide information relating to hazardous substances for use on site. Assess the risks associated with such substances relating to the manner in which the substance is to be used and stored at the site.
6. Co-operate with site management to provide information regarding daily work operations to ascertain if any inter relationship problems exist with other programmed works.
7. Provide safety training for operations under their control and ensure that "on the job" training is given to new employees or those new to the contract.
8. Liaise with site management regarding any site specific induction or other training given to all contractors' site staff.
9. Ensure that plant and equipment brought on site is used only on work for which it was designed, is of sound construction and in safe working order. All necessary testing and thorough examination must be carried out at the appropriate intervals.
10. Make sure that contractors' employees refrain from misuse of plant and equipment, welfare facilities or anything provided in the interest of Health and Safety; avoid dangerous acts or horseplay.
11. Provide appropriate personal protective equipment/clothing which must be used/worn in accordance with the site rules (e.g. hard hats, eye protection, ear defenders etc).
12. Report to site management all accidents sustained by contractors, whether the accident results in injury, damage or a near miss e.g. materials falling from scaffold to ground without causing injury or damage, but clearly could have done so.

HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)

2.6 Site Employees

1. Understand the Health and Safety Policy and co-operate in its implementation at all times.
2. Be aware of general and specific health and safety responsibilities, paying particular attention to fire precautions and emergency procedures.
3. Report all unsafe working methods and suggest ways of eliminating hazards.
4. Notify management of any defects in work equipment immediately; do not attempt to use or repair equipment which may be hazardous to your health or for which you are not trained.
5. Report all accidents, injuries (however minor) or “near miss” incidents that may result in no injury or damage, but could have done so e.g. materials falling from scaffold to open ground without causing injury or damage, but clearly could have done so.
6. Do not recklessly interfere with anything provided in the interests of health and safety or abuse welfare facilities.
7. Wear appropriate footwear at all times and use, where necessary, all protective clothing and safety equipment provided e.g. safety helmets, goggles, face masks etc.
8. Do not play dangerous or practical jokes or engage in “horseplay” on site.
9. Observe any general site rules issued on induction or throughout the project and any specific requirements detailed in the Health and Safety Plan.
10. Attend induction training sessions and co-operate with those in control of the site to minimise risks to those at the site from construction activities.
11. Work strictly in accordance with method statements and agreed safety procedures for the site and take note of the safety notices and information displayed at the site.
12. Warn fellow employees, particularly trainees or those new to the site, of known site hazards and remind them of agreed systems of work.

HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES (Continued)

2.7 Office Based Staff

1. Understand the Company's Policy on Health and Safety and co-operate in its implementation at all times.
2. Report all unsafe working methods and suggest ways of eliminating hazards.
3. Notify Gemma Peardon (office safety representative) of any defects in office equipment immediately; on no account attempt to use or repair equipment which may be hazardous to your health or for which you are not trained.
4. Make no attempt to move office equipment, furniture or materials where these are heavy enough to present risk of injury.
5. Ensure that you are aware of office emergency procedures and first aid arrangements.
6. Report all accidents, injuries (however minor).
7. Assist in keeping the office tidy, free from obstructions and fire risks.
8. Assist in informing visitors or those new to the Company of safety procedures for the office.

HEALTH AND SAFETY POLICY

2. SAFETY ORGANISATION – RESPONSIBILITIES AND DUTIES

2.8 HEALTH AND SAFETY CONSULTANT

1. Be aware of changes in legislative requirements, recommended codes of practice, new safety literature and keep the company informed in this respect.
2. Advise on the production, review and need to update the Health and safety Policy and other documentation regarding emergency procedures, working practices etc.
3. Prepare and review risk assessments relating to work activities. Liaise with the Directors and contracts managers regarding advice on safe working practices.
4. Advise on the production of a safety training policy and assist in the implementation of safety training programmes.
5. Be available to advise on any reported problems from Kafften sites.
6. Conduct workplace inspections as requested by the Directors.
7. Assist in carrying out investigation into any accident involving injury, damage or loss or reported unsafe working practices.
8. Assist the Directors and site management in the application of their responsibilities and duties.

HEALTH AND SAFETY POLICY

3. CONSULTATION, MONITORING AND REVIEWING HEALTH AND SAFETY

1. Kafften Limited encourages all employees to discuss any health and safety matter with the Directors and those responsible for administration of site locations.
2. All employees will be expected to bring to the notice of the Directors areas where the Company's Policy on Health, Safety and Welfare appears to be inadequate. These suggestions will be fully considered for review and action.
3. The Company's safety consultant will advise on risk assessment and other Health and Safety procedures and visit site locations as requested to report on any hazards, defects or breaches of Regulations observed during such visits.
4. It is the duty of the Director responsible for health and safety to keep informed of legislative developments. Advice may be obtained from the company's safety consultant in this respect.
5. Site management staff must check that all work under their control is being carried out in accordance with this policy and the safety procedures established for the project.
6. Appropriate safety documentation (HS(G)150 Health and Safety in Construction, HSE guidance notes, etc.) are available from the Company office and relevant notices and information are displayed at site locations.
7. At regular intervals the Directors will arrange for review of the Health and Safety Policy to establish any possible areas of improvement in procedures, training etc. and, where necessary, for revisions to the Policy for Health, Safety and Welfare.
8. Health and safety shall be reviewed as an item on the agenda of all site meetings. Any deficiencies in health and safety performance are to be reported and suggested improvements in working procedures discussed.

HEALTH AND SAFETY POLICY

4. SITE WELFARE FACILITIES

4.1 General Guidelines

- The Company will assess the welfare arrangements for projects in accordance with statutory legislation and specific contract requirements prior to the commencement of a project.
- Welfare arrangements should be detailed in the Main Contractors project Health and Safety Plan and procedures for correct use and maintenance must be communicated to all parties using those facilities.
- The site manager will ensure that facilities are adequate and are properly maintained.
- The status of the Company on the specific site will determine whether the Company's site management are in control of welfare and first aid arrangements.
- It will be ensured that welfare provision is suitable and sufficient from commencement and throughout the project works.

4.2 Summary of Minimum Welfare Requirements

- Suitable and sufficient sanitary conveniences must be provided for the number of site personnel. Toilet facilities must be kept in a clean and hygienic condition.
- Washing facilities should be provided in the immediate vicinity with hot and cold water, soap and means of drying hands.
- Shelter for protection in bad weather and facilities for keeping personal clothing must be available with a means for drying provided.
- Accommodation for taking meals is required along with facilities for boiling water. A means for heating food must be provided unless hot food is readily available elsewhere.
- Drinking water must be available and be marked as such with a supply of drinking vessels.
- When assessing welfare provisions separate arrangements for males and females must be considered.
- No smoking in the workplace rules must be enforced which includes welfare arrangements.

HEALTH AND SAFETY POLICY

5. ACCIDENT REPORTING AND FIRST AID

5.1 Accident Reporting (General)

- All accidents, incidents or injuries however minor, occurring during the course of employment shall be reported to the Kafften office with details recorded in the accident book. This applies to injuries received by sub-contractors, public, visitors etc. as well as company employees.

5.2 Site Manager's Duties in Relation to Accidents

- The Site Manager must notify Gemma Peardon immediately of any serious incidents. It will be ensured that in the event of a fatal or specified injury, or a dangerous occurrence, or a notifiable disease, then the local offices of the Health and Safety Executive is notified immediately by the quickest practicable means. This is in accordance with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR), and is obligatory. Detailed definitions of these situations can be found in those Regulations.
- Advice will be obtained from the company safety consultant if any assistance is needed in this respect.
- Confirmation of the above notification must be carried out in writing within 15 days on an appropriate Form or by some other approved means.
- If any injury results in any person being absent from work for more than 7 days (not counting the day in which the accident happened), then notification must also be made (see below). If any injury results in any person being absent from work for more than 3 days a record must be kept, this can be recorded in the company Accident Book. All accidents must be recorded.
- The Site Manager will ensure that work in the vicinity of a notifiable accident is suspended pending an investigation while also making the area safe.

5.3 Details of Notification to HSE:

- Using the form F2508 on the RIDDOR website, <http://www.hse.gov.uk/riddor/report.htm> and completing on line.
- By telephone to The Incident Centre on 0845 300 9922 for any fatal or specified injuries (open 8.30am to 5pm Monday- Friday.)

5.4 Accident Record Book

The information to be recorded shall be:

- Date and time of the accident or dangerous occurrence.

The following particulars of that person:

- Full name
- Occupation
- Nature of injury
- Employer

The following additional information:

- Place where the accident or dangerous occurrence happened.
- A brief description of the circumstances in which the accident or dangerous occurrence happened.
- The date on which the event was first reported to the relevant enforcing authority.
- The method by which the event was reported.

HEALTH AND SAFETY POLICY

5. ACCIDENT REPORTING AND FIRST AID (Continued)

5.5 Post Accident Procedures/Investigation

- The Site Manager will liaise with Gemma Peardon and the Company's safety consultant regarding the allocation of duties for investigation of any accident.
- It will be ensured that a full investigation of any accident involving injury, damage or loss will be undertaken and subsequent recommendations implemented.

5.6 First Aid

- A project specific assessment must be undertaken to consider the number of employees, the nature of the work and associated hazards, the location and distribution of the site, and the nearest hospital and emergency facilities.
- First aid boxes are under the supervision of the site appointed persons. These will be checked and refilled as necessary.
- Full details of first aid provision for the specific site, location of nearest Accident and Emergency unit etc are detailed within the project Health and Safety Plan.

HEALTH AND SAFETY POLICY

6. FIRE SAFETY AND EMERGENCY PROCEDURES

6.1 Offices

Kafften are fully committed to the protection of all its employees from the risk of fire or other serious events requiring emergency evacuation. The following procedures shall be undertaken:

1. Fire notices and signage are placed at strategic points around the premises, in case of emergency follow the advice indicated on the fire notices.
2. Fire extinguishers are placed at doorways and at other high risk areas. Extinguishers must not be removed from their permanent locations except for use in the event of a fire.
3. Escape routes must be kept clear at all times.
4. Fire extinguishers are maintained every 12 months by a specialist contractor.

6.2 Site locations

1. The site fire plan must be produced with sufficient persons being appointed to co-ordinate site emergency procedures. The status of Kafften at the specific site will determine whether the company are fully in control of fire prevention and emergency arrangements.
2. Full details of project specific fire prevention, protection and emergency evacuation procedures will be detailed within the site Health and Safety Plan and be displayed on site.
3. Kafften sites are designated no smoking areas. Project specific arrangements for smoke breaks are contained within the site Health and Safety Plan.
4. All works on site must comply with the Joint Code of Practice "Fire Prevention on Construction Sites" and take all necessary precautions to prevent personal injury, death and damage to the works or other property from fire.
5. Where working in existing premises site management would need to satisfy themselves as to the worthiness of current escape routes from any areas of working.
6. Adequate fire fighting facilities must be available, prominently signed and located to control assessed fire risks for the specific project.
7. Working areas must be kept clean and tidy to prevent the build up of flammable materials with waste removed at regular intervals.
8. Highly flammable liquids and LPG are to be stored correctly and quantities stored kept to the minimum necessary for use.
9. A hot work permit system will be operated when necessary, the appropriate precautions taken and maintained.

The person responsible for fire safety is Gemma Peardon.

HEALTH AND SAFETY POLICY

7. RISK ASSESSMENT

7.1 Procedures

1. The Management of Health and Safety at Work Regulations 1999 (MHSWR) requires employers and the self-employed to carry out risk assessments of work activities.
2. Definitions:

Hazard: Something with the potential to cause harm
Risk: The likelihood of the harm from a particular hazard actually occurring
Competent Person: A person with sufficient knowledge, experience and training
3. The extent of a risk during any assessment will take into account the severity of possible consequences and the numbers of persons likely to be exposed to the hazard.
4. Actions to be taken are summarised as follows:
 - Assess the risks to the health and safety of employees and any others who could be affected by the work activities. This also includes contractors and temporary staff engaged for specific work.
 - Specify the relevant procedures to eliminate or minimise any such risk.
 - Where the risk is considered to be significant, then this must be recorded in writing, and where relevant, identify those groups of employees being especially at risk.
 - Risk assessments should be reviewed and altered if they are no longer valid or circumstances have changed significantly.
 - Provide health surveillance where there is an identifiable disease or adverse health condition related to the work concerned provided that they are able to be detected and there is a reasonable likelihood that they may occur under working conditions.
 - Appoint one or more nominated competent persons to assist in complying with requirements.
 - Establish emergency procedures to be followed in the event of serious and imminent danger and nominate sufficient competent persons to implement evacuation procedures.
 - Co-operate fully with other employers where work areas are shared, by exchanging information on the protective measures and risks associated with each others' activities, and subsequently pass such information to employees in those areas.
 - Inform employees about any risks that have been identified and provide information on what preventative steps are being taken to protect them.

HEALTH AND SAFETY POLICY

7. RISK ASSESSMENT (Continued)

7.1 Procedures (Continued)

- Provide relevant training to employees in respect of:
 - Duties and tasks allocated to them.
 - Induction on first being employed.
 - Where transferred to new work or given increased responsibility.
 - When changes in work equipment or methods are introduced.

The training must be repeated periodically and take account of changes.

5. Employees also have duties as follows:

- Use anything provided by the employer in accordance with the instructions/training given. This includes machines, dangerous substances, safety equipment etc.
- Inform management of any dangerous work situation or matter considered to be a shortcoming in the Company's health and safety protection arrangements.

6. The requirements of this legislation place a duty on Kafften to provide appropriate arrangements for health and safety which will enable effective planning, organisation, control, monitoring and review of the preventive and protective measures required to eliminate or minimise the risk for any particular work activity.

7. Where activities are already subject to assessment under other legislation, there is no requirement to repeat the exercise e.g. Control of Substances Hazardous to Health Regulations 2002 (as amended), Control of Noise at Work Regulations 2005 etc.

7.2 Employing Young People

1. Under the (MHSWR) certain additional obligations are required of employers in relation to the employment of young persons (those under 18).
2. Young persons will only be employed where circumstances allow for adequate supervision and only after an assessment has been made taking into account their inexperience, lack of awareness of potential risks and their immaturity.

7.3 The Equality Act (2010) and Equal Opportunities

1. An assessment will be made prior to the employment of any person falling under the scope of the Equality Act of facilities and access arrangements with particular attention to procedures dealing with emergencies.
2. Kafften are an equal opportunities Employer with a multi racial workforce; persons are employed on the basis of merit and skill. Please refer to the company Equal Opportunities Policy which is retained as a separate document.

HEALTH AND SAFETY POLICY

8. INFORMATION AND TRAINING

8.1 Training

- Kafften recognises that safety training is an integral and important part of its overall Safety Policy.
- Staff will be given general training and instruction when they are exposed to new or increased risks due to:-
 - A change in the system of work
 - New responsibilities
 - Requirements of a specific new workplace
 - New or changed work equipment or technology
- The Company recognises that fundamental to the success of its Safety Policy is that management should have received training necessary to control effectively the areas for which they are responsible.
- An ongoing training programme is under development by the safety consultant to review current procedures and implement forthcoming training and instruction for Directors, Site Supervisors and operatives.
- No person will be employed on work involving any reasonably foreseeable significant risk unless he has received adequate instructions to help him understand the hazards involved and the precautions to be taken.
- Contractor's supervisory staff must be able to give safety training for jobs under their control and it will be incumbent upon them to ensure that "on the job" training is given to new employees or those new to the contract.
- Specific safety topics are selected for "tool box talks" or CITB/HSE video seminars, where measures to control risk are discussed and brought to the attention of employees e.g. hand arm vibration syndrome, work at height etc.
- It shall be the responsibility of the Site Supervisor to organise safety induction talks, which, where practicable shall be held on the operatives first day on site.
- Site induction training for the specific project will be carried out by the Site Supervisor or in his absence others instructed by him.

8.2 Information

- Employees are informed of any relevant health and safety notices, developments and publications.
- Relevant health and safety books, leaflets and general publicity are available for reference. Information on HS(G)150 Health and Safety in Construction and other relevant documentation are retained on sites.
- Members of staff who require specific information should consult with Gemma Peardon or their Contracts Manager.

HEALTH AND SAFETY POLICY

9. DISPLAY SCREEN EQUIPMENT

9.1 Application of the Regulations to “Users”

- The Regulations apply to display screens where there is a "user", that is an employee who habitually uses display screen equipment as a significant part of formal work.
- All office staff, whether regular or occasional users, have been made aware of The Health and Safety (Display Screen Equipment) Regulations 1992.

9.2 Hazards associated with this equipment include:-

- Work related upper limb disorders e.g. temporary fatigue or pains in the hands, arms shoulders, soft tissue disorders such as carpal tunnel syndrome.
- Prolonged static posture or awkward positioning.
- Temporary visual fatigue - poor positioning, poor legibility of screen or documents, lighting, poor screen image.
- Fatigue or stress.
- Environmental factors e.g. humidity, heating, ventilation, static electricity.

9.3 Arrangements in connection with the use of this equipment:-

- Assess the risks to health and safety of operators who use display screens for continuous periods of an hour or more.
- Make arrangements for workstations to comply with the relevant standards.
- Organise work activities so that, where possible, short breaks away from the display screen are a regular feature.
- Make arrangements for eyesight tests at the request of any “user” and ensure that suitable basic spectacles are provided, where these are required for the display screen work concerned.
- Arrange for relevant health and safety training of operators, and provide adequate information regarding these aspects.

9.4 Practical Control Measures to be considered:-

- Adjust chair display screen and other workstation equipment to find the most comfortable position.
- Arrange for sufficient space to take whatever documents as are necessary. Use a document holder if appropriate.
- Maintain sufficient space below the desk to allow free movement of legs, use a footrest if necessary.
- Adjust keyboard position and try to avoiding bending hands up at the wrist, use a soft touch and avoid over stretching the fingers.
- Ensure that breaks are taken when planned, or when necessary, and organise work to accommodate them.
- Reflective glare due to windows or bright lights should be avoided; adjust blinds to prevent unwanted light.
- Ensure screens are clean and brightness/contrast are adjusted to suit lighting conditions. Screens should not flicker.
- If any display screen user becomes aware that discomfort is experienced in hands, wrists, back, eyes etc they should consult with Gemma Peardon.

9.5 Training

- Training will be provided for those persons defined as users or operators, and will cover the health and safety aspects associated with the equipment, including recognition of risks, and their causes, adjustment of seating and equipment positions, cleaning and maintenance, use of breaks, consultation arrangements, eye test arrangements.

HEALTH AND SAFETY POLICY

10. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

10.1 General

- The Control of Substances Hazardous to Health Regulations 2002 (as amended) imposes a duty on every employer to:
 - Identify all substances in use, or likely to be encountered which could be hazardous to the health of employees (and others); and
 - Assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used and the quantities involved.
 - All potentially hazardous substances to be used must be identified and assessed for the risk to personnel.
 - A less harmful substitute should be sought for any hazardous substance. Only if there is no less hazardous substitute available should the substance be used.

10.2 Construction site locations

- All contractors are required to produce to Kafften's site management project specific assessments for work involving hazardous substances. These assessments must be submitted prior to commencement of such work.
- Hazard data sheets and COSHH assessments for hazardous substances used on a specific project will be retained in a separate file at the site location.
- Particular attention must be paid to the storage of such materials in accordance with the manufacturers requirements as should the management of containers at the point of use and application.
- Contractors are required to inform Kafften site supervision of any special storage requirements for substances which are harmful, flammable, explosive etc in advance of bringing any such materials to site.
- Contractors must ensure the provision for correct disposal of materials and their containers; their residue could fall within the definition of special waste.

HEALTH AND SAFETY POLICY

11.0 PERSONAL PROTECTIVE EQUIPMENT AT WORK

11.1 Policy

In accordance with the Personal Protective Equipment Regulations (1992) it is the policy of the Company that suitable personal protective equipment (PPE) will be worn by the Company's employees and by others working at places controlled by the Company which will protect against one or more risks to his health and safety.

Appropriate PPE will be provided or insisted upon for all employees, sub-contractors and visitors e.g. safety goggles/gloves/ ear defenders/masks etc.

NB: PPE shall always be considered a last resort, not as an alternative to a safe system of work.

11.2 Operation of Policy

- The Company has a duty to ensure so far as is reasonably practicable, that employees wear or hold equipment which protects them from any foreseeable risk to their health and safety.
- All PPE must be stored safely, maintained, replaced and cleaned as necessary; an initial appraisal of PPE on issue must check for damage or defects.
- Any defects in PPE must be reported to site management immediately who will arrange for replacement.
- Sub-contractors must comply with all safety requirements, which includes compliance with the Personal Protective Equipment Regulations.
- Where resistance to this policy is met the person will be removed from danger whilst appropriate contractual and disciplinary action is used to resolve the issue.

11.3 Assessing PPE Requirements

- Assessment will be made on each work activity and the operation of individual machines to evaluate the requirement for protective equipment.
- The Company will ensure that an assessment is made to determine whether any PPE they intend to provide is suitable.
- Details of PPE to be worn or used to guard against specific hazards will be included on the results of all risk assessment and method statements.
- An assessment will be reviewed when there is reason to expect it is no longer valid or there is a significant change in matters to which it relates.

HEALTH AND SAFETY POLICY

12. MANUAL HANDLING OPERATIONS

12.1 Those Involved

Kafften make every effort to avoid the need for any employee to undertake manual handling operations which involve a risk of injury.

Hoists and other mechanical handling aids (trolleys/barrows etc.) are used whenever practicable.

12.2 Hazards

The main hazards associated with manual handling operations include:-

- Possible injury to persons involved.
- Possible injury to others in the vicinity of items being moved.
- Damage to the fabric of the building resulting in creation of hazards to other users.

12.3 Control Measures

Where a significant manual handling operation involving a Kafften employee cannot be avoided the Company will make a written assessment taking into account the following factors:-

- The task.
- The load.
- The environment.
- The individual's capability and
- Take appropriate steps to reduce the risk to the lowest reasonable level.
- Provide employees involved in any such manual handling operation with precise information about the weight of the load.

The assessment will be reviewed when there is reason to suspect that it is no longer valid, or there has been a significant change in the operation.

When manual handling cannot be avoided entirely, consideration will be given to the possibility of (1) automation, or (2) mechanisation, bearing in mind that either of these alternatives may introduce fresh risks requiring precautions of their own.

Similar considerations will apply to assessing the requirements of material deliveries.

The Company will delegate responsibility for carrying out assessments to individuals considered to possess sufficient experience, knowledge and understanding of the requirements of the Regulations. Employees are encouraged to assist the assessment process by reporting any problems which they may have encountered in manual handling operations.

A video presentation and seminar has been arranged to highlight the risks from manual handling operations.

HEALTH AND SAFETY POLICY

13. THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

On a project with more than one contractor a Principal Contractor must be appointed to carry out the following duties:

13.1 Duties of the Principal Contractor

Identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health and safety of any person.

Plan, manage and monitor the construction work and coordinate matters relating to health and safety during the construction phase, to ensure that, so far as is reasonably practicable, construction work is carried out without risk to health or safety.

Ensure that anyone they appoint has the necessary skills, knowledge and experience to carry out the work in a way that secures health and safety.

Co-ordinate the work of the contractors under their control so that the risks to site workers, and others in the vicinity of the works, are managed effectively.

Ensure that contractors co-operate with each other to prevent inter-relationship problems.

Ensure that all workers have been provided with suitable health and safety induction, information and training.

Prepare (prior to commencement) the construction phase Health and Safety Plan to explain how safety is managed at the site. This must be kept up to date and developed as the project progresses.

Ensure that Employers and Self Employed workers apply the principle of prevention and follow the Construction Phase plan.

Prepare and enforce any site rules for the specific project.

Take necessary steps to keep unauthorised people off site.

Cooperate with others involved in the management of any neighbouring project.

Make sure that suitable welfare facilities are provided from the start of the construction phase.

Make arrangements for the co-ordination of the views of employees or their representatives

Provide the Principal Designer with any information in the Principal Contractor's possession relevant to health and safety for inclusion in the health and safety file (record information for the project).

13.2 Duties of Contractors

Be satisfied that the client is aware of the client duties under these Regulations.

Plan, manage and monitor the way in which construction work is carried out in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health and safety.

Where there is no principal contractor, prepare a construction phase plan prior to setting up a construction site.

HEALTH AND SAFETY POLICY

13. THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 (Continued)

13.2 Duties of Contractors (Continued)

Provide information and instruction so that construction work can be carried out without risk to health and safety, including:

1. A suitable site induction, where not already provided by the Principal Contractor.
2. The procedures to be followed in the event of serious and imminent danger to health and safety, e.g. (emergency evacuation and fire prevention).
3. Information on risks to their health and safety identified by the risk assessments or arising out of conduct of another contractor's work.

Provide employees with any health and safety training which is required in respect of the construction work.

Do not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.

Ensure that welfare facilities are adequate and comply with schedule 2 to CDM 2015.

Comply with any directions given by the Principal Designer or the Principal Contractor and any site rules.

Provide the Principal Designer or Principal Contractor with any information in the contractor's possession relevant to health and safety for inclusion in the health and safety file (record information for the project).

HEALTH AND SAFETY POLICY

14. PROCEDURES RELATING TO ASBESTOS CONTAINING MATERIALS

14.1 General

Responsibilities and required action with regard to any asbestos containing material (ACM) or suspected (ACM) are detailed within the Control of Asbestos Regulations 2012, effective from April 2012.

HSE guidance notes and other leaflets are retained at the Company office and operatives are issued with the HSE Asbestos Alert card for guidance should any suspected asbestos based materials be uncovered during work.

Kafften will not undertake work with asbestos insulation, asbestos coating or asbestos insulating board or with asbestos cement where exposure is likely to exceed the action level.

14.2 Risks from asbestos dust

Disturbing asbestos based materials can release small fibres into the air which when breathed in may lead to a number of diseases which include:-

- Asbestosis or fibrosis (scarring) of the lungs
- Lung cancer; and
- Mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity.

There is usually a long delay between first exposure to asbestos dust and the diagnosis of the disease.

Where maintenance, repair or refurbishment work is carried out in buildings which were built or refurbished before 1985 asbestos fibres may be disturbed during stripping out, drilling or cutting of materials, work around services etc.

14.3 Possible locations of asbestos within buildings

High risk of exposure to asbestos fibres are likely when working in buildings built or refurbished between 1950 and 1985 particularly if it has a steel frame or boilers with thermal insulation.

Asbestos is not easily identified from its appearance and must be surveyed for by qualified surveyors.

The most common uses of asbestos have been:-

- sprayed asbestos and loose packing – generally used as fire breaks in ceiling voids;
- moulded/ preformed lagging – generally used in thermal insulation of pipes and boilers;
- sprayed asbestos – generally used as fire protection in ducts, fire breaks, panels, partitions, soffit boards, ceiling panels and around structural steel work;
- insulating boards used for fire protection, thermal insulation, partitioning and ducts;
- some ceiling tiles;
- millboard, paper and paper products used for insulation of electrical equipment. Asbestos paper has also been used as a fireproof facing on wood fibreboard;
- asbestos cement products, which can be fully or semi-compressed into flat or corrugated sheets. Corrugated sheets are largely used as roofing and wall cladding. Other asbestos cement products include gutters, rainwater pipes and water tanks;
- certain textured coatings including some artex;
- bitumen roofing materials
- vinyl or thermoplastic floor tiles;

HEALTH AND SAFETY POLICY

14. PROCEDURES RELATING TO ASBESTOS CONTAINING MATERIALS (Continued)

14.4 Responsibilities of the Client/those in control of premises or maintenance activities at premises

- Take reasonable steps and sufficient assessment to locate materials likely to contain asbestos including a visual inspection of the property or survey and report.
- Assume that any material contains asbestos unless there is evidence to the contrary.
- Keep an up to date record of these materials and ensure this is provided to anyone who may disturb it (i.e. a register)
- Monitor the condition of these materials.
- Assess the risk of exposure from asbestos and presumed asbestos materials.
- Prepare and implement a management plan to control these risks.

14.5 Action to be taken prior to and during refurbishment works

Kafften will seek confirmation from those in control of the premises as to the existence of asbestos at the site. Where a survey and register for asbestos exists this will be consulted to identify any areas of work where disturbance of any ACM is possible.

Where asbestos is present and requires removal or encapsulation this will be carried out by specialist/licensed contractors prior to work in any area where ACM's may present any risk to operatives.

Should a survey not have been undertaken in accordance with the Regulations the Client would be informed of this requirement.

If suspect materials are uncovered during normal working, works will cease in that area whilst those in control of the premises are informed of the presence of such materials.

14.6 Employer's duties

Under the Control of Asbestos Regulations the Company recognise their duties which include:-

- Liaison with premises management to consult an asbestos register or survey to note where ACM's have been identified in relation to where they will be working and the nature of the work.
- Carry out a risk assessment to decide on the likelihood of exposure and control measures required.
- Formulate a plan of work.
- Prevent exposure or reduce it to the lowest level possible by using control measures such as banning the use of power tools likely to create large quantities of dust, dampening materials, using dust extraction equipment etc.
- Disposal of any asbestos waste properly to a facility licensed to take special waste including any contaminated cloths, respirator filters etc.
- Provide information, instruction and training to those whose work may disturb asbestos.
- Provide appropriate personal protective equipment and ensure that it is used properly.

14.7 Employees actions

- Ask the site manager to confirm that the premises have been checked for asbestos.
- If any suspect materials are uncovered during work, report this to the site manager and assume that these materials contain asbestos and do not disturb them.
- Carry out work in accordance with the plan of work/method statement with regard to ACM's.
- Use any personal protective equipment provided, check that it is clean, fits correctly and report any defects to the site manager.

HEALTH AND SAFETY POLICY

15. ELECTRICAL INSTALLATIONS/PLANT ON SITE/ELECTRICAL SAFETY

15.1. Electrical Hazards/Equipment

- All temporary or permanent electrical installations at Kafften sites and welfare facilities must be installed by a person who is competent to carry out the work. After the installations, electrical equipment must be checked for defects at regular intervals and records kept.
- The requirements of the Electricity at Work Regulations 1989 in regard to portable electrical appliance testing must be organised at site locations by the site supervisor in association with a person authorised to carry out PAT testing.

15.2. Portable Hand Tools and Appliances

- All electrically powered portable hand tools and plant brought to site should be rated at 110V or be battery operated. Kafften hires all plant from well known reputable company.
- Employees and Contractors must inspect equipment, connections and leads for visual defects.
- Equipment shall be subject to nominated detailed inspection frequencies and be marked with the date of their last test and inspection. No out of test date equipment shall be used.
- Any item of defective or suspect plant shall be tagged with a "Danger - Do not use" sign and removed from site for repair or disposal as soon as practicable.

15.3. Plant on Site

- All plant brought to sites must be in good order and be fitted with all necessary safety devices and guards.
- Only trained and authorised or where appropriate certified operators are permitted to operate any item of plant.
- Copies of plant operators certificates and all necessary testing and examination certificates for plant will be provided to the Site Supervisor for inclusion within the site safety files/construction phase plan.
- Defects in plant must be reported immediately to the site supervisor/foreman, where such defects could affect site safety. Defective plant must not be used until repairs are carried out.
- Plant must only be used for the operation for which it is designed.
- All plant must be properly secured and immobilised at the end of each working shift or when left unattended for any significant length of time.

16.0 SCAFFOLDING

16.1 Scaffolding contractor's works

Scaffolding erected/adjusted or dismantled at Kafften sites is carried out by qualified competent scaffolders. After scaffold has been erected/adjusted, the scaffolder must issue a certificate of worthiness stating that the scaffolding is in good order.

Any area of scaffolding which is not in good order, must be guarded off from areas required to be used and have 'Scaffolding incomplete – do not use' signs displayed on it. **Scaffolding not in good order must not be used.**

All materials used for scaffolding are provided in accordance with the relevant British Standards and must be checked before use by a competent person.

16.2 System tower scaffolding

Should be erected in accordance with the manufacturers/suppliers recommendations by suitably trained persons. All system tower scaffolding must be accompanied with the manufacturers/suppliers instructions on how the scaffold should be properly erected and used. Tower scaffolds must be adequately secured in position to prevent them from tipping. Working platforms must be properly/fully boarded. Ladders must be provided for access to the tower scaffold platforms in accordance with the manufacturers recommendations.

16.3 Requirements for ladders

Ladders should only be used for access to workplaces or short term work (i.e. trestle scaffold, tower scaffold or fixed scaffold are more appropriate for longer term operations.)

Any surface upon which a ladder rests must be stable, level and firm, of sufficient strength and of suitable composition to safely support the ladder and any load intended to be placed on it.

Ladders must be suitable and strong enough for the purpose or purposes for which they are being used; be so erected as to ensure that they do not become displaced; and when 3 metres in length or more, be secured to the extent that it is practicable to do so. Where it is not practicable to secure the ladder a person must be positioned at the foot of the ladder to prevent it slipping at all times when it is being used.

All ladders used as a means of access between places of work must be sufficiently secured so as to prevent the ladder slipping or falling.

The top of any ladder used as a means of access to another level must, unless a suitable alternative handhold is provided, extend to a sufficient height above the level to which it gives access so as to provide a safe handhold.

Where a ladder or run of ladders rises a vertical distance of 9 metres or more above its base, there must be, where practicable, at suitable intervals sufficient safe landing areas or rest platforms.

HEALTH AND SAFETY POLICY

17.0 WORK AT HEIGHTS

17.1 General

Work at heights must comply with the Work at Height Regulations 2005. Operatives undertaking work at heights must be properly trained to enable them to recognise the dangers and know what steps to take to avoid them.

17.2 Working Platforms/Prevention of Falls, Falling Objects

A safe working platform must be maintained and safe working practices observed to prevent falls of personnel from the workplace or access to the workplace. Control measures must be maintained to prevent the fall of materials, tools, equipment or other objects from height which impose hazards for other workers or persons nearby or underneath the workplace.

17.3 Access Equipment

Scaffolding or other access equipment must be appropriate for the work to be carried out safely. All access equipment, ladders, towers, staging etc. must be regularly inspected and maintained.

Any faults in access equipment, safety equipment, fixings, etc. must be reported by site managers or operatives immediately.

Before any work commences where safety belts, harnesses or other equipment are to be used training must be given to operatives undertaking that section of work.

Ladder access to working areas at height must be removed when the site is unattended.

17.4 Overhead Work

All necessary measures are to be taken to inform by notices of work being carried out above. Head protection must be worn where work at heights is being carried out.

Whenever possible, where work is being carried out at high level measures should be taken to prevent access to areas or levels beneath that work.

Materials must not be thrown down from high level other than by means of a chute or other safe method of work.

17.5 Fragile Structures

Before any work commences on a roof, fragile materials must be identified.

If any doubt exists as to the "reliability" of a roof or other structure to withstand a persons weight it should be treated as a fragile material (e.g. industrial roofing sheets, extension flat roofs).

Cement asbestos roofs must always be considered to be fragile i.e. unable to support a persons body weight.

Crawling boards or other suitable coverings should be used on fragile materials such as:-

- Certain plastic sheeting
- Wired glass (e.g. rooflights)
- Wood wool slabs
- Asbestos/fibre cement sheets
- Corrugated steel sheeting if rusted
- Any roofing surface where uncertainty exists as to its ability to take a persons weight.

Crawling boards must be at least 430mm wide and where possible, secured to prevent movement.

HEALTH AND SAFETY POLICY

17. WORK AT HEIGHTS (Continued)

17.5 Fragile Structures (Continued)

No person should pass across, work on or from any fragile roof unless suitable and sufficient platforms, coverings or other similar means of support are provided and used.

No person shall pass or work near fragile materials (e.g. rooflights etc.) unless suitable and sufficient guard rails, coverings or other measures are taken to prevent a person falling through that material.

Barriers must be erected around openings and rooflights or alternatively they should be covered over. The covering should be substantial and secured in position. Where it is not possible to secure the covering, a notice should be fixed to the cover warning that there is a hole below.

17.6 The Work at Heights Regulations 2005

The company recognise the duty to avoid work at height, wherever it is possible to do so, by pre assembly or preparation of as much of the work as possible prior to working at height.

Where work at height is unavoidable measures will be in place to prevent any person falling a distance liable to cause personal injury. Risk assessments will be undertaken to select the work equipment most suitable to ensure and maintain safe working conditions.

A full fixed access scaffold erected by competent scaffolding contractors or fully guarded working platform for mobile elevated work equipment is generally required for any work at heights undertaken by Kafften.

17.7 Factors to be considered in selecting appropriate work equipment.

When conducting risk assessments on the type of access and working platform for work at height, factors to be considered include :-

- The job to be carried out.
- The duration and number of times it needs to be undertaken at that location.
- Number of people required
- The height and consequence should a fall occur.
- The equipment and materials necessary to undertake the job
- On site ground conditions,
- Location and other hazards (overhead power lines, neighbouring structures, occupied areas, work over public areas etc.)
- Level of training and experience of those who will use the access equipment.

Where reasonably practicable the equipment should provide a flat suitably sized working platform with barriers or rails with good stability. The platform should be big enough to allow room to work safe passage (if required) and the safe use of equipment and materials.

Kafften recognise the limitations of use for ladders and stepladders as equipment to work from. Where ladders or steps are in use, it will be ensured that these are suitable because of the short duration and light work to be carried out and that other alternative equipment would not be practicable, having assessed the work operation.

HEALTH AND SAFETY POLICY

18. PREVENTING HAND-ARM VIBRATION SYNDROME

18.1 Operations creating vibration

- Kafften use tools which cut at high speeds and create vibration when carrying out such operations as abrading concrete surfaces, grinding edges or when using kangos or breakers to break out concrete, carrying out drilling works etc.

18.2 Hazards associated with regular exposure to Hand-Arm Vibration Syndrome

- Short term – sore fingers/hands, pain when gripping tools etc.
- Medium/long term – hand-arm vibration (HAV) and vibration white finger (VWF) causing blanching of skin, pins and needles (tingling), loss of sensitivity painful wrists (carpal tunnel syndrome). Longer term effects are loss of dexterity, reduction in ability to grip things and permanent loss of touch/feeling from which there is no cure or recovery.

18.3 Employer’s duties in relation to HAV

- Kafften recognises the requirement to do a number of things to protect employees:-
 - Assess the risk to health and safety and implement measures to eliminate or reduce the need for cutting wherever possible.
 - Use control measures to minimise and manage the risk where elimination is not possible.
 - Provide suitable equipment for employees use and maintain this equipment correctly.
 - Issue to employees information and training on health risks and safe use of the equipment.
 - Consult with employees and encourage them to report any symptoms associated with use of vibrating tools.
 - Provide health surveillance on employees exposed to risk.
 - Forward reports to the relevant enforcing authority on cases of HAV in the workforce.

18.4 Control measures

- Selection of equipment that minimises the amount of vibration and is fitted with anti-vibration mounts/handles etc.
- Proper maintenance of equipment (maintain safe to use and in good working order) examples:-
 - replace vibration mounts before they are worn out
 - ensure that rotating parts are checked for balance
 - keep tools sharp
- Job rotation, providing operators with regular breaks away from the process (half hour on/half hour off etc.)
- Provision of warm clothing and gloves (particularly in cold weather) to increase blood flow around the body.
- Provision of anti-vibration gloves.
- Smoking prohibited immediately before, after and during works as this has effect of reducing flow of blood around the body.
- Welfare facilities provided to allow operatives somewhere to escape cold weather and to make hot drinks.
- Training provided to cover:
 - Hazards involved with works
 - Necessary precautions/control measures
 - How to identify early ill-health effects from exposure to vibration
 - A VOCAM training video and seminar is presented to Kafften employees as part of the ongoing Health and Safety training programme.

HEALTH AND SAFETY POLICY

19. DUST CONTROL/RISKS FROM SILICA

19.1 General Legal Requirements

- The control of dusts is a legal requirement of the Control of Substances Hazardous to Health Regulations 2002 (as amended). Employers must prevent exposure to dusts and where prevention is not reasonably practicable, control below the work exposure limit (WEL).
- Control of dust should be achieved by measures other than Respiratory Protective Equipment (RPE) so far as is reasonably practicable.
- The Environmental Protection Act 1990 also contains requirements to prevent nuisance contamination or injurious effects by control of dust emissions by best practicable means. (See Kafften Environmental Policy Statement which is retained as a separate document).

19.2 Hazards associated with dust creation include:-

- Breathing in dust which can lead to the development of respiratory ill-health, in particular scarring of lung tissue (silicosis) which can result in serious breathing difficulties.
- Contact with the eyes which can result in soreness, inflammation or eye damage from larger particles.
- Poor visibility leading to increasing other risks e.g. slips trips and falls or problems with emergency evacuation.
- Dust ingress to adjacent properties/areas leading to public nuisance.

19.3 Control of dust

- Eliminate/minimise cutting operations by ensuring where possible materials are cut off site.
- Use machinery with local exhaust ventilation which captures and controls dust at source to minimise dust problems.
- Reevaluate any cutting methods which produce excessive dust to keep the level as low as possible below the (WEL) and use alternative methods.
- Issue appropriate respiratory protective equipment e.g. face fit tests and issue of full face visor compatible with hard hats and dust masks as required by site conditions.
- Ensure that adequate welfare facilities for washing before meal breaks/leaving site and drying room for changing soiled clothes are provided.
- Dampen down/mist spray dusty areas to prevent the general spread of dust.
- When working internally close doors/windows on floors to be worked on and take all necessary measures to keep any dust produced to that level/area of the site.

HEALTH AND SAFETY POLICY

20. NOISE REDUCTION AND CONTROL MEASURES

20.1 General

- The Control of Noise at Work Regulations 2005 impose a general duty on employers to reduce the risk of hearing damage to the lowest level that is reasonably practicable.
- Where the daily noise exposure exceeds the lower exposure action level employers must carry out noise assessments.

20.2 Lower Exposure Action Level (80 dBA)

- A variety of hearing protectors must be made available to noise exposed workers with voluntary usage.
- Information and training must be provided in risks from noise to include correct use of hearing protection, safe working practices to minimise noise exposure, health surveillance arrangements etc.

20.3 Upper Exposure Action Level (85 dBA)

- A variety of hearing protectors must be made available to noise exposed workers and usage is mandatory.
- Warning signage must be posted in noisy areas.
- Audiometric evaluation by a doctor must be available to exposed workers.

20.4 Exposure limit value (87 dBA)

- This is the maximum level to which workers can be exposed with all protective measures in place.

20.5 Hazards/risks associated with noise exposure

- Noise induced hearing problems temporary or permanent hearing deterioration or loss, tinnitus (ringing in ears).
- Loud sound pressure levels (cartridge tools etc.) causing percussive hearing injuries or startling workers nearby.
- Nuisance to site neighbours due to high noise/vibration level exposure.
- Wearing of ear protection preventing alertness to other dangers.

20.6 Noise control measures

- Measure noise at source and outside the site with a personal noise dosimeter to evaluate noise levels.
- Re-evaluate any equipment/processes producing higher levels of noise and use equipment that keep the noise to the lowest possible level.
- Select appropriate breaking/cutting equipment or other plant (compressors etc.) in good repair to minimise noise exposure.
- Where possible locate equipment (e.g. compressors/generators) away from areas where it will expose workers or the sites neighbours to high levels of noise.

HEALTH AND SAFETY POLICY

20. NOISE REDUCTION AND CONTROL MEASURES (Continued)

20.6 Noise control measures (Continued)

- Close windows and doors to restrict noise exposure to sites neighbours/adjacent and adjoining premises.
- Strictly adhere to any noisy work restrictions as allowed by the Local Authority or Environmental Health Department.
- Reduce personal exposure of employees by job rotation e.g. half hour on/half hour off.
- Warning notices placed/or communication to other operatives not involved with the process, of noisy works and need to keep away from works area. Where it is necessary to enter working area to wear ear protection provided.
- Where engineering or other solutions have not reduced noise to below the first action level issue site operatives with ear plug and ear defender protection compatible with hard hats and any other PPE – e.g. goggles/eye protection. (Ear defenders preferable as these reduce noise induced through bones and the outer ear).
- In emergency situations/sounding of fire alarm etc. Site Supervisors aware of the need to signal evacuation to those wearing ear protection.

HEALTH AND SAFETY POLICY

21. MANUAL HANDLING AND LAYING OF BLOCKWORK

21.1 General

Handling of heavy building blocks can give rise to a range of muscular-skeletal injuries where damage is either immediate or progressive over a period of time.

To minimise the risk of injury, lightweight blocks should be used whenever practicable, with site conditions, the way the work is organised and planned being important factors in reducing the likelihood of harm.

21.2 Major hazards

- Heavy loads; excessive stress and strain causing injury to muscles and tendons.
- Poor posture; twisting, bending or holding blocks away from the body or other difficult postures increasing the risk of injury.
- Slips, trips and falls including the damage caused by dropping a block.
- Sharp edges cuts and abrasions to the skin.

Generally the heavier the block, the greater the risk of injury.

21.3 Designing to avoid the problem

Designers and those specifying materials should avoid the use of blocks heavier than 20 kg wherever possible. Kafften will enquire into the possibility of designing out single heavy blocks where alternatives are available to avoid their use.

Where alternatives are not practicable mechanical handling or handling and laying by two persons will be required.

21.4 Control measures

- Stack blocks close to work on firm level ground
- Keep manhandling of blocks to a minimum by the use of fork lift, crane, pallet trolley etc.
- Where manual handling is unavoidable ensure correct lifting and handling technique i.e. close to body, avoid overreaching, twisting ; keeping the back straight when lifting etc.
- Plan work when laying blocks to avoid stooping by loading out blocks to between chest and shoulder level.
- Plan work when moving blocks to ensure level hard standings, remove obstructions and trip hazards.
- Arrange stacking of blocks close to the laying point to avoid over reaching.
- Ensure good grip and secure foot placement when handling blocks.
- Wear appropriate PPE (steel toe cap boots, gloves to prevent cuts abrasions to hands.
- Where blocks of over 20kg are in use team handling by two persons is required.

22.0 WORK AT OCCUPIED PREMISES

22.1 General

Effective planning and occupant/tenant liaison will be essential to ensure that the works are carried out with the minimum of disruption and to prevent any danger to users of the premises.

Continued liaison will be necessary throughout project works to ensure, so far as is possible, that the occupants do not enter site working areas that may constitute a risk to themselves.

22.2 Work at occupied maisonette or tower blocks

Information regarding the nature of the works and any special hazards/risks associated with them must be conveyed to occupants via the Local Authority or others in control of the works along with any restrictions (areas where it is unsafe for those at the premises to enter while work proceeds).

Where children may be present parents or others responsible for the children should be advised that their children must be kept away from the works.

Whenever practicable the works must be separated from occupants' activities by hoarding or other barriers to effectively enclose the site working area.

Keeping the work area clean and tidy must be an absolute priority. All accesses, fire escape routes, common parts etc. must be kept clear of waste, tools and equipment.

Materials must not be left, even temporarily, where they may be at risk to the occupants of the premises or the public.

Particular care must be taken to prevent trailing leads presenting trip hazards and in the positioning of electrical equipment.

Spillages of water or other fluids which could create hazardous conditions are to be cleared up immediately.

Tools, materials, equipment etc. must not be left unattended unless access to the work area by occupants has been prevented by some other acceptable means.

No access ladders are to be left accessible when work shifts cease.

At the end of each working day all working areas will be left clean, tidy and safe for occupants use.

Particular care must be taken with regard to the creation of dust during cutting works where open windows and doors may pose a risk of dust or slurry ingress to tenants' properties.

Hot works involving blow lamps, welding equipment, pipe brazing etc. must not be carried out within one hour of the completion of a shift and the working areas must be checked for smouldering materials before operatives leave the site.

22. HEALTH SURVEILLANCE

22.1 General

Health surveillance involves a range of strategies and methods used to detect and assess the early signs of adverse effects on the health of workers exposed to certain health hazards; and subsequently acting on the results.

The nature of the work operations carried out by the company means that there is a limited exposure to fumes and dusts on sites, noise and vibration when using cutting tools and to skin disease or irritation due to handling materials and substances.

The company aim to minimise any exposure by monitoring that staff follow the control measures indicated on risk assessments and by establishing safe systems of work.

Where hazards cannot be eliminated PPE is issued to further reduce exposure.

Kafften Limited requires that any employee who considers that a health problem may be work related should report this fact to the Director.

The company encourage all staff to report any health and safety related matter immediately to site supervision.

22.2 Why health surveillance is carried out

- To protect the health of employees
- To make sure that the company are complying with Legal requirements for a safe workplace
- To detect any adverse health effects at an early stage
- To evaluate control measures
- Assistance in assessing hazards and risks

22.3 Criteria for conducting health surveillance

- There is an identifiable disease or other identifiable adverse health effect
- The disease or health effect may be related to exposure
- There is a likelihood that the disease or health effect may occur
- There are valid techniques for detecting indications of the disease or health effects

22.4 The main areas of concern are:

- Solvents, dusts and fumes
- Biological agents
- Asbestos
- Lead
- Compressed air
- Ionising radiations
- Noise and vibration

Some forms of health surveillance are required by Law. Other forms of health surveillance are undertaken as good practice such as pre employment assessments as to fitness to work in the particular job and self assessment and reporting of ill health.

23. HEALTH SURVEILLANCE (Continued)

23.5 Simple methods of assessment

Simple skin assessment by looking for damage, redness or rashes due to working with materials or respiratory surveillance such as reporting any breathing problems related to exposure to dusts.

Any work related condition should be initially reported to the site supervisor who will contact the Director. Control measures in place will be reviewed specific to any problem reported.