THE POLICY.

ORGANISATION

AND ARRANGEMENTS

FOR THE MANAGEMENT

OF

HEALTH AND SAFETY

FOR

ROSHAL SPACE CONSULTANTS LTD

HERITAGE HOUSE
TALBOT LANE
SWANNINGTON
LEICESTERSHIRE
LE67 8QT

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ROSHAL SPACE CONSULTANTS LTD.. POLICY ON HEALTH AND SAFETY

CONTENTS

1. Introduction
2. Director's Statement of Intent
3. Management Responsibilities
4. Health & Safety & the Individual
5. Health and Safety Management Process
6. Identification of Health and Safety Hazards and Problems on Construction Sites
7. Health & Safety Audits
8. Records Statistics and Monitoring of Accidents
9. Accident Reporting Procedure
10. CDM Regulations 2015
11. Construction Phase Plans
12. Method Statements
13. Risk Assessments
14. Control of Substances Hazardous to Health (COSHH)
15. Contractors
16. Approval of Contractors
17. Contractors Appointment and Management Policy
18. People Working on Company Premises Not Employed by the Organisation
19. First Aid
20. Emergency Procedures Policy
21. Asbestos
22. Electricity
23. Excavations
24. Underground Services
25. Core Drilling
26. Confined Spaces
27. Use of Ladders
28. Manual Handling
29. Mobile Tower Scaffolds
30. Noise
31. Permits-to-Work
32. Personal Protective Equipment (PPE)
33. Plant and Equipment
34. Lone Working
35. Roof Work
36. Scaffolding
37. Toolbox Talks
38. Traffic Management
39. Visitors to Construction Sites
40. Welfare of Operatives
41. Employee Responsibilities and Site Rules
42. Consultation with Employees
43. Young Persons Under 18
44. Pregnant Workers
45. Drug and Alcohol Abuse Policy (Refer to Employee Handbook 6.7)
46. Fire Prevention on Site

47. Fire Plan
48. Fire Safety Policy
49. Construction and Site Working Policy
50. Training Policy
51. Work at Height Policy
52. Mobile Elevating Work Platforms Procedure
53. Manual Handling Operations
54. Manual Handing Procedure
55. Control of Vibration
56. Woodworking Machines
57. Liquefied Petroleum Gas
58. Demolition
59. Provision and Use of Work Equipment Regulations 1998 (PUWER)
60. Abrasive Wheels
61. Lifting Operations (LOLER)
62. Overhead Power Lines
63. Working with Lead
64. Working near Water
65. Children and Members of the Public
66. Vehicle Policy- Company Vehicles (Refer to Roshal Policies 009-004 & 009-005)
67. Vehicle Policy –Specialist Vehicles
68. Vehicle Policy– Occupational Driving (Refer to Roshal Policy 009-004 & 009-005)
69. Workplace Transport Policy
70. Mobile Phone Policy (Refer to Employee Handbook 9)
71. Display Screen Equipment
72. Dermatitis Management Policy
73. Respiratory Protection Policy
74. Equal Opportunities Policy (Refer to Employee Handbook 6.5)
75. Anti-Slavery Policy Statement
76. COVID 19 – Restrictions Replaced with Public Health Advice
77. Policy Statement on Work Related Stress & Mental Health
78. Occupational Health Monitoring, Surveillance & Fatigue Management

The policy will be brought to the attention of new employees within two weeks of them joining the company. The complete Policy is retained at the Company offices at:

ROSHAL SPACE CONSULTANTS LTD.
TALBOT LANE
SWANNINGTON
LEICESTERSHIRE
LE67 8QT

REVISION	DATE	ISSUE
Full review of Policy undertaken by Hudson Health & Safety Services	April 2014	
Review of whole document for legislation changes including the Construction (Design and Management) Regulations 2015	April 2015	
Review of whole document	March 2016	
Combine the following sections: Reports to HSE and Accident Reporting COSHH and COSHH Policy Emergency Procedures and Emergency Procedures Policy Electricity and Electricity Safe Working Procedure Ladders and Access Ladders Roof Work and Roof Work Procedure Scaffolding and Scaffold Procedure Work at Height and Temporary Work at Height Procedure Young Persons Under 18	March 2016	
Additional Sections: Core Drilling Pregnant Workers Mobile Phone Policy	March 2016	
Review of document brought forward to December 2016 at Clients request Change of RIDDOR reporting telephone number to 0345 300 9923 Addition to 'Introduction' of statement 'should never be compromised for further objective'	Dec. 2016	
Change of Managing Director to Craig Parsons 1.3.17	April 2017	
Review of whole document	Dec 2017	
Review of whole document to include the following amendments: Addition of Policy Statement on Work Related Stress	Dec 2018	
Review of whole document undertaken by Hudson Health & Safety Services	Dec 2019	
Intermediate Review undertaken by Julie Gaskell – Commercial Manager Roshal 45 Drug and Alcohol Abuse Policy (Refer to Employee Handbook 6.7) 66 Vehicle Policy- Company Vehicles (Refer to Roshal Policies 009-004 & 009-005) 68 Vehicle Policy– Occupational Driving (Refer to Roshal Policy 009-004 & 009-005) 70 Mobile Phone Policy (Refer to Employee Handbook 9) 74 Equal Opportunities Policy (Refer to Employee Handbook 6.5) 75 Environmental Policy - Omitted see separate Roshal Policy 013	March 2020	

Annual review of whole document undertaken by Hudson Health & Safety Services to include the following: Add Anti-Slavery Policy Statement Add Policy Statement on COVID 19 9 - Accident, Incident and Ill Health Reporting - addition of NB: COVID 19 is reportable under RIDDOR	Dec 2020	
Annual review of whole document undertaken by Helpgb.com to include the following: Change of name of H&S Consultants from Hudson Health & Safety to Helpgb.com 2. Directors Statement of Intent, addition 'strive to continually improve'. 32 PPE, addition 'supplied free of charge'.	Dec 2021	25
Annual review of whole document undertaken by Helpgb.com to include the following: 77 - Amendment to Policy Statement on Covid 19 – lifting of restrictions 78 – New Section - Occupational Health Monitoring & Surveillance	Dec 2022	26
75 – Stress - now moved to paragraph 77 & amended to Work Related Stress & Mental Health. Remove statement that Roshal will publish annually steps to ensure its operations and supply chains - annual Turnover less than 36M 76 – Anti-Slavery – now moved to paragraph 75 77 – Covid 19 - now moved to paragraph 76 78 – Rename Occupational Health, Surveillance, addition of Fatigue Management	Feb 2023	27
1 – Introduction - updated 4 – H&S and the Individual – updated 41 – Employee Responsibilities & Site Rules - updated 49 – Construction & Site working Policy – updated	May 23	28
Annual review of whole document undertaken by Helpgb.com to include the following: 2 - Directors Statement of Intent – amended to bring in line with ISO45001 9 – Accident Reporting – Omit statement '**COVID 19 IS REPORTABLE UNDER RIDDOR**' 76 – COVID 19 – Statement amended to restrictions replaced by Public Health Advice	Dec 23	29
Annual review of the entire document undertaken by Helpgb.com to include the following: **75 – Modern Slavery and Human Trafficking.** **77 – Policy Statement of Work Related Stress and Mental Health.**	Dec 24	30

1. INTRODUCTION

Roshal Space Consultants Ltd is committed to good working practices and safe systems of work, particularly in respect of health and safety. It is the policy of the Company that all work undertaken will be planned, managed, monitored and carried out in co-operation and co-ordination with all persons concerned in a such a manner as to avoid, reduce or control all foreseeable risks to the health and safety of its employees, sub-contractors and the general public. This policy will be implemented as far as is reasonably practicable and in accordance with the statutory requirements and should never be compromised for further objective.

2. DIRECTOR'S STATEMENT OF INTENT

The Company recognises that it is responsible for the health and safety of its employees and any other persons that might be affected by its work activities.
The Company will pledge its commitment by ensuring that:

- Relevant health and safety legislation is complied with, and all legal requirements and other requirements are fulfilled
- Health and safety hazards are eliminated, and OH&S risks are reduced
- Adequate resources to manage health and safety are provided.
- There is a commitment to consultation and participation of workers and, where they exist, workers' representatives
- Assessments are carried out of the significant health and safety risks arising from work activities, work equipment and the workplace.
- The results of risk assessments and any control measures required are brought to the attention of relevant employees.
- Risk assessments are reviewed on a regular basis, where there has been significant change, in the event of an accident or incident, or there is reason to suspect that they are no longer valid
- Premises, equipment and working conditions are provided and maintained that are safe and without risks for the prevention of work-related injury and ill health
- Adequate welfare facilities are provided and maintained.
- Information, instruction and training are provided to employees to enable them to carry out their work safely and without risks to their health.
- There is a commitment to continual improvement of the OH&S management system
- Procedures are in place to enable employees to report hazards, incidents, accidents and work-related ill-health.
- Reports of hazards, incidents and accidents are investigated and suitable measures implemented where required to prevent their recurrence.
- Health and safety relating to contractors and visitors is controlled.
- Health and safety performance is monitored and reviewed at regular, programmed intervals.
- This statement of its health and safety policy is brought to the attention of all of its employees.

Signed: Date: 18th December 2024



Craig Parsons
Managing Director

3. MANAGEMENT RESPONSIBILITIES

MANAGING DIRECTOR

The Managing Director has overall responsibility for the implementation of the Company's policy. In particular he is responsible for:

- Ensuring that the policy is widely communicated and that its effectiveness is monitored and reported on.
- Maintaining a formal link with the Health and Safety Executive, Environment Health Departments and other external agencies.
- Implementation and monitoring of the policy and the provision of general advice about the implication of the law.
- Identification of health and safety training needs.
- Ensuring that all sites are safe and that the application of the Health & Safety Policy on an individual site is consistent with the policy.
- Ensuring that employees and subcontractors are fully aware of their responsibilities with regard to safety and are fully competent for the work they are carrying out.
- Ensuring that any safety method statements that may be required are written and adhered to by relevant staff on each site.

OTHER DIRECTORS

Have responsibility for ensuring compliance with legislation covering all sister companies, site work, public safety, plant, machinery and equipment and also for ensuring that risk assessments and method statements are provided where necessary. They must ensure that the contents of this Health and Safety Policy are brought to the attention of all employees and sub-contractors.

COMPANY SECRETARY

The Company Secretary must ensure that all liabilities have been evaluated and that adequate insurance is obtained to cover all insurable costs. He/she must also ensure a system is in place to ensure full compliance with legal requirements appertaining to first aid; fire prevention; welfare arrangements; statutory documentation and site registration and that training and personnel files of all employees are maintained.

HEALTH & SAFETY ADVISOR

The Health & Safety Advisor is responsible for ensuring management are kept informed of the implications of current legislation, for assisting with the development of the Health and Safety Policy and Safety Plans and for bringing to the attention of management any defects or omissions noted during site inspections, audits or surveys. He will advise on, and organise where necessary, training requirements relevant to health and safety.

CONTRACTS MANAGER

The Contracts Manager is responsible for the preparation of the Construction Phase Plan, agreeing working methods and precautions with the Site Manager and the provision and review of all necessary assessments to comply with relevant regulations. These assessments will include those required under the following Regulations: RISK (MANAGEMENT OF HEALTH AND SAFETY); COSHH; NOISE; VIBRATION, PERSONAL PROTECTIVE EQUIPMENT; MANUAL HANDLING; VISUAL DISPLAY SCREENS, CONSTRUCTION (DESIGN AND MANAGEMENT), WORK AT HEIGHT

SITE MANAGER AND SUPERVISORS

Site Managers are responsible for the implementation of the Policy, Site Rules and Statutory requirements. He is responsible for the general conduct of those on site and for the organisation of good working practices for the completion of tasks. He is responsible for implementing advice given by Health and Safety Executive Inspectors, Company Safety Officer or others with a genuine interest in promoting health and safety on site.

4. HEALTH & SAFETY AND THE INDIVIDUAL

The Health and Safety at Work Act requires each employee *'to take reasonable care for the health and safety of himself and of other persons who may be affected by their acts and omissions'* and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the company for health and safety at work. We expect employees and sub-contractors to work safely at all times and to take actions as necessary to ensure that others also work safely; this includes complying with rules, procedures and instructions, wearing appropriate PPE and using the correct use of tools and equipment.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Roshal Space Consultants Ltd. Disciplinary Procedure. In normal circumstances address the matter with the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

5. HEALTH & SAFETY MANAGEMENT PROCESS

Roshal Space Consultants Ltd. believes that consideration of the health, safety and welfare of staff is an integral part of the management process.

Roshal Space Consultants Ltd. requires managers to approach health, safety and welfare in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health, safety and welfare needs will be met as part of day-to-day management.

If unpredicted health and safety issues arise during a job, the degree of risk will be assessed and the necessary resources and actions to commit to addressing these issues will be decided.

6. IDENTIFICATION OF HEALTH & SAFETY HAZARDS AND PROBLEMS ON CONSTRUCTION SITES

It is the policy of Roshal Space Consultants Ltd., to carry out a regular inspection of its site(s) against the Health & Safety Policy. The inspection requires review of:

- Access Ways.
- Electrical Equipment.
- Emergency Procedures.
- Excavations.
- Fire Fighting Equipment.
- First Aid and First Aiders.
- Hazardous Substances (COSHH).
- Ladders.
- Lifting Equipment.
- Lighting.
- Permits-to-Work
- Personal Protective Equipment.

- Plant.
- Roofing/Decking.
- Scaffolding and Mobile Tower Scaffolds.
- Signage.
- Site Security.
- Site Tidiness.
- Storage & Waste
- Toolbox Talks.
- Traffic Management.
- Welfare Facilities.

The information obtained in the inspection will be recorded in compliance with the requirements of Construction (Design and Management) Regulations 2015 and any appropriate corrective action taken as soon as possible.

Inspection reports are available for inspection on site until that work is completed, and after that for 3 months at the Companies offices.

Roshal Space Consultants Ltd. acknowledges that they have a continual responsibility for the elimination of hazards on site(s) in order to maintain a safe working environment. Any hazard which is identified by any person working on site must be reported to the Site Manager/Foreman as soon as possible.

7. HEALTH AND SAFETY AUDITS

It is also the policy of Roshal Space Consultants Ltd., to carry out regular random Health & Safety Audits of its site(s). These audits are carried out by its appointed Health and Safety Manager and External Consultant Helpgb.com.

A Health & Safety Audit will include a detailed review of the items listed in addition to (where applicable) and not limited to:

- Asbestos Management.
- Construction Phase Plan & Contract Health & Safety File.
- Drawings.
- Management of Health & Safety.
- Manual Handling.
- Method Statements.
- Noise.
- Record Keeping & Statistics.
- Risk Assessments.
- Scope of Work.
- Subcontractors.
- Training, Competence and Health & Safety Awareness of Personnel.

The responsibility for ensuring that Audits are carried out as part of this policy rests with the Managing Director. It is the responsibility of the Managing Director, via the appointed Contract Director/Manager for the site to ensure that any deficiencies highlighted in the Audit(s) are dealt with as speedily as possible.

8. RECORDS. STATISTICS AND MONITORING OF ACCIDENTS AND INCIDENTS

Roshal Space Consultants Ltd., operate a system for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. An Accident Book is maintained at the Company s offices and all accidents are logged and investigated and the information obtained communicated to all employees as part of the ongoing process of continuous improvement.

9. ACCIDENT REPORTING PROCEDURE

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to the Health and Safety Executive shall rest with the Managing Director, via the appointed Reporting Officer.

- All accidents involving personal injury must be reported to the Site Supervisor, First Aider or the Appointed Person.
- Full details of any injury must be inserted into the Accident book kept either on site or at the Company office.
- Any accident not resulting in personal injury but damage to property, plant or machinery, must be reported to the Site Supervisor.

Some injuries and incidents (whether or not they cause injury) have to be reported to the Health and Safety Executive as soon as possible. A telephone service is available for reporting fatal and major injuries ONLY - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). Other incidents and accidents must be reported by completing the relevant form online at www.hse.gov.uk/riddor It is an offence not to report these. (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013). Reportable injuries and incidents include fatality; specified injury (skull fracture, most broken bones, amputation, penetration injury to the eye, electric shock); hospitalisation for 24 hours; and off work for seven days or more through industrial injury.

If a medical certificate or other written diagnosis from a doctor has been received in respect of an employee who is absent from work and the disease is diagnosed as one of those listed in the Reporting of Injuries Diseases and Dangerous Occurrences Regulations then the Company Safety Adviser must be contacted for advice. A form F2508A must then be completed online at www.hse.gov.uk/riddor.

The Contracts Manager is expected to be the responsible person to take initial charge of any situation in which RIDDOR would apply. He will ensure initially that no other person becomes endangered, ensure that First Aid is provided, the emergency services are summoned (if required) and that the Managing Director is informed. The Managing Director must then ensure that notification is made to the HSE by completing the relevant online form.

If it is suspected that an incident may be reportable under RIDDOR then the Company Health & Safety Adviser must be contacted for advice. In the case of fatality, serious injury or a dangerous occurrence the HSE should be notified by the quickest practicable means. All notifiable injuries or dangerous occurrences must then be advised to the HSE by completing the relevant form online within 15 days.

In the case of an employee of another Company being killed or injured the reporting duty is placed on his/her employer. However, in order to ensure that this Company has fully complied with legal requirements, the Managing Director will obtain a copy of the RIDDOR report.

10. CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

Where there is more than one contractor working on a project at any time, the client must appoint in writing as soon as practicable and before the construction phase begins:

- A **principal designer** with control over the pre-construction phase
- A **principal contractor**

The client has overall responsibility for the successful management of the project and is supported by the **principal designer** and **principal contractor** in different phases of the project. For the successful delivery

of a project, good working relationships between the duty holders are essential from the start.

- The client ensures that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.
- The principal designer manages health and safety in the pre-construction phase of a project. The role extends to the construction phase through the principal designer's duties to liaise with the principal contractor and ongoing design work
- The principal contractor manages the construction phase of a project. This involves liaising with the client and principal designer throughout the project, including during the pre-construction phase.

Depending upon the nature of the project, the principal designer and principal contractor may be supported by designers, contractors and workers.

There are three important phases of a project: before, during and after construction or building work. This guide refers to them as:

- the pre-construction phase: the inception, design and planning stage of a project (before the construction or building work starts), although it is acknowledged design and planning continues into and through the construction phase
- the construction phase: the start-to-finish stage of the construction or building work
- the post-construction phase: the practical completion of the construction or building work, including handover.

SUMMARY OF DUTIES

Clients Must make suitable arrangements for managing a project. This includes making sure that:

- other duty holders are appointed
- sufficient time and resources are allocated
- notify the project to the enforcing authority where required

Clients must also make sure that:

- relevant information is prepared and provided to other Duty Holders
- the Principal Designer and Principal Contractor carry out their duties
- welfare facilities are provided.
- agree the structure and content of the Health & Safety File with the Principal Designer and ensure it is handed over at the end of the project.

Domestic Clients
Domestic Clients are in scope of CDM 2015, but their duties as a client are normally transferred to:

- the Contractor, on a single contractor project, or
- the Principal Contractor, on a project involving more than one contractor

However, the Domestic Client can choose to have a written agreement with the Principal Designer to carry out the Client duties.

Principal Designers
Plan, manage, monitor and co-ordinate health and safety in the preconstruction phase of a project. This includes:

- Notify the HSE in writing if the work is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project or exceed 500 person days.

- identifying, eliminating or controlling foreseeable risks
- ensuring Designers carry out their duties.

Prepare and provide relevant information to other duty holders
Liaise with the Principal Contractor to help in the planning, management, monitoring and co-ordination of the construction phase.
Prepare and develop the Health & Safety File.

Designers
When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:

- construction
- the maintenance and use of a building once it is built.
- Provide information to other members of the project team to help them fulfil their duties.

Principal Contractors
Plan, manage, monitor and co-ordinate the construction phase of a project. This includes:

- liaising with the Client and Principal Designer
- preparing the Construction Phase Plan
- organising co-operation between Contractors and co-ordinating their work.

Ensure that:

- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in securing their health and safety

Contractors
Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.
For projects involving more than one Contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the Principal Designer or Principal Contractor.
For single-contractor projects, prepare a Construction Phase Plan.

Workers
They must:

- be consulted about matters which affect their health, safety and welfare
- take care of their own health and safety and that of others who may be affected by their actions
- report anything they see which is likely to endanger either their own or others' health and safety
- co-operate with their employer, fellow workers, contractors and other duty holders.

The company recognises and will undertake to comply with its duties as 'Principal Contractor' or 'Contractor' as applicable.

Guidance
Construction (Design and Management) Regulations 2015
HSE Guidance Document L153
Health and Safety in Construction HSG150 (and other HSG Guidance publications)
Managing Health and Safety in Construction L144
Website: www.hse.gov.uk

11.CONSTRUCTION PHASE PLANS

Roshal Space Consultants Ltd., acknowledges its duty to prepare a Construction Phase Plan for the contract as stipulated in The Construction (Design and Management) Regulations 2015 (CDM)

The Construction Phase Plan for the contract shall be prepared by the Principal Contractor and approved by the client before any work commences on site as it forms the foundation of the Company's health and safety management.

Each Construction Phase Plan for a contract will contain the arrangements for ensuring the health and safety of all personnel involved and the public during construction works including:

- A record of the health & safety arrangements for the construction phase
- Where relevant, specific measures concerning work falling within one or more of the categories listed in Schedule 3 Regulation 12(2) HSE Guidance Regulations L153.
- The plan must record the arrangements for managing significant H&S risks associated with the construction phase, it should be easy to understand, as simple as possible and with emphasis that it is:
    - Relevant to the project
    - Sufficient detail to clearly set out arrangements
    - Site Rules and special measures needed to manage the construction phase but is still proportionate to the scale and complexity of the project and risks involved

The plan should NOT include documents that get in the way of a clear understanding of what is needed to manage the construction phase, such as general risk assessments and method statements.

Consider the following when drawing up the plan:

- A detailed description of the project, key dates and members of the project team.
- The management of the work to include:
    - Health & Safety aims for the project
    - Site Rules
    - Arrangements to ensure cooperation between project team members eg site meetings
    - Site Induction
    - Welfare facilities
    - Fire and emergency procedures
    - Control of any site-specific risks relevant to the works

12. METHOD STATEMENTS

Roshal Space Consultants Ltd uses Method Statements to detail specific safe working methods to be employed for given tasks. They also provide means of communicating this information to the personnel who will be carrying out the work. The Company will use Method Statements, closely linked with Risk Assessments in order to eliminate any "ad hoc" or improvised ways of working which increase the risk of potential accident.

Each operation within the Company will be provided with a method statement and risk assessment. Sub-contractors will be responsible for providing them for their operations and these will be approved by the Contract Manager/Site Manager prior to work commencing. They will be kept in the site Health and Safety file and form part of the Site Induction together with Toolbox Talks before the work commences.

Roshal Space Consultants Ltd may provide personnel with a Method Statement for works such as excavation, asbestos removal, working in confined spaces, working at height, hot works, working on gas services, working on electrical services and working on pressure systems.

Any subcontractor working for Roshal Space Consultants Ltd., shall be required to provide a Method Statement and Risk Assessment if they will be carrying out any of the above listed works. Alternatively, they will be required to work according to Roshal Space Consultants Ltd, own Method Statement and will be required to sign to confirm that they have read and understood it and will carry out work accordingly.

Method Statements will be written clearly in order to ensure that all those reading it are able to understand and implement it.

Method Statements will include at least the following information (where relevant):

- Job Name/Number
- Contractor
- Method Type
- Description of work
- Sequence of operations
- Name(s) of supervisors
- Controls and monitoring
- Plant requirements
- Responsibility for disconnection of any services
- Measures to protect the public
- Any environmental controls
- First Aid provision
- PPE provision
- Emergency procedures
- COSHH considerations

13. RISK ASSESSMENTS

Roshal Space Consultants Ltd acknowledges that a Risk Assessment of every work task is required by the Management of Health & Safety at Work Regulations 1999 (as Amended).

Work-related risks consist of the method of working used, the location of the work and the persons carrying out the work.

The Company will use Risk Assessments to determine hazards that exist on site and identify the control measures and precautions necessary.

When considering control of risk, the Company will employ a control hierarchy to determine the safest method of work:

- Eliminate risk at source
- Combat risk at source rather than use palliative means
- Contain risk by enclosure
- Remove personnel from area of risk
- Reduce exposure to risk
- Provide collective protection
- Provide Personal Protective Equipment

Wherever necessary, Roshal Space Consultants Ltd., will provide site-specific risk assessments. These Risk Assessments will identify the following:

- The hazards.
- The people at risk and how they are exposed to this risk.
- The existing controls.
- Whether the risk is adequately controlled with the existing controls and what further controls, if any, are required to eliminate or reduce the risk to a tolerable level.
- The residual risk, after all controls have been implemented.

14. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The Control of Substances Hazardous to Health Regulations (COSHH) require Roshal Space Consultants Ltd., to identify any substances which are in use and which are hazardous to health (as legally defined, for example lead, solvents, paint, dust, wet cement) and to assess the risk of those substances.

Roshal Space Consultants Ltd., will provide and use the controls listed below to prevent exposure to substances hazardous to health:

- Eliminate the presence of the hazardous substance from site if possible.
- If complete elimination is not possible, consider removing or moving the substance to a safe location.
- If neither elimination nor removal is possible, contain the substance to avoid unnecessary exposure.
- If elimination, removal nor containment are possible then endeavour to remove personnel from the area that would cause them to be exposed to the substance.
- If it is unavoidable that personnel should be exposed to the substance, ensure that all measures possible are taken to minimise the duration of the exposure.
- Provide collective protection and Personal Protective Equipment e.g. goggles, dust masks, ear defenders.

Hazardous substances can be brought onto premises and construction sites for use in various activities and processes and can also be generated as a result of a process or activity. Exposure to hazardous substances can result in short and long term ill-health and injury, and even to fatalities.

It is our policy to:

- Identify and maintain records of all hazardous substances used or created in the workplace and keep suppliers' safety data sheets available.
- Use safer substances where suitable substitutes exist.
- Risk assess work activities involving hazardous substances.
- Record the findings of the risk assessments and review them periodically or when changes occur.
- Introduce effective control measures to ensure exposure to hazardous substances is prevented, where it is reasonably practicable, or adequately controlled to minimise the health risk.
- Take steps to ensure the use of control measures.
- Maintain control measures in effective working order and, where appropriate, ensure that they are periodically examined and tested.
- Undertake monitoring of exposure to hazardous substances, where appropriate.
- Place employees under suitable health surveillances in appropriate cases.
- Ensure that those responsible for managing work likely to result in exposure to hazardous substances are adequately trained and competent.
- Inform, instruct and train employees about the risks and the precautions to be taken to protect themselves or others from the harmful effects of hazardous substances.

- Ensuring that in appropriate cases suitable arrangements are in place for dealing with accidents, incidents and emergencies.
- Ensure no new substances are introduced into our work activities without approval of a designated manager, and before an assessment of the risk is carried out.

15. CONTRACTORS

The term 'contractor' applies in the broadest sense to any individual or Company that enter into an agreement with us to provide services. This could include builders, plumbers, electricians, cleaners etc.

Roshal Space Consultants Ltd. will ensure that as far as is reasonably practicable, the health, safety and welfare of Contractors working in Roshal Space Consultants Ltd. establishments will be of the highest standards.

In addition, Contractors and their employees have an obligation, so far as is reasonably practicable, to ensure all equipment, materials and premises under their control are safe and without risks to health through the use of and adherence to safe methods of working, including the use of Method Statements, Risk Assessments and observance of information contained within COSHH Reports

These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition a representative of the Company will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other personnel, or members of the public at risk. Anyone who judges there is a risk where contractors are working should inform the Site Manager/Foreman immediately.

16. APPROVAL OF CONTRACTORS

The majority of contractors used are well known to the Company and have been used on previous occasions and have proven track records. Roshal Space Consultants Ltd., have a Contractor Assessment and Approval Process in place. Prior to appointment Contractors will be asked to complete a Sub-contractors Selection Questionnaire and to provide copies of their insurances. Approved Contractors will be included on the Approved Contractors list for each Contract. The Contract Manager is responsible for letting the Contract and selects the most appropriate Contractor from the Approved Contractors list. They are requested on an annual basis to complete the Sub-contractor Selection Questionnaire and this together with their performance on Contracts, which is monitored and fed back, is used to assess whether they are suitable for continued inclusion on the Approved Contractors list.

All contractors we employ, must provide the information requested in the Sub-contractors Selection Questionnaire and satisfy the Contractors assessor that they are suitably qualified and that their knowledge and experience of the type of work required is adequate and sufficient. They will need to prove adequacy and competence of labour, plant and materials, fully trained staff and adequate funding arrangements.

17. CONTRACTORS - APPOINTMENT AND MANAGEMENT POLICY

It is our policy to:

- Assess, as far as is reasonably practicable, the competence of contractors prior to finalising contractual agreements.
- Whenever possible, use contractors that are members of a trade association relevant to their work.
- Issue Rules for Contractors Documentation to contractors.

- Request Health and Safety information from the contractor that is relevant to their activities at our premises.
- Meet with the contractor prior to their starting work to:
- Establish rules and guidelines for their operations whilst on our premises.
- Provide information on our activities that may present a hazard to contractors and identify activities and actions that must be avoided.
- Communicate emergency actions including fire, first aid and accident reporting arrangements.
- Define the areas in which the work is to be carried out and any segregation arrangements.
- Define areas that are not accessible to the contractors.
- Agree routes to and from the work sites and welfare facility access.
- Add contractors to Approved list who comply with company requirements.
- Stop contractors working immediately if their work appears unsafe, staff should report any concerns to a manager immediately.
- Ensure that Contractors comply with all specific legislation and plans applying to work.
- Carry out regular audits of contractors.

18. PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY

Persons working on sites where Roshal Space Consultants Ltd., are the main contractor but who are employed by other Company s, are expected to follow Roshal Space Consultants Ltd., Health and Safety Policy with regard to their personal safety and their method of work. Similarly, Roshal Space Consultants Ltd., employees working on other host premises will be expected to follow the host contractor's Health and Safety Policy.

19. FIRST AID

It is the policy of the Company to ensure adequate provision for First Aid and any training of 'First Aiders' that may be required in accordance with the First Aid Regulations (1981). The Managing Director (via suitably appointed personnel) is responsible for ensuring that there is a qualified 'First Aider' present on every site at all times and that all appropriate First Aid equipment is readily available.

The Health and Safety (First Aid) Regulations require employers to provide such equipment and facilities as are adequate and appropriate, to enable first aid to be rendered to employees should they become injured or ill at work.

First Aid boxes and personnel will be provided in accordance with the numbers of employees on site and the hazards that are involved.

The Regulations specify two types of personnel to render first aid: -

A qualified First Aid person who holds a current certificate and an Appointed person who is able to take charge in an emergency and who has received sufficient training to know what to do, on smaller sites.

Regulation first aid boxes are readily available, containing basic materials for the number employed on site, which must be kept on the job, in a prominent position, and not taken away in the works van, whilst persons are on site. The contents should be checked regularly and any missing items replaced.

All company vehicles will maintain a First Aid Box and these will be inspected on a weekly basis by the site contracts manager and any shortfall made good by the safety advisor on receipt of the request from the site foreman.

20. EMERGENCY PROCEDURES POLICY

We recognise that lack of preparedness in the event of unplanned events and emergencies may result in serious damage and loss of life.
It is our policy to:

- Identify foreseeable events and establish contingency plans in the form of Emergency Preparedness Instructions to be followed in the event of serious and imminent danger to all persons on company premises or Construction Sites and all members of the public that may be in the vicinity of these areas.
- Provide or to request method statements to ensure that significant risk of fire or chemical spillages is controlled.
- Nominate a sufficient number of competent persons to implement these procedures.
- Ensure that relevant personnel and contractors are instructed in procedures to follow in case of serious and imminent danger.
- Ensure that employees and contractors are denied access to any area to which it is necessary to restrict access on grounds of health and safety, unless the employee or contractor concerned has received adequate health and safety instruction.
- Issue and revise company Emergency Preparedness Instructions at suitable intervals.
- Ensure that sufficient personnel are trained to coordinate emergency situations.

An ASSEMBLY POINT for emergency purposes will be identified and designated for all sites, this will be made known to all persons on site during the induction.

Should a fire or an accident occur it will be reported immediately to the site supervisor who will decide what course of action is required, if serious notify the emergency services immediately.

THE CONTACT NUMBER FOR ALL EMERGENCY SERVICES IS: 999

In addition, all emergency procedures as provided by the Client and or Principal Contractor will be complied with.

The nearest Accident and Emergency Hospital will be identified before any project starts.
When working in the City of Leicester and surrounding areas this is:

Leicester Royal Infirmary
Infirmary Square
Leicester
Telephone 0116 2541414

21. ASBESTOS

Asbestos was used extensively in construction and building maintenance during the 1940s-1990s for its insulation and fire-proofing properties. The use of asbestos has been banned since 1999. It may be found in any building built or refurbished before 2000. It can be found in floors, walls, ceilings and roofs, as boards, tiles or textured or sprayed coatings. It can also be present as lagging on pipes or in items such as fire blankets and oven gloves. Asbestos can also be found in contaminated soils.
Asbestos fibres can cause serious diseases and cancer. There are four main diseases caused by asbestos:

- Mesothelioma
- Lung cancer
- Asbestosis
- Diffuse pleural thickening.

The Control of Asbestos Regulations (2012) contains an explicit duty to assess and manage the risks from the presence of asbestos. The requirements are placed on duty holders i.e., Client, Tenant, owner of building etc., who should: -

- Take reasonable steps to determine the location of materials likely to contain asbestos
- Presume materials to contain asbestos, unless there are good reasons not to do so
- Make and maintain a written record of the location of the asbestos and presumed asbestos materials
- Assess and monitor the condition of asbestos and presumed asbestos materials
- Assess the risk of exposure from the asbestos and presumed asbestos materials and prepare a written plan of the actions and measures necessary to manage the risk (ie the "management plan")
- Take steps to see that the action above is carried out.

Asbestos Surveys
There are two types of survey, Management Surveys and Refurbishment and Demolition Surveys and these should be undertaken by a competent person.

Management Surveys are a standard survey carried out for the continued management of asbestos in premises. The purpose is to locate the presence and extent of any suspect ACM's (Asbestos Containing Materials) and assess their condition. All areas should be accessed and inspected as far as is reasonably practicable and any areas not accessed must be presumed to contain asbestos and clearly stated in the survey report.

Refurbishment and Demolition Surveys are used to locate and describe all ACMs in the area where refurbishment work will take place or in the whole building if demolition is planned. The survey will involve destructive and intrusive inspection as necessary to gain access to all locations, including those that are difficult to reach. The survey is primarily designed to identify ACM's so that they can be removed in preparation for refurbishment or demolition.

Where appropriate the Contract Manager is responsible for obtaining a copy of the survey from the Client.

Work with Asbestos Containing Materials: all employees who may come into contact with ACMs will receive Asbestos Awareness training on an annual basis.

If you suspect that the area where you are working contains asbestos, including hidden materials or dust, you should stop work immediately and inform the Site Manager. The Site Manager or Contract Manager will arrange for samples to be taken and, if asbestos is identified, appropriate action will be taken.

Changes to legislation relating to asbestos removal work now give three choices: -

- Notifiable Licensed Asbestos Removal – which is notifiable to the HSE with 14 days' notice (no change to previous legislation).
- Notifiable Non Licensed Work (NNLW) – Friable asbestos or asbestos likely to become friable during the work
- Non-notifiable Non-licensed Work with Asbestos – Non-Friable and covered in a Task Sheet in HSG210

Notifiable non-licensed work will normally include short duration maintenance and removal work with asbestos insulation, removal of textured decorative coatings where the material is destroyed eg. by scraping it off, and short duration removal of AIB as part of refurbishment. This work is subject to three requirements: -

- The work must be notified to the HSE
- A written record must be kept
- Persons removing asbestos must have a medical examination

Non-notifiable non-licensed work will include short duration ‘maintenance’ work involving AIB which is in good condition will not normally need to be notified.

REMEMBER: these diseases will not affect you immediately but later on in life, so there is a need for you to protect yourself now to prevent you contracting an asbestos-related disease in the future.

22. ELECTRICITY

The dangers from unsafe use of electrical equipment cannot be over emphasised in construction work where damp conditions usually predominate.

All possible steps will be taken to prevent danger including the installation of automatic earth leakage detection on the incoming mains supply and the use only correct fittings and properly made connections
Roshal Space Consultants Ltd. shall endeavour to use mains supply electricity for its sites wherever possible and shall ensure such service is in place before commencement of works. Should portable generators be required, the Company will ensure that the risk of environmental pollution and excessive noise are minimised.

Fuel supplies for portable generators shall be contained inside in-built fuel tanks supplied solely by a bunded fuel bowser with lockable fuel lines.

Where possible, Roshal Space Consultants Ltd., will use low voltage electrical tools. This ensures that the maximum shock received is restricted to 55 volts, which will be easily sustained by a healthy individual. Only approved, 110 volt CTE plugs and sockets on cables which are distributed from an approved transformer placed close to the mains supply are to be used, these must be checked regularly and before use.

Battery and cartridge operated hand tools that pose no danger of electric shock are to be encouraged.

Where mains voltage equipment is the only option for very good reasons, only items with inbuilt safety features such as double or all insulation, will be acceptable when used in conjunction with an individual circuit-breaking device (RCD).

All electrical equipment shall be tested for electrical safety (at least every 12 months in offices and every 6 months on site) and visually checked before use to ensure that it is in a good state of repair and fit for use.

Roshal Space Consultants Ltd., will ensure that existing services such as electrical cables and gas mains are identified, marked and protected before works begin on a site.

Roshal Space Consultants Ltd. shall ensure that vehicles shall not manoeuvre where there are overhead power lines without supervision.

INSPECTION AND MAINTENANCE OF PORTABLE ELECTRICAL APPLICANCES

- Roshal ensure the safe condition of equipment with regular periodic maintenance inspection and corrective action.
- Protective devices should be tested at intervals as laid out below. Fuses and other protective devices are not to be rendered inoperative or have their operating values changed without authorisation.
- Items of portable electrical equipment found to be unsafe for use are to be segregated and identified as such until they are made serviceable.
- All equipment should be stored in a cool, dry place in a tidy manner.
- Each item of equipment should have an individual number, which uniquely identifies it.
- Any limitations on the performance or restricted use of the appliance should be noted.

- When an item of equipment is used, a visual check of the appliance, cable and plug for signs of damage should be made. Any appliances, which appear to be defective, should not be used until a thorough check has been made.
- Once in every three months, a more thorough check of appliances should be made which includes:
- The cable should be carefully checked along its entire length.
- The plug should be checked for signs of damage, the plug cable clamp is in the correct position and a fuse or other protective mechanism of the correct value is in place. Protective equipment, such as fuses, should not be rendered inoperative or have their value changed without authorisation.
- Clean the motor by blowing through a jet of clean, dry air. Take off the switch cover and remove metallic particles, sawdust etc.
- The current carrying capacity of the earth wire should be checked. Double insulated items of equipment may not have an earth wire.
- The insulation resistance should be checked and the value recorded. This is usually carried out by a flash test of up to 4 kV, depending on the capacity of the appliance.
- Thoroughly examine all parts for wear and lubricate with the recommended grease. Do not over lubricate as grease expands when heated and may damage the appliance.
- Examine the carbon brushes and replace if there is excessive sparking. Change brushes in pairs. Do not allow brushes to wear below eight millimetres in length.
- Equipment used in very dirty areas may need attention more frequently. A record should be kept of the date of each check and any work that was carried out on each appliance.
- Do not clamp the appliance in a vice as this may damage the body shell.

23. EXCAVATIONS

All excavations should be regarded as dangerous. The danger will increase in deeper excavations or as the nature of the ground changes making the sides unstable, or as work undermines existing structures which can cause them to collapse.

Prior to commencing any works, the area is scanned for existing services by the use of a CAT & Jenny Scan. Known buried services are identified & exposed, if necessary, trial holes are to be dug to establish the exact location of the services present.
All excavation work must be carefully planned before digging commences and the necessary support system agreed and the support materials and or equipment made available.
This can take the form of simply battering back the sides to a safe angle making collapse impossible, or timber supports placed down the sides and held apart by simple struts or trench props.
As the depth increases the complexity of the support system will probably require a more sophisticated method involving horizontal waling boards, hydraulic systems or frames, and drag boxes.

All work must be planned and supervised by a competent person who understands what is involved and whose judgment can be relied upon. The area must be inspected at the start of each shift and the results of the inspection recorded weekly.

Care must be taken when stacking spoil, or materials along the side of the excavation so that they cannot roll in onto those working below and suitable barriers must be in position to prevent anyone falling into the excavation.
Stop blocks should be in place to prevent any machine approaching too close to the edge causing a collapse of the edges and the machine falling in.

Safe access and egress must be provided for both normal use and for use in case of emergency such as the ingress of water or gas.

24. UNDERGROUND SERVICES

Underground services pose one of the major threats to workers on building sites during digging operations on site or in roadways. When struck they can cause very severe burns and may prove fatal and cause wholesale disruption to all services in the area.

The general location and routes of most cables is known to the electricity supplier who maintains plans and drawings and are always willing to help in locating cables which may be disturbed by site operations.

There are cable locating devices which, in conjunction with the drawings, will give the likely route of cables in the vicinity which can then be indicated with wooden (not metal) pegs or lime, enabling hand digging of trial holes until the exact line of the cable is known
When digging trial holes always use a spade or shovel, never a pick and fork whose sharp points can easily penetrate the insulation around the cable.

Always be aware that there may be more than one cable following the same route and that not all cables will have a protective cover or indicator tape.

Always assume any cable is 'live' and treat them with the greatest care and always wear protective clothing when searching or digging to give some protection should contact take place when an explosion and a flash usually results.

Always consult before attempting to find underground cables or other services when a safe procedure can be agreed and injuries avoided.

The Health and Safety Executive has produced and recently revised guidance for excavation work HSG (47).

Summary of HSG (47) Avoiding Danger From Underground Services
Below are the main principles to be adopted before excavation work commences.

- A Suitable and sufficient assessment of the risks involved must be undertaken and safe systems of work made clear to those involved in the works
- Utility plans showing the location of underground services must be obtained
- The plans need to be interpreted by a competent person
- Where the plans cannot be interpreted the utility company must be consulted for advice
- A cable locator must be used to mark the position of the services up to 1 metre outside the excavation area
- Where an unknown or unmarked service is located it must be reported to the likely utility company, tracing it to a source will also help in identifying it
- Local authority plans showing drainage, foul water, etc must also be obtained
- Suitable excavation equipment should be used and trial hole dug to confirm the location of the services
- Mechanical excavation should not be used closer than 0.5 metre to the service
- In the event of a service being damaged the utility company must be informed. The area may need to be evacuated and the emergency services called where there is a risk to life or property
- If excavating through any concrete any service lines should be made safe
- Exposed services must be supported and protected to prevent movement and the risk of damage by other works

25. CORE DRILLING

A drilling operation that specifically designed to extract a cylindrical material from a vertical or horizontal surface.

Roshal has considered core drilling as HIGH RISK works. This is mainly due to the dust created during cutting operations, working at height and materials falling from height. Roshal aim to sub-contract these work out to a pre-qualified specialist cutting company. Although Roshal are not directly involved in undertaking these works, as acting Principal Contractor, it is Roshal's responsibility to plan, manage and monitor the construction and coordinate matters relating to Health and Safety during the construction phase. This is in accordance with Regulation 13 (1) or the Construction (Design and Management) Regulations 2015.

Upon awarding the contract to a competent company Risk Assessments and Method Statements must be submitted to Roshal for review and approval. The Method statements and Risk Assessments submitted must be done so in line with duties as set out in accordance with Regulation 3 of The Management of Health and Safety at Work Regulations 1999.

Observations must be made that include the following procedures for **ALL** core drills
WITH NO EXCEPTIONS;

- The area below the works **MUST** be cordoned off
- Pilot holes at **EACH** core drill location to determine the exact position of the hole below the core drill and also to establish the thickness of the core.
- Catchment boxes are provided below **EACH** drill location works
- Dust precautions are applied during and following **ALL** works

For further information please refer to the following documents;
- Construction (Design and Management) Regulations 2015, Regulation 13(1)
- The Management of Health and Safety at Work Regulations 1999, Regulation 3
- INDG401(rev2)- Working at Height a Brief Guide
- CIS36 (rev2) – Construction Dust

26. CONFINED SPACES

You will not often be required to work in a 'confined space' where ventilation is poor and dangerous gas or vapour may accumulate. The dangers inherent in such operations are well understood and the necessary steps to avoid injury or accidents are available and must be used if the work is to be completed safely.

The term 'confined space' has wide application and covers fairly obvious situations such as work in a closed tank, sewer, well or large duct. To the much less obvious where gas may accumulate slowly due to restricted ventilation or processes involved or the actions of others not directly involved in the work.

It is therefore essential that careful consideration be given to all factors and an agreed procedure drawn up which everyone involved understands and accepts. This procedure must be put into writing and known as the Permit to Work.

The Permit is an essential document and should describe exactly the work that is to be done, the precautions to be taken and the procedure, which must be followed to the letter and authorised by the person in charge. It will incorporate the preliminary steps to be taken to ensure all risks are known and understood, the method and sequence of work, the isolation and withdrawal of the area from service, the means of entry, the personal protection required, means of ventilation, training, tests and certification and the handing over procedure when the work is completed.

All those involved in 'confined space' work must be physically fit and must have the necessary training to understand the dangers and use the equipment, which may be provided in the operation.

27. LADDERS

The Site Manager will arrange for the required access equipment to be provided when required, taking into account the standards above and the work to be carried out.

Training provided to all operatives will include the hazards and precautions relating to access equipment and its use.
Access equipment will be checked by the Site Manager before use to ensure that there are no defects and will be checked at least weekly whilst in use.
Where a defect is noticed or equipment is damaged, it will be taken out of use immediately.

Ladders will only be used for work of a short duration i.e. 30 minutes.
Ladders should never be painted.
Always set ladders at their most stable angle - a slope of four units up to each unit out from the base.

Ladders must be guarded against slipping, preferably by securing them at the top, or at the sides or foot.
Note that a second person footing a ladder is acceptable only if the ladder extends to a height of less than 6 metres.

Ladders will not be used to provide access or a working platform if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands etc.)

Use a ladder stay or similar device to avoid placing ladders against a fragile surface (e.g. plastic guttering).

Methods of use which will result in damage to the ladder will not be permitted, e.g. securing ladder with scaffold clip, placing board on rung to form working platform or ramp etc.

Never place ladders where there is a danger from moving vehicles, overhead cranes or electricity lines.
Make sure that ladders have a firm and level footing, never use unsteady bases such as oil drums, boxes or planks.
Do not support ladders on their rungs.

Extending ladders should only be used if they have an overlap of at least three rungs.
Ladders must not be secured by their rungs; lashings should be secured around the stiles.

Over-reaching leads to over-balancing. Both thighs and hips must be kept between the stiles. The working position should be not less than 5 rungs from the top of the ladder.

Never slide down ladders, when climbing or descending a ladder grip the styles, not the rungs.
Proper storage must be provided for ladders, under cover where possible and with the ladder supported throughout its length.

Never walk on fragile roofing material such as asbestos cement sheets or glass. Beware particularly of over-painted glass.

Never climb a ladder or access a roof in high wind conditions.
Always ensure that tools and materials cannot fall from a ladder or roof.

SAFE SYSTEMS OF WORK

Safe working practices when using access equipment are essential to avoid accidents. The following safety checklists must be adhered too at all times.

- access equipment to be properly stored and inspected

- access equipment must be suited to purpose/use
- No damaged, loose or missing parts; rungs clean and free from mud or grease
- Sufficient persons to handle and place
- Set on firm level ground
- Ladders properly erected and secured
  - projecting at least 1.05 metre above landing place
  - have correct overlap on extension ladders
- Hands free method of raising tools/materials
- Never over-reach
- Wear suitable footwear

Access equipment will be removed to storage or made inaccessible by some means at the end of each working day to ensure that unauthorised access to scaffolds etc. by others, particularly children, is prevented.
Under no circumstances is a ladder constructed from timber nailed or screwed together to be used.

28. MANUAL HANDLING

Roshal Space Consultants Ltd., recognise that manual handling causes a third of all accidents and injuries to persons at work and that these injuries may result in both temporary and permanent disability.

It is our policy to:

- Avoid, so far as is reasonably practicable, the need for members of staff to carry out any manual handling tasks that involve a risk of being injured.
- Carry out an assessment of manual handling activities which cannot be avoided.
- Take appropriate steps, based on the risk assessment, to reduce the risk of manual handling injuries.
- Consider the use of mechanical handling aids to reduce the need for manual handling.
- Inform members of staff of their duties.
- Train members of staff as appropriate.

Employees have general health and safety duties to:

- Follow appropriate systems of work laid down for their safety
- Make proper use of equipment provided for their safety
- co-operate with their employer on health and safety matters
- inform the employer if they identify hazardous handling activities
- take care to ensure that their activities do not put others at risk

The Contracts Manager/Site Manager is responsible for instructing and training all staff in safe lifting techniques.

29. MOBILE TOWER SCAFFOLDS

Roshal Space Consultants Ltd. will ensure that any mobile towers used on its sites will be constructed in accordance with the Work at Height Regulations and the Provision and Use of Work Equipment Regulations (commonly known as PUWER).

Mobile tower scaffolds will only be erected or altered by trained competent persons holding a recognised training certificate (e.g. PASMA, CITB, CTA etc.)

Mobile tower scaffolds will only be used by persons who have received suitable and sufficient instruction in their safe use.

Mobile tower scaffolds will only be used with wheels locked and will only be moved when empty.

30. NOISE

The requirements of the Control of Noise at Work Regulations will be observed at all times.

Noise assessments will be carried out for all on site operations liable to produce excessive noise and all works shall be carried out with the minimum of noise as far as is reasonably practicable.

Where avoiding noise completely is not possible, steps shall be taken to limit the effect of noise on personnel and members of the public by ensuring that, where possible, personnel not involved in the noisy work and the public are kept at a suitable distance from the source of the noise.

Personal Protective Equipment will be provided to all personnel exposed to excessive noise and clear hearing protection zones will be marked.

Noisy work such as cutting, percussive tools and demolition shall be carefully scheduled so that excessive noise is limited to as short a time as possible.

All personnel will be instructed in the risks associated with excess noise and the steps they can take to avoid those risks.

If necessary, the Company will set up health surveillance for any personnel exposed to high level of noise.

31. PERMITS-TO-WORK

Roshal Space Consultants Ltd., will operate a Permit-to-Work system for the following works:

- Asbestos
- Confined Spaces
- Electrical Works
- Excavations
- Hot Works
- Work at Height

Permits-to-Work will be issued by the person designated by the Company or their client as the “authorised person”.

Any contractor working on an Roshal Space Consultants Ltd., site requiring to carry out any of the above types of work must apply to the “authorised person” for a Permit-to-Work before any work is commenced.

Subcontractors shall only be issued with a Permit-to-Work once the Company has ascertained that the Subcontractor has carried out or is familiar with the Risk Assessment, has provided or agreed to work using a suitable Method Statement and has proven that all operatives are competent for the work (i.e. produced training certificates or cards CITB, CTA etc.)

Permits-to-Work will record specific scope of task, location of work, period of validity, nature of works and names of contractor, supervisor, and operatives, licences held and training certificates held.

Permits-to-Work will normally be issued on a weekly basis to ensure that high risk activities are strictly controlled.

32. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Roshal Space Consultants Ltd. will ensure that any PPE identified as necessary in Risk Assessments is supplied free of charge and worn/used by all operatives as necessary.

The Personal Protective Equipment at Work Regulations requires the provision of suitable protective equipment where a risk to health and safety cannot be controlled by other means. This means that everyone will be required to wear some form of personal protection from time to time and will include: -

Hard hats
Under the requirements of the Personal Protective Equipment Regulations hard hats must be worn where there exists a risk of head injury from any cause other than from falling and where the employer makes it a rule.

Masks and Respirators
Under the Control of Asbestos Regulations and the Control of Substances Hazardous to Health Regulations masks and respirators of various types must be worn in specified conditions, which will be identified as required.

Ear Defenders and Plugs
The Noise at Work Regulations specifies action levels at which protection of hearing becomes mandatory. On contracts where it is anticipated that the noise level may be excessive, tests will be carried out by the Safety Adviser and if action levels exceed 80 decibels ear protection will be provided for your use and notices displayed. If the noise level is in excess of 85 decibels ear protection will be issued and you must wear it while exposed to that degree of noise. Every attempt will be made to reduce the noise at source.

Eye Protection
Eye protection is provided and must be worn commensurate with the risks involved in any of the company's activities.
The highest risk of eye injury during normal company activities is impact from flying objects. Eye protection to the latest BSI is provided and **must be worn at all times** when using drilling, grinding or sawing equipment, or when using a hammer with a cold chisel or masonry pin clips.

Foot Protection
Steel toe-capped safety footwear must be worn at all times on all building / construction sites where there may be a hazard. It is recognised however that in domestic and public premises where there is no foreseeable risk of foot injury that clients may prefer that softer footwear, such as trainers, be worn.

Personal Protective Equipment is regarded as a last resort in the prevention of injuries and to be effective must be used properly and looked after.

33. PLANT & EQUIPMENT

All plant, equipment and tools will be regularly inspected and maintained and the results of daily/weekly inspections recorded to comply with PUWER and Lifting Operation and Lifting Equipment Regulations (commonly known as LOLER). Where legislative examination is required, certificates will be made available to the Company for verification.

- Only the correct tools and machinery will be used for any given job.
- All dangerous parts will be adequately guarded.

- Vehicles will be regularly inspected to ensure brakes, lights and steering are working properly.
- Only properly trained and competent operatives will drive vehicles and operate plant.
- Loads will be properly secured.
- Passengers will only be carried on vehicles/equipment that have a specially designed passenger seat.
- Hoists will only be installed and operated by trained and competent persons.
- The rated capacity of any hoist used on site will be clearly marked.
- Hoists will have a suitable base enclosure to ensure no-one could come into contact with any moving part.
- The landing gates of any hoist will be kept shut except when the platform is at the landing.
- All personnel must be provided with information and training about the risks from hand-arm vibration (HAV) and what they can do to avoid these risks.

Risk Assessments will be carried out to assess the dangers of operatives using vibrating tools such as concrete breakers, hammer drills and angle grinders.

Roshal Space Consultants Ltd. will endeavour to select plant that reduces the risk of HAV wherever possible. Where necessary, health surveillance will be arranged for personnel exposed to high levels of HAV.

Crane operations will be carried out by a third party contractor who will supply both the crane and the operator. The crane owner will therefore be responsible for maintaining, inspecting, and safe operation.

34. LONE WORKING

Roshal Space Consultants Ltd., recognise that staff who work alone may be exposed to hazards that are not usually present when working with other staff. We additionally recognise that extra precautions are required to safeguard the health and safety of lone working staff.

It is our policy to:
Carry out a suitable and sufficient risk assessment for lone working activities.
Provide a safe system of work for staff.
Provide appropriate information and training to all lone working staff.
Make adequate first aid provision for all lone working staff.

35. ROOF WORK

Roshal Space Consultants Ltd., undertakes to prevent, as far as is reasonably practicable any falls of persons, materials or tools from any height by using edge protection.

Where a person can fall a distance which could cause injury, a working platform with handrails and toe boards will be provided wherever possible. If this is not possible, other protective equipment will be provided such as boatswain's chair or rope access equipment. In situations where these measures are not reasonably practicable then fall arrest equipment such as correctly and safely hung safety nets, air bags, crash decking or harnesses will be used.

Any fragile materials on a roof will be identified and protected using barriers, covers or suitable working platform.

Personnel and the public shall be kept away from the area below any work at height.

ROOF WORK PROCEDURE

Getting on and off the roof
Getting on and off the roof is a major risk. A secure means of entry and exit is essential. A properly secured ladder is the minimum requirement.

Edge protection
Wherever anyone can fall, the first line of defence is to provide adequate edge protection. It needs to meet minimum legal standards of, or be equivalent to:

- a main guard rail at least 950 mm above the edge;
- a toe board at least 150 mm high;
- an intermediate guard rail or other barrier so that there is no gap more than 470 mm.

Sometimes a roof parapet may provide equivalent protection but if it does not, extra protection will be required.

Work platforms
As well as edge protection it is just as important to provide an adequate and secure working platform. In many cases the roof itself will provide this. If it does not (e.g. when working on a chimney on a pitched roof) a platform should be provided.

Fall arrest equipment
Providing adequate platforms and edge protection may not always be possible or reasonably practicable. If so either safety nets or other fall arrest equipment or harnesses will be required. They do not stop people falling but minimise the potential injuries if they do.
If nets are used make sure that they are properly installed by competent riggers as close as possible below the roof involved to minimise the distance fallen.

Installing a net does not mean that proper working platforms and edge protection can be ignored, because the first priority is to stop people falling in the first place.
If harnesses are used make sure that they are securely attached to a sufficiently strong anchorage point and that they are always worn. This requires user discipline and active management monitoring.

Falling material
Keep a tidy site: stop material which could fall from accumulating. Nothing should ever be thrown from a roof. Use enclosed rubbish chutes or lower material to the ground instead.
Prevent access to danger areas underneath or adjacent to roof work. Where this cannot be guaranteed, consider using debris netting, fans, covered walkways or similar safeguards to stop falling material causing injury. Particular care is needed where there is public access close to roof work. If possible try to arrange for work to be carried out when passers-by will not be there, e.g. carry out repairs to schools during the school holidays. If this cannot be arranged minimise the public access to danger areas. In some cases physical protection to catch falling materials, e.g. fans, may be appropriate. Remember that even fine material such as dusts can cause discomfort or injury to eyes.

Training
Roof workers need the appropriate knowledge, skills and experience to work safely, or be under the supervision of someone else who has it. They need to be able to recognise the risks, understand the appropriate systems of work and be competent in the skills to carry them out such as:

- installing and wearing harness systems;
- installing edge protection;
- operating a mobile access platform.

Training will usually be required to achieve these competencies. It is not sufficient to hope that workers will 'pick up safety on the job'.

Weather conditions
Do not work on roofs in icy, rainy or windy conditions. Anyone carrying a roof sheet can easily be blown off the roof if they are caught by a gust of wind.
Rubbish chute and skip positioned to take waste materials. Avoid excessive exposure to sunlight by wearing appropriate clothing and using sun creams. Too much exposure to sunlight can cause skin cancer.

Short-Duration Work
Short-duration work means that lasting minutes rather than hours. It may not be reasonably practicable to provide full edge protection for short-duration work but it still needs to be considered during assessment and should not be automatically discounted. Mobile access equipment can provide both edge protection and a working platform. It can do away with the need for scaffolding and can be particularly appropriate for short-duration minor work. Where it is not reasonably practicable to provide full edge protection, a securely attached safety harness will normally be required (see 'Short-duration work on sloping roofs').

Fragile Roofs
What is fragile?
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 composition of the material in it. The following factors are also important:

- thickness of the material;
- the span between supports;
- sheet profile;
- the type, number, position 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, such as many fibre cement roofs. Sometimes part of the roof is fragile, e.g. when fragile roof lights are contained in an otherwise non-fragile roof. Sometimes a roof is temporarily fragile, such as during 'built up' roof construction when only the liner is installed or sheets have not been secured. Sometimes the fragility of a roof can be disguised, for instance when old roofs have been painted over. This guidance applies to all these situations. The fragility, or otherwise, of a roof should be confirmed before work starts. If there is any doubt, the roof should be treated as fragile unless, or until, confirmed that it is not. It is positively dangerous to assume that a roof is non-fragile without checking this out beforehand.

Prevent unauthorised access
Make sure that unauthorised access to the roof is prevented by, for instance, implementing a permit-to work regime or blocking off roof access ladders. Make sure that appropriate warning signs are displayed on existing roofs, particularly at roof access points.

Working on fragile materials
At no time may anyone work on, from or 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. Harnesses can also be an effective solution, but if used they require adequate attachment points which may be difficult to arrange in work on fragile roofs. They also rely on user discipline, training and constant supervision to ensure that they are consistently and correctly used.

Support platforms should be at least 600 mm wide and more when the work requires it. Make sure that support platforms are long enough to provide adequate support across roof members. They should span across at least two purlins. Using a platform may spread the load, but that will not provide enough support if the only thing supporting it is the fragile material. Walking on the lines of purlin bolts gives no protection whatsoever. It is like walking a tightrope and must never be allowed or condoned. Workers 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. If possible provide the platform with edge protection comprising top rail, intermediate rail (or equivalent protection) and toe board.

Working near fragile material
Protection is needed when anyone passes or works nearer than 2 m to fragile materials, e.g.:

- during access along valley gutters in a fragile roof;
- when fragile roof lights or smoke vents are contained in an otherwise non-fragile roof;
- during access to working areas on a fragile roof.

Wherever possible make sure that all fragile materials, 2m or closer to the people at risk, are securely covered. Alternatively, provide full edge protection (i.e. top rail, intermediate guard rail or equivalent and toe board) around or along the fragile material to prevent access to it. (Make sure that appropriate precautions are taken when installing such protection, e.g. the use of netting or safety harnesses.) Sometimes it will not be reasonably practicable to provide such protection, usually if the proximity to fragile material is irregular and short duration, i.e. a matter of 3 minutes. Safety harnesses will usually be the appropriate solution and may be used in conjunction with any permanently installed running line systems. Boundaries can be established identifying 'safe' areas containing the workplace and routes to and from it. If these are used:

- the boundary should be at least 2 m from the nearest fragile material;
- the boundary does not need to comply with full edge protection standards, but there should be a physical barrier (a painted line or bunting is not acceptable);
- tight discipline is essential to ensure everyone stays inside the safe area at all times.

Working on sloping roofs
On traditional pitched roofs most people fall:

- from eaves;
- by slipping down the roof and then over the eaves;
- through the roof internally, e.g. during roof truss erection;
- from gable ends.

Edge protection
Full edge protection at eaves level will normally be required for work on sloping roofs. The edge protection needs to be strong enough to withstand a person falling against it. The longer the slope and the steeper the pitch the stronger the edge protection needs to be. A properly designed and installed independent scaffold platform at eaves level will usually be enough. Less substantial scaffolding barriers (rather than platforms) may not be strong enough for work on larger or steeper roofs especially slopes in excess of 30°.
On some larger roofs, the consequences of sliding down the whole roof and hitting the eaves edge protection may be such that intermediate platforms at the work site are needed to prevent this happening.
If the work requires access within 2m of gable ends, edge protection will be needed there as well as at the eaves. Powered access platforms can provide good access as an alternative to fixed edge protection. They can be particularly useful in short-duration work (see 'Short duration work on sloping roofs') and during demolition when gaps are created in the roof.

Sloping roof edge protection; typical arrangement in conventional tube and fittings
(a) Supported from window opening
(b) Working platform below the eaves
(c) Top lift of a scaffold. Dimensions should be as follows:

(i) Working platform minimum width 600 mm
(ii) Minimum 950 mm
(iii) Maximum gap 470 mm
(iv) To rise to the line of the roof slope with a minimum height of 150 mm
(v) Gap between rails no more than 470 mm

Short-duration work on sloping roofs
Short-duration work means tasks that are measured in minutes rather than hours. It includes such jobs as replacing a few tiles or adjusting a television aerial.
Work on a roof is still dangerous even if it only lasts a short time. Appropriate safety measures are essential.
For short-duration work it may not be reasonably practicable to provide full edge protection (but if it is it should be provided). This does not mean that nothing needs to be provided in its place. The minimum requirements for short-duration work on a roof are:

- a safe means of access to roof level;
- a properly constructed and supported roof ladder.

Roof workers should not work directly on tiles or slates.

Roof ladders
Slates and tiles do not provide a safe footing especially when they are wet. Properly designed roof ladders or crawling boards are an essential aid to any work on sloping roofs. They should be long enough to span the supports (at least three rafters) and securely placed. Roof ladder anchorages should bear on the opposite roof and not rely on the ridge tiles for support as these can easily break away. Do not use gutters to support any ladder.

Erecting roof trusses
If possible, reduce the need for work at height by assembling roof sections on the ground and craning them into position. If trusses are assembled in situ, provide a safe working platform, preferably by boarding out the area as close as possible to the underside of the trusses, or alternatively supporting a platform on the truss members. If a separate platform is used, make sure it can safely support the worker and has edge protection. The truss members may provide adequate edge protection but not always.
If possible, an adequate working platform should be provided which protects against falls during roof truss erection. If a platform does not provide complete protection then safety nets can be provided as well to catch anyone who falls.

Industrial roofing
Building and working on steel framed wide-span industrial roofs involves a number of hazards, such as falls:

- from the roof edge;
- through gaps in the partially completed roof;
- through liner panels;
- from the leading edge when unprotected gaps are inevitable;
- from the frame, e.g. when loading out with roof sheets.

These hazards can all arise not only at the working position but also the routes to and from it.

Systems of work

Good planning can significantly reduce the risks involved in industrial roofing. Key elements are as follows.

1. Reduce the need for workers to travel about the roof by:

    - arranging for the right sheets to be delivered as they are needed to the right place at the right time;
    - arranging access points that are convenient for the working position;
    - making full use of loading bays.

2. Minimise the potential for falls by providing a safe place of work (e.g. properly guarded working platforms or powered access equipment) rather than relying on fall arrest equipment to restrict a fall.

Falls through gaps

If work involves any likelihood of access within 2 m of such gaps they should be covered. If this is not possible provide edge protection or as a last resort install safety netting beneath the gap.

Falls through liner panels

Liner panels on their own should be considered as fragile unless it has been conclusively confirmed that they are not. Try to avoid 'lining out' the shell to Roof truss built on ground and lifted into position avoiding the need to work over open joisting later on weatherproof the site. This will avoid the need for a second pass at height as well as the presence of a large expanse of potentially fragile material. Consider the use of composite panels to reduce the need for work at height.

Falls from the leading edge

Whatever system of work is chosen the presence of dangerous gaps is always a possibility as space is created to place the next leading edge sheet. Options to deal with this include:

- temporary barriers at the leading edge, such as trolley systems;
- birdcage scaffolds;
- safety nets;
- safety harnesses used with running line systems.

Safety nets are the least problematic and hence the preferred option. Trolley systems can be a useful aid, but are not appropriate for all roofs, e.g. where there are hips or dormers. Remember that installing and moving such systems can involve significant risks. Where trolley systems are used, make sure that:

- there is a safe system of work for installing and dismantling them;
- the trolley system is compatible with the purlin design;
- there is a safe system of work for moving the trolleys;
- the trolley can move freely - if it jams it can be dangerous trying to release it;
- there is safe access to the trolley;
- the trolley is locked in position so that it does not overturn if someone falls onto it;
- there is a suitable barrier at the trolley end if someone could fall from it.

If trolley systems are used, the system of work needs to be carefully thought out to avoid unnecessary risks, e.g. can roof workers lock the trolley in position after it has been moved forward without stepping over the newly created gap? Make sure that either safety nets or harnesses are used to protect against falls through the gaps created as the leading edge moves forward. If safety nets are used make sure that they:

- are installed as close as possible beneath the roof surface;
- are securely attached and will withstand a person falling onto them;
- are installed and maintained by competent personnel.

If harnesses are used make sure that they:

- are securely attached to an adequate anchorage point (trolley guard rails are not usually

strong enough);
- are appropriate for the user and in good condition;
- are actually and properly used - ensuring this requires tight discipline.

Safety netting is the preferred fall arrest option since it provides collective protection and does not rely on individual user discipline to guarantee acceptable safety standards. They can simplify systems of work and can protect not only roof workers, but others such as supervisors.

Falling Materials
Try to avoid leaving materials on the roof when the site is closed especially at weekends and during holiday periods. If materials are left on the roof make sure that they are secured so that they cannot be blown off the roof by windy weather. Make sure that toe boards are in place around the roof perimeter.
Control other trades' access to areas underneath roofing work, unless protection such as debris netting is provided which ensures protection for anyone working underneath.

Manual Handling
Handling awkward roof sheets is a particular problem for roof workers and can lead to back injuries which can cause a lifetime of pain and disability. Minimise the need for manual handling by using mechanical handling devices, e.g. hoists, to deliver materials where they are actually needed on the roof. Where manual handling cannot be avoided arrange systems which make manual handling easier. Provide workers with information about the weight of the loads they will have to carry.
Safety nets installed prior to sheeting. Note the net is fixed as close to the underside of the roof as possible to minimise the extent of any fall

Working on flat roofs
Work on a flat roof is high risk. People can fall:

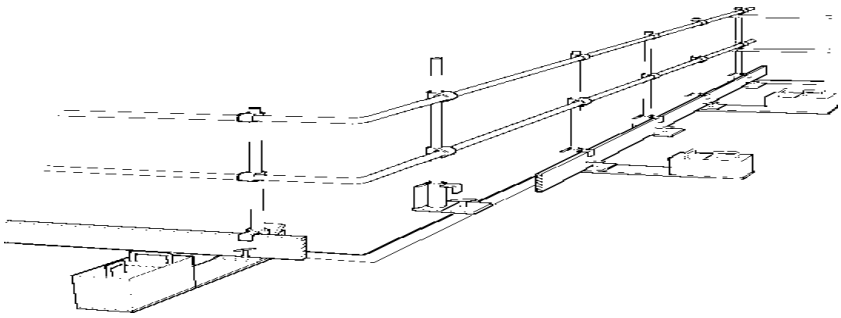
- from the edge of a completed roof;
- from the edge where work is being carried out; through openings or gaps

Falls from the roof edge
Full edge protection (comprising top rail, toe board and intermediate protection) is required whenever the work requires access within 2 m of the roof perimeter.

Edge protection
Unless the roof parapet provides equivalent safety, temporary edge protection will be required during most work on flat roofs. Both the roof edge and any openings in it need to be protected. It will often be more appropriate to securely cover openings rather than put edge protection around them.

Any protection should be:
- in place from start to finish of the work;
- strong enough to withstand people and materials
- falling against it.

Where possible the edge protection should be supported at ground level, e.g. by scaffold standards, so that there is no obstruction on the roof. If the building is too high for this, the roof edge upstand can support the edge protection provided it is strong enough. Edge protection can also be supported by frames, counterweights or scaffolding on the roof. The protection should be in place at all times. Guarding systems are widely available that enable roof repair work to carry on without removing any guard rails.



Demarcating safe areas
Full edge protection may not be necessary if limited work on a larger roof involves nobody going any closer than 2 m to an open edge. In such cases demarcated areas can be set up, outside which nobody goes during the work or access to it. Demarcated areas should be:

- limited to areas from which nobody can fall;
- indicated by an obvious physical barrier (full edge protection is not necessary but a painted line or bunting is not sufficient);
- subject to tight supervision to make sure that nobody strays outside them (demarcation areas are unacceptable if this standard is not achieved).

Short-duration work on flat roofs
Short-duration means a matter of minutes rather than hours. It includes such jobs as brief inspections or adjusting a television aerial.

Work on a flat roof is still dangerous even if it only lasts a short time.

Appropriate safety measures are essential.
It may not be reasonably practicable to provide edge protection during short-duration work. In such cases anyone working nearer than 2m to any unguarded edge should be using a safety harness. Where safety harnesses are used they need to be:

- appropriate for the user and in good condition – full harnesses are essential;
- safety belts are not sufficient;
- securely attached to an anchorage point of sufficient strength;
- fitted with as short a lanyard as possible that enables wearers to do their work;
- actually used - tight management discipline is needed to ensure this.

36. SCAFFOLDING

All scaffolds on Roshal Space Consultants Ltd., sites will be erected, altered and dismantled only by competent persons who have certified CITB/PASMA etc. training.
All scaffolds on Roshal Space Consultants Ltd., sites will be erected, altered and dismantled in accordance with the National Access and Scaffolding Confederation guidelines and construction must be as per TG20 and the specific requirements of the Work at Height Regulations.
Any non-standard scaffold will be accompanied by suitable drawings and load calculations to ensure it is fit for purpose.

SCAFFOLD PROCEDURE

Protecting the public

- Contact the appropriate highway authority before erecting a scaffold on a public highway or on any roads, pavements, paths or routes used by the public.

- Ensure the scaffold is designed to carry the load from stored materials and equipment.
- Scaffolds should be designed to prevent materials falling. You may need to provide brick guards, netting or sheeting. Where the risk is high, or for example during demolition or facade cleaning, you should provide extra protection in the form of scaffold fans or covered walkways.
- In populated areas such as town centres, erecting and dismantling scaffolds should preferably be undertaken during quiet times. People should be prevented, with suitable barriers and signs, from walking under the scaffold during erection or dismantling.
- Stop unauthorised access onto the scaffold, for example by removing all ladders at ground level, whenever it is left unattended.
- Never 'bomb' materials from a scaffold. Use mechanical hoists or rubbish chutes to move materials and waste.

Scaffold erection

- A scaffold should be designed, erected, altered and dismantled by competent people, with all scaffolding work under the supervision of a 'competent person'.
- Scaffolders should always adopt a safe system of work during the erection, altering and dismantling of scaffolds. This will usually include the use of fall arrest equipment.
- All scaffolds require bracing to help prevent them from collapsing. The platform of a general purpose scaffold should be at least four boards wide. All scaffolds, including 'independent' scaffolds, should be securely tied, or otherwise supported.

More ties will be required if:

- the scaffold is sheeted or netted due to the increased wind loading;
- it is used as a loading platform for materials or equipment; or
- hoists, lifting appliances or rubbish chutes are attached to it.
- System scaffolds should be erected following the manufacturer's instructions and may require more tying than independent scaffolds.

Safe use of scaffolds

- Do not take up boards, move handrails or remove ties to gain access for work.
- Changes should only be made by a competent scaffolder.
- Never work from platforms that are not fully boarded.
- Do not overload scaffolds. Make sure they are designed to take the loads put on them. Store materials so the load is spread evenly.
- Make sure there is suitable stair and ladder access onto the working platform.

Scaffold Inspection

Scaffolds must be inspected by a competent person:

- before first use;
- after substantial alteration;
- after any event likely to have affected their stability, for example, following strong winds;
- at regular intervals not exceeding seven days.

Any faults found must be put right.

- Before contractors allow their workers to use someone else's scaffold they must make sure it is safe.

Scaffold Ladders

- Ladders should be in good condition and examined regularly for defects. You should have a management system in place to ensure that this is done.
- They should be secured so they cannot slip, usually by tying them at the top.

- The ladder should be angled to minimise the risk of slipping outwards and as a rule of thumb needs to be 'one out for every four up'.
- Access ladders should extend about 1m above the working platform. This provides a handhold for people getting on and off.

Tower Scaffolds
Always check the safe height to base ratio
Remember, the stability of any tower will be affected if it is sheeted and/or likely to be exposed to strong winds; loaded with heavy equipment or materials; used to hoist heavy materials or support rubbish chutes; used for operations involving heavy or awkward equipment, eg grit blasting, water-jetting, etc; climbed from the outside; used as a support for ladders.
In these cases, extra support or alternative height to base ratios may be needed.
Before using the tower always check that the scaffold is vertical and wheel brakes are on.

Access
There must be a safe way to get to and from the work platform. It is not safe to climb up the end frames of the tower except where: the frame has an appropriately designed built-in ladder or a purpose-made ladder can be attached safely on the inside.

Provide suitable edge protection on platforms Guard rails should be at least 950 mm high and toe boards at least 150 mm high. An intermediate guard rail or suitable alternative should be provided so the unprotected gap does not exceed 470 mm.

Trestle Scaffolds
Trestle scaffolds must not be used without guard rails or toe boards and the provision of proper ladder access

37. TOOLBOX TALKS

All personnel on site shall be required to attend regular "Toolbox Talks" training sessions whenever a new tool or piece of equipment or new method of working is introduced.

All personnel will be required to sign to confirm they attended and understood the instructions given at each "Toolbox Talk".

All "Toolbox Talks" delivered will be recorded in a "Toolbox Talk Register" which will indicate dates, topics and trainers for each session.

38. TRAFFIC MANAGEMENT

Roshal Space Consultants Ltd. will endeavour to keep pedestrians and vehicles apart on its sites either by having separate access or by using barriers and warning signage. Reversing vehicles will be guided by a banksman. Site access routes will be kept in good condition and clearly signposted. Any holes will be adequately protected with fixed covers and clearly marked.

39. VISITORS TO CONSTRUCTION SITES

Roshal Space Consultants Ltd. wishes to ensure that as far as is reasonably practicable, the health, safety and welfare of visitors to its sites will be of the highest standard. A Site Register will be maintained on site and all visitors will be required to sign in and out.

Roshal Space Consultants Ltd., will prevent access by unauthorised visitors

Any site operative who notices persons acting in a way which would endanger other operatives or members of the public should inform the Site Manager/Foreman.

40. WELFARE OF SITE OPERATIVES

There will be no smoking in Roshal Space Consultants Ltd. offices nor on any site where the Company are carrying out work, except in a clearly designated area.

The use or possession of restricted drugs or alcohol on any Roshal Space Consultants Ltd., site is expressly forbidden. Any employee or subcontractor found to be in breach of this rule or suspected to be under the influence of drugs or alcohol will be removed from site.

Operatives taking any prescribed drugs should refrain from operating plant and machinery where the drug could impair their performance.

Roshal Space Consultants Ltd. will ensure that welfare facilities are provided for the duration of the construction phase of the contract that are suitable for the site and sufficient to comply with The Construction (Design and Management) Regulations 2015.

Toilets will be available on site and be kept clean and properly lit.

Washbasins large enough to wash arms up the elbow with hot and cold running water, soap and towels will be provided.

Facilities to change, store and dry clothing will be provided.

Drinking water and cups will always be available.

A welfare facility where personnel can sit down, make hot drinks and prepare and eat food will be available.

Welfare facilities will be kept clean, tidy and in a good state of repair.

All welfare facilities/arrangements will be in place before any project commences.

41. EMPLOYEE RESPONSIBILITIES & SITE RULES

The Health and Safety at Work Act 1974 and associated legislation requires Roshal Space Consultants Ltd. to produce and bring to the attention of all employees, a written Policy on health and safety.

The same legislation also imposes a legal duty on all employees to co-operate with the Company in striving for the highest standards and avoid creating risks to their own and other employee's safety and to avoid putting at risk from any cause, any member of the public. Whilst it is impossible to detail all the hazards, which may arise from the Company's activities it is, by complying with simple legal requirements and basic good practice, that most can be avoided.

Roshal train and assess our employees to ensure that they are competent to undertake the tasks which they are required to perform. We do not expect any employee or sub-contractor to undertake or be asked to undertake any task unless they are both competent and provided with any necessary equipment required by the safe system of work including suitable PPE.

All training is carried out by an approved training provider, with all certificates being kept on file at Head Office. A similar standard is required for all contractor plant operators. All training is reviewed constantly to ensure qualifications are valid at all times.

All Company operatives will have received health and safety training in accordance with their site roles and responsibilities.

Where any additional or specific training becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.

All personnel arriving on site will be required to attend a site induction session before starting work.
The induction will revolve mainly around the site rules a copy of which will be given to each individual. Records of these inductions will be retained.

Roshal Space Consultants Ltd, will not tolerate anyone who will not:

- Co-operate with the Company in carrying out agreed procedures, use the specified equipment and tools for the job in hand or utilise prescribed personal protection.
- Take reasonable care for the safety of themselves, other workers or members of the public, by not acting recklessly or illegally when carrying out their work.
- Refrain from interfering with anything provided in the interests of health and safety such as first aid items, fire extinguishers and escape routes, machine guards and health and safety notices and posters etc. or misuse items of personal protective equipment such as hard hats, gloves, and footwear etc.
- Refrain from horseplay or violent behaviour, use of foul and abusive language, misuse facilities provided by the Company or others, in the interests of health, safety or welfare such as canteens and toilet facilities.
- Observe all mandatory, prohibitive, and warning signs or notices and accept the requirements of any agreed Safety Plan or the reasonable instructions of authorised members of management issued in the interests of health and safety.

Roshal Space Consultants Ltd does not expect any employee to work in hazardous conditions or take undue risk in their work. If there is any doubt, the work should stop and guidance sought initially from the Site Supervisor. Roshal will support any employee who refuses to work on legitimate grounds of risks to health or safety provided they invoke the below Worksafe process outlined in section 49.

Every employee is reminded that under the Health and Safety at Work Act 1974 prosecution may follow the death or injury of a colleague if lack of co-operation, care or non- compliance with any legal requirements, is a proven cause.

42. CONSULTATION WITH EMPLOYEES

Under the Health and Safety (Consultation with Employees) Regulations your employer is required to consult with his employees about health, safety and welfare matters where there is not already formal consultations through appointed Safety Representatives of recognised Trade Unions.

The prime objective is the continuation of improvement in health and safety resulting from existing legislation and evident throughout the Company. Consultation takes place through formal and informal meetings; toolbox talks and through direct contact with each employee and covers:-

- All matters in the workplace, which may substantially improve their health and safety.

- Any plans for consulting competent persons to improve health and safety or improve the internal procedures for improving safety performance
- Improving the flow of information on risks to health and safety and the introduction of preventative
- measures.
- Increasing the scope of in Company training and the introduction of any specific training appertaining to activities.
- The consequences of any new equipment plant or tools on health and safety and discussion of new technology appertaining to Company activities or new legislation.

43. YOUNG PERSONS UNDER 18 YEARS

Roshal have a duty to ensure that any young person employed by the company are protected from any risk to their health and safety, which may be a consequence on their lack of experience. A young person's awareness of existing or potential risks must also be taken into consideration as they have not yet fully matured.

Roshal shall not employ a young person for work to undertake any task.

- Which is beyond his/her physical or psychological capacity.
- Involving harmful exposure to agents which are toxic or carcinogenic, cause heritable genetic damage or harm to the unborn child or which in any other way chronically affect human health.
- Involving harmful exposure to radiation (UV included) involving the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young person's owing to their insufficient attention to safety or lack of experience or training.
- Where there is a risk from extreme cold, heat, noise or vibration.
- Young persons under 18 years of age will not be allowed to drive or operate any mechanical plant or machinery unless receiving training under close personal supervision of a competent person.
- Whilst carrying out any work all persons under the age of 18 years will be under general supervision of a competent person.
- All young persons under 18 years of age will receive Health and Safety induction before undertaking any practical work.

As a matter of course any young person employed by Roshal shall have an individual Risk Assessment undertaken. This shall take into account the risks to them, others and the environment associated with the task in hand. Roshal shall designate a mentor for all young persons employed by them.

For further information please refer to the following documents;
The Management of Health and Safety at Work 1999, Regulation 19

44. PREGNANT WORKERS

Roshal will assess the risk of any specific risks to females of childbearing age who could become pregnant, and any risks to new and expectant mothers. These risks can be from any process, working conditions, or physical, biological or chemical agents.

Roshal have certain obligations towards their employees once they have been notified in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to her employer stating that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, the employer should immediately take into account any risks identified in their workplace risk assessment. If that risk assessment has identified any risks to the health and safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventive and

protective measures under other relevant health and safety legislation, then employers must take action to remove, reduce or control the risk.

45. DRUG AND ALCOHOL ABUSE

Drugs, including alcohol, are taken for various reasons and can affect the body and mind in various ways. Some effects can be prolonged and extend beyond recreational time into working time where users can be a danger to themselves, colleagues, and members of the public.

Your employer has responsibilities under the Misuse of Drugs Act 1971 and the Health and Safety at Work Etc. Act 1974 and is required to take such action as will minimise the consequences outlined above.
Your employer will therefore do what is practicable to avoid or reduce the effects on the individual, other employees, the public and the environment, by: -

Drug and alcohol abuse is a sensitive issue and any action should be agreed with the workforce representative. It may be necessary to introduce drug screening as part of any pre-employment examination particularly in key jobs such as plant operation where impairment of judgment due to drugs, could have disastrous effects.
(Refer to Full Policy details available in Employee Handbook - Section 6.7)

46. FIRE PREVENTION ON SITE

Where possible, combustible materials should be stored outside the main buildings with suitable fire breaks between to prevent fire spreading from one building to another.

Highly flammable gases, liquids or materials must be kept in a separate store, properly marked and protected from sources of ignition.

Waste products or rubbish should be prevented from accumulating in spaces below raised huts and grass or undergrowth should be kept as short as possible.

Space heaters must be fixed to a non-combustible base and fitted with a similar surround; it should also conform to the relevant British Standards.

Portable cooking arrangements should be sited at bench level well clear of combustible walls or other materials, wherever possible electrical power should be connected which will allow the use of a microwave oven and eliminate the use of gas cooking facilities.
Means of extinguishing a fire should be provided and should be maintained in first class condition by regular testing and inspection.

All site personnel should be instructed in the use of emergency firefighting equipment and of procedures to be taken should a fire occur. The agreed procedure for dealing with a fire on site should be displayed.

A “Permit to Work” system should be employed where any ‘hot work’ is carried out.

The site manager will be responsible for all emergency procedures on site including evacuation in the case of fire, explosion or other incident or emergency. This person will be named in the site specific health and safety plan. He will also be responsible for accounting for all site personnel should an incident occur.

All site operatives will be informed of what action they should take in the case of a fire or other incident during their site specific induction training which will be recorded and will include all fire orders and the location of the Assembly Point.

47. FIRE PLAN

In case of a fire RING 999 and tell the operator the location of the fire.
If the fire is small and you are competent to tackle if use the correct type of extinguisher.

- Evacuate the premises by shouting “FIRE”
- Assemble at fire Assembly point and await the Fire Service.
- Carry out a head count of all site personnel.
- Do not re-enter the premises for any reason until you have been given the all clear by the fire fighters.
- Suitable fire extinguishers shall be provided to all sites.

48. FIRE SAFETY POLICY

We recognise that fire prevention is an important obligation for all Company’s including ours, and that fire has the potential to present significant risks to our health and safety.

It is our policy to:

- Assess the risks from fire at our premises and construction sites and implement appropriate control measures.
- Ensure good housekeeping to minimise the risk of fire.
- Provide means of giving warning in case of fire.
- Inspect and / or test fire safety equipment at the appropriate intervals.
- Provide and maintain safe means of escape from premises in the event of a fire.
- Maintain all fire detection, firefighting equipment and installations.
- Implement a procedure for the action to be taken in the event of a fire.
- Train and instruct staff in fire safety including the carrying out of fire drills.
- Keep records of all fire safety matters.
- Ensure that all visitors are made aware of the fire precautions and emergency arrangements.
- Identify people with any disability or impairment who may require assistance in the event of a fire.
- Consult with other occupiers of the building on fire safety matters.
- Identify and control high fire risk activities, e.g. welding, use of highly flammable liquids.
- Appoint and train fire marshals.

49. CONSTRUCTION AND SITE WORKING POLICY

To further improve safety performance it is essential that we ensure that our safety policies remain dynamic through risk assessment and continued appraisal of the hazards that we face. Strong and effective supervision must be available to ensure that staff and contractors at all levels are using the control measures identified by risk assessment.
It is our policy to:

- Comply with current construction legislation and best practice guidance in the roles as contractually appointed.
- Manage health and safety by continued cooperation with the client and appointed representatives.
- Actively manage health and safety through the identification of hazards and risk assessment.
- Put into place control measures that reduce the risks to the lowest possible level.
- Ensure that suitable personal protective equipment is provided and readily available.
- Provide adequate information, training and instruction commensurate with the degree of risk.
- Ensure that competent persons are appointed to manage safety at work sites.
- Provide and maintain a safe means of access and egress to and from work sites.
- Provide adequate and sufficient welfare facilities.

- Ensure that all plant and equipment brought into the workplace, including that used by contractors, is safe, without risk to health and has been subjected, where appropriate to statutory inspections.

- Provide a formal procedure for the selection of competent contractors.
- Ensure the health and safety of the public through the provision of adequate physical barriers, as far as is reasonably practicable, information and adequate hazard warning signage

Refusal to work

If anyone working for, or on behalf of Roshal Space Consultants Ltd, believes that they are being asked to carry out a task that will endanger them or others, they should stop work immediately, report the situation to their Site Supervisor, explaining their concerns. Roshal will support any employee who refuses to work on legitimate grounds of risks to health or safety provided they invoke the below Worksafe process.

The Supervisor will review the situation, consider the task being carried out, the circumstances and the potential risks to health and safety, to determine whether the complaint is justified. Where the Supervisor agrees that the system of work is unsafe, agreement will be sought as to how to rectify the situation and/or change the system. The employee(s) raising concerns and refusing to work must remain onsite until the site supervisor or senior manager allow them to leave. If all affected parties agree on an amended system, work can resume.

If agreement is not reached, the Site Supervisor will contact the Managing Director for help in reaching a satisfactory agreement. Only once all parties agree to a new system of work, can work resume. The Managing Director will review the incident with any lessons to be learned to be included in the next safety briefing.

50. TRAINING POLICY

Training is a vital part of our strategy to effectively manage health and safety issues within our business. When carried out effectively, it can change our staff's perception of risk and result in significant improvements in health and safety performance, preparing our staff to work safely and reducing accidents and damage to our premises and equipment. It is also a general factor in motivating staff, so that improvements are often found in overall commitment and work performance and ensures that staff are competent and confident when carrying out their work. It is our legal responsibility to provide adequate Health and Safety training

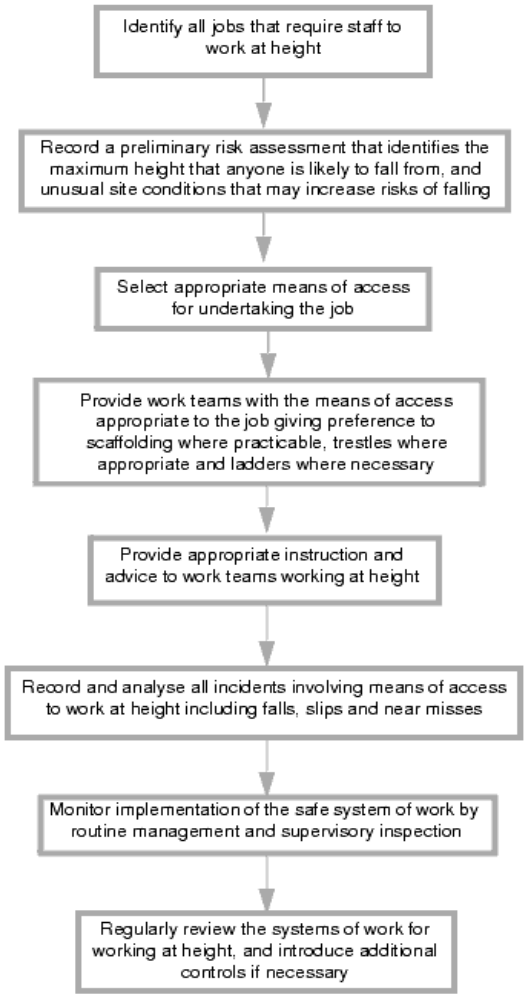
It is our policy to:

- Identify the health and safety training needs associated with our work activities.
- Provide the following health and safety training for our staff:
- Induction training for new starters
- Training on our Health and Safety Policies and Procedures
- Work activity training relevant to the member of staff, including the use of any equipment
- Training required by specific legislation
- Training on Fire and Emergency procedures including alarm raising
- Training on the recognition, handling and use of hazardous substances
- Awareness training for Management staff
- Toolbox talks for all employees using Health, Safety and Environment Toolbox Talk Manual
- Refresher training where identified in our training needs analysis.
- Keep records of all staff training and related documents.
- Ensure staff are aware of their legal obligation to co-operate and to put into practice any new instruction or guidance given.

51. WORK AT HEIGHT POLICY

We recognise that staff who work at height may be vulnerable to falling. We understand that around half of all fatal injuries recorded have been as a direct result of falling from a height. We recognise that particular care is required to provide safe systems of work for employees who are required to work above ground level, and that detailed and comprehensive risk assessments must be maintained in order to ensure that adequate precautions are taken.
It is our policy to:

- Undertake a preliminary assessment of each task to identify the potential risks, identify unusual conditions that may increase the risks associated with temporary work at height.
- Provide a safe system of work for staff.
- Undertake detailed specific risk assessment where conditions require unusual precautions.
- Implement appropriate controls as identified in the risk assessment to minimise risks of falling from a height.
- Provide appropriate equipment to allow safe access, egress and working conditions. Provide appropriate information and training to all staff that may be required to work at height
- Ensure that appropriate means of access to height are provided at all jobs.



Work at Height Procedure:
Temporary work at height involves work where there is a risk of falling and there are no fixed or permanent means of access or working platform the following instructions must be followed at all times

Undertake a preliminary assessment of each task to identify the potential risks, identify unusual conditions that may increase the risks associated with temporary work at height.

Consider:

- If the tasks that need to be undertaken at height
- Surface stability
- Surrounding traffic routes
- Weather conditions (if outside)
- The duration of the tasks to be undertaken
- Select appropriate means of access according to a hierarchy that favours the safest option.
- Specify scaffolds with fully protected edges complemented by industry approved methods of access and egress
- Specify custom built gantries and / or access platforms where practicable, for work of; extended duration or work which requires repetition and where significant loads must be worked with or significant forces exerted. Work of this type must be carried out by Harness trained personnel with Harness being worn and secured, if they are required to work above two metres in height and they are within two metres of an unprotected edge.
- Specify trestles where work is of short duration, does not require significant loads to be handled or forces to be exerted. Ensure the working platform provided is as wide as possible.
- Specify stepladders where the work requiring access is of very short duration, does not expose the worker to high winds, and the work does not require goods to be carried up or down.
- Specify specialist means of access including hydraulic platforms, forklift cages, roped access etc only where appropriate for the task(s) to be undertaken. Work of this type must be carried out by Harness trained personnel with Harness being worn and secured, if they are required to work above two metres in height and they are within two metres of an unprotected edge.
- Specify ladders only where the work is of a type that cannot reasonably be done from safer means of access. Ensure that ladders are tied or footed at all times, that loads are not carried up or down by hand, and that excessive leaning or reaching is not required.
- For Specialist tasks
- Produce a Method Statement that stipulates which type of access equipment is to be used for the job, how it is to be used and any restrictions that may be necessary in its use.
- Ensure that consideration is given to all the factors that may increase risks of working at height, including loads carrying, use of hand tools etc.
- Provide suitable instruction and supervision
- Ensure that staff employed are competent to use the means of access, safety equipment and to undertake the work required safely.
- Secure all loads.
- Where practicable, provide landings and platforms with toe-boards to prevent tools and materials being dislodged

- Provide tool belts to keep equipment secure and minimise the need for carrying by hand
- Arrange work routines to minimise the amount of loose materials stored or left at height.
- Provide suitable lifting equipment.
- Provide a crane, hoist or forklift truck where appropriate and necessary to minimise the amount of material lifted to height by hand.
- Prohibit the carrying of anything by hand when climbing or descending ladders.

52. MOBILE ELEVATING WORK PLATFORMS (MEWPS) PROCEDURE

All types of boom (articulated and telescopic) mobile elevating work platforms (MEWPs), commonly known as ‘cherry pickers’, are covered by

this procedure, including ones that are:

- vehicle-mounted;
- self-propelled;
- trailer mounted.

Assessing the risk
Managers and others responsible for the use of MEWPs must assess the risks of people falling from or being thrown from the carrier, or the MEWP overturning, and take precautions to eliminate or control those risks.

The following points should be considered:

- What other vehicles, mobile plant or work equipment (e.g. overhead cranes) could be close by?
- Could parts protrude beyond the site boundary (e.g. buses have struck MEWPs)?
- What are/will be the general ground conditions (e.g. softness, slopes)?
- Are there any localised ground conditions that could be a hazard?
- Has the MEWP been examined, inspected, maintained and daily checks carried out?
- Could the carrier be caught on protruding features (e.g. steel work, tree branches)?

Controlling the risk
Firstly assess whether risks can be **eliminated**, for example:

- remove uneven ground or excavations (e.g. adjusting the phasing of the work); remove soft ground by compacting.
- If elimination is not reasonably practicable then assess the measures that should be put in place to minimise the risk of falling from or with the carrier.

Examples of control **measures** are divided into three categories: safe plant; safe site; and safe operator.

Safe plant
Select the right MEWP for the job (consider ground conditions, working height, the task including the range / sensitivity of movement, the anticipated load, e.g. people and tools).

A MEWP must not be used as a crane
Ensure the MEWP has a thorough examination by a competent person at least once every six months.
Inspections may be more frequent depending on the use and operating conditions.
Inspection intervals should be stated in the examination scheme.

A MEWP has daily checks and a weekly inspection
Ensure competent personnel undertake planned maintenance in accordance with the manufacturer's instructions.
These are complex pieces of work equipment that need to be maintained. In particular, inadequate lubrication and electrical repairs have caused problems (e.g. a fault from an electrical repair has caused outriggers to raise while in use).
After a hydraulic levelling system hose failure, establish whether the carrier tilt will lock when it is brought back to ground level. If it does, people are at risk of being tipped out.

Safe site

- Segregate other site traffic (delivery vehicles, dumpers, etc) from the work area.
- Ensure parts of a MEWP cannot protrude into roads or other transport routes. If this is not possible, you need to use systems of work (e.g. temporary road closure at quiet times).

- Check the work area for localised features, e.g. manholes, service ducts, potholes, etc (e.g. a hole 75 mm deep caused an overturn).
- Check temporary covers are strong enough to withstand the applied pressure.
- Check temporary covers are secured and monitor them. Take similar action for permanent covers.
- Establish the load bearing capacity (general and point loading, e.g. outriggers) when working inside
- in a building or on a structure (e.g. a jetty).
- Ensure there is supervision to ensure safe systems of work are appropriate and being used.
- Have agreed systems of communication (e.g. between MEWP operators and banks man during steel erection work).
- Check weather conditions have not altered ground conditions (e.g. heavy or prolonged rain). Establish limits for safe operation (e.g. maximum wind speed). Remember conditions can change internally (e.g. if roller doors are opened).
- Comply with permit-to-work systems where sites have them.
- Ensure you have a rescue plan agreed and in place for a fall.
- Are trained people and rescue equipment on-site?
- Do all operatives understand what to do?
- Assess other alternative work methods or equipment before operating near a steep slope or edge. If you must operate near an edge or steep slope, can barriers be provided that will retain the MEWP?
- If this is not possible, where should a barrier be positioned (you need to know the braking performance)?
- If this is not possible, how will the work be sequenced so that the MEWP can operate in a safe manner (e.g. in line with the edge rather than towards it)?

Safe operator

- Ensure you have procedures for loading/unloading during delivery/removal from site. Does this procedure apply to all your MEWPs (e.g. some do not have braking on all wheels)?
- Ensure operators are trained and familiar with the performance and controls of the MEWP they going to use (e.g. do they know the types of ground/slope it can operate on or when outriggers will require packing?).
- Ensure operators have any task-specific training (e.g. use of a chainsaw).
- Ensure daily checks are done (in accordance with the manufacturer's instructions).
- Ensure operators know when further operation would be unsafe. Do they know how to position the MEWP for optimum use?
- Ensure there is a system for recording faults, repairs and maintenance. What types of fault would prevent further use of machine (e.g. controls not responding correctly)?
- Check if a different make or model of MEWP is delivered to the site. Check that it is suitable for the task. This is important with poor ground bearing capacities. Control systems can vary, leading to operator errors.

Use of fall protection

- If there is still a residual risk of impact or persons falling after you have assessed the risks and put the control measures in place, then the use of fall protection equipment should be considered, for example:
- when working next to or in a live highway where there is a risk of a vehicle hitting the MEWP;
- when travelling with the carrier in a raised position where it may strike fixed objects in its path (e.g. branches, steel work);
- when travelling with the carrier in a raised position over uneven ground;
  steel erection where the carrier has to move in and around the steelwork.

The MEWP must be suitable for travelling with the carrier in a raised position.

Types of fall protection equipment
There are two types of fall protection that a person can use in the carrier:

work restraint system (also known as fall restraint and incorrectly referred to as work positioning) - this stops a person falling from the carrier in the first place (unless it is a MEWP overturn).
fall arrest system - this stops a person after they have fallen from the carrier (unless it is a MEWP overturn).

- When deciding, as part of a risk assessment, which system should be used, the following points should be considered.
- Check with the manufacturer that the MEWP can be used as part of a fall arrest system. Does the carrier have suitable anchor points? The majority of anchor points are currently rated for work restraint and not fall arrest. The testing of anchor points is covered in BS EN 795: 1997.
- Anchor points in the carrier should be marked for work restraint or fall arrest and the number of persons for which they are rated (arresting a fall could also generate enough force to cause an overturn - check the MEWP can absorb this shock load).
- After a fall the MEWP will flex, causing more severe swinging movements than normal (this could lead to a higher risk of striking the MEWP or other nearby structures).
- Could the dynamic impact of a fall arrest cause other occupants, loose materials or tools to be ejected from the carrier?
- The user needs to establish the height the carrier will be working at and select fall arrest equipment that will work within that height. A typical fall arrest system with a full body harness, 2.0 m lanyard and shock-absorbing device requires over 5 m clearance height to deploy and arrest a fall.
- Contact the fall arrest equipment supplier to establish the minimum clearance height for the proposed equipment.
- Check that there are no projections (balconies, canopies) that a person could strike during a fall.
- **After a person's fall has been arrested, how are you going to rescue them?**
- **There should be a rescue plan and people should be practised in this**

Work restraint system
A work restraint system for use on a MEWP should normally be a combination of a full body harness and a lanyard. It does not normally have shock-absorbing capability.
It is becoming a common practice to use retractable lanyards to provide the occupants with maximum freedom of movement, together with immediate restraint in the event of impact or levelling system failure. The use of retractable lanyards for this purpose should only be considered after detailed consultation with the manufacturer as to their suitability and the parameters under which they have been designed and, more importantly, tested. Do not use retractable equipment unless it has been specifically tested in the proposed manner of use. Lanyard length (of both fixed length and retractable systems) should be carefully selected and matched to the carrier of the specific MEWP that is going to be used.
They must be set short enough to prevent a person reaching a position where they could fall.

Working near water
When working next to water, a harness should not be worn due to the risk of drowning if the MEWP falls into the water. Life jackets should be worn.

Instruction in use of fall protection equipment
Operators will need instruction in the use of the harness, lanyard, rescue equipment and the procedures for periodic inspection, maintenance and storage of fall protection PPE (especially textile equipment).

53. MANUAL HANDLING OPERATIONS

The Manual Handling Operations Regulations contains a requirement to avoid manual handling wherever practicable and utilise mechanical means.

This can take the form of a conveyor system; inclined hoist; forklift; etc. and can create different risks, which

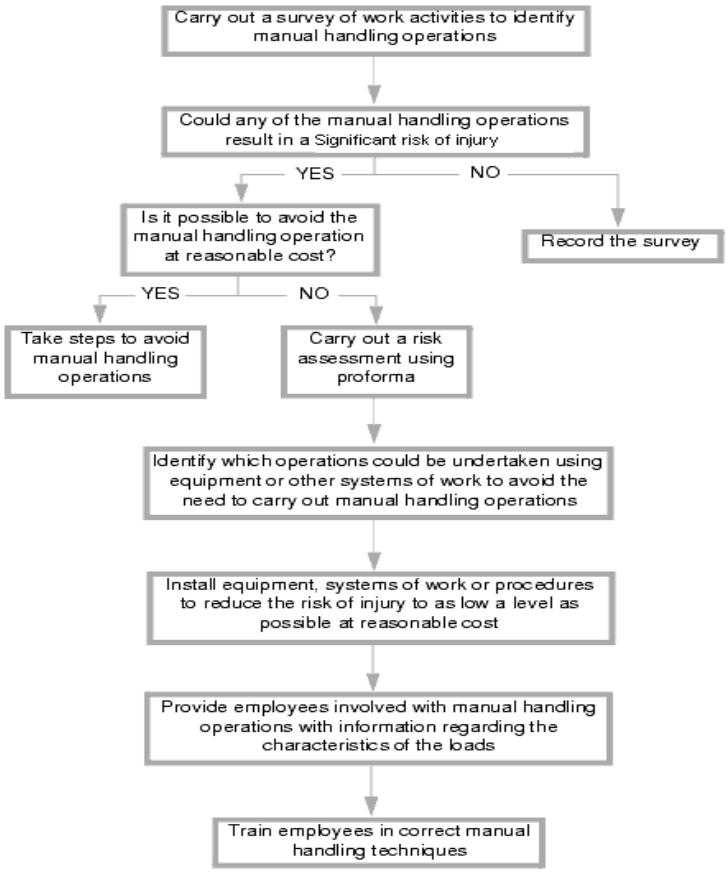
must be assessed, and instruction and training arranged to ensure competence of the operators.

Where lifting heavy materials cannot be avoided and no lighter alternative material can be used, the Company will endeavour to provide wheelbarrows, hoists or other plant and equipment in order to minimise manual handling.

Of all the injuries that occur in the construction industry, muscular strains involving the spine account for one fifth. Many result from accumulative stress rather than being attributable to one single incident. All construction work manual handling loads to some extent and, while mechanical means should be used wherever reasonably practicable, there will always be a risk if incorrect techniques are used.

The kinetic method of lifting loads reduces the risk considerably and is advocated by the company. By using the very strong muscles and bones in the legs and thighs instead of the flimsy muscles in the back, the strain placed on vulnerable areas is negligible. The essential features of the kinetic method include keeping the back straight and bending the knees instead of stooping when commencing the lift; keeping the head erect; a good grip with the whole of the hand; keeping the elbows in and the feet slightly apart.

54. MANUAL HANDLING OPERATIONS PROCEDURE



55. CONTROL OF VIBRATION

Hand-Arm Vibration Syndrome (HAVS)

HAVS affects the nerves, blood vessels, muscles and joints of the hand, wrist and arm.
It can become severely disabling if ignored.

It includes vibration white finger, which can cause severe pain in the affected fingers.
The early signs and symptoms are:

Tingling and numbness in fingers (which can cause sleep disturbance).
Not being able to fell things with your fingers.
Loss of strength in your hands (you may be less able to pick up or hold heavy objects).
In the cold and wet, the tips of your fingers may go white then red and painful on recovery (vibration white finger).

If you continue to use high vibration tools these symptoms will probably get worse, for example.

The numbness in your hands could become permanent and you won't be able to feel things at all.
You will have difficulty picking up small objects such as screws and nails.
The vibration white finger could happen more frequently and affect more of your fingers.

You are at risk if you regularly use hand-held or hand guided power tools and machines such as:

Concrete breakers, concrete pokers.
Sanders, grinders, disc cutters.
Hammer drills.
Chipping hammers.
Chainsaws, brush cutters, hedge trimmers, powered mowers.
Scabblers or needle guns.

You are also at risk if you hold work items which vibrate while being processed by powered machinery such as pedestal grinders.

How to reduce the risk?
It is the employer's responsibility to protect against HAVS, but you should help by asking if the job can be done without using vibrating tools and machines. If this cannot happen:

Ask to use suitable low-vibration tools.
Always use the right tool for each job (to do the job more quickly and expose you to less hand-arm vibration)
Check tools before using them to make sure they have been properly maintained and repaired to avoid increased vibration caused by faults or general war and tear.
Make sure that cutting tools are kept sharp so that they remain efficient.
Reduce the amount of time you use a tool in one go (trigger time) by doing other jobs in between or rotating the work with other operatives.
Avoid gripping or forcing a tool or work item more than you have to.
Store tools so that they do not have very cold handles when next used.

Encourage good blood circulation by:
Keeping warm and dry (when necessary wear gloves, a hat, waterproofs and use heating pads if available);
Giving up or cutting down on smoking because smoking reduces blood flow; and
Massaging and exercising your fingers during work breaks.
What else can you do?
Learn to recognise the early signs and symptoms of HAVS.
Report any symptoms promptly to your supervisor.
Use the control measures that the Company has put into place.

Whole Body Vibration

Whole body vibration is shaking or jolting of the human body through a supporting surface (usually a seat or the floor), for example when driving or riding a vehicle along an unmade road or track, operating earth moving machines or standing on a structure attached to a large, powerful, fixed machine which is impacting or vibrating.

Controlling the risks
Drivers and Operators should:

Adjust the driver weight setting on their suspension seats, where it is available, to minimise vibration and to avoid the seat 'bottoming out' when travelling over rough ground.

Adjust the seat position and controls correctly, where adjustable, to provide good lines of sight, adequate support and ease of reach for foot and hand controls.

Adjust the vehicle speed to suit ground conditions to avoid excessive bumping and jolting.
Steer, brake, accelerate, shift gears and operate attached equipment, such as excavator buckets smoothly.

Follow worksite routes to avoid travelling over rough, uneven or poor road surfaces.

56. WOODWORKING MACHINES

Approximately 3,000 accidents are reported to the Health and Safety Executive each year involving woodworking machines.

Accidents on three types of machine account for almost 70% of the accidents: -

Circular Saws	35%
Planning Machines	20%
Vertical Spindle Moulders	14%

Most of the accidents involve manual injury from contact with revolving cutters, with amputation of fingers a common result.

Nobody wants these accidents and detailed guidance on guarding and safe procedures have been produced in order to prevent them.

Failure to use push sticks and operating them without the necessary guards are among the common causes of many accidents if guards had been used these accidents could well have been prevented.

Good maintenance of guards, cutters and dust extraction systems will ensure the safe and efficient operation of these dangerous machines and reduce accidents to an absolute minimum.

Only, trained, competent and authorised people must operate these machines, they will be aware of the dangers and will observe the safe practices detailed in the following HSE Guidance for these most dangerous machines.

57. LIQUIFIED PETROLEUM GAS (L.P.G.)

Properties

L.P.G. is colourless and its weight as a liquid is approximately half that of water. L.P.G. vapour is heavier than air.

Hazards
Because L.P.G. is heavier than air, the vapour will tend to fall to low level and flow along the ground finding the lowest places such as drains, cellars, basements and other low lying areas. In poorly ventilated areas the vapour will lie for some time.

If L.P.G. is mixed with air in proportions between 2% and 10% a flammable vapour is formed. Outside of this range the mixture is either too weak or too rich to ignite.

If a vapour/air mixture within the flammable range is present in a confined space, an explosion will result from the ignition.

Leak detection
Leaks of L.P.G. can normally be detected by smell before the concentration of vapour/air mixture reaches the lower flammable limit. Leaks from cylinders may be apparent by the formation of from around the leaking area.

Application of a soapy solution to the area will confirm the presence of a leak by the formation of bubbles.

UNDER NO CIRCUMSTANCES SHOULD A LIGHTED MATCH OR A NAKED FLAME BE USED TO TRACE A SUSPECTED LEAK.

Storage
L.P.G. cylinders shall only be stored in a lockable purpose made compound open to atmosphere. All cylinders shall be stored in the vertical position.
Empty cylinders shall be stored I an area set aside for them in the compound, these are just as explosive as full cylinders, it is therefore essential for all cylinder valves to be turned off at all times when not in use.

Smoking and naked flames are strictly prohibited in the storage area.

Emergency Action
If an emergency arises, the first consideration should be to avoid endangering human life.
The procedure should be as follows: -

Gas leakage without fire
Identify and isolate the leaking cylinder(s) and if possible stop the leakage.

If it is possible to stop the leak, remove the cylinder(s) to an area clear of buildings and people, and as far away as possible from any drains or source of ignition.

Leaking cylinders should be moved in such a way that the leak is uppermost. Summon the Fire Brigade and Police.

Gas leakage with fire
Apply the contents of a dry powder fire extinguisher onto the flames. Continue to cool the cylinder and others nearby with water. The Local Fire Authority recommends these measures. Summon the Fire Brigade and the Police.

INFORMATION SHEET FOR DRIVERS OF VEHICLES CARRYING LIQUIFIED PETROLEUM GAS (BUTANE/PROPANE) ETC.

Commercial Butane and Propane is a highly flammable liquid supplied under pressure in cylinders. It readily reverts to a gas when released to atmosphere through a leak or when the cylinder valve is opened when just 1 litre of the liquid will convert to 250 litres of gas. This is sufficient to cause a major explosion in a confined space.

The gas is heavier than air and will therefore collect at low level and travel long distances down inclines, along drains, etc. when it can 'flash back' from a source of ignition.

Cylinders, whether they are full or empty, must be stored upright in an outside store free of other materials with 'No Smoking' etc. signs displayed.
During transport of cylinders, whether they are full or empty, they should be secured in an upright position, where there is adequate, low level ventilation and a suitable fire extinguisher, which you know how to use.

Leaks usually occur around the valve assembly and can be detected by smell, by sound of escaping gas or by frosting around the leak. They can be confirmed by applying soapy water to the area.

Should a minor fire occur on the vehicle and not involving the cylinders it can be extinguished by the correct use of the fire extinguisher carried on the vehicle, after which the company office must be informed. If there is any risk of the fire involving the cylinders, park the vehicle in an isolated area if possible, enlist the help of others to clear the area and call the fire service using the 999 system. **THIS IS A SERIOUS EMERGENCY.**

In the case of leakage without fire, stop the vehicle, extinguish all obvious sources of ignition and try to stop the leak by checking that all valves are fully closed and ensuring that the vehicle is fully ventilated. If unsuccessful, enlist the help of others to keep onlookers away and notify the fire service and company office.

While awaiting the arrival of the fire service, cover any drain openings etc. and place your fire extinguisher upwind and display warning cones and signs if available. Do not leave the incident area until you have handed over to a fire officer.

58. DEMOLITION

Demolition of existing structures can vary from the dismantling of individual walls to the wholesale felling of a complex of property. Large-scale demolition will always be contracted out to specialists working to a pre-arranged plan and is not covered in this Assessment. There will however be many occasions when relatively small-scale demolition will be undertaken and when great care and consideration is necessary.

All demolition work requires careful planning and preparation to ensure that all risks to health and safety have been identified and are known to all and that effective steps have been taken to deal with them. A safe method of work must be agreed and made known to all involved, which covers the sequence of all operations, method of waste disposal and means of protection for all involved, including members of the public.
Where practicable the site should be segregated by the erection of solid fencing or other means taken to keep away unauthorised persons.

All services must be isolated or identified and clearly marked to avoid damage and injury.

Where it is known, or suspected that flammable or toxic substances are involved, these must be assessed and any residue removed, made safe, or an agreed handling procedure approved.

The full range of Personal Protective Equipment may be required, but Head, Hand, Foot and Eye protection is essential.

59. PROVISION AND USE OF WORK EQUIPMENT REGULATIONS (PUWER)

All work equipment, machinery and tools will conform and will be operated and used in compliance with regulations.

All operators and users will be properly trained, competent and authorised to use such work equipment, they will be issued with information and instructions appertaining to specific risks with the work equipment.
All equipment will be maintained to a high standard and will be subjected to an inspection regime.

All equipment will be CE approved and conform with all European Community requirements and will be subject to the current Control of Noise and Vibration at Work Regulations.

Warning signs will be displayed on work equipment highlighting any specific risk such as the wearing of eye and hearing protection.

60. ABRASIVE WHEELS

All abrasive wheels i.e. angle grinders, bench grinders, stihl saws etc. will be used in compliance with the Provision and Use of Work Equipment Regulations (PUWER) and the Personal Protective Equipment Regulations.

To comply with these regulations it will be necessary to ensure: -

- The selection of the equipment to be used is correct for the purpose that it is intended.
- Guard/rests are in position whilst the equipment is being used.
- The correct wheel is being used for the job in hand e.g. type, size, speed.
- Suitable eye protection is provided and worn by operatives using the equipment and anyone who needs to be in close proximity.
- The equipment is inspected before and during use for any defects and where defects are found the equipment is not used until rectified.
- Equipment is not operated by persons under 18 years of age.
- Wheels are only to be mounted and replaced by persons properly trained and competent to do so.

61. LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS (LOLER)

All lifting operations will be undertaken in compliance with the above regulations.

All lifting equipment must be thoroughly examined every 12 months by a competent person. Copies of all certification must be provided to the site of the works.

Weekly inspections of all equipment must take place and this must be recorded.

Crane drivers, slingers and banks men must be trained and competent to CITB standards and in possession of the required certification.
Lifting operations must be supervised by a competent person.

Lifting operations shall not take place over public highways, footpaths or public areas unless ‘exclusion zones’ are in operation and enforced.

A detailed method statement will be required.

Safe working load capacities will be adhered to at all times

Any defective equipment will be taken out of use immediately.

62. OVERHEAD POWER LINES

Any work that is to be carried out in the vicinity of power lines including plant operation must be identified. If possible isolate the power.

Barriers and sold goalposts and signage to be erected if power cannot be turned off.

Operations involving movement of long metal objects such as ladders and scaffold poles in the vicinity of overhead power lines subject to specific authorisation.

Mechanical plant to be fitted with height restrictors where necessary.

Movements of all plant are to be controlled and prohibited as necessary.

Barriers and warning signs to be inspected at regular intervals to ensure that they are still in place and intact.

NO WORK to be carried out within 'goalpost' area without authorisation (permit-to-work)

63. WORKING WITH LEAD

Lead poisoning can result from ingestion, inhalation and by absorption through the skin.
If lead is significant in the workplace, the spread of contamination will be prevented or restricted so far, as is reasonably practicable.

Employees exposed to lead regularly, will undergo regular health surveillance.
If lead is airborne i.e. fumes employees will be provided with suitable respiratory protective equipment (RPE) approved by the HSE.

For any type of work with lead the body should be protected by PPE so far as is reasonably practicable i.e. overalls, gloves head protection etc. To reduce the risk of ingestion, a high standard of personal hygiene is required.

Disposal of lead should be by means of plastic bags marked appropriately. Any lead dust or fillings should be vacuumed. Lead should only be disposed of at a licensed tip.

64. WORKING NEAR WATER

Working over, on or near water presents a number of problems, in particular the ever present risk of people falling into water. Barriers should be erected to protect both people engaged on site and members of the public. Where this is not possible fall protection equipment must be utilised.

Where prolonged work near water is expected the use of personnel that can swim, Buoyancy aids and equipment, together with the adoption of 'exclusion zones' should be considered.

65. CHILDREN AND MEMBERS OF THE PUBLIC

It is a Company rule that no children are brought onto any of our work sites.

All sites will be protected against unauthorised persons particularly children so far as is reasonably practicable with the erection of fencing or hoarding with lockable gates.

Mandatory and warning signs will be displayed advising of the hazards and danger.

'Exclusion Zones' must be considered where work is taking place in public places.

Special care will be taken during refurbishing projects where premises may still be occupied, the safety of children and members of the public is paramount at all times.

Safety whilst working overhead from scaffolds etc. will be achieved by exclusion zones, barriers and fences, debris netting and chutes, fans and possibly working when public places are less active.

The guidance given in these notes is of a general nature and the Company has available additional documents covering specific matters of concern in the industry, which are available if and when required. If you require any further guidance or information, contact your Supervisor, Manager or Health and Safety Advisor.

66. VEHICLE POLICY - COMPANY VEHICLES

We recognise that requiring staff to drive company cars as part of their work activities exposes them to specific hazards and risks. Lack of vehicle maintenance or driver skills may increase the risk of injury and damage to vehicles.

Refer to Roshal Policy 009-004 Company Vehicle – Driver Policy and 009-005 Greyfleet Policy

67. VEHICLE POLICY- SPECIALIST VEHICLES

We recognise the specific hazards and risks that are inherent in the use of specialist vehicles for work-related activities. These may include earth-moving equipment, forklift trucks, dumpers, mobile elevated work platforms (MEWP) etc.

It is our policy to:

- Ensure that all operators are fully trained, insured and in a fit state of health to operate specialist vehicles for work-related activities.
- Provide specialist training, including refresher training, where appropriate, to comply with any licensing or other requirements.
- Ensure that vehicles provided to employees are suitable for the purpose and the environment they are used in and are safe to use.
- Check all driver licenses and certificates on a periodic basis.
- Ensure that vehicles are maintained in safe condition and that any examinations e.g. lifting equipment statutory inspections, MOTs etc. are carried out, as required.

68. VEHICLE POLICY- OCCUPATIONAL DRIVING

It is well known that there are many severe and fatal injuries arising from the use of road vehicles. It is less well appreciated that poor driver's posture can cause musculoskeletal problems and that when driving is carried out as part of the job, such as driving between locations, this constitutes a work activity and a risk assessment is required.

Refer to Roshal Policy 009-004 Company Vehicle – Driver Policy and 009-005 Greyfleet Policy

69. WORKPLACE TRANSPORT POLICY

Workplace transport related accidents are the major cause of deaths and a significant cause of serious injuries. Our industry sectors uses a wide variety of vehicles such as excavators, dumpers, forklift and reach trucks, mechanical Elevating Work platforms, lorry's and other vehicles which present a range of risks such as falling, being struck by vehicles or where persons fall from vehicles.

It is our policy to:

- Ensure that all Company employees who drive vehicles are instructed and trained and hold appropriate driving licences.
- Review site arrangements and procedures to ensure pedestrian safety and pedestrian / vehicle segregation where possible.
- Ensure arrangements are established for the safe reversing of vehicles.
- Review unloading and loading operations and have arrangements in place to prevent persons falling from vehicles or any other loading areas within the Company's' control.
- Inform, instruct and train employees regarding safe movement of transport on the Company site and provide safe procedures for the loading and unloading of vehicles.
- Inform all site personnel to wear high visibility clothing when in the vicinity of Workplace transport.
- To ensure that all ignition keys are removed and stored securely when vehicles and plant are not in operation.

70. MOBILE PHONE POLICY

This policy relates to those employees who use a mobile phone as part of their work. As such it covers both use of mobile phones provided by the Company, and personal mobile phones used on company business or for private use in work time.

As a general principle the Company recognises the benefits of mobile phones. It is also aware of potential issues surrounding their use.

Use in Vehicles

Legislation makes it illegal to use a mobile phone when in a vehicle unless fitted with a hands free facility.
The Company will not condone or support employees who make use of their mobile phone without a hands free device in the car.

Where appropriate the Company will provide for the installation of appropriate hands free facilities. If in doubt ask your manager for details.

If you don't have such facility DO NOT answer the phone. Wait until it is safe to park up and either pick up a message or ring back last number called.

Under no circumstances will the Company support illegal use of the phone.

(Refer to full Policy details in Employee Handbook Paragraph 9)

71. DISPLAY SCREEN EQUIPMENT (DSE) POLICY

INTRODUCTION

We recognise that incorrect use of display screen equipment may result in ill health such as pains in the arms, neck, elbows, wrists, hands and fingers, temporary eyestrain and headaches, fatigue and stress.

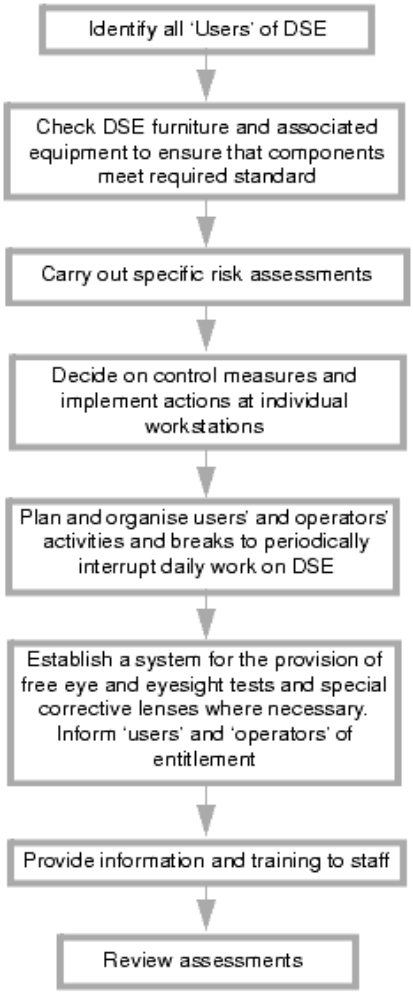
It is our policy to:

Identify 'Users' of DSE as defined under current legislation. In general we interpret 'users' as staff who use this equipment for at least an hour or more at a time, daily.

Carry out a specific risk assessment of each workstation, taking into account the DSE, the furniture, the working environment and the user.

Take the necessary measures identified in the assessment to reduce risks to the lowest reasonably practicable extent.
Ensure DSE “Users” use the opportunity for free eye and eyesight tests and the purchase of any corrective lenses, at our expense, when they are required for using our DSE.

Ensure software we use is suitable for our tasks
Provide Information and training for staff on the risks to health from using DSE and avoid them.



72. DERMATITIS MANAGEMENT POLICY

What is dermatitis?

Dermatitis is inflammation of the skin that arises from contact with a range of materials and substances. The main signs and symptoms are dryness, redness, itching, swelling, flaking, cracking and blistering of the hands, and it can be very painful.

What materials and substances cause dermatitis?

In construction work, the substances and materials that cause most skin health related problems are:

- Wet cement
- Epoxy resins and hardeners
- Paints
- Acrylic sealants
- Bitumen or asphalt and tar
- Solvents used in paints, glues or other surface coatings
- Petrol, diesel, oils and greases and
- Degreasers, de-scalers and detergents

Who can be affected?
All construction workers, but in particular bricklayers, roofers, road builders and painters.

Managing work to prevent dermatitis
Following three simple steps can prevent dermatitis

Avoid contact with materials that cause dermatitis

- Substitute with a safer alternative
- Automate the process
- Use mechanical handling if possible
- Don't use hands as tools

Protect the skin

- Wash any contamination from skin promptly
- Dry thoroughly after washing
- Use barrier cream and after work creams
- Use suitable gloves
- Store gloves carefully
- Replace gloves as necessary

Check for early signs of dermatitis

- Regular skin checks can spot the early signs of dermatitis
- Take steps to prevent dermatitis
- Checks can help indicate a problem early

REMEMBER A P C
AVOID
PROTECT
CHECK

73. RESPIRATORY PROTECTIVE EQUIPMENT POLICY

The requirement for provision of Respiratory Protective Equipment (RPE) is determined by risk assessment. RPE is only used as a last resort where risks to health and safety cannot be controlled adequately by other means.

It is our policy to:

- Provide RPE where a risk assessment concludes that RPE is required
- Ensure all RPE will adequately protect the individual from the hazard, fits properly and is comfortable
- Provide RPE that conforms to the relevant British and European standards
- Ensure that all RPE is properly inspected and maintained
- Provide members of staff using RPE with relevant information and training
- Supervise and monitor staff using RPE to ensure that it is being used correctly
- Keep a record of all RPE issued
- Discipline staff who repeatedly refuse to use RPE in the correct way
- Replace damaged RPE as necessary

74. EQUAL OPPORTUNITIES POLICY

Roshal Space Consultants Ltd. - Equal Opportunities Statement
Roshal Space Consultants Ltd. is committed to building a Company that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic and diverse society, and where people feel they are respected and valued, and can achieve their potential regardless of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability or age.

Roshal Space Consultants Ltd. will follow the recommendations of the Statutory Codes of Practice of both the Commission for Racial Equality and the Equal Opportunities Commission, and the Disability Rights Commission's Code of Practice in Employment and Occupation, in all their employment policies, procedures and practices.

Refer to Employee Handbook Paragraph 6.5

75. ANTI-SLAVERY POLICY STATEMENT

Modern slavery is an umbrella term that encompasses a wide spectrum of crime, including human trafficking, slavery, servitude and forced labour. The term refers to situations of exploitation that a person cannot leave due to coercion, use of force, abuse of vulnerability, deception or other means. It is the illegal exploitation of people for personal or commercial gain and is a violation of fundamental human rights.

Worldwide, the International Labour Organisation estimates hundreds of billions of illegal profits are generated by traffickers per year. Unscrupulous businesses who use slave labour undercut businesses and if this horrendous crime is to be eradicated from the UK and the rest of the world, government and businesses must work together.

Roshal Space Consultants Ltd. is committed to a proactive approach to mitigating modern slavery and all forms of corruption and bribery, directly and indirectly, associated with these criminal acts. While no such abuse is tolerated, an open and transparent approach is required by Roshal Space Consultants Ltd. and our suppliers, to ensure we take steps to identify and tackle any instances of modern slavery in our supply chain. This policy applies to all in any capacity, including directors, employees, sub-contractors, suppliers, and other persons doing business with Roshal Space Consultants Ltd.

Roshal Space Consultants Ltd. acknowledges the risk that a supply chain may involve the use of a hidden or unknown subcontractor reliant on forced labour. Although Roshal Space Consultants Ltd. considers the risk of modern slavery to be low due to the nature of its supply chains, it takes its responsibilities to combat modern slavery seriously as demonstrated by its promotion and adoption of the following policy measures:

- The prevention, detection, and reporting of modern slavery in any part of its business or supply chains is the responsibility of all those working for us or on our behalf.
- Appropriate due diligence processes must be carried out in relation to modern slavery which may include considering human rights in a sector or country, the type of sector in which a service provider

  operates, the countries from which services are provided, the nature of relationships with suppliers, and the complexity of supply chain(s).
- All supply chain lines need to be continually risk assessed and managed in relation to modern slavery and any high-risk suppliers audited.
- Roshal Space Consultants Ltd. encourages anyone to raise any concerns about modern slavery and will support anyone who acts in good faith. Roshal Space Consultants Ltd. has a anti-slavery policy which can be used to report any instances of modern slavery.
- Roshal Space Consultants Ltd. will continue to develop its commitment to combat modern slavery and will provide staff training where appropriate.
- Any breaches of this policy may result in Roshal Space Consultants Ltd. taking disciplinary action against individual(s) and/or terminating its relationship with any organisation or supplier.

Roshal Space Consultants Ltd. acknowledges that it is an organization carrying out business in the UK. It is required to comply with the Modern Slavery Act 2015 and that pursuant to Section 54 of that Act it will publish annually the steps it is taking to ensure its operations and supply chains are trafficking and slavery free.

76. COVID 19 – RESTRICTIONS REPLACED WITH PUBLIC HEALTH ADVICE

HSE no longer expects every business to consider COVID-19 in their risk assessment or to have specific measures in place. Employers may still choose to continue to cover COVID-19 in their risk assessments.

Employers must, as always, comply with the Workplace (Health, Safety and Welfare) Regulations 1992 for welfare facilities.

Construction sites must comply with the Construction (Design and Management) Regulations 2015 providing adequate welfare facilities, as well as fresh air in line with Regulation 33.
Further information can be found on the HSE website.

77. STATEMENT ON WORK RELATED STRESS & MENTAL HEALTH

Roshal Space Consultants Ltd. recognise that Mental Ill Health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work.

Important aspects of mental health and wellbeing includes providing information and raising awareness, management skills to deal with issues around mental health and stress effectively, providing a supportive work environment, offering assistance, advice and support to anyone experiencing a mental health problem or returning to work after a period of absence due to mental health problems.

Policy Statement

Roshal Space Consultants Ltd. is committed to the protection and promotion of the mental health and wellbeing of all staff. Furthermore, Roshal Space Consultants Ltd. shall continuously strive to improve the mental health environment and culture of the organisation by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.

Roshal Space Consultants Ltd. shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.

Policy Aim

To provide a working environment that promotes and supports the mental health and wellbeing of all employees.

Scope

This policy will comply with Health and Safety legislation and best practice guidelines. The following identifies the current relevant Health and Safety Legislation:

- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Equality Act 2010

This policy will be developed in accordance with existing organisational policies and procedures and is owned at all levels of Roshal Space Consultants Ltd. , developed and implemented across all departments, evaluated and reviewed as appropriate.

Policy Objectives

To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.

Policy actions:

- Reduce discrimination and stigma by increasing awareness and understanding.
- Complete an employee survey to identify mental health needs.
- Give employees information on and increase their awareness of mental wellbeing.
- Include information about the mental health policy in the staff induction programme.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.
- Promote the Five Ways to Wellbeing concept.
- Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Establish good two-way communication to ensure staff involvement, particularly during

periods of organisational change.

- Ensure that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.
- Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required.
- Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks.
- Promote and support opportunities to enhance professional development, identified through the appraisal.
- Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

To provide support for employees experiencing mental health difficulties

Policy actions:

- Ensure individuals suffering from mental health problems are treated fairly and consistently.
- Manage return to work for those who have experienced mental health problems and in cases of long-term sickness absence, put in place, where possible, a phased return to work.
- Give non-judgemental and pro- active support to individual staff that experience mental health problems such as counselling, CBT etc.
- Ensure employees are aware of the support that can be offered through occupational health department, Employee Assistance Programme (if applicable) or alternatively their own GP, or a counsellor. Signposting resources are here.
- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

To encourage the employment of people who have experienced Mental Health difficulties.

Policy actions:

- Show a positive and enabling attitude to employees and job applicants with mental health issues. This includes having positive statements in recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act and are trained in appropriate interview skills.
- Ensure all line managers have information and training about managing mental health in the workplace.

To recognise that workplace stress is a health and safety issue

Policy actions:

- Adopt the principles of the HSE Stress Management Standards for employees or groups of employees that it is felt may be affected by stress.
- Consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress.
- Provide training in good management practices.
- Provide confidential counselling and adequate resources.

- Align with other relevant policies such as physical activity, alcohol and absence management.

Communication

- All employees will be made aware of the mental wellbeing policy and the facilities available. This will be part of a health at work policy, which will be included in the employee handbook and employee information or induction packs.
- The works forum /Health and Safety Committee will take forward the actions from this policy.
- Regular updates will be provided to all employees via their line management.

Review and monitoring

- Employees participating in any of the mental wellbeing activities will be regularly asked for feedback.
- The mental wellbeing activities will be included in an annual 'health at work audit'.
- The policy, status updates and evaluation reports will be circulated to management and be available on request through the workplace health champion.
- The human resources department (or an individual as appropriate) will be responsible for reviewing the mental wellbeing policy and for monitoring how effectively the policy meets its aims and objectives.

78. OCCUPATIONAL HEALTH MONITORING. SURVEILLANCE & FATIGUE MANAGEMENT

The organisation has a duty to take reasonable steps to ensure the Health, Safety and Wellbeing of its workers, this includes gaining worker cooperation with Health Monitoring and Health Surveillance programmes to ensure worker health is not being negatively impacted by the work activities.

Health Monitoring and Surveillance will be conducted in a way which is appropriate and proportionate in line with statutory guidance and may range from a management review of a health questionnaire; to a consultation with an Occupational Health Practitioner dependant on the specific work duties and hazards involved in a person's job role. For instance, more formalised Health Surveillance is normally required in work activities where workers may be exposed to:

- Chemical hazards – such as dusts, fumes, solvents, liquids or gases.
- Biological hazards – such as bacteria, viruses, animals, plants and food stuffs.
- Physical hazards – such as musculoskeletal injuries, noise, vibration, extreme heat and cold.
- Stress - excessive workloads and tasks which affect their emotions.
- Asbestos, lead, and work in compressed air.

Health Monitoring

As a minimum, workers will be asked to complete routine health questionnaires, this is to establish:

- A baseline for all workers, so the organisation can be reasonably assured that either, the work activities are not having a detrimental effect on workers' health, or, that the organisation can be alerted early to any decline in workers' health and react quickly to prevent significant long-lasting harm.
- If new workers have any pre-existing conditions that may require more formalised health surveillance programs to be implemented.
- If there is a need to consider additional risk controls and reasonable adjustments to protect the health and wellbeing of workers.
- To satisfy the requirements of health and safety legislation and guidance, as this requires the organisation to take all reasonable steps to monitor the effectiveness of the protective measures that are in place.

Health Surveillance

An external competent Occupational Health Provider will be utilised to provide Occupational Health Surveillance in instances when:

- There is a specific requirement under Health and Safety at work legislation such as the Control of Substances Hazardous to Health Regulations.
- Where evolving HSE guidance, bulletins and other industry guidance suggest that Health Surveillance is required.
- Where Health Surveillance is identified as a control measure in the organisations risk assessment provision.
- There are instances of declining health in the workforce which may be related to or exacerbated by the work processes undertaken.
- New starters declare they have pre-existing Occupational Health Conditions, or they have worked in environments which could have reasonably foreseeably exposed workers to hazards which may lead to occupational ill health.

Biological Monitoring

The organisation may be legally required to undertake biological monitoring if workers may be exposed to any of the substances listed on page 43 of "EH40/2005 (2020)" HERE.

This is because some substances can have a significant impact of worker health in small quantities, but they can also be detected in very small quantities in a worker's breath or urine. When monitoring is completed in this way, the substances are detected long before they would be expected to have a serious impact on workers' health, and far earlier than health surveillance regimes would indicate a problem.

If the COSHH Assessment provision indicates a need for Biological Monitoring this will be undertaken by the Occupational Health provider. The organisation will retain evidence of negative or safe results but will also take action if these substances are detected and review the protect measures to prevent harm to workers before worker health is impacted.

Health Records

The organisation will retain evidence of Occupational Health Monitoring and Surveillance and ensure the following:

- Documentation is kept confidentially and securely, this includes completed questionnaires, 'fit to work' declarations, and copies of written communications to individual workers concerning Occupational Health matters.
- Occupational Health documentation will be made available to other parties where necessary; instances may include:
    - Where enforcement authorities require access in line with their powers of investigation.
    - When initial questionnaires are shared with the Occupational Health provider, so they can advise on appropriate follow up actions such as health surveillance or referral to a Doctor or Nurse.
    - When H&S Advisors need information so they can effectively advise us, i.e. confirming we are following the correct procedures and maintaining the records we are required to.
    - To a workers, direct line manager if they need to be aware of any limitations, reasonable adjustments or other measures so they can properly support that worker and take appropriate care.

- Workers will be given access to their Health Record within a reasonable time of a request.
- That the Health records maintained are for the required period under law. The organisation is legally required to hold some Health records for 40 years, whereas others, there is no set duration. Where

there is no established minimum duration, the organisation will advise workers on how long it intends to hold the record for.

All staff undertake constant health and safety training to ensure the safety of themselves, all employees, and anyone on site. Please see Roshal skills matrix for full details of training and records. These include all individuals training, qualifications on an ongoing basis, Roshal would like to further our commitment on occupational and mental health by:

- Seeking external advice on how to further our responsibilities.
- Gain and maintain a Mental health qualification(s) to support any employees who may need advice.
- Build on existing procedures/policies in place.

All new employees are asked to fill in a health questionnaire and discuss any health conditions or concerns they have. We then endeavour to monitor any concerns by regularly checking with the employee as to the status of this concern. This is carried out during annual reviews verbally, but open communication is always encouraged throughout the year.

Working with harmful chemicals, substances, materials and machinery is a common practice in the day to day works of Roshal therefore formal procedures and practices are put in place that all operatives must comply with to ensure their own safety, the safety of others on site and to the general public.

COSHH assessments (as per the Control of Substances Hazardous to Health Regulations 2002) are completed before any work onsite commences to ensure that all Roshal protects employees and any other persons from the hazards of substances used on site. They describe the hazards the chemical presents, and give information on handling, storage, exposure times and emergency measures in case of accident. These are checked and signed off by our Health & Safety manager and signed by operatives. Please request example if needed.

RAMS and risk and methods detail the risk assessment of the works, along with and control measures in place. The methodology of the works is also stated in a logical sequence with the tools, COSHH and PPE needed.

All employees have regular breaks scheduled and do not exceed their hours of work as per their contract unless otherwise agree and have completed the relevant paperwork. Please see section 3 within the Employee handbook for more details.

Currently all staff discuss their general health (including mental health) verbally in their formal annual review. If any cause for concern issues arise this is further discussed with the individual employee, Open communication around all types of health is encouraged throughout the year.

Any accidents reported to the commercial manger are logged and monitored. If any medical follow-up is needed the company, ensure the employees has the support they need.

On an ongoing basis Roshal will make a commitment to further our responsibilities around annual health checks.

We have a responsibility to ensure that all employees are fit to undertake the duties of their job. There may come a time when we need to review employees continued fitness for work. This may be as a result of either a long-term illness or frequent short-term absences.

Worker Responsibilities
Workers are required to:

- Cooperate with the organisations Health Monitoring, Health Surveillance, and Biological Monitoring Policy and procedures and attend any Occupational Health appointments.
- Follow any instruction given in relation to Occupational Health, and the protective measures in place in the Risk Assessments, COSHH Assessments, and other relevant worker instructions.
- Take reasonable care of colleagues by reminding them of any actions to protect their occupational health if they are not being followed and inform their line manager.
- To not put themselves or other workers at risk by their own actions or inactions.

Fatigue Management

Fatigue refers to the issues that arise from excessive working time or poorly designed shift patterns. It is generally considered to be a decline in mental and/or physical performance that results from prolonged exertion, sleep loss and/or disruption of the internal clock. It is also related to workload, in that workers are more easily fatigued if their work is machine-paced, complex or monotonous and caused by a number of factors; the job design and the workload, the working environment, long working hours, inadequate breaks or a lack of quality sleep. It can reduce workers' mental alertness and can affect performance; they may find it harder to concentrate, make clear decisions or take in and act on information. Their perception of risk may be affected, and they may react more slowly to hazards arising in the workplace.

The Company are responsible for ensuring that work is planned to reduce the risks to health & safety that are associated with working patterns and excessive working hours. This includes:

- Restricting the number of consecutive night or early morning shifts
- Providing adequate rest between shifts and between blocks of shifts to allow fatigue to dissipate.
- Avoiding overly long shifts and too much overtime and arranging for quality breaks during the working day.
- Considering the impact of travelling time and workload when scheduling shifts longer than 8 hours

There is a legal duty on employers to manage any risks from fatigue that arise from work. Fatigue needs to be managed, like any other hazard, through risk assessment and risk management. Simply complying with the Working Time Regulations alone is insufficient to manage the risks of fatigue. The employer must ensure that they are aware of the hours a person works and take action to prevent any risk to the worker or to others.

The HSE give the following advice on how to manage fatigue:

- Working hours are not too long
- Employees get enough rest between shifts
- Employees don’t work too many night shifts in a row
- Managers negotiate with staff about overtime or double shift working
- Managers fit in with individuals’ preferences – some people prefer nights
- Employees avoid critical jobs at the ends of shifts or at ‘low points’ in the day or night e.g. 3am.
- Shifts rotate ‘forwards’ that is, mornings, then afternoons, then nights
- Employees take quality rest breaks in their work
- Anyone can report fatigue problems to management and the company will make improvements
- The environment doesn’t cause drowsiness (it’s light with visual interest, not too hot and there is always variation in the level of sound)
- There are contingency plans to avoid overloading one person with overtime or double shifts
- Incidents or accidents where fatigue may be responsible are thoroughly investigated

For further advice and guidance please visit the HSE website www.hse.gov.uk guidance publication HSG256.