ALDERCLAD LIMITED

INDUSTRIAL CLADDING & ROOFING

Health & Safety Policy

This Policy will be reviewed as necessary to ensure it complies with all relevant Regulations, Codes of Practice, etc.

Issue	Date	Revised By
Revision 008	March 2026	Val Dowson

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Health and Safety Policy Statement of Intent

1. Our Commitment

As a company that specialises in industrial roofing and cladding, we recognise that our work involves significant risks; including working at height, manual handling, use of power tools and exposure to challenging site environments. We are fully committed to providing and maintaining safe and healthy working conditions for all employees, subcontractors, clients and members of the public who may be affected by our operations. We believe that all accidents, injuries and work-related ill health are preventable. Health and Safety is an integral part of our business performance and we expect every person working with us or on our behalf to uphold the highest standards.

2. Our Objectives

We aim to :

- Prevent accidents, injuries, and occupational ill health
- Provide safe systems of work for all roofing and cladding activities
- Ensure all employees are competent through ongoing training, instruction and supervision
- Maintain safe plant, equipment and materials
- Assess and control risks associated with working at height, fragile surfaces, lifting operations, and site-specific hazards
- Consult with employees on matters affecting their health, safety and wellbeing
- Comply with all relevant health and safety legislation, industry standards and best practice guidance
- Continually improve our health and safety performance through monitoring, review and learning

3. Responsibilities

- The Managing Directors have overall responsibility for ensuring this policy is implemented and resourced.
- Managers and Supervisors are responsible for enforcing safe working practices, carrying out risk assessments and ensuring operatives follow site rules and company procedures.
- Employees and Subcontractors must take reasonable care of themselves and others, co-operate with safety instructions, use equipment correctly, and report hazards or incidents immediately.

4. Implementation

To deliver on this intent, we will :

- Carry out site-specific risk assessments and method statements (RAMS) for all roofing and cladding works
- Provide appropriate PPE and ensure it is used correctly
- Ensure all operatives hold relevant training and certifications (e.g., CSCS, Working at Height, Asbestos Awareness, Manual Handling)
- Maintain effective communication with clients, principal contractors, and other trades
- Investigate all incidents and near misses to prevent re-ocurrence
- Review this policy annually or sooner if significant changes occur

5. Signed Statement

This Statement of Intent reflects our commitment to safeguarding the health, safety, and wellbeing of everyone involved in or affected by our operations. We expect all employees and subcontractors to support and uphold this policy.

Paul Pattison
Joint Managing Directors

Craig Dowson

Dated: 11 March 2026

Organisation for Health & Safety

General Organisation

Arrangements for health, safety and welfare will be organised by Alderclad.

Our joint Managing Directors have overall responsibility for health and safety.

Our Managing Directors have appointed Northern Counties Safety Group who are responsible for monitoring the Health and Safety Policy on behalf of Alderclad and for dealing with related health, safety and welfare issues. Constructive suggestions to improve health, safety and welfare throughout Alderclad are welcomed from any employee and should be forwarded to their Line Manager or Supervisor.

General Responsibilities

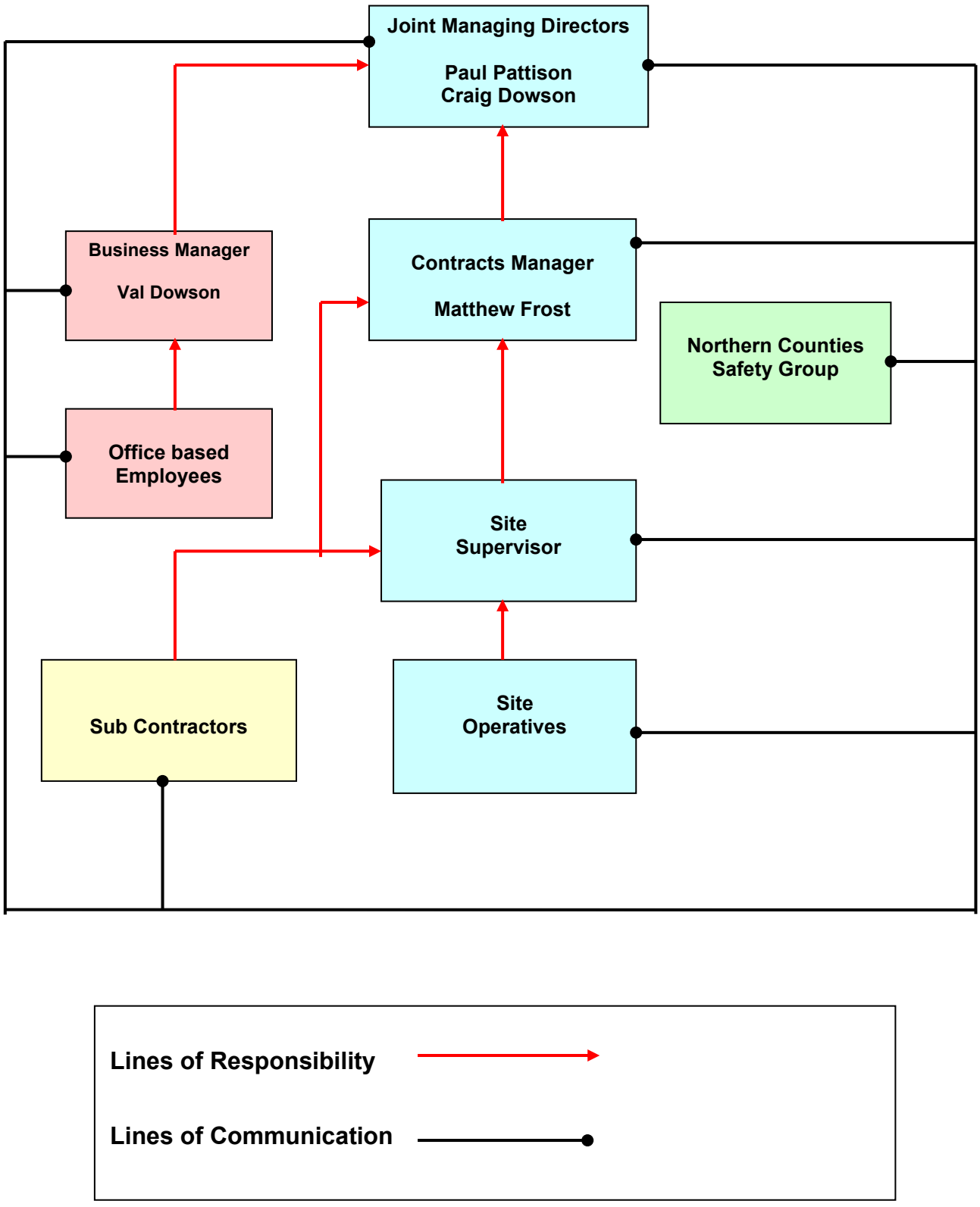
Our Managing Directors and management are responsible for the implementation of Alderclad's Health and Safety policy and determining Alderclad's policies on health, safety and welfare matters, including revision of this policy.

All employees are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions. Employees who are responsible for supervision are expected to promote and encourage health and safety awareness in employees and sub-contractors under their control. These supervisors, supported by Northern Counties Safety Group will monitor compliance with the requirements and provide advice on health, safety and welfare matters.

All employees should be made aware of and have up to date knowledge of the legislation, best practice and equipment relevant to their work activities.

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Organisation Chart for Health and Safety



Responsibility for Health and Safety

Joint Managing Directors

Main Duties and Responsibilities;

- To formulate Alderclad's Health and Safety policy and organise all revisions to it and ensure that the contents of the policy are circulated as appropriate to all employees.
- To arrange for sufficient funds and resources to meet the requirements of the policy.
- To ensure that all levels of staff receive appropriate and adequate training, and each employee has the opportunity to contribute to discussions on health and safety
- To ensure health and safety issues are co-ordinated between Alderclad and all contractors, including subcontractors, working on site to ensure safe working, in accordance with the Construction Phase Plan for the project.
- To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
- To encourage all employees to work in a safe manner at all times and to set a good personal example.
- To provide and ensure preventative maintenance of plant, equipment and places of work that are safe when in use.
- To arrange for procedures to be implemented for the carrying out of risk assessments and the formulations of safe working procedures; recording of these assessments and procedures and ensure that employees are made aware of them.
- To ensure the provision in tenders, and other preparatory procedures, for adequate safe working methods.
- To ensure that procedures are implemented that assures employees' exposure to harmful substances is reduced or eliminated in line with the **Control of Substances Hazardous to Health Regulations (COSHH) 2002**

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Northern Counties Safety Group

Main Duties and Responsibilities;

- To provide all specialist health and safety advice on all aspects of Alderclad's activities.
- To provide regular visits to all notified sites and premises belonging to, or worked on, by Alderclad.
- To formally advise Alderclad of all new legislation and any changes to current legislation and offer advice and assistance on the implementation of the same.
- To advise and assist the Managing Directors in keeping the health, safety and welfare policy under review; and to advise on changes that may be required to the policy as appropriate or necessary.
- To take control, where necessary, of any internal investigation into an accident or incident, prepare a report on the accident or incident and advise and assist the contracts manager and site managers.
- To liaise with the enforcing authority, client and client's representative on matters of health and safety.
- To recommend and monitor safety training requirements and to arrange, upon request, such training.
- The identification of hazards and risks during site visits. Advise and assist in the preparation of risk assessments and the development of preventative and protective measures to combat the risks.
- Monitor the development and implementation of Construction Phase Plans to ensure Alderclad Limited comply with **The Construction (Design and Management) Regulations.**
- Prepare reports of Alderclad's health and safety performance and make available such reports for management review.
- Suspend work operations of Alderclad and/or that of contractors and subcontractors, where there is imminent risk of injury to personnel; or risk of damage to property, which has the potential to cause harm or incur an economic loss to Alderclad or insurers.

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Contracts Manager

Main Duties and Responsibilities;

- To be aware of, and observe, the requirements of Alderclad's health and safety policy, construction phase plan and safety procedures appropriate to the operations under their control.

- To ensure the Site Supervisor understand their duties and responsibilities under Alderclad's policy and to take all steps to ensure that these are carried out.

- To determine at the planning stage (seeking advice from NCSG safety advisors where necessary)

    - The most appropriate order and method of working.
    - Allocation of responsibilities (including that of contractors and subcontractors)
    - Consideration of all existing and potential hazards and methods deemed necessary to overcome any such hazards.
    - Facilities for welfare and sanitation.
    - Check over work method statements, risk assessments and COSHH assessments before work commences.
    - The development (where appropriate) of the construction phase plan.

- Carry out regular site inspections of operations under your control and ensuring that statutory registers and records etc. are being completed accurately.

- To set a good personal example at all times.

- To ensure that once work has commenced, it is carried out as planned, following the construction phase plan where appropriate and complying with the requirements of the **Health and Safety at Work etc. Act 1974** and other statutory requirements.

- To ensure the construction phase plan is updated and managed as required by the **Construction (Design & Management) Regulations**, during the construction phase of a project.

- Identifying training needs of individuals under their immediate control and, as necessary, ensure the individuals are given the opportunity to undertake training.

- To monitor the work activities against the policy standards and construction phase plan and bring into effect any changes necessary.

- To report all accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses" to one or both of the Managing Directors and Northern Counties Safety Group, as soon as possible after the occurrence.

- To ensure that all levels of staff receive appropriate and adequate information and instruction and each employee has the opportunity to contribute to discussions on health and safety.

- To ensure health and safety issues are co-ordinated between Alderclad and all contractors, including subcontractors.

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Site Supervisor

Main Duties and Responsibilities;

- To establish and organise operations under their control to ensure that work is carried out in a safe manner and to acceptable standards with minimum risk to all persons, property, equipment and materials.

- To be aware of, and observe, the requirements of Alderclad's health and safety policy, the construction phase plan and safety procedures appropriate to the operations under their control.

- Implement Alderclad's risk assessment procedure using the assessments in the construction phase plan. Carry out additional site-specific risk assessments as necessary and ensure that employees are made aware of them.

- Carry out regular inspections of operations under their control. Keep records of each inspection as necessary, ensuring that statutory registers and records, etc. are completed accurately. Arrange for any remedial or improvement work to be carried out without delay.

- To ensure that at places of work under their control, employees, contractors and others authorised to be at that place, or in connection with it, receive adequate working instructions.

- Implement and maintain arrangements with contractors and other employers to ensure that they and their employees observe adequate safety procedures and statutory regulations and to review any confusion concerning areas of responsibility. Liaise with clients or their representatives to ensure the safety of any person affected by the works.

- Plan and maintain safe access to and around places of work, including safe access for emergency response vehicles and personnel. Establish and maintain a system of security to prevent, so far as is reasonably practicable, entry to the workplace by unauthorised persons, damage, theft and injury, including periods when the workplace is unattended.

- Ensure the emergency evacuation procedure from buildings and/or site is made known to all employees and others working on behalf of Alderclad. Identify or designate the location of emergency assembly points and ensure these locations are made known to all personnel.

- To arrange for fixed and mobile plant and equipment to be positioned safely and that all machinery etc. including power and hand tools, are maintained in good condition and only operated by persons competent to do so.

- To ensure that protective clothing and equipment is available and issued where appropriate and that such clothing and equipment is used and maintained in a proper manner.

- To ensure that arrangements for first aid, as required by the **Health and Safety (First Aid) Regulations**, are available and that the location of equipment is known by all personnel.

- Report all accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses", to one or both of the Managing Directors as soon as possible after the occurrence.

- Establish a site procedure to enable consultation with the workforce to receive health and safety information and instructions.

- Make reasonable enquiries to determine that appropriate and adequate training of contractor and subcontractor employees is undertaken.

- Accompany the HSE Inspectors on site visits where possible and act upon their reasonable recommendations. Report all such visits to one/both of the Managing Directors noting any observations made, as soon as possible after the visit. In the event of a prohibition or improvement notice being imposed or any indication that legal proceedings are to be initiated, the Managing Directors and Northern Counties Safety Group must be advised without delay.

- Co-operate with Alderclad's appointed health and safety advisors (Northern Counties Safety Group) and accompany them on site visits and act upon their reasonable recommendations.

- Encourage the observance of safety procedures by personal example and ensure that arrangements for the health and safety of persons and property are carried out, including the implementation of disciplinary procedures as necessary.

- Conduct personnel and visitor health and safety induction training and ensure contractors' personnel, are aware of the requirements of this policy, the construction phase plan, and the requirements for safe working.

- Ensure all necessary contractor information (risk & COSHH assessments, safety method statements etc.) are provided before work starts.

- Ensure that adequate firefighting equipment is available and that appropriate fire precautions have been taken.

- Ensure all welfare arrangements are provided and maintained in accordance with **The Construction (Design and Management) Regulations** and the requirements of the safety policy.

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Site Operatives

Main Duties and Responsibilities;

- Develop a personal concern for safety for themselves and for others and to co-operate with others in the provision of safe working conditions and the observance of the requirements of the construction phase plan and safe working procedures.

- Use the correct tools and equipment for the job; keep them in good working condition and use such equipment carefully and in accordance with any working instructions or training received.

- Use and take care of safety equipment and protective clothing supplied, e.g. safety helmets, gloves, eye and ear protection etc., provided by statutory regulations, conditions of employment or other instructions. Report any defect or loss of the equipment or clothing to the site manager.

- Avoid improvising which entails unnecessary risk and observe all specific warnings and instructions regarding the use of equipment or materials.

- Not proceed with work when a hazardous situation is foreseen or created which may involve injury to you or other persons or damage to property and equipment. Report to the site manager any defects in plant or equipment and hazardous situations that you believe may present danger.

- Report all accidents, dangerous occurrences and near misses to the Site Manager then feedback to one/both of the Managing Directors.

- Ensure that reference is made to Alderclad's COSHH procedures and initial assessments prior to using any material or substance or carrying out any operation which falls within the scope of COSHH and which may cause harm or ill-health. Refer to the Site Manager any substance or material not included in the COSHH data file.

- Bring to the attention of the Contracts Manager and/or Site Supervisor any deficiencies in personal ability, e.g. untrained to operate plant and equipment, not competent to erect, dismantle or alter scaffolding, or untrained to carry out workplace inspections, etc.

- Not engage in "horseplay" or other practical jokes that may lead to injury or an escalation of practical joking by other employees.

- Carry out work activities in compliance with risk assessments; safety method statements; construction phase plan requirements.

- Not consume alcohol or take drugs, which may affect the performance of the employee whilst at work.

- Refrain from misusing or abusing welfare facilities.

- Take an active part in promoting Alderclad's health and safety policy and safe systems of work.

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Sub-Contractors

Main Duties and Responsibilities;

- To ensure that they have the same duties, as outlined above, for their own employees, and others, who could be affected by their work activities.
- Be aware of and be expected to co-operate fully with Alderclad to avoid accidents and ill health on Company premises.
- To provide evidence of their Risk Assessments for activities they carry out, and where necessary, provide suitable written Method Statements, with evidence that they understand the importance of submitted documents and its content.

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Business Manager

Main Duties and Responsibilities;

- Ensuring that all employees within Alderclad's offices effectively implement Alderclad's Health and Safety policy and the Mental Health & Wellbeing policy.
- To ensure that the office welfare facilities are kept up to the required standards.
- To ensure that arrangements for first aid, as required by the **Health and Safety (First Aid) Regulations**, are in place and that the locations of equipment are known to employees. To ensure that such equipment and provisions are kept as complete as possible and establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services.
- To ensure fire fighting equipment is in place and in good working order, the fire and emergency procedure are made known to all employees and the procedures are tested on a regular basis.
- To ensure that the building is adequately lit and in a safe state of repair.
- To ensure office-based employees are aware of the correct kinetic or manual handling techniques, where applicable.
- To ensure good housekeeping is maintained in all areas and that all fire escapes and emergency evacuation routes are kept clear at all times.
- Report all accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses" to one or both of the Managing Directors **and** Northern Counties Safety Group as soon as possible, after the occurrence.
- Ensure that assessments of workstations are reviewed as and when necessary. Implement the controls agreed to ensure employees using the workstation are not put at risk.
- Ensure safe access to and around places of work is maintained so that personnel can move freely without hindrance.

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Office Based Employees

Main Duties and Responsibilities;

- Develop a personal concern for the health, safety and welfare of themselves and others and to co-operate with other persons in the provisions of safe working conditions and the observance of safe working procedures, the **Health and Safety at Work Act 1974**, other applicable legislation and this policy.

- Make themselves familiar with the fire action plan procedures, escape routes, appropriate assembly points and the location and use of fire extinguishers.

- Ensure they comply with Alderclad's no smoking policy within the offices.

- Ensure office furniture, cables, boxes or other items do not obstruct access routes, corridors and escape doors.

- Use filing and storage equipment correctly and avoid overloading of work surfaces, trays, etc.

- Practice good housekeeping, clearing away waste into proper receptacles.

- To avoid possible damage, use only electrical equipment after being instructed in their proper use by another competent employee. Ensure all electrical appliances are switched off and plugs removed when not required, left unattended and on leaving the offices.

- Seek assistance when lifting heavy or awkward sized items, or when items are beyond your own personal ability. Ensure that you are aware of the correct methods of lifting.

- Report all accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses", to the Business Manager as soon as possible after the occurrence.

- If you are a workstation user, use it as instructed to ensure you are not put at risk of injury or ill health.

- Arrange for the issue of health and safety information to all contractors and other interested parties, prior to the award of orders.

- Pass on health and safety information from contractors and subcontractors to either of the Managing Directors and/or Contracts Manager in adequate time prior to the commencement of the works.

- Ensure any other relevant health and safety information is passed to the either of the Managing Directors and/or Contracts Manager and/or Site Supervisor, as necessary.

- Ensure risk assessments and safety method statements, submitted by contractors and subcontractors are passed to either of the Managing Directors and/or Contracts Manager for vetting.

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Arrangements for Health and Safety

General Safety Arrangements

Alderclad is involved in several activities, a number of which are on a day-to-day basis.

A comprehensive list of common and special hazards involved with all aspects of work is included in this arrangements section.

The Managing Directors, Contracts Manager and Site Supervisor all hold Alderclad's health and safety policy, containing the arrangements and instructions for carrying out work safely on site.

- In order to ensure safe systems of work on site, special attention must be given at the planning stage regarding any safety considerations that might arise on that particular contract. Precautions required to address unusual considerations will be included in the contract construction phase plan, and adequate resources will be available to meet the requirements of the plan and policy objectives.

- In the case of their having to be an emergency evacuation of a site or premises, an assembly point will be organised by the site manager prior to the start of the work. All persons under the control of Alderclad will be informed about the location of the assembly point. All personnel will meet at this point and will remain there until such time as a thorough check has been completed to ensure that no one is missing. All personnel will then be advised of further procedures before being allowed to leave the assembly point.

- It is essential that a high level of housekeeping be maintained on all sites and at all premises. There is a duty on everybody to ensure that all areas are kept tidy, unneeded equipment locked up or returned to the stores, waste removed, etc. Connected with this is the requirement to maintain safe access to, and egress from, the site or premises. There must be adequate safe walkways, and these must not be obstructed with materials, rubbish, etc. Any emergency exits must be clearly marked and kept free from obstruction.

- Employees must not operate any plant, machinery or equipment unless he or she has either been fully trained on the working of the machine etc. or deemed to be competent by experience, which can be demonstrated; is fully conversant with all safety requirements and has reached the required statutory age.

- Alderclad, in conjunction with Northern Counties Safety Group and other training providers, will ensure that all employees are fully trained as required and are made aware of all the requirements with regard to health and safety matters.

- The Managing Directors and/or Contracts Manager and/or the Site Supervisor will undertake regular safety inspections. The safety inspection will form a vital part of any site or premises inspection.

- Regular visits will be undertaken by safety advisors from Northern Counties Safety Group . These advisors will send inspection reports to the Managing Directors and/or Contracts Manager. Alderclad will ensure that any findings on these reports will be dealt with quickly and effectively.

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The Construction (Design and Management) Regulations 2015

These regulations place legal obligations on everyone involved in the construction process including clients, consultants, contractors and subcontractors to provide for health and safety throughout all stages of the construction project.

Alderclad recognises that it may be required to act as the Principal Contractor, Principal Designer or Contractor. In accepting these positions, Alderclad will ensure the requirements of the regulations are satisfied, so far as reasonably practicable.

The degree of input by Alderclad to comply with the **Construction (Design & Management) Regulations** will be proportionate to the complexity and difficulty of the project, and the degree of risk identified.

Individuals within Alderclad may be assigned specific duties and responsibilities in support of the regulations, and these can be referred to under "Duties and Responsibilities" in the appropriate section of this policy, and throughout the other sections of the policy. In order to carry out these new functions, training of individuals will be required. Alderclad will arrange training to ensure individuals supporting the functions are competent to perform the duties placed upon them.

Principal Contractor

The duty holders shall ensure arrangements for compliance with the construction phase plan are in place, so far as is reasonably practicable.

In such cases when Alderclad is acting as principal contractor, Alderclad will take over and develop the construction phase plan and co-ordinate the activities of all contractors so that they comply with the plan and all other relevant legislation.

Alderclad main duties will be to:

- Ensure the construction phase is properly planned, managed, monitored and resourced.
- Provide relevant information to contractors (Display F10 - HSE notification).
- Ensure suitable emergency & welfare facilities.
- Ensure a suitable induction is provided.
- Prevent unauthorised access to the site.
- Make arrangements to enable workers to cooperate effectively in promoting checking the effectiveness of the measures to ensure health, safety and welfare of the workers.
- Consult with workers or their representatives on matters connected with the project that may affect their H&S.

Where the health and safety file is passed to the principal contractor by the principal designer, the principal contractor must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred. They must then pass the completed file onto the Client upon completion of the project.

It will be a condition of any order that Alderclad, as principal contractor, receive full co-operation from any contractor and subcontractor in complying with these regulations.

All necessary information relating to the health and safety of all subcontractors' employees and any other employees, who may be affected, must be conveyed to Alderclad as principal contractor. All information and instruction given by Alderclad concerning health and safety matters must be immediately complied with.

Contractor

In such cases when Alderclad are appointed as a nominated contractor, their main duties will be to:

- Ensure the client is aware of their duties.
- The construction work is properly planned, managed and monitored. (method statements and risk assessments).
- Develop a construction phase plan on single contractor sites.
- Where there is more than one contractor, comply with the principal contractor.
- Only employ people with the necessary skills, knowledge, training and experience.
- Provide appropriate supervision. The level of supervision provided will depend on the risks to health and safety involved, and the skills, knowledge, training and experience of the workers concerned.
- For projects involving only one contractor, the contractor must do whatever is proportionate to prevent unauthorised access before starting work on the site.

For projects involving only one contractor, contractors are required to provide welfare facilities. This duty only extends to the provision of welfare facilities for the contractor’s own employees who are working on a construction site or anyone else working under their control.

Subcontractors

Where a subcontractor employs five or more employees, there is a duty placed upon that subcontractor as the employer, to prepare, revise and distribute among its employees, a written health and safety policy. The policy must contain details of the general statement of intent regarding the health and safety at work of the employees, the organisation (responsibilities) and the arrangements in place to ensure the policy is carried out at places of work.

Where Alderclad uses subcontractors, they are expected:

- To comply with the provisions of this policy, and their own policy where one is available, and to comply with the conditions of the site construction phase plan developed under the requirements of the **Construction (Design Management) Regulations;** and rules made under the plan.
- To ensure that operatives under their control are competent to carry out the tasks asked of them, and to ensure appropriate health and safety training is provided.
- To ensure that operatives under their control do not alter/modify or otherwise interfere with any plant, scaffold or materials which is not under their direct control unless authorised to do so by the Contracts Manager or Site Manager.
- To report accidents and incidents that caused or had the potential to cause injury or damage to the Site Manager. Enter the details of all accidents into the site accident book BI 510.

- To arrange for adequate welfare and first aid facilities for their own employees, unless they have been provided by Alderclad under the contract. Ensure such facilities are not misused or abused.

- To comply with any statutory provision applicable to their work activities.

- To keep all workplaces under their control clean and tidy and free from obvious hazards that may present danger to others. Arrange for the periodic cleaning (at least daily) of waste or excess materials as work progresses.

- To provide and ensure the use of all personal protective equipment and clothing identified as required under either COSHH or risk assessments.

- To make available for inspection certificates of training and completed risk assessments, COSHH assessments and safety method statements as necessary.

- To make themselves familiar with any guidance document issued by Alderclad and carry out their work in compliance with best industry standards and practices.

- Co-operate with Alderclad as principal contractor and follow any reasonable health and safety instruction issued.

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Selection Procedure for Contractors

Contractors are assessed individually and selected for inclusion on a list of “Approved Contractors” by:

- History of satisfactory safety record (companies used by Alderclad in the past)
- Satisfactory completion of pre-contract meetings and vetting of related health and safety documentation (companies not previously used by Alderclad)
- Membership of an SSIP Approved Scheme (CHAS, ConstructionLine, etc.)

Contractors may be requested to return a copy of their company safety policy (where one is available) and sample copies of relevant risk assessments and safety method statements for works tendered for. Contractors may also be requested to attend pre-start meetings prior to commencing work for Alderclad.

On completion of each job, the contractor’s performance is assessed. The assessment takes into account all aspects of their work, including supervision, operative performance, planning etc.

In order to be retained on the approved list of contractors, the contractor must achieve a satisfactory safety performance. If the contractor fails to meet Alderclad requirements, they will be taken off the approval list and not invited to tender for further work until Alderclad are satisfied the identified problems have been adequately resolved.

Information to Contractors

Tender Stage;

All relevant environmental and site-specific risks arising from the works, known at pre-tender stage from the pre-contract construction phase plan. will be sent to the contractor with the enquiry.

Contract Stage;

Alderclad, as principal contractor, will take over and develop the construction phase plan. The contract will be analysed by assessment of the risks, with safety method statements being developed as necessary. These assessments and statements will be filed along with the construction phase plan for use by the site team on a day-to-day basis.

Successful contractors will be required to provide relevant information and attend pre-contract meetings. All relevant information will be assessed and passed on to all interested parties, including other contractors and subcontractors, at the various pre-contract and progress meetings throughout the project. Meetings will be held weekly, fortnightly or monthly depending on the nature, complexity and duration of the contract.

The Contracts Manager or Site Supervisor will issue specific instructions (in writing) concerning health and safety matters to the contractor concerned.

Procurement of Health and Safety Information from Suppliers

Materials and substances used on a regular basis have had COSHH assessments carried out and are maintained in the construction phase plan on site. The Contracts Manager and Site Supervisor will identify the need for a new COSHH assessment.

When dealing with new products, plant, equipment and suppliers, or old products with a specification change, the following procedure should be followed:

- An enquiry letter will specify the health and safety information, which is required in the event of an order (e.g. vibration or noise levels, updated product or substance information etc.)

- Health and safety information will be requested at order stage for preparation of the COSHH or other assessment. The information received is passed to the Contracts Manager and Site Supervisor who will carry out the assessment and distribute the relevant information, as necessary.

- If the requested information is not received within a reasonable time, reminders are sent, which continue until the information is received. If problems persist, the supplier is informed, and the product removed from the approved list.

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Communication and Consultation

All matters concerning health and safety will be implemented only after full consultation with employees. The employees have the right to nominate safety representatives, under the **Safety Representatives and Safety Committee Regulations**, and request the organisation of a safety committee.

Alderclad recognises there is a requirement to consult with employees under provisions of **The Construction (Design and Management) Regulations** and the **Health and Safety (Consultation with Employees) Regulations** and **The Management of Health and Safety at Work Regulations** and will therefore encourages full employee participation in all matters relating to health and safety.

Employees will be afforded every opportunity to discuss health and safety issues with a senior management representative.

Consultation and communication will be carried out using the following:

- Initial induction for new employees.
- Health and Safety Committee meetings where a committee has been formed.
- Via elected Employee Health and Safety Representatives, where they have been elected.
- Site Toolbox talks and Site –specific safety inductions.
- Memos and posters on notice boards.
- Daily Briefings
- Safety bulletins.

Alderclad operates an “open door” policy and all employees are encouraged to report and discuss any health and safety concerns they may have with their immediate Line Manager or directly to one or both of the Managing Directors.

Where employees do not have English as their first language, Alderclad will employ the services of a translator, should the need arise.

Information on Site

Prior to commencing on site, the Contracts Manager and Site Supervisor will assess the risks and requirements associated with the project, including the requirements for access and egress, fire precautions, security, storage, waste disposal and welfare.

When necessary under the requirements of the **Construction (Design & Management) Regulations**, the local office of the Health and Safety Executive (HSE) will be informed of the project via the Revised Form F10. The Form F10 will be included in the construction phase plan and a copy prominently displayed on site.

Other appropriate notices and documentation are retained or displayed as necessary around site. These notices include a sign at the site entrance instructing all new personnel, visitors etc. to report to the site manager for induction training.

- Alderclad's Health, Safety Policy.
- Health and Safety Law Poster.
- Employer's Liability Insurance Certificate.
- BI510 Accident Report Book.
- Records of Inspection (Scaffold and Excavation Inspection Report Forms)
- Fire & Emergency Procedure.
- First Aid Notice & Hospital Advice Notice.
- Site Rules.
- Risk Assessment Forms.
- COSHH Assessment Forms.
- PPE Notices.
- Site Safety Hazards and warning notices.

Contents

Management Meetings

Contractors

All health and safety information concerning a project and relating to contractors, together with the overall co-ordination of activities and safety matters will be dealt with at the pre-contract meetings and the regular meetings held throughout the contract.

Any specific requirements or instructions will be dealt with in writing.

Project Team

Project site meetings will be held at regular intervals at which safety issues will be discussed and recorded in the site minutes, with any action required being noted.

Employees

General induction training is undertaken by all personnel and is carried out by the Site Manager. The induction will include site rules, hazards, restrictions, shared arrangements etc.

A general notice will be displayed informing the work force of the site rules. A notice will also be displayed requesting any person with ideas on how safety on site could be improved, should indicate the idea to his immediate supervisor or the Site Manager.

Co-operation between Contractors

Matters will be discussed at site progress meetings. Co-operation and coordination of site contractors will be arranged by the Site Manager at that time.

Risk Assessments

The Management of Health and Safety at Work Regulations requires all employers to assess the risks to workers and any others who may be affected by their undertaking.

The risk assessment would normally involve identifying the hazards present in any operations and evaluating the extent of the risks involved with existing controls, precautions etc. being taken into account.

Risk assessments have been or will be carried out for all company general activities.

Specific risk assessments for hazardous operations are drawn up as appropriate, before the operation begins. All persons affected, or likely to be affected, by the risks detailed in the assessment, are to be made aware of its requirements together with any necessary control measures.

It is a condition of employment that control measures will be adhered to, including the wearing of all identified PPE.

Any contravention of these instructions will result in disciplinary procedures being instigated.

Contractor and subcontractor activities of a hazardous nature will require the risk assessments, COSHH assessments and safety method statements to be in the receipt of Alderclad before the work commences. Failure to produce assessments etc. will be raised prior to any start of work and adequately dealt with to ensure all necessary information is provided.

Safety Method Statements

The natural progression from risk assessments for high-risk activities is for safety method statements to be developed. These method statements are to be developed by either one of our Managing Directors, our Contracts Manager or our Site Supervisor and sometimes involving the Site Manager, where the work activity is being undertaken by Alderclad and by the appropriate contractor where they are undertaking the work activity.

The safety method statement will form part of the overall safe system of work, which can be defined as a formal procedure which allows a specific task to be carried out safely, after a systematic examination of the task has identified and eliminated all the associated hazards or at least minimised the risk to an acceptable level. There is a need for everyone concerned with the process to consider the following elements of the system of work:

- Task Assessment
- Hazard Identification
- Safe Methods of Work Defined
- System Implementation
- System Monitoring and Review

Each element will further sub-divide and expand, e.g. **What? Who? Where? How?**

To ensure that where appropriate the work has been considered in detail, properly planned and properly thought out, **ASK :**

Who does this?
What do they do?
What hazards exist for them and others?
Is the risk significant?
What precautions will be taken?
Are there checks needed for precautions?
Who provides these?
Is training required?

Purchasing Personnel

The appropriate 'purchasing' personnel are responsible for obtaining all relevant information relating to the safety and health requirements of any product. This information is normally in the form of a Material Safety Data Sheet. These information sheets are to be passed on to one of the Managing Directors and/or the Contracts Manager/Site Supervisor, who would then produce a COSHH assessment for substances and materials used on sites.

The Managing Director(s) and/or Contracts Manager/Site Supervisor will assess the information provided, initiate and assist in the production of the COSHH assessments on the appropriate forms.

The Managing Director(s) and/or Contracts Manager/Site Supervisor will implement the COSHH assessments and ensure the correct use on sites. All personnel need to understand the controls indicated on the assessments and that the correct work methods are being applied, any PPE being used is of the correct type and suitability and is being used correctly.

Northern Counties Safety Group

To advise on the suitability of the COSHH assessments when requested or during routine visits and to provide any specialist information.

To monitor the implementation of the controls identified in the assessments.

To provide assistance on the selection of control measures to reduce the risk of exposure to hazardous products.

COSHH (Control of Substances Hazardous to Health)

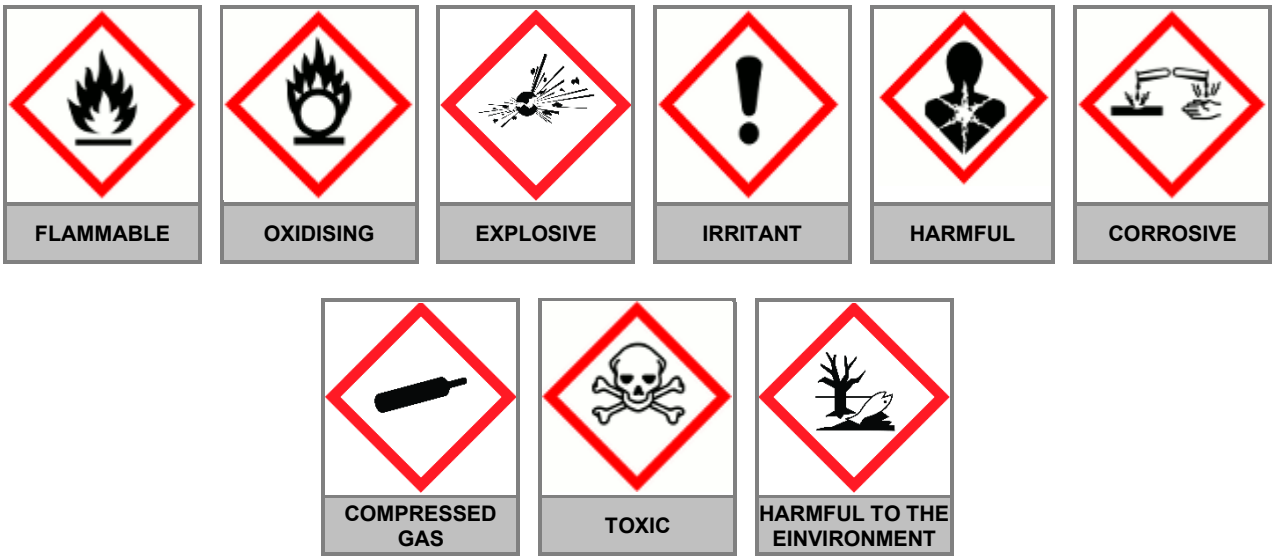
Alderclad undertakes many operations, which involve the use of substances that may be hazardous to health. Therefore, these regulations are of particular relevance.

Alderclad will do all that it can reasonably do to comply with the above regulations. The arrangements will include:

- Making a written assessment of the risks to determine the action needed to meet the requirements of the regulations.
- Adequate control of exposure, which will be achieved by means other than the use of personal protective equipment (PPE) as far as, is reasonably practicable.
- Provision of approved respiratory protective equipment (RPE) when necessary.
- Provision of suitable protective clothing and equipment when necessary.
- Control measures to be implemented and maintained.
- Where necessary, outside bodies specialising in analytical and related monitoring services will be used.
- The provision of the necessary instruction, information and training.
- Monitoring and health surveillance procedures, where necessary, for protecting the health of workers.
- Provision of suitable approved hygiene facilities.
- Provision of practical means to prevent exposure of the public to hazardous substances.
- Contracting the services of other specialist companies or individuals as necessary, in order to comply with appropriate regulations, Approved Codes of Practice, Guidance Notes, European/British Standards, etc.

Up to date product information will be obtained from suppliers and this will be utilised to produce COSHH assessments, which will be made available to all employees.

The Contracts Manager and/or Site Supervisor will ensure that, before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written COSHH assessment and manufacturers' instructions. They will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.



The COSHH symbols are important pictograms that indicate potential hazards associated with substances in the workplace.



- **Health hazard -** indicates substances that may cause serious health effects.
- **Corrosive -** warns that a substance could damage skin, eyes, or materials.
- **Flammable** - highlights substances that might easily ignite.
- **Toxic** - alerts workers to substances that could cause poisoning.
- **Environmental hazard -** indicates substances that may cause harm to the environment.

These symbols help ensure safe handling, storage, and disposal of hazardous materials.

Training and Information

Sufficient and appropriate training is the key to the efficient operation of Alderclad. Alderclad does not see health and safety training as an activity undertaken just to meet the minimum requirements of health and safety law. Neither does it see health and safety training as a 'bolt-on' extra to skill or professional training, but as an integrated part of general skill training, for the correct undertaking of any work activity.

Alderclad has therefore set out its aims to training as follows:

- Training that is both suitable and sufficient and cost effective.

The cost of training and the degree of risk to be countered by the training will be taken into account when deciding if the training is justified.

- Training will be prioritised to ensure that training, information and instruction for high-risk activities and emergency procedures is undertaken before general skill training.

Alderclad's objective is to ensure that all employees can carry out their duties with the least chance of harm occurring either to themselves or to others; or causing damage to property.

The more information, instruction and training received by the employee, the greater their level of competence and therefore the greater the opportunity to act as supervisors of their own work.

Alderclad maintains detailed records of all training and regular reviews of training needs are undertaken, from which a training plan is developed.

All personnel attending site, including visitors, must report to the Site Manager, or his deputy, and are made aware of the site-specific rules for that project. The Site Manager will ensure all persons undergo formal induction training and will maintain accurate records. The extent of the induction training provided (workers & visitors) will be at the discretion of the Site Manager.

All contractors and their employees have access to Alderclad's health and safety policy, which contain details of relevant health and safety matters. The health and safety policy is held on site, together with the project construction phase plan.

Reasonable enquiries are made of contractors' and their employees' level of training, to ensure appropriate general safety awareness and site-specific awareness training has been undertaken. Alderclad will instruct the contractor to organise such training or organise the training on behalf of the contractor as necessary, where awareness or training is deemed to be lacking.

Our Contracts Manager and Site Supervisor together with the Site Manager will ensure the construction phase plan for individual sites is adequately maintained and available for access. Any areas of risk identified in the plan will be made known to all relevant personnel.

Specific risks, which may affect others, including contractors and subcontractors, will be informed in writing to all persons concerned.

Induction Procedure

The Health and Safety at Work etc. Act 1974, **The Management of Health and Safety at Work Regulations** and **The Construction (Design and Management) Regulations** require Alderclad to provide information, instruction, training and supervision to all employees.

Induction training is intended to ensure employees and others, including those with experience in the industry are properly inducted on matters of health, safety and welfare and that this induction is conducted on a formal basis.

When the employee or contractor arrives at his place of work for the first time the person in charge of the place of work must ensure they are informed and instructed on all aspects detailed in the induction form before being given any work task.

Any previous safety training undertaken i.e. CSCS, CPCS, IPAF, PASMA, abrasive wheels, etc. should be recorded along with the induction form.

The form is to be signed and dated by both the person carrying out induction and the new employee, or contractor. The form must be retained on site with the construction phase plan until the end of the project, when it is to be returned to the office along with the construction phase plan.

Temporary Works Design

Alderclad will ensure all temporary design work will be undertaken ensuring that the designer is adequately resourced and suitably qualified to undertake the scale of the design in compliance with **The Construction (Design and Management) Regulations.**

Temporary works design will either be undertaken via Alderclad in-house designer or alternatively contracted out to an external designer.

- All designers must identify hazards inherent in their designs.
- All designers must state a suitable foundation to be provided.
- All designers must consider stability, even during partly erected or dismantled structures.
- All designers must consider dead load and live load
- All designers must consider lateral, horizontal stability and resistance to weather (wind, snow loading etc.)
- All designers must consider any resultant risks during the erection, modification and dismantle.
- Understand how to eliminate the hazards or reduce the risks.
- Provide information on all hazards that remain and state what resources are required to undertake the project safely.
- All scaffolding work will be undertaken in compliance with TG20:13 BS EN 128-11
- Working drawings will be provided by the engineer, which will be checked by the site Temporary works co-ordinator.
- All materials used in the construction of the temporary works must be checked for quality prior to use.
- A handover / dismantle certificate (permission to load and strike) must be provided by erectors.
- All temporary works must be part of a prior to use inspection system by a competent person.

Stability of Structures

All practicable steps will be taken, where necessary, to prevent danger to any person, to ensure that any new or existing structure does not collapse if, due to the carrying out of construction work it may become unstable; or is in a temporary state of weakness or instability.

Where significant work is to take place on existing structures (e.g. buildings, production plant etc.), the integrity of the structure must be confirmed prior to work commencing.

The following procedure will be followed:

- Check the pre-construction Information for previous reports from structural engineers/consultants.

- If a recent report is not available from the client or principal contractor, a written request will be made to have a survey and report carried out.

- Once the report has been received, advice from a structural engineer or consultant will be sought on a safe system of work and any temporary works that may be required. Advice from Northern Counties Safety Group will also be sought on safe systems of work. This advice and guidance will then be incorporated into Alderclad's Risk Assessments and Method Statements for the works.

- Any temporary works will be checked by the temporary works co-ordinator and signed off prior to work commencing. Temporary works such as propping, buttresses etc will be inspected regularly and the results of the inspections recorded.

- The structural engineer will be consulted on any changes to the work, or any unforeseen issues that may arise relating to the stability of the structure.

Accident & Incident Reporting

All accidents resulting in physical injury, however minor, will be recorded in the **Accident Book BI510** or Alderclad's accident report form.

Where a medical certificate or other written diagnosis has been received from a doctor in respect of an employee being absent from work and the diagnosed disease is one listed under **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR),** then the disease is reportable and the appropriate F2508A will be completed and sent to the Health and Safety Executive via the HSE RIDDOR website (www.hse.gov.uk/riddor).

If the accident causes DEATH or a SPECIFIED INJURY (the latter as defined by RIDDOR) the following procedures will be followed:

- The Site Supervisor and/or Contracts Manager will telephone one of the Managing Directors giving all relevant details available at the time the call is made.
- One of the Managing Directors will contact by telephone, the local office of the Health and Safety Executive and Northern Counties Safety Group and report the incident.
- In the case of death, amputation or serious fractures, the Site Supervisor and/or Contracts Manager will ensure that nothing is touched at the scene of the accident before the full investigation is undertaken. With other accidents causing injury, authority will be obtained from one of the Managing Directors before continuing to work at the site of the accident.
- Alderclad will forward the appropriate form F2508 for accidents to the Health and Safety Executive for any accident causing death, specified injury.

If any employee is absent from work for more than seven days following an accident at work, (not counting the day of the accident, but including Saturday and Sunday), the Site Supervisor and/or Contracts Manager will inform one of the Managing Directors so that appropriate report forms (F2508) can be completed and sent to the enforcing authority.

Alderclad may ask Northern Counties Safety Group to help with the investigation into any accident, dangerous occurrence or "near miss" and to provide a report explaining, if possible, precisely how the accident occurred and what precautions should be taken to prevent a recurrence.

Any dangerous occurrences, as defined in RIDDOR, will be relayed to one or both of the Managing Directors who will ensure the appropriate F2508 is forwarded to the Health and Safety Executive.

Accident Reporting Procedure - Visitors and Contractors

Any non-employee, who is involved in an accident or near-miss incident whilst on company premises, or sites controlled by Alderclad, will report the incident immediately to the person in charge of the site or workplace. If the supervisor is not available, the visitor or contractor will obtain the assistance of another responsible person from Alderclad to ensure that Alderclad procedures are adhered to. All employees are to be made aware of this requirement so that they can advise the injured person of the procedure or deal with the incident themselves in the absence of the supervisor.

All injuries will be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book will arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

Accident Reporting Procedure - Members of the Public

If an injury occurs to a member of the public on company sites, or workplaces under the control of Alderclad, which results in their removal from the workplace or site for hospital treatment, then this is notifiable to the local enforcing authority immediately and a form F2508 (revised) will be sent within 15 days.

The Contracts Manager/Site Supervisor will ensure the details of the incident are reported to one/both of the Managing Directors so that the proper notification can be sent to the enforcing authority.

The Accident Book

All accidents resulting in personal injury will be recorded in Alderclad's accident books or accident report form. These are in the main office or in company vans where these are provided. Management will regularly review the accident book. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near misses will also be reported as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

If an injury renders an employee unable to make an entry in the accident book, a witness or someone who can enter an account of the incident should complete the entry on behalf of the injured person. The employee's account will be entered as soon as possible after the event. Employees will ensure that they are aware of the location of the accident book.

Accident and Incident Investigation Procedure

A factual report, with objective conclusions and practical recommendations, can serve two purposes:

1. For Alderclad to re-assess risks in the light of the findings with the view to taking measures to prevent a recurrence of a similar accident or incident.

2. For insurance company personnel to assess the likelihood of blame being allocated to a third party, with the view to further investigation of liability issues to facilitate the defence of liability claims.

Therefore, any factual report will include sufficient details for senior management to decide whether or not further investigation by someone other than the health and safety team is justified.

Alderclad may utilise one or more levels of investigation depending upon the incident and its outcome.

Investigation Levels

Level 2: Managing Directors/Northern Counties Safety Group

- Any incident to be RIDDOR reported to the enforcement authority.

- Any incident involving the death of, or personal injury to, anyone doing anything with, or in relation to, any work activity undertaken by Alderclad

- Any near miss incident, which could have led to the death of, or personal injury to, any person.

Level 1: Contracts Manager/Site Supervisor/Business Manager

- Any incident requiring first-aid treatment or following an entry into the accident report book.
- Any incident reported to the Contracts Manager/Site Supervisor by an employee, which the employee believes indicates the presence of any danger to Alderclad, contractors, visitors or members of the public
- Any incident reported to the Business Manager

Welfare Facilities

Alderclad recognises and accepts its responsibilities in relation to welfare requirements and in particular the requirement to raise standards of welfare facilities as a result of **The Construction (Design Management) Regulations**.

Where Alderclad are the principal contractor there is a duty placed upon it to ensure that suitable and sufficient welfare facilities have been provided and made available for everyone to use, including contractors and subcontractors.

On every site Alderclad will provide, as far as is reasonably practicable, the following facilities, or arrange for the facilities to be provided:

- Protection during inclement weather.
- Storage of personal clothing where specialist working clothing is necessary.
- Storage of protective clothing for specialist work activities.
- Taking meals with seating accommodation and means for heating water.
- Means of heating food e.g. microwave oven.
- Suitable and sufficient toilets.
- Suitable and sufficient washing facilities, to include hot and cold, or warm water. The water to be running water, wherever possible.

The Contracts Manager and/or Site Supervisor are responsible for making the daily arrangements for ensuring facilities meet the policy objectives.

No smoking is allowed in site washrooms, kitchens, mess cabins and collective accommodation units.

Washing Facilities

Adequate washing facilities will, so far as is reasonably practicable, be provided on every site, which will include:

- Washbasins.
- Soap and towels or dryers.
- Hot and cold (or warm) water, which will be running water wherever practicable.

In the absence of such facilities Alderclad will provide alternative means of enabling employees to clean their hands prior to taking food and after using toilet facilities. In most cases this will be 'dry' hand cleanser.

Washing facilities will be near any mess room or toilet unit on site. They will be kept in a clean and serviceable condition.

Sanitary Conveniences

Alderclad will provide, or arrange, a suitable and sufficient number of toilet units. Each unit will be connected to the main sewage system as soon as possible. However, it may be necessary to use chemical or other toilets for a short duration until toilet units are connected or when a site is nearing completion or of short duration (less than 2 weeks).

Where it is not reasonably practicable to connect toilets to the main sewage system, recirculation toilets are an alternative means of providing suitable toilet facilities.

Chemical type toilets can still be used for a short duration where it may not be reasonably practicable to provide connected or recirculation units. However, they will not be used for periods in excess of two weeks where it is practicable to use other types of toilet units.

Every convenience will be kept in a clean and serviceable condition. The site supervisor is responsible for ensuring that toilet units are cleaned on a daily basis. Where units are hired, arrangements will be made for regular servicing and cleaning. The site manager/supervisor is responsible for ensuring the servicing agreement with the supplier is followed through.

Drinking Water

Drinking water is provided at convenient points on every site and will be marked "**drinking water**" unless this is obvious. Where appropriate drinking cups will be provided.

Site Accommodation

When estimating mess rooms, offices and accommodation and the required facilities, account will be taken at the planning stage of the number of personnel likely to use the facilities at any one time, including subcontractors under a shared welfare agreement.

Rest facilities will include:

- Heated, sheltered accommodation for taking meal and rest breaks.
- Sufficient tables and chairs.
- Means to heat water.
- Means to heat and prepare food

Plant, equipment and materials will not be stored or deposited in accommodation units.

All facilities will be respected and will not be misused or abused. They are provided for the comfort of all personnel and one act of misuse could affect the comfort of others. Those found causing damage or misusing the facilities would be subject to disciplinary action.

Storing and Changing Clothes

Every site will have arrangements for ensuring:

- Wet site clothing can be adequately dried.
- Clothing not worn on site can be securely stored.
- Protective clothing for site work can be stored without contaminating everyday clothing.

Where heaters in drying rooms are being used, and where other site accommodation heating appliances are used, great care will be exercised to guard against the risk of fire by leaving clothing on, or too close to the heaters.

First Aid & Emergency Procedures

First Aid

Alderclad will make adequate assessments of the first aid requirements for each construction site and office. The assessment will assist Alderclad in deciding the number of first aiders and the amount of first aid equipment required.

The assessment will identify the number of trained first aiders required for each location and the number of appointed persons required in order to cover absences etc.

At every location there will be at least one first aid container, which conforms to the requirements of the **Health and Safety (First Aid) Regulations** kept readily available for every person employed there.

Each container will be clearly identifiable, by a white cross on a green background, and its location made known to all persons. The site manager/supervisor will ensure the location of all first aid containers and all personnel know the names of the first-aiders or person in charge of the first aid container.

Every container will be checked frequently and replenished as necessary to ensure that they are fully stocked. The first-aider, or appointed person (trained in emergency aid) will be given the responsibility of checking the contents on a weekly basis and for arranging the replenishment of the contents.

Under no circumstances will medication of any description be kept in any first aid container (including painkillers, antiseptic creams and lotions, disinfectants etc.)

Emergency Procedures

- Written emergency procedures for reasonably foreseeable incidents will be prepared at all workplaces.
- Where a potential emergency incident is identified, procedures will be developed. This could include procedures in the event of a bomb threat, explosions, chemical or fuel/oil spillages, serious accidents and external incidents.
- All employees will be informed, instructed and, where necessary, trained in the emergency procedures. These procedures will be practised regularly, and records will be maintained.
- Appointed persons will be identified to take control in the event of an emergency incident.

Fire Precautions

The Regulatory Reform (Fire Safety) Order 2005 requires Alderclad to carry out a fire risk assessment, take reasonable steps to minimise the risk of life from fire and ensure that people can escape safely in the event of a fire occurring.

Prior to the commencement of the work, the Site Manager will examine the project to assess the degree of fire risk. A Fire Prevention Plan will then be developed as necessary, which will include the following where appropriate:

- Responsibilities and organisation regarding fire safety.
- Site specific precautions, fire detection methods and warning alarms required.
- Hot work requirements, including the issue of 'Hot Work' permits.
- Smoking restrictions.
- Site accommodation, construction and location.
- Evacuation plan and procedures for summoning the emergency services.
- Establishing escape routes and assembly points.
- Identifying the type, number and location of fire fighting equipment.
- Access for emergency services and facilities.
- Testing of the emergency procedures, including fire drills.
- Security measures to reduce the risk of arson.
- Material storage, waste storage and removal.
- Training (Induction)

On-Site Fire Prevention Plan

During the progress of the works, the Site Manager, will ensure the fire prevention plan is adhered to.

The Site Manager will:

- Where necessary, ensure the 'Hot Work Permit' system is operated correctly.
- Maintain a daily record of all site personnel and visitors so that in the event of a fire, the number of persons at the assembly point can be verified.
- Carry out weekly checks of all escape routes, fire fighting equipment, fire detection devices and alarms. Records of the checks will be maintained.
- Liaise with the fire brigade, when required.
- Liaise with security personnel, where employed.
- Regularly monitor the works to ensure changing site conditions do not render the Fire Prevention Plan unworkable and instigate all necessary revisions and updates as necessary.
- During an emergency, or on hearing the alarm, ensure the site is safely evacuated and all personnel report to the assembly point.
- Ensure the procedures and standards set out in the Fire Prevention Plan are clearly understood by all site personnel, visitors' etc. by carrying out thorough induction training.
- At all times promote a “fire safe, working environment”.

Fire Extinguishers

Part of the site set up procedure and Fire Prevention Plan will be to ensure an adequate number of suitable fire extinguishers will always be readily available. Fire extinguishers will be selected to ensure they meet the requirements of the specific risks to be encountered.

Types of extinguishers:

Water Types (Red) Class A	Suitable for use on wood, paper and textile fires ***Not to be used on electrical equipment or where the water could come into contact with electrical equipment***
Foam Types (Cream) Class B	Suitable for use on flammable liquids; oil, grease, paint, etc. ***Not be used on electrical fires***
Dry Powder Blue (gases) Class C	Suitable for use on live electrical apparatus or flammable liquids including burning bitumen
Dry Powder Yellow (metal) Class D	
Carbon Dioxide (Black) Class F	Suitable for use on live electrical apparatus, cooking oils and fats



es.

Fire extinguishers or appliances will be checked weekly for serviceability. All hot work (including use of LPG, flame torches, and hot bitumen) will always be protected with fire extinguishers.

Fire Action and Signs

The Business Manager is required to assess the requirements for fire action notices, emergency exit notices and other general fire safety signage within the office premises and the individual Site Manager for sites. All notices and signs will comply with the **Health and Safety (Safety Signs and Signals) Regulations**.

Fire Precautions (Offices)

- Rubbish and other combustible waste must be cleared from offices and rest areas daily.
- Electric points must not be overloaded with numerous items of electrical equipment. Appliances and equipment should be turned off when not in use.
- Smoking is only allowed in designated areas, outside the building. Matches, ash and cigarette ends must be placed in the proper receptacles.
- Any substance or material that may be a fire hazard must be stored and disposed of correctly, including oily and solvent-soaked rags, cleaning fluids, photocopier ink etc.
- Employees must only use the equipment and appliances they have been adequately trained, and are authorised, to use.
- All personnel must be aware of, and co-operate with, fire drills and other evacuation planning and follow Alderclad procedures on the discovery of a fire.
- The correct type of fire extinguishers must be immediately available and ready for use at all times.
- Fire extinguishers or appliances must be checked regularly, and the office supervisor must ensure the upkeep of the annual planned maintenance scheme.
- All fire doors, escape routes etc. must be clearly marked and kept free from obstruction at all times.
- The Business Manager is responsible for ensuring the fire risk assessment is carried out by a competent person and reviewed on a regular basis. They must also ensure that all fire and emergency precautions are maintained and tested, as necessary.
- The office fire procedure shall be communicated to all staff during the onboarding induction and through an annual refresher toolbox talk.

Types of safety signs

Safety signs in the workplace are essential. A visible instruction from a safety sign gives a clear indication and lessens the likelihood of accidents to employees and non-employees and therefore creates a safer working environment.

This is in compliance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

Compulsory signs in the UK workplace:

- ***Fire safety signs***
- ***Emergency exit signs***
- ***Road traffic regulations within the workplace***
- ***Prohibition signage***

These 4 important safety signs are broken down into the following categories:

- ***Prohibition***
- ***Warning***
- ***Mandatory***
- ***Emergency***

Prohibition Signs



A sign prohibiting behaviour likely to increase or cause danger
(e.g. “No access for unauthorised personnel”)

These signs are used for “Do Not” commands.

In the workplace, they are used to reinforce instructions prohibiting dangerous activities.

Signs prohibiting an activity appear as a circular red band with a single diagonal cross line descending from left to right at a 45-degree angle. The background is solid white with the imagery indicating the nature of the command in black.

Prohibition signs may also be seen applied to the floor as a graphic floor marker.
For example, highlighting areas where forklift trucks or pedestrians are prohibited.



large circular sign symbol
'attention no forklift trucks'



large circular floor sign 'no pedestrian right of way'

Warning Signs



A sign giving a warning of a hazard or danger (e.g. "Danger: High Voltage")

These signs are used to make people aware of nearby dangers.
For example, a flammable liquid store.

These health and safety signs are required by the Health and Safety (Safety Signs and Signals) Regulations 1996 and in specific cases by the Dangerous Substances (Notification and Marking of Sites) Regulations 1990.

Signs warning of a particular hazard appear as a black band in the shape of an equilateral triangle. The background within the band is yellow with the imagery indicating the type of hazard in black, positioned centrally on the sign.

Warning signs can also be displayed as **graphic floor markers**, including half-circle floor signs.

For example, highlighting areas where pedestrians should watch their step or areas where forklifts should sound their horn to alert others to their location before proceeding.



‘Watch your step’ warning sign



circular adhesive floor sign
‘Stop sound your horn proceed with caution’

Mandatory Signage



A safety sign prescribing specific behaviour
(e.g. “Personal Protective Equipment Must Be Worn”)

These signs are used to indicate actions that must be carried out in order to comply with statutory requirements.

For example, self-closing fire doors that must be kept closed to comply with the fire risk assessment, labelled with “FIRE DOOR KEEP SHUT” signs. An area of a construction site where hard hats should be worn would also have appropriate signs at the entry points.

The Health and Safety (Safety Signs and Signals) Regulations 1996 do not apply to mandatory fire instructions but do apply to health and safety mandatory signs where imagery is required. The minimum regulatory requirement is for the sign to display appropriate imagery.

There are no pictograms for fire safety instruction signs and although mandatory in the UK through inclusion in the requirements of workplace fire assessments, such signs are not considered health and safety signs within these Regulations. The white-on-blue fire safety mandatory signs using text only, remains in place.

Fire instruction notices are notices which list actions that occupants must carry out in the event of a fire and are written in white text on a blue background but not in the circular format. The colours are used to convey the mandatory nature of the instructions but because of the amount of text typically needed, a rectangular format is used.

The general mandatory sign of a white exclamation mark on a blue circle is used in conjunction with a fire instructions notice.

Signs indicating mandatory requirements consist of a blue circle with the pictogram or text in white positioned centrally.

Mandatory signs are sometimes displayed as graphic floor markers. For example, using either full-circle or half-circle floor markers to highlight areas where Personal Protective Equipment (PPE) is mandatory.



Floor sign to show 'PPE must be worn'



Large circular floor sign 'hi-visibility vests and footwear must be worn'

Emergency Signs



A sign giving information on emergency exits, first aid, or rescue facilities (e.g. "Emergency Exit")

These information signs should be used to indicate escape routes, emergency exits and first aid equipment.

Safe condition signs appear as a green rectangle or square with the imagery or text in white positioned centrally. As is the same way for mandatory signs, some UK fire safety signs in this category are not required by the Health and Safety (Safety Signs and Signals) Regulations 1996.

For example "PUSH BAR TO OPEN" is not required to comply and there is no imagery with that meaning.

Emergency exits can also be displayed as graphic floor markers.



Fire exit



floor sign

Colour / Meaning or purpose / Instruction and information :

- **Red (Prohibition sign)**
  Dangerous behaviour; stop, shutdown, evacuate

- **Yellow/Amber (Warning sign)**
  Be careful, take precautions, examine

- **Blue (Mandatory sign)**
  Specific behaviour or action, wear protective equipment

- **Green (Emergency escape / First-aid sign)**
  Doors, exits, escape routes, equipment/facilities

Breaching these strict health and safety regulations is a criminal offence. Enforcement by the relevant authorities can result in serious fines or imprisonment as outlined by the Health and Safety Executive.

Action can be taken against companies, individual managers and/or responsible persons.

Safety signs lessen the likelihood of accidents to employees and non-employees and therefore creates a safer working environment.

Working at Height

Alderclad accept that whenever possible, work at height must be avoided. Where this is not possible, the method of access and work equipment used should be selected according to the hierarchy set out in the **Work at Height Regulations 2005**.

A detailed risk assessment will be undertaken prior to undertaking any work at height to first establish if the work can be avoided, thereby eliminating the need to work at height.

If work at height cannot be avoided then Alderclad will ensure that all work at height is properly planned and organised through strict control measures, this will include ensuring only competent people are engaged in the work and that their competence can be proved via certification.

The risk assessment procedure will include the selection of work equipment taking into account the working conditions, distance and consequences of a fall, and the duration and frequency of use.

In relation to selection of equipment the emphasis will be on fall prevention measures (hierarchy of access), this will include guardrails and physical barriers.

Fixed scaffolds and cherry pickers (with restraint harnesses) will take priority over fall arrest measures such as nets, air bags and harnesses.

Edge Protection

Alderclad shall ensure that all edge protection is designed in compliance with BS EN 13374 and where scaffold is used as edge protection will ensure that it complies with the requirements of BS EN 12811.

The primary legislation is the Work at Height Regulations. These regulations will be complied with via the development of risk assessments and method statements to ensure that adequate protection is provided to the users of the edge protection.

All temporary edge protection shall be designed or be installed as per the manufacturer's installation procedures. Prior to commencement of edge protection works the Site Manager would specify the height required for the guardrails due to varying heights of floor slab (prior to and following concrete pour) or roof cladding works.

Classifications for Edge Protection

Edge protection systems are selected primarily on the gradient of the surface for which they provide protection. Under the standard BS EN13374 they are categorised as follows:

Class A: *Provides protection to a flat surface and slopes up to 10˚. It provides resistance to static loads and is based on the requirements to support a person leaning against, walking beside and possibly stumbling against the edge protection.*

Class B : *Provides protection to flat surfaces and slopes generally up to 30˚ and even steeper slopes with short slope lengths. It provides resistance to both static and low dynamic loads and is based upon the requirements to support a person leaning against, walking besides, possibly stumbling against and sliding down a slope towards the edge protection.*

Class C : *Provides protection to steeply sloping surfaces generally up to 45˚ and up to 60˚ for 5m slopes. It provides resistance to high dynamic loads only and is based on the requirements to contain a person sliding down a steeply sloping surface.*

Netting should not be attached to the guardrail unless the suitability of the guardrail has been assessed to carry the loads. The netting contractor should specify to Alderclad the loads expected and the number of netting tie in points.

Upon completion of the guardrail and inspection a hand over certificate should be given to the Site Manager. The Site Manager must then undertake weekly inspections to ensure that the guardrails remain stable and structurally sound. The Site Manager must also ensure that the guardrails are not altered or modified during the life of the project.

Fragile Surfaces

When work is to take place at height on a roof where it is apparent or suspected that defects in its structural integrity are likely, then safety netting or crash decks should be installed by a competent person below the fragile surface. Fragile rooflights or other glazing considered fragile shall be protected with suitable robust materials to prevent a person falling. Signage shall be displayed at the access point to the roof warning of fragile surfaces.

Crawling ladders or crawling boards will be provided where a person has to cross, pass or walk on any materials liable to fracture under his weight. These walkways should be at least 600mm wide and be fitted with guardrails and toe boards where practicable in order to comply with the **Work at Height Regulations 2005**.

All such equipment will be of good construction, suitable and sound material, of adequate strength and free from obvious defect. Equipment will be properly maintained and when in use be securely supported and, if necessary, secured against slipping.

Roof Work

Where work takes place on flat, sloping or pitched roofs, adequate edge protection or fall prevention devices meeting the minimum requirements of the **Work at Height Regulations 2005**, or any subsequent regulation governing working at height, will be in place. Roof work safety document HSG 33 will be used as reference.

Materials and waste will not be thrown from height. It should be lowered to the ground using rope lines, or where provided waste chutes are to be used.

Weather can seriously affect the safety of operatives carrying out work at height. To ensure the safety of employees the prevailing weather conditions will be taken into consideration by the Site Manager/Supervisor and ensure that all loose materials, equipment, etc. are immediately removed from the roof or adequately secured during windy conditions.

In brief a detailed, site-specific assessment of the risks relating to all work at height will be carried out prior to the commencement of the work. Assessment of the risks will include:

Details of fall prevention methods (Eliminate, Protect, Mitigate)

- Preventative measures to protect persons below from falling materials.
- Identification of the suitable equipment to be used.
- The competence and training of persons involved with the work.
- Responsibility for supervising and controlling the work.

Scaffolding

Site Managers are responsible for ensuring that all scaffolding units, access equipment and working places are complete and are in compliance with the regulations governing their use. It must be recognised that roof edge, and leading-edge protection scaffold is covered by the regulations and should therefore be inspected as any other scaffold, with the results entered onto the inspection report form.

Hand over certificates must be requested from scaffolding contractors after completion of a pre-hand over inspection. The scaffold and certificate should only be accepted when the site manager is satisfied the scaffolding is completed to the order requirements and complies with regulations and appropriate standards. This certificate will be retained on site with other relevant documentation.

Formal statutory inspections must be carried out weekly; following alterations; or after inclement weather, which may affect the scaffold. The results of all such inspections must be entered onto the inspection report form. Where the scaffold has been substantially added to or altered, the site manager should re-inspect the scaffold prior to reuse, to confirm its suitability. Again, the results of the re-inspection should be entered onto the inspection report form. The actual information that must be entered onto the report form can be found in the schedule of the **Work at Height Regulations.** The inspections will be carried out by a trained scaffold inspector, either provided by Alderclad or the scaffold contractor.

It is recognised that additional monitoring by Northern Counties Safety Group will be necessary in order to ensure scaffolds are meeting the requirements of the policy objectives and that site managers are complying with their duties and responsibilities under the policy. Site managers should take note of any remedial action required, highlighted by the Northern Counties Safety Group, and act immediately to bring the working place back up to minimum standards. In some cases, this may mean that the scaffolding contractor is contacted and requested to visit site to undertake remedial work in order to bring the scaffolding up to standard.

Site Managers should not view this monitoring by Northern Counties Safety Group as a reason for not carrying out their own inspections and appropriate corrective action. Alderclad will provide any training considered necessary which will enable the site manager to competently inspect scaffolds and working places.

The responsibility for maintaining scaffolding and working platforms in a safe condition is that of the user and not the erector or owner where the scaffolding is hired. It is the duty of the site manager to ensure that proper maintenance of the scaffolding is undertaken, even when in use by contractors or subcontractors. However, where the user is the contractor or subcontractor, costs of maintaining the scaffold may be to their account if wilful neglect can be established.

Scaffolders working for, or on behalf of Alderclad must only erect, alter and dismantle scaffolding in strict accordance with the procedures set out in the **National Access and Scaffolding Confederation (NASC) guidance note SG04** Site management must ensure scaffolders are fully acquainted with the system of work to be adopted prior to them commencing work.

Trestles

Telescopic steel frame trestles, to construct trestle scaffolds, must only be used under strictly controlled circumstances for light work of a short duration.

The use of trestles will only be considered when alternative access is not readily available, and a site-specific risk assessment has been undertaken in compliance with the **Work at Height Regulations.**

The following should be considered when erecting trestles;

- The trestle working platform must be fully boarded (normally 4 boards) with scaffold boards of a consistent length and thickness. Damaged, warped or split boards must not be used, and excessive overhanging of the end trestles must be avoided (no more than 4 times the board thickness)
- Spacing between trestle frames must be kept to a minimum and must not exceed 1.2m.
- Trestles must only be erected on a sound, level base.
- Height adjustment should be set to prevent trestle frames being extended excessively. Where it is necessary to extend the frame however, only the manufacturer's proprietary high tensile pins must be used, nails, screws and bolts are strictly prohibited as they may fail under the load. Extending the frame must be kept to an absolute minimum and in any case no more than 1.5 metre.
- On the trestle platform a guardrail (top and mid-rail) and toe-board must be fitted to prevent falls.
- Suitable access to the working platform must be provided in the form of a tied stepladder.
- Platforms must not be overloaded with personnel, equipment or material.
- Damaged trestle frames must be removed from use immediately.
- Propping and steadying the frames by means of bricks, blocks and timber etc. is strictly prohibited.
- Trestles should be inspected by a competent persons every seven days, after alteration or adverse weather. Results should be recorded in the scaffold register.
- Only trained and competent persons should erect trestles.

Mobile Towers

Erection & Dismantling

All mobile and fixed aluminium scaffold access towers must only be erected and dismantled by personnel who have received training to an industry national standard (e.g. PASMA).

The type and the correct number of components will be checked prior to construction to ensure they are compatible, and the correct configuration can be achieved.

Ground conditions

Generally, towers should only be erected on concrete, tarmac or similar surfaces. Where towers are to be used on soft or uneven ground, base plates should be used in place of castors and the base plates should be set on sole boards or similar to affect a firm, solid foundation. Outriggers or stabilisers will be installed in a similar manner.

Outriggers & Stabilisers

Outriggers or stabilisers can be used to increase the effective base area of a tower and to improve stability.

Outriggers are designed for use with towers that are to be frequently moved and have the provision for adjustable legs and castors. Stabilisers are similar devices, which are to be used on towers that are moved less frequently and have self-aligning feet in place of castors.

Manufacturer's/supplier's information will provide guidance on the safe heights to which towers can be erected and on the correct use of stabilisers and outriggers.

Braces

Diagonal and horizontal brace locking hook mechanisms will be correctly aligned. Horizontal locking hooks will have their aperture facing downwards and horizontal braces will be fitted with the locking hook aperture facing outwards or in accordance with the manufacturer's instructions. Ensure all brace locking mechanisms have operated correctly and that all braces are securely fixed to the frame.

Couplers

Towers have tubes of larger dimension than those of standard scaffold tubes do, therefore; standard couplers are not suitable for coupling aluminium towers. Where steel and aluminium tubes are to be connected, (e.g. stabilising or tying) couplers accepting the different tube dimensions will be used.

Access

Access to platforms will always be provided by the use of integral, vertical ladders, stair ladders, inclined ladders or stairways. Access will be installed in accordance with the manufacturer or supplier's instructions. If materials are to be carried or frequent vertical movement is required, a stairway should be used. Access to fully decked platforms will be via the hatch, which will be capable of being secured in the closed position. Under no circumstances is climbing of the tower's internal or external frame to be permitted unless the end frame incorporates a ladder section.

Rest platforms will be fitted with double guardrails and toe boards if materials are to be stored.

Platforms

All platform units will be correctly positioned and located onto the horizontal frames. Where platforms have access hatches, they should be fitted with the hinge outboard with the "windlock" device engaged. Platforms will be installed every 4 metres.

Guardrails & Toe boards

All working platforms will be fitted with guardrails and toeboards and they will be fitted in accordance with the manufacturer/supplier's instructions.

- Top guardrail height - 1000mm above platform level (+/- 50mm)
- Minimum toeboard height - 150mm

- There will not be an unprotected gap exceeding 470mm between any guardrail, toeboard, barrier, or any similar means of protection.

Wind & other Horizontal Loads

Wind can exert horizontal loading on a tower, which can result in the tower overturning. During normal working conditions the tower's weight and the use of stabilisers and outriggers counteract the overturning.

If wind speeds exceed 17mph work on the tower should cease, if the wind speed reaches 25mph the tower should be tied into a rigid structure. If the wind speed is likely to reach 40mph, the tower should be dismantled.

The actions of operatives working on the tower can also have the effect of creating horizontal loading e.g. using hand tools such as drills. The drilling (pushing) action can create an opposite equal force on the tower. These forces should be avoided whenever possible and under no circumstances should exceed 20kg on a free-standing tower.

Moving Towers

Operatives will not:

- Move towers with men or materials on the tower at any level.
- Move towers by pulling them along from the platform.
- Move towers with powered vehicles.
- Move towers in windy conditions.
- Move towers in the vicinity of overhead obstructions, particularly electric cables.
- Lift materials or equipment outside the base area of the tower.

Operatives will:

- Only move towers by applying manual force at the base of the tower.
- Ensure holes, ducts, pits or gratings etc. are adequately covered and secured.
- Deploy outriggers rather than stabilisers if a tower is to be moved frequently.
- Inspect each tower before use.
- Ensure castors are locked.

Mobile Elevating Work Platforms (MEWP's)

The term Mobile Elevating Work Platform (MEWP) refers to several types of equipment including, pedestrian controlled self-propelled and power operated mobile elevating work and access platforms.

The following shall be observed when using MEWPs on site:

- No one is allowed to operate this equipment unless they have undertaken appropriate instruction and training (IPAF) in the specific type of equipment to be used.

- To prevent personnel being catapulted from the platform, safety harnesses with a restraint lanyard shall be worn at all times. The harness will be attached to a secure anchorage point within the platform.

- The manufacturer's safe working load will never be exceeded.

- Each type of MEWP has its own safe operating envelope. The maximum height and reach of the machine need to be considered to ensure the intended work area remains within the safe operating envelope of that machine.

- Boxes, hop-ups, stepladders and ladders will not be used in platforms to gain additional height or reach.

- MEWPs fitted with outriggers or stabilisers will always have them deployed and be used in accordance with the manufacturer's recommendations.

- Travelling in the operational mode is only permitted when the machine is specifically designed for that function.

- Platforms will not be used in tandem unless it is in accordance with the manufacturer's recommendations and interlocked platforms and controls can be achieved.

- MEWPs will not be operated in wind speeds in excess of those specified by the manufacturer (30 mph is the generally accepted maximum)

MEWPs will not be used:

- As jacks, props, ties or supports.

- Primarily for the transfer of materials and equipment etc.

- As a crane or lifting appliance unless in accordance with the manufacturer's instructions.

- Platforms will not be tied to other structures to provide additional stability or support as the operation of the controls in this situation may lead to an accident or create other significant hazards.

- A safe distance will always be maintained between any platform and overhead power cables. The safe distances will be in accordance with HSE guidance note GS6 the local electricity supplier.

- Any operator, or person nominated for training as an operator, will be of a suitably stable disposition, physically fit, mobile and dextrous, with a good head for heights. They will have good eyesight, correct colour vision, good hearing and ability to judge space and distance accurately.

- All operators will carry out their duties in accordance with their instructions and training received.

- Maintenance and inspections of the MEWP will be carried out in accordance with the manufacturers, suppliers' requirements. A daily MEWP checklist is to be completed by the operator.

Ladders and Stepladders

Many accidents occur as a result of falls from height, several when persons are climbing or descending ladders. Ladders and stepladders are best employed as a method of reaching a workplace and for short duration and light work.

Ladders and stepladders should be considered last resort for access equipment. Priority shall be given to scaffolds, MEWPS, mobile towers and podiums.

If ladders or stepladders are to be used ensure:

- Work can be reached without stretching.
- A ladder can be fixed to prevent slipping (by tying or proprietary device)
- A good handhold is available.
- Tools and operations requiring the use of two hands must not be carried out from a ladder unless a third point of contact can be secured (ladder belt)
- The top of the ladder must not be repositioned by jumping while standing on rungs.
- A ladder must be supported on both stiles and prevented from sagging or swaying.
- Stepladder back plates must be checked for damage such as splitting.
- Retaining cords must be checked to ensure they are secure, of equal length and free from knotting and damage.
- Back plate screws and bolts must be checked for security.
- The top step of a stepladder must not be worked from, unless it has been specifically designed for that purpose.
- Stepladders should be set at right angles to the work, whenever possible.
- Before use Inspections are carried out and recorded on site forms.

Each ladder and stepladder must carry its own identification mark or number and weekly inspections maintained. All defects and repairs must be noted, and defective ladders or step ladders removed from service immediately.

Extension Ladders

Extension ladders will be raised one section at a time and be slotted into position, with care being taken to ensure latching hooks are properly engaged.

Conventional ladders will not be lashed, tied or spliced to create an extension ladder.

The recommended minimum overlap for extension ladders is shown in the table below:

Closed Length	Approximate Number of Rungs	Overlap of Rungs
Under 5 metres	Under 18	2
5 - 6 metres	18 - 23	3
Over 6 metres	Over 23	4

Safety Nets

Safety nets are effectively employed by Alderclad to reduce the distance of potential falls and to minimise their effects.

Alderclad will produce a work at height risk assessment and will eliminate falls or use other fall prevention techniques were practicable. Alderclad accept that safety nets offer collective and passive safety as they protect everyone working within their boundary without those workers having to act to be protected.

Safety nets used by Alderclad will be manufactured to the requirements of **European Standard BS EN 1263-1** and will be erected in accordance with **BS EN 1263-2** and guidance given in **BS 8411** by **FASET (Fall Arrest Safety Equipment Training)** riggers.

To ensure that nets offer high energy absorption to minimise injury Alderclad Limited will always ensure they are fitted as close as possible to the underside of the working platform to minimise the distance and consequences of a fall.

In most roof work it is possible to position such as net so that, even at the point of maximum sag, it is less than 2 m from the roof surface. In this position the net is an effective guard – this standard should be reached wherever possible.

Alderclad will ensure that only FASET (Fall Arrest Safety Equipment Training) riggers install nets and that a detailed risk assessment / method statement is produced.

If protection is required for those who have to work or pass below safety nets, then the nets will be overlaid with appropriate fine-mesh debris.

Upon completion of each section of net the contractor will produce a handover certificate to confirm the suitable of the nets.

Alderclad use safety nets to effectively:

- Minimise injury due to falls from leading edges, through liner panels or through temporarily fixed materials in new-build roofing.

- To guard roof lights and fragile roof materials during cleaning, maintenance and replacing the roof.

A rescue plan will be in place before rigging nets. The method statement for the work will include a rescue plan which must be workable, and the necessary equipment will be available for use.

Safety nets and attachment systems should be properly maintained by the netting contractor. Inspection records will form part of an audit trail from the manufacturer through to the last use. This information will be documented and be readily available for inspection.

Documented weekly inspection of the nets will be undertaken when the nets are in situ by a competent person. At yearly intervals a test chord will be detached from the nets and will be sent to the manufacturer to permit a tensile failure test, this test will be organised by the netting contractor.

Soft Landing Systems

Alderclad may on occasion use soft landing systems as opposed to safety nets.

Soft landing systems are either air filled bags or large polypropylene bags filled with an energy absorbing material.

The bags are linked together with plastic snap clips to completely fill the area over which protection is required. If air bags are used, then an air compressor will be used to maintain the air pressure.

Alderclad accept that soft landing systems do not prevent falls, but they are effective in eliminating injuries in falls less than 2 metres.

A method statement will be produced for safe installation and maintenance of the system. A handover certificate will be requested from the installing contractor.

Harnesses and Lanyards

If fall prevention measures (for example working platforms, guardrails etc) or collective fall arrest measures (safety nets or soft-landing systems) are not practical and alternative system of work will be employed. The system may require the use of safety harnesses and lanyards, but Alderclad accept this will be a last resort as they only protect the user if the equipment is used correctly.

As mentioned previously fall restraint lanyards will be worn when working in a MEWP (mobile elevated work platform) however energy absorbing fall arrest lanyards will be used in most other situations.

All operatives will receive training on the selection, fitting, adjustment, maintenance and use of a safety harness.

Whenever harnesses are used for work at height a suitable rescue plan shall be in place to prevent suspension trauma. The site manager/supervisor shall be responsible for ensuring suitable arrangements are in place to rescue a person should they fall when wearing a harness.

An inspection scheme will be in place which will be in two parts. Firstly, the users must undertake visual inspections of the harness and lanyard before use. Secondly the harness and lanyard will be examined by a competent person at least once every 3-6 month depending on frequency of use and a record kept of the inspection.

The harness and lanyard will also be thoroughly inspected following a fall or other circumstances in which the equipment has been deployed.

The lanyards and harnesses will be clearly marked with European Standard, name and trademark of the manufacturer, the serial number and the year in which the equipment was manufactured.

Transport and Plant

Company operations require a range of transport and plant. In order to comply with the **Health and Safety at Work Act 1974, The Construction (Design Management) Regulations**, **Provision and Use of Work Equipment Regulations (PUWER)** and the **Lifting Operations and Lifting Equipment Regulations (LOLER)** the following rules will be observed:

- No person under the age of 18 years is allowed to drive any vehicle unless under the direct supervision of a person competent to drive or operate that plant or vehicle.
- It is forbidden for any person, other than the driver, to ride on any vehicle not constructed for the carriage of passengers. A notice to this effect should be displayed on all such vehicles.
- Only trained, competent persons who are in possession of a current driving licence for that vehicle are allowed to drive site transport.
- A site-specific risk assessment shall be developed for each item of plant i.e. forklift truck, telehandler
- All drivers or operators should carry out a daily inspection of their vehicle or item of plant. Daily operator inspection forms shall be completed. All defects will be reported to the driver's/operator's supervisor immediately.
- If a serious defect renders the vehicle dangerous then that vehicle or item of plant will be removed from service immediately.
- Vehicle engines are not to be left running whilst unattended.
- Periodic maintenance and servicing will be carried out on a mileage or hours basis, in accordance with the manufacturer's/supplier's instructions.
- Persons are not permitted to mount or dismount moving vehicles.
- Where visibility is restricted, visibility aids and/or signallers will be considered.
- Systems designed to prevent the operator, driver or passengers from being ejected, or falling, from vehicles will be considered. Restraining systems, in the form of full body seat belts, designed systems or lap belts, will be used when they are fitted.

Driving Policy

The purpose of Alderclad's Driving Policy and associated Guidance is to ensure compliance with the HSE, Guidance for employers "Driving at Work – Managing work-related road safety"; to fulfil the requirements of our statutory 'duty of care' and to meet current insurance sector standards.

All recent changes in standards relating to 'business travel' have placed greater responsibility on Alderclad for the safety and welfare of those who travel, particularly those engaged in work-related driving. The Policy and Guidance is applicable to all persons who Drive Company owned or leased vehicles; and to those who drive their own vehicles for business purposes and subsequently make a travel claim.

In summary it seeks to:

- Establish arrangements which will ensure that persons who undertake work-related driving are qualified to drive, are insured to drive and are fit to drive.
- Set out the legal position/driver responsibility for specific road safety issues.
- Ensure that driving schedules are planned and reasonable.
- Define current compliance standards for those who drive a minibus.
- Provide information and guidance for drivers in the event of a road traffic accident
- Set out the options available to Alderclad and driver, in the event of ill-health or disqualification.

Fit to Drive

The main issues are:

- That it is the individual's responsibility to ensure that they are fit to drive when they take a vehicle onto the public highway.
- That any person who is required to drive as part of their employment must declare any medical condition which adversely affects their ability to drive safely (all information provided will be treated as confidential).

Road Safety

Where employees use their own vehicles, it is their responsibility to ensure that the vehicle is roadworthy and where applicable, has a valid MOT certificate.

Drivers must not drive under the influence of drugs or alcohol (including prescription drugs which may affect their ability to drive).

The use of hand-held mobile phones whilst driving is not permitted. Hands-free kits can be utilised, but Alderclad recommend that the call is kept short and to the point.

Mobile Phone Use

Research shows that using handheld or hands-free mobile phones while driving is a significant distraction and substantially increases the risk of the driver crashing. The problems are mainly caused by the mental distraction and divided attention.

Mobile phones cause a distraction in three ways:

- Taking the hands off the wheel.
- Becoming engrossed in conversation and not concentrating on the road.
- Mental distraction.

All company employees should adopt the following principles:

- You must never use a mobile phone whilst driving unless you have a fully compliant hands-free unit and are an experienced driver used to handling such equipment.
- Unless you have a working hand free unit your phone should be switched off, with divert all calls to voice mail and check messages when your vehicle is stationary.

From a safety point of view mobile phone use while driving, even with a hands-free unit, should be limited. If the employee must take a call which is of any significant length of time, then the driver should pull of the road into a safe position.

If the employee receives a call you should indicate that you are driving and keep the conversation short and to the point.

Employees should also be aware that if you have an accident whilst using a hands-free unit you may still be prosecuted for driving without due care and attention.

Route planning and scheduling

Where an employee must drive to undertake work-related activity, an assessment of the schedule of driving and work activity is made to ensure that it is reasonable, allows for rest breaks and will not result in excessive working hours. Driver fatigue is a major cause of road traffic accidents and Alderclad has a ‘duty of care’ towards its employees and other road users.

Road Traffic Accidents (RTA’s)

If an employee is involved in a road traffic accident, then the following should be observed:

- Owned or leased vehicles involved in any form of road traffic accident must stop to determine the extent of any injuries to individuals involved and damage to both vehicles.
- Do not under any circumstances admit blame or accept liability
- Record as far as you are able, the details of the RTA.
- Upon return to Alderclad’s office premises, report the accident immediately to the Managing Directors.

Medical Conditions

Employees who drive owned or leased vehicles or who need to drive as an essential part of their work, must inform their supervisor of any medical condition which would prevent them from driving legally on the public highway or adversely affects their ability to drive safely or with due care and attention.

In these circumstances supervisors will endeavour to make reasonable adjustments, in consultation with the individual employee.

Disqualification

Employees who drive owned or leased vehicles as an essential part of their employment are duty bound to inform their supervisor immediately of disqualification from driving on the public highway.

That person will be relieved of all driving duties with immediate effect and in consultation with the individual employee and the most appropriate course of action determined. Each case will be dealt with on its own merits.

Pre-use Checks

The Road Traffic Act states that the driver is responsible for the roadworthiness of any vehicle, the load being carried and the wearing of seat belts by passengers, whilst travelling on the public highway.

As such, it is strongly recommended that employees intending to drive any vehicle on business, they should undertake appropriate checks prior to using the vehicle, for example:

- Tyre tread
- Foot and hand brake operation
- Lights, indicators and hazard warning lights operate
- Horn operates
- Screen wash and wipers operate
- Seat belts fitted and functioning
- Mirrors

These are tasks which do not require any technical expertise and are the basic checks included in the current UK driving standards examination.

Additional checks for long journeys might usefully include:

- Fluid levels (oil, coolant and screen wash)
- Tyre pressures
- Locks and security functional
- Fuel level

Forklift Trucks (FLT)

Alderclad will ensure that when forklift trucks are used the **Health and Safety at Work Act 1974, The Construction (Design Management) Regulations**, **Provision and Use of Work Equipment Regulations (PUWER)** and the **Lifting Operations and Lifting Equipment Regulations (LOLER)** are complied with.

In order to comply with the above the following will be observed:

- No person under the age of 18 years is allowed to operate any FLT unless under the direct supervision of a person competent to operate the machine.
- It is forbidden for any person, other than the operator, to ride on any FLT. A notice to this effect should be displayed on all such vehicles.
- Only trained, competent persons, who are in possession of a current licence for that vehicle, are allowed to operate the FLT.
- All operators should carry out a daily inspection of the vehicle. Essential checks should include brakes, steering, oil and water, tyre pressures, audible warning, etc. All defects will be reported to the operator's supervisor immediately.
- If a serious defect renders the FLT dangerous then that vehicle will be removed from service immediately. The operator is responsible for reporting the defect to the site supervisor.
- FLT engines are not to be left running whilst unattended.
- Periodic maintenance and servicing will be carried out on a mileage or hours basis, in accordance with the manufacturers / supplier's instructions.
- Palletised loads will be checked for security before carriage.
- The vehicle will not be driven at excessive speeds.
- Persons are not permitted to mount or dismount moving vehicles.
- The FLT will not be overloaded.
- FLT shall only be used for lifting if designed and suitable attachment points are provided. Load charts shall be provided for review
- FLT shall only be operated within the manufacturers safe operating gradients

Traffic Routes

The following traffic arrangements shall be considered when setting up site;

- All sites and workplaces will be organised and planned to ensure, so far as is reasonably practicable, pedestrians and vehicles can move safely without risk to health or safety.
- There will be an adequate number of routes with suitable dimensions (headroom & width) to allow safe movement of pedestrians and traffic.
- Signs will suitably indicate traffic routes.
- Restrictions (vehicular or pedestrian) will be clearly indicated, including speed restrictions, overhead electric cables, obstructions, etc.
- All necessary steps will be taken to ensure all traffic routes are suitable for the personnel and vehicles intended to use them and that pedestrians and/or vehicles can use the routes without causing danger.
- Sufficient clearance and separation will be maintained between pedestrians and vehicles where they use the same traffic routes.
- Provision will be made to ensure separation between vehicle routes and all pedestrian doors, gates etc. leading onto it.
- Where separation of vehicles and pedestrians is not reasonably practicable, Alderclad will ensure effective arrangements are provided for warning all pedestrians liable to be struck, crushed or trapped by any vehicle.
- Steep gradients and sharp bends are avoided where practical.
- Minimise the need for reversing operations as far as possible, by utilising one-way systems and turning points.

Lifting Equipment

The Lifting Operations and Lifting Equipment Regulations (LOLER) applies to all types of lifting equipment and accessories (lifting gear). Lifting equipment is also work equipment and therefore will comply with the requirements of the **Provision and Use of Work Equipment Regulations (PUWER)**

- Cranes and lifting equipment will be operated and maintained to comply with established and mandatory standards.
- All cranes and lifting gear will have current thorough examination and inspection records.
- Only authorised and suitably trained persons shall act as slinger/signallers and shall use the signals prescribed in **The Health and Safety (Safety Signs and Signals) Regulations**.
- Only lifting equipment and accessories that are within their respective inspection and thorough examination period may be used (lifting of persons 6months – other lifting operations every 12 months or thorough examination carried out as part of a maintenance scheme)
- Only authorised and trained persons are allowed to operate two-way radios for lifting operations.
- Only trained, competent crane operators are allowed to operate cranes.
- Hoist, travel and S.L.I. are to be tested at the start of every shift.
- During lifts the crane operator will not allow anyone to ride the load, hook or chains.
- Ensure correct rigging and know the correct weight of the load.
- Loads will be correctly balanced prior to lifting.
- All operators and slinger/signallers will be aware of all obstacles within the lifting radius and will check before each movement.
- The point of a hook will never be used for lifting.
- Ground conditions will be investigated to ensure they are capable of withstanding the imposed loads of the crane and the load to be lifted.
- Lifting operations shall be segregated from all other activities and suitable signage warning of the hazards displayed
- Do not stand under loads, and warn personnel when loads are being slewed.

Accessories for Lifting Loads

The following Safety Check List shall be carried out;

- All hooks used for lifting will be fitted with a safety catch or be shaped to prevent the load coming off the hook.
- The chains or slings will be the correct type and length for the required lift.
- Do not attempt to shorten chains or slings by tying knots in them.
- Timber or sacking "bights" will be used when slinging material, which is liable to slip (i.e. steel).
- When using "brother" chains around the loads, the back of the hook will be facing the ring otherwise the chain can pull from the hook.
- The weight of the material to be lifted will be ascertained and this will be within the safe working loads (SWL) marked on the chain. On some multi-leg chains the SWL is stated with all legs in use. If only some of the legs are being used the SWL will be less than that stated on the equipment.
- All lifting accessories shall have a six-monthly thorough examination certificate and pre-use inspections carried out. Weekly inspection records shall be maintained.

Hoists

The safety requirements during the use of such equipment are extensive and in addition, operators will be adequately trained to operate, inspect and maintain the equipment unless these requirements are arranged with the hoist supplier. The **Lifting Operations and Lifting Equipment Regulations (LOLER)** applies to Alderclad's work activities with hoists at construction sites.

All hoists will be inspected by a competent person before use and after assembly at a new location; and at 6 monthly intervals if the hoist is a passenger-carrying hoist; 12 months if the hoist is used solely for lifting loads. The hoist supplier or installer, not the user, will carry out these inspections. Site manager/supervisor will ensure that the results are recorded in the appropriate inspection record.

An inspection of the hoist will also be carried out if conditions occur that are likely to affect the continued safe operation of the equipment. Someone who is competent will carry out this inspection, and again this would usually be the supplier or installer, unless specific training has been given to an individual working on the site.

Safety Check List;

The lifting rope should be in good condition and have at least two turns left on the winch drum when at the lowest point of the lift.

The over wind device should be fitted correctly and operating.

A notice forbidding riding on the platform will be displayed, and a notice stating the safe working load (SWL) should be fixed to the platform.

The platform will be sound and capable of carrying the load.

The hoist tower will be enclosed with wire mesh, and the winch and rope screened to prevent access. Inclined hoists should be enclosed at ground level (solid barrier) to prevent unauthorised access, and take-off points should be protected so as not to endanger others using common parts of scaffold.

Gates will be fitted and workable on all landings and at the base

Gates will display notices re " **keep closed when platform not at level".** Interlocks that prevent the operation of the hoist when the gates are open will be fitted.

The hoist should be capable of being operated from one position only, and whenever possible a full-time operator appointed.

Hoist towers will be independently fixed to a building. The scaffold will also be tied into the building, using separate tying points to the hoist tower unless the ties have been specially designed.

All access platform and barrow run provided for a hoist where a person can fall, will be fully boarded out and have guard-rails, or guard-rails and barriers, and toe-boards, in order to comply with the **Work at Height Regulations**.

Ensure that all wheelbarrows, trolleys and materials are secured or wedged before they are carried on the hoist platform.

Electrical Safety

Alderclad recognises its duties under the **Health and Safety at Work etc Act** and the **Electricity at Work Regulations** to maintain systems, plant and equipment which are safe to use when used correctly. Many factors can influence and affect electrical installations and equipment. Therefore, it is vital to ensure they are adequately maintained by inspection and testing as necessary.

All electrical work will be carried out in accordance with **The Electricity at Work Regulations**.

Permanent Installations & Portable Electrical Apparatus

Fixed, permanent installations into offices will be inspected, and tested where necessary, at intervals of five years. Professionally qualified electricians will carry out the work and will issue inspection and test certificates, which will be retained in Alderclad records.

All installation, repair and maintenance work on permanent installations will be carried out by competent electricians and fully comply with the I.E.E. Wiring Code of Practice, which has now been adopted as a European Standard.

A 'hand-over' certificate will be requested from the electricians on completion of testing of the installations in Alderclad's office premises.

All company owned equipment, including extension cables will be regularly inspected by Alderclad's appointed electrical inspector for signs of wear and damage. Competent persons will carry out any necessary repairs. Portable equipment will undergo annual electrical testing to ensure it continues to be safe to use. (PAT Testing)

Damaged or Defective Electrical Equipment

Employees will report faulty equipment as soon as the fault is noted. A tag or label, stating the suspected nature of the fault, should be attached to the power lead of the equipment, with the equipment immediately removed from use and sent for repair.

The companies appointed electrical personnel, who will also inspect, and where necessary test, the repaired equipment before it is reissued for use, will carry out all repairs.

The repairer of the electrical equipment will maintain the appropriate log/record of maintenance and make the records available to Alderclad.

Temporary Site Installations

Temporary installations into site cabins and offices will be carried out by competent electricians and will fully comply with the I.E.E. Wiring Code of Practice. The site manager/supervisor should request from the installer a completion hand over certificate on completion of the testing of the installation. Regular quarterly re-inspections and testing will be programmed if the cabin or office is still in use after the initial three-month period, unless experience has shown that the re-inspection/testing can be performed at greater intervals.

The use of reduced voltage supply operating at 110v through double wound transformers is generally accepted throughout the construction industry. Therefore, Alderclad will continue to accept the best practices, and use only such equipment and supplies wherever possible.

Other higher voltage equipment may be used where lower voltage equipment is not available. However, where this occurs, additional safety precautions will be taken, e.g. armoured cables, residual current circuit breakers (RCCB & RCD), more frequent inspection.

All company owned equipment, including extension cables will be regularly inspected (at three monthly intervals) by the appointed electrical inspector for signs of wear and damage, and competent persons will carry out any repairs necessary. Where necessary portable equipment will undergo electrical testing to verify it is safe to continue using.

Damaged or Defective Portable Electrical Equipment

Employees will report faulty equipment to the site manager/supervisor immediately. A tag or label, stating the suspected fault, should be attached to the power lead of the equipment and the equipment immediately returned for repair.

Repairs will be carried out by the appointed electrical person, who will also inspect, and as necessary test, the repaired equipment before placing it in the tool/equipment store, where it may be re-issued for use.

Equipment will not be removed from the "repair" area unless it is by competent electricians, who are to carry out repairs.

The repairer of the electrical equipment will maintain the appropriate log/record of maintenance and make the records available to management staff.

Personal Electrical Items

Personal electrical items such as phone or e-cigarette chargers must not be used without a current PAT test. Items being charged must not be placed on combustible materials (paper etc) when being charged. Chargers must not be left plugged in overnight.

Overhead Electric Cables

Overhead electric line conductors are normally un-insulated and if contact, or near contact, is made with them an electric current will discharge with the risk or severe shock and burns to any person in the immediate vicinity.

During the contract preparation stage, the Contract Manager and Site Supervisor will carefully note the position of all overhead lines in working areas and regard every overhead conductor as being electrically charged.

They should also check with the electricity authority to see whether they can:

- Re-route the lines.
- Put the lines underground.
- Have the lines made dead.
- Sheath the lines.

Prior to commencement of roofing work, the site manager/supervisor will ensure that the following actions have been implemented as necessary:

- Material will not be stored beneath the overhead lines.
- Scaffold poles, metal-bound ladders and materials, which are wet or damp, will be kept at a safe distance from all overhead lines. In no circumstances should such materials be stored below overhead lines.

The Contracts Manager and Site Manager, prior to the commencement of the above works will draft a site-specific and detailed safety method statement. The safety method statement will follow the guidance set out in the HSE Guidance Note GS 6. The system of work and control measures will be strictly enforced and supervised by the site manager/supervisor, who will also induct all persons to be involved with the work.

Tools and Equipment

Abrasive Wheels

The following control measures shall be in place when operating abrasive wheels;

- No person will operate these machines, or mount an abrasive wheel, unless they have been suitably trained and deemed competent.
- No abrasive wheel is to be fitted other than to the correct spindle.
- Dressing a wheel by any means, other than with a dressing tool is strictly forbidden (bench and pedestal machines).
- When using abrasive wheels, especially on portable equipment, be careful not to damage or crack the wheel and make sure the guard is in position.
- Always wear suitable high impact eye protection/face shields and hearing protection.
- Wear suitable RPE where dust is produced from the nature of the task.
- Use blotters (labels to both sides of the wheel or disc on portable machines) supplied with the wheels.
- Make sure that the wheels or discs hole, threaded or plain, fits the machine spindle properly and that flanges are clean, flat and of the proper type for the wheel you are mounting.
- Do not use excessive pressure when mounting the wheel between flanges.
- Tighten the nut only enough to hold the wheel firmly.
- Do not mount more than one wheel on a single spindle unless the machine is designed specially to take more than one disc/wheel.
- Do not use a grinding wheel that has a related speed less than the speed of the grinder.

Safe Use of Liquid Petroleum Gas (LPG)

The use of LPG is covered by regulations, and all regulations will be adhered to by Alderclad when LPG is used on site.

To meet this objective the following precautions should be observed:

- Cylinders will be used and stored in the open and in an upright position (valve uppermost). If the cylinder is butane and connected to an appropriate heating appliance, then it may be used within an accommodation unit (site hut or cabin) only if adequate ventilation is provided.
- Adequate room ventilation will be provided for site cabins. As a minimum, upper wall and floor vents (through to the outside) will be provided. Floor vents should be in the floor, not the lower wall. There may be a need to raise the cabin unit clear of the ground to ensure floor vents are not blocked by grass etc.

- All appliances will be fitted with their own "ON-OFF" tap, and not controlled by the cylinder valve.
- Hose connections will be by proprietary clamp or crimp, and flexible hoses should not exceed 3 metres in length.
- Properly maintained regulators (and gauges where fitted) will be used.
- A dry powder fire extinguisher will be readily to hand.
- Cylinders will be stored correctly and returned to the cylinder store when not being used.
- When transporting LPG cylinders in enclosed vans, the cylinder will be upright and secured. The driver will understand the dangers of LPG and be aware of the emergency action in the event of a leak, accident or fire. Windows should be slightly opened to provide through ventilation and driver and passengers shall not smoke.

The Carriage by Road of LPG Cylinders in Closed Vans

This guidance provides a summary of the duties of drivers, specific to the carriage of LPG cylinders in closed vans, in order to comply with the regulation.

- The vehicle used for carrying the cylinders will be of adequate strength, of good construction, properly maintained and suitable for the purpose.
- Cylinders in any type of vehicle will be loaded in a single layer and secured to prevent any movement or displacement during carriage, which may create a hazard. They will be carried upright with their valves uppermost.

Closed vans will not be used for the carriage of more cylinders than is shown in the following table:

Cylinder Size (LPG Content)	Maximum Number To Be Carried
Greater than 20 Kg	**4**
5 to 20 Kg	**12**
Less than 5 Kg	**23**

- The total number carried in any one load will be limited to the maximum number permitted for the largest sized cylinder in the load.
- Closed vans carrying LPG will display a 'flammable gas' hazard warning diamond on both sides and the rear. They will be kept clean and free from obstructions.
- The load compartment of closed vans will have permanent ventilation openings at the front and rear, or at positions recommended by the vehicle manufacturer, to ensure a flow of air through the load compartment. The rear opening should be as low as possible to ensure the release of a heavier than air gas. The total area of ventilation will not be

less than 2% of the load compartment floor and this will be equally divided between the front and rear.

- Cylinders should be fitted with gas-tight plugs or caps to the valve outlets. Drivers should carry sufficient spare plugs or caps for use where they are missing.
- Cylinders will not remain in closed vans while stationary for more than two (2) hours.
- Drivers of all vehicles will be trained in accordance with the requirements of this guidance, particularly on action to take in the event of an emergency.
- The vehicle driver will carry written information about the hazards of the substance. This is to ensure he/she knows the identity of the substance carried the nature of the hazards and the action to take in case of emergency. This information, which will generally be in the form of a "TREMCARD", (transport emergency card) will be kept readily available to provide the emergency services with reliable information if it is required.
- Care will be taken during loading and stowing the cylinders to ensure that no additional hazard is created.
- All necessary fire precautions will be taken. No smoking or naked flames are permitted. Suitable fire extinguishers will be carried and maintained in accordance with manufacturer's instructions. One extinguisher suitable to deal with engine fires will be carried in the front compartment; and one extinguisher suitable to deal with small fires in the load compartment will be carried (e.g. two dry powder extinguishers 2 & 6 Kgs capacity)
- If requested by a police officer or traffic examiner, the driver will produce the relevant documents, e.g. the "TREMCARD"; and give any other information that will enable the officer to know the identity of the substance being carried.

Cartridge Operated Tools

These tools are work equipment and therefore, the requirements of the **Provision and Use of Work Equipment Regulations** and company policy will be observed.

- Persons trained in the use of cartridge tools.
- Cartridge tools will be dismantled and examined for defects once in every seven days of use.
- The tool should not be used unless it is fitted with a guard or shield suitable for the work
- All unused cartridges will be returned to the site manager/supervisor, who is responsible for establishing a procedure for issue and return.
- Always when operating a cartridge tool wear suitable high impact eye protection and hearing protection.
- A loaded tool will not be left unattended.
- Tools and the number and type of cartridge should always be signed for when issued.
- On issue always immediately check the tool is not loaded.

- When loading a cartridge or strip, point the barrel in a safe direction - pointing away from yourself and any other person.
- Never place your hand over the end of the barrel.
- Never walk around the workplace with a loaded tool - it should only be loaded at the work site.
- Hold the tool at right angles to the job when firing.
- When fixing through pre-drilled holes, ensure the adapter is used to make sure the nail or fixing is guided safely to its point of contact.
- Always be aware of the possibility of the nail being fired through the material. Carry out tests to determine the correct power setting or correct cartridge strength. During testing, ensure no persons are allowed behind the material into which the tool is being fired.
- Tools will not be fired where concentrations of flammable dust or vapour could give rise to an explosion.
- In the event of a misfire, wait one minute before unloading. Extract the cartridge only in accordance with the manufacturer's instructions; under no circumstances will a screwdriver, nail or knife be used.
- Misfired cartridges will be immersed in water to render them harmless.
- After use ensure the tool is cleaned and oiled according to the manufacturer's instructions.
- Only routine maintenance and the replacement of interchangeable parts are permitted, all major repairs will be carried out by the manufacturer.
- Stocks of cartridges will be stored in damp-proof and flameproof boxes or cupboards, which can be securely locked.
- Remember - cartridge tools can be dangerous if misused. Always ensure that they are never used in a careless manner.

Maintenance Procedure

Alderclad accept that maintenance of work equipment and on the premises can expose those carrying out the work to a number of different hazards. Due to the varied amount of tasks that come under the wide umbrella of maintenance, ranging from repairing and replacing broken items to cleaning and painting, therefore, Alderclad shall ensure that a thorough assessment of the work is carried out, prior to the work commencing.

Due to the nature of the work, which may include electrical testing, plant maintenance, roof access etc. it is often necessary to remove the safeguarding to gain access to the parts requiring attention or access areas not normally used, Alderclad shall control hazards by positive isolation, temporary edge protection, notification of work, signage etc.

Alderclad shall ensure that only trained and competent personnel (including contractors) conduct maintenance tasks and these workers will have a raised awareness of the inherent hazards.

To reduce the risk of injury whilst maintenance work is being carried out, Alderclad will carry out a thorough risk assessment to enable suitable control measures to be put in place. Referring to, and adhering to, manufacturers information, including maintenance and setting instructions.

Alderclad prevention measures included in the risk assessment:

- Suitable means access.
- Physical isolation of the equipment.
- Portable and mobile lighting (suitable lighting)
- Use of suitable tools (possibly substituting electrically powered tool with pneumatic tools in certain environments).
- Not carrying out work in *situ* (removing items to be worked on to a more suitable location).
- Blocking or shoring-up moving parts to prevent unexpected movement. This shall also include positive isolations.
- Providing suitable protective equipment to reduce the effects of hazardous substances, sharp objects, hot surfaces, etc. although the use of PPE shall, where practicable, be used as a last resort.

The list is not exhaustive as each job will present its own health and safety issues. Alderclad will take a logical, systematic approach to the situation, that an acceptable degree of risk reduction can be achieved.

Maintenance Strategies

Alderclad accept it is a legal requirement to provide safe plant and equipment under the **Health and Safety at Work Act 1974 and the Provision and Use of Work Equipment Regulations**. Alderclad will use the following strategies for ensuring well maintained equipment and premises.

Emergency/Breakdown Maintenance

When equipment failure does not have a major effect on production or safety and may be tolerated until repair, then the positive decision to use this as an option can be valid.

Opportunistic Maintenance

Where the work is planned to occur at a time that becomes available, normally when something else fails.

Working Adjustments

Occur regularly in the workplace where equipment is still in operation, but potential failures have been identified.

Servicing and Inspection

Servicing and/or inspection' is the basic active strategy to minimise potential breakdown. Its purpose is to look for potential failures and take remedial action before failure occurs.

Planned Preventive Maintenance

The basis of routine maintenance is that equipment is inspected, and vulnerable parts are replaced at regular intervals or after a certain number of hours of use.

Inspection & Test

Managers must ensure that any equipment provided is fit for purpose and where necessary have an inspection / test certificate.

It is the manager's responsibility to ensure, prior to the re-test date, the supplier is contacted, and a re-test is arranged

Regular office maintenance includes:

- Equipment PAT testing.
- Electrical installation checks.
- Boiler and heating maintenance.
- Replacement of light bulbs.
- Inspections of gutters and roof.
- Inspections of external lighting.
- Cleaning of external drainage.
- Window cleaning.
- Fire extinguishers.
- Access equipment.
- Computer servers.
- Smoke alarms.

Noise

Wherever necessary the requirements of the **Noise at Work Regulations** will be fully complied with. A brief summary of the regulations is listed below. In addition, Alderclad has available for issues to each site a list of typical noise readings from common pieces of construction equipment and tools. This list is to be used by supervisors to determine the level (if any) of noise control required, including the provision of hearing protection.

Action required where $L_{EP,d}$ is likely to be:- (see note 1 below)	below 80dB(A)	80dB(A) Lower Exposure Action Level	85dB(A) Upper Exposure Action Level
EMPLOYER'S DUTIES			(2)
General Duty to Reduce Risk		*	*
Risk of hearing damage to be reduced to the lowest level reasonably practicable	*		
Assessment of Noise Exposure			
Noise assessments to be made by a Competent Person.		*	*
Record of assessments to be kept until a new one is made		*	*
Noise Reduction			
Reduce exposure to noise as far as is reasonably practicable by means other than ear protectors			*
Provision of Information to Workers			
Provide adequate information, instruction and training about risks to hearing, what employees should do to minimise risk, how they can obtain ear protectors if they are exposed between 80 and 85 dB(A), and their obligations under the Regulations		*	*
Mark ear protection zones with notices, so far as reasonably practicable.			*
Ear Protectors			
Ensure so far as is practicable that protectors are:-		*	*
- provided to employees who ask for them			*
- provided to all exposed			*
- maintained and repaired			*
- used by all exposed			(3)
Ensure so far as is reasonably practicable that all who go into a marked ear protection zone use ear protectors			
Maintenance and Use of Equipment			
Ensure so far as is practicable that:-		*	*
- all equipment provided under the Regulations is used, except for the ear protectors provided between 80 and 85 dB(A).		*	*
- ensure all equipment is maintained,			
EMPLOYEES DUTIES			
Use of Equipment		*	*
So far as is practicable:-		*	* *
- use ear protectors			
- use any other protective equipment			
- report any defects discovered to his/her employer			
MACHINE MAKERS' AND SUPPLIERS' DUTIES			
		*	*
Provision of Information			
Provide information on the noise likely to be generated			

NOTES:

(1) The dB(A) action levels are values of daily personal exposure to noise ($L_{EP,d}$).

(2) All the actions indicated at 85 dB(A) are also required where the peak sound pressure is at or above 200Pa (140 dB re 20*u*Pa).

(3) This requirement applies to all who enter the zones, even if they do not stay long enough to receive an exposure of 85B(A)LEP,d.

Reducing Noise and Exposure

- Information on the noise and frequency levels of any plant are obtained before hire or purchase.
- The noise levels of any static plant in any workplace are taken into consideration before installation.
- When personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, noise assessments have been undertaken and appropriate protective measure taken.
- Action is taken where noise cannot be reduced below the following action levels: - Lower Exposure Action Value 80 dB (A) daily personal exposure.
- A noise assessment by a competent person in writing.
- Ensure that suitable measures to reduce the risk are available to employees, on request.
- Ear protection zones must be demarcated with signs in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.
- Adequate means of communication are provided in noisy environments, especially if there are relevant alarm sounds, which may need to be heard, alternative signals may need to be provided.
- Alderclad will carry out regular noise exposure assessments and noise level surveys of noisy areas, processes and equipment.
- All the control measures identified in the noise assessment are implemented.
- Alternative methods of work have been considered to eliminate or reduce possible noise levels.
- Alderclad will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, such as enclosures, silencers, machine covers, etc. Ensure all noise reducing features are fitted, in a serviceable condition and used.
- Alderclad will provide suitable and effective ear protection to employees working in high noise levels, as indicated to be necessary by the results of noise exposure assessments.
- Where the first action level is likely to be reached, that supplies of hearing protection appropriate to the noise source, are available on site.
- Where the upper or peak action level is likely to be reached, or exceeded, hearing protection equipment is issued to operatives and ensures that it is worn.
- Any defects noted in noise reducing equipment are reported to the relevant manager immediately for remedial action to be taken.
- Alderclad will provide maintenance and repair or renewal of the protective equipment. All personnel required to use hearing protection have been instructed in the use of any equipment provided for their protection. Personnel subject to high levels of noise will be provided with information, instruction and training about the harmful effects of noise and what they must do in order to protect themselves and meet the requirements of the law and company policy.
- Where prolonged exposure is unavoidable, work is planned to give operatives adequate rest breaks away from the noisy environment. Alderclad will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection.

- Only when it is not reasonably practicable to engineer the noise reduction, is the provision of hearing protection to be considered.

Vibration

Several operations require the use of handheld tools and equipment e.g. drills and abrasive wheels. The vibration produced by this type of equipment can have an adverse effect on the upper limbs and the nerves, tissues and muscles of the hands and fingers of the people operating them. In the long term this may lead to permanent damage known as Hand Arm Vibration Syndrome (HAVS) The best known of these conditions being vibration white finger (VWF) which is caused by damage to the blood circulation.

Where possible, methods will be used that avoid the need to expose employees to hand arm vibration (e.g. machine mounted breakers, floor saws, remote controlled trench rollers etc).

If this is not possible then exposures will be reduced to as low a level as is reasonably practicable.

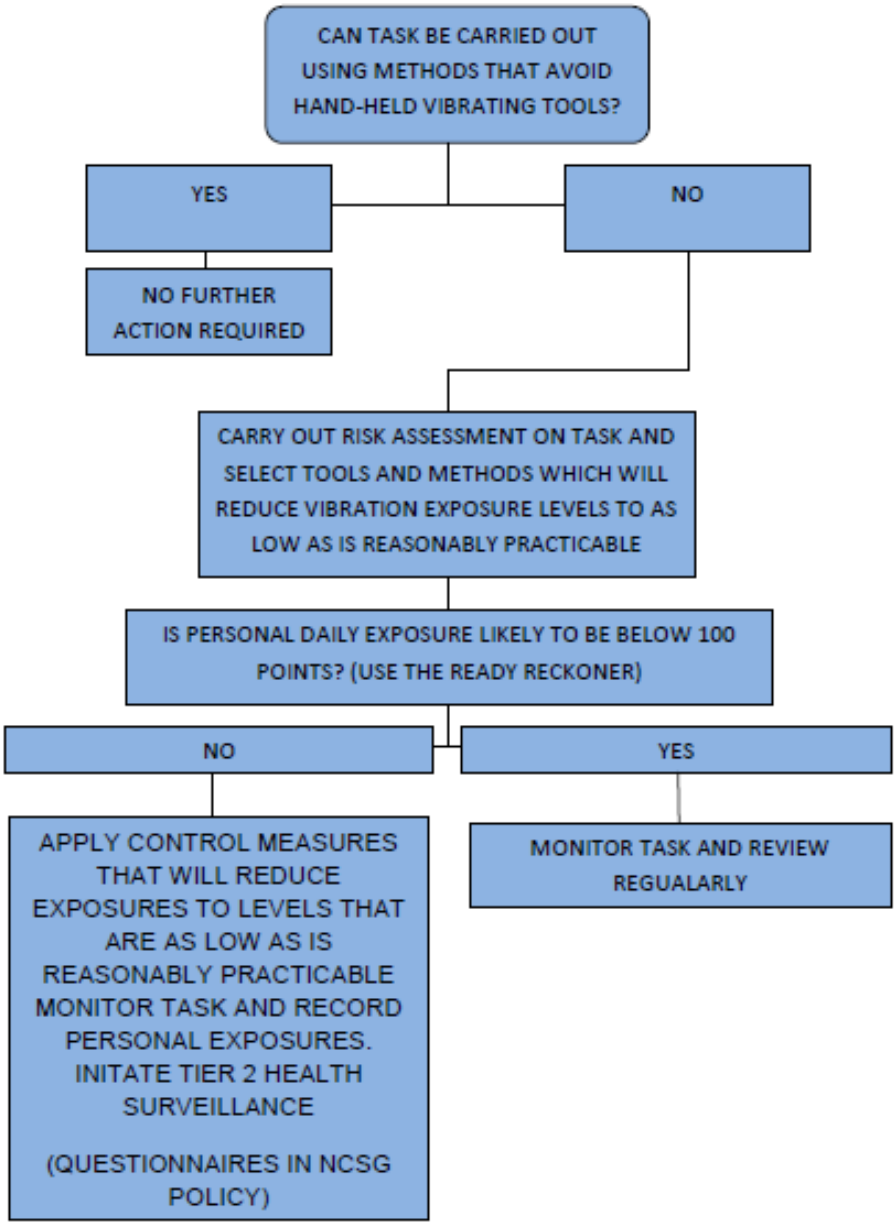
An assessment of the hazards created by the use of hand-held equipment will be undertaken to prevent, or where this is not reasonably practicable, reduce and control the risks from the vibration. The site manager will arrange for these assessments to be carried out with assistance from Northern Counties Safety Group where required.

Manufacturer or supplier's information will be used as guidance, but assessments on site during the actual use of the equipment/tool will be planned. Low vibration plant and equipment will be specified and used wherever practicable.

Where employees first join Alderclad, and are expected to be exposed to hand-arm vibration, they will complete a Tier 1 health questionnaire to determine their risk from vibration exposure

The flow chart below outlines the process:

FLOW CHART FOR VIBRATION



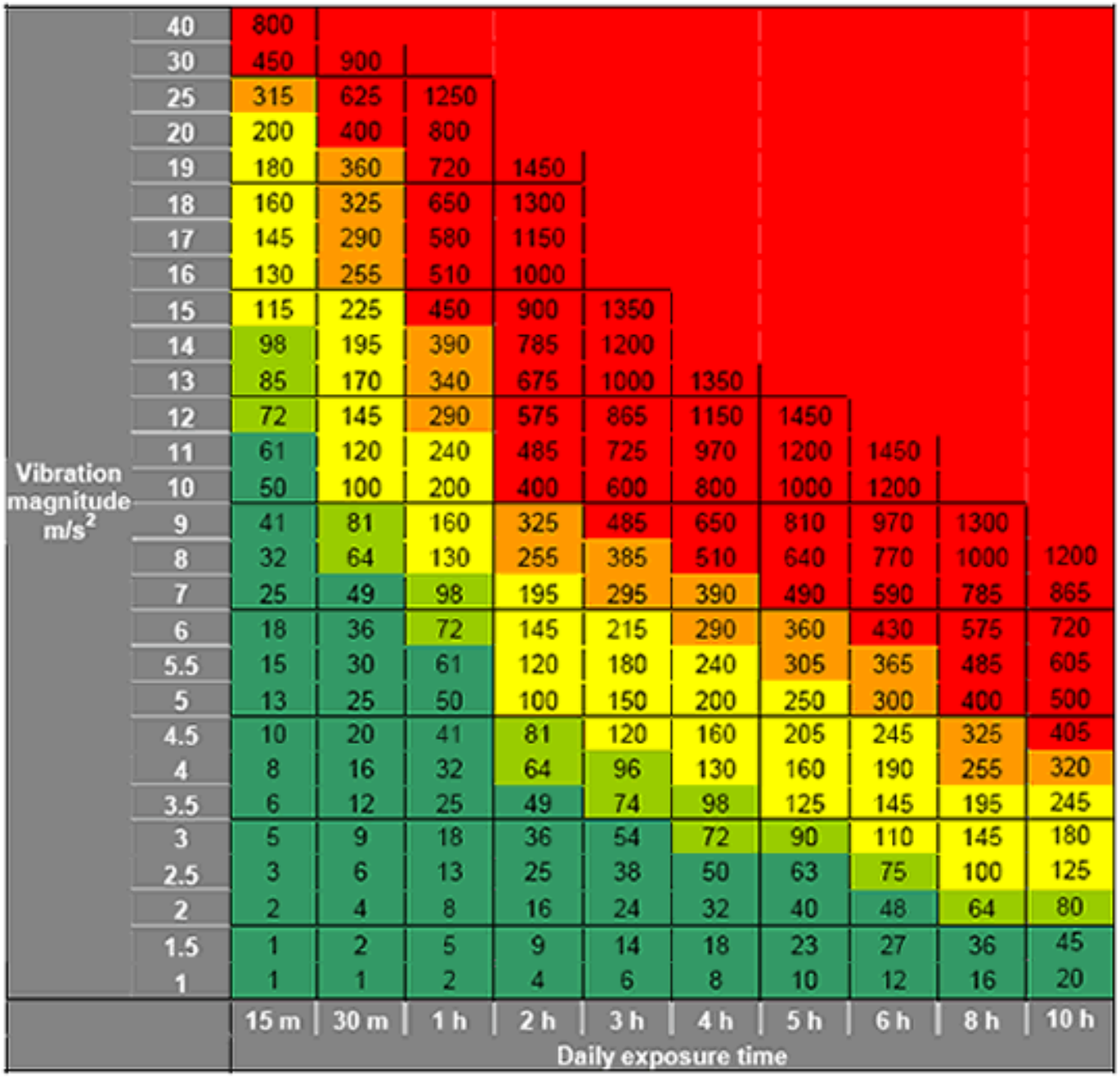
The Control of Vibration at Work Regulations Hand-Arm Vibration Criteria		
Description		**A(8) – m/s^2**
Exposure Limit Value (ELV)	The daily exposure **limit** value standardised to an 8 hour reference period	**5.0**
Exposure Action Value (EAV)	The daily exposure **action** value standardised to an 8 hour reference period	**2.5**

The Control of Vibration at Work Regulations have an **Exposure Action Value (EAV) of 2.5m/s^2**, and an **Exposure Limit Value of 5m/s^2**.

The table below is a 'ready reckoner' for calculating daily vibration exposures. All you need is the vibration magnitude (level) and exposure time. The ready reckoner covers a range of vibration magnitudes up to 40 m/s2 and a range of exposure times up to 10 hours.

The exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of values in m/s2 A(8). You may find the exposure points easier to work with than the A(8) values:

- Exposure points change simply with time: twice the exposure time, twice the number of points
- Exposure points can be added together, for example where a worker is exposed to two or more different sources of vibration in a day
- The exposure action value (2.5 m/s2 A(8)) is equal to 100 points
- The exposure limit value (5 m/s2 A(8)) is equal to 400 points



Vibration magnitude m/s²	15 m	30 m	1 h	2 h	3 h	4 h	5 h	6 h	8 h	10 h
40	800									
30	450	900								
25	315	625	1250							
20	200	400	800							
19	180	360	720	1450						
18	160	325	650	1300						
17	145	290	580	1150						
16	130	255	510	1000						
15	115	225	450	900	1350					
14	98	195	390	785	1200					
13	85	170	340	675	1000	1350				
12	72	145	290	575	865	1150	1450			
11	61	120	240	485	725	970	1200	1450		
10	50	100	200	400	600	800	1000	1200		
9	41	81	160	325	485	650	810	970	1300	
8	32	64	130	255	385	510	640	770	1000	1200
7	25	49	98	195	295	390	490	590	785	865
6	18	36	72	145	215	290	360	430	575	720
5.5	15	30	61	120	180	240	305	365	485	605
5	13	25	50	100	150	200	250	300	400	500
4.5	10	20	41	81	120	160	205	245	325	405
4	8	16	32	64	96	130	160	190	255	320
3.5	6	12	25	49	74	98	125	145	195	245
3	5	9	18	36	54	72	90	110	145	180
2.5	3	6	13	25	38	50	63	75	100	125
2	2	4	8	16	24	32	40	48	64	80
1.5	1	2	5	9	14	18	23	27	36	45
1	1	1	2	4	6	8	10	12	16	20

Daily exposure time

Using the ready reckoner:

1. Find the vibration magnitude (level) for the tool or process (or the nearest value) on the grey scale on the left of the table.

2. Find the exposure time (or the nearest value) on the grey scale across the bottom of the table.

3. Find the value in the table that lines up with the magnitude and time.

4. Compare the points value with the exposure action and limit values (100 and 400 points respectively).

The colour of the square containing the exposure points value tells you whether the exposure exceeds, or is likely to exceed, the exposure action or limit value:

	Above limit value
	Likely to be above limit value
	Above action value
	Likely to be above action value
	Below action value

5.If a worker is exposed to more than one tool or process during the day, repeat steps 1 – 3 for each one, add the points, and compare the total with the exposure action value (100) and the exposure limit value (400).

Control measures shall include:

- Identifying, and making use of, alternative plant and equipment, such as using crushers in place of handheld breakers.
- All personnel will be issued with and wear suitable PPE, including gloves for hand warmth where necessary.
- Ensure workers keep themselves and their hands warm and maintain a good flow of blood to the hands and fingers.
- Organise breaks to ensure long periods of uninterrupted exposure to vibration do not occur.
- Ensuring the correct tool is used for the job and that all tools are correctly balanced, have no worn or defective parts and all blades and cutters are sharp.
- Ensure facilities for the preparation of hot food and drinks are available for employees. This keeps the blood supply flowing through the main blood vessels.
- Health surveillance measures implemented where required.

Site supervisor will ensure the control measures are clearly understood by all personnel and that they are strictly adhered to.

Dust

Occupational health can seriously be affected by construction dusts created on sites by various processes and activities.

The unwanted health effects of working with these dusts can range from:

- Nasal and lung cancer (hardwood dusts).
- Respiratory diseases such as Asthma and Silicosis
- Ulceration of the skin.
- Dermatitis.
- Skin irritation.
- Irritation of the nose, mouth and upper throat.
- Irritation or serious damage to the eyes.

The lasting effects can vary from person to person and can take many years to become apparent.

The dust can get into the human body by means of:

- Skin contact.
- Breathing.
- Swallowing.

(It is known now that smoking can enhance the effect of certain dusts).

Obviously, it is best to avoid altogether coming into contact with these dusts, but in construction, complete avoidance will not be possible in most cases. Therefore, you must control the exposure of operatives and others to the dusts as much as possible.

Reducing Exposure

- Use M or H Class on-tool vacuums/ extractors if possible – remove dust at source.
- “Damp down” with water where possible – fit water suppression to Stihl saws (but not to electrical equipment).
- Open windows and doors – fresh air/ ventilation.
- Work outdoors as opposed to indoors.
- Avoid dry sweeping up – provide M or H Class vacuum equipment.
- Avoid leaving dusts lying around – ensure regular cleaning.
- Specify hand tools as opposed to power tools for cutting/ sawing – if power tools have to be used, make arrangements for the work to be done outside and LEV (local exhaust ventilation device) fitted to the tools. All LEV must have a thorough examination and test every 14 months.
- Lift heavy materials by mechanical device where possible/ avoid skin contact.

Protecting Operatives

- Learn to recognise what dusts are likely to occur and what controls are needed.
- Enforce the dust reducing rules– tell operatives about them.
- Provide good hygiene facilities so that operatives can wash hands before eating.
- Encourage operatives to avoid smoking.
- Make sure all operatives have a full set of PPE – goggles, FFP3 masks, gloves and boots and check to see that it is used on site!

Make sure that the correct grade of dust mask is in use and that the operative has been face fit tested and is clean shaven when in use.

Protecting Others

Often our work takes us into situations where other people are present:

- Public places.
- Offices.
- Private houses.
- Shops
- Large sites – other operatives.

As well as causing ill health to our workers, dust can cause ill health to others who may be affected by it.

We have a duty to protect others. This can be done by:

- Screening off our work areas, stopping dust floating to other areas.
- Following the “REDUCING EXPOSURE” points above.
- Avoid working/ creating dust directly below open windows or ventilation shafts.
- Informing others of activities which will produce dust.
- Excluding other people from the immediate work area as much as possible.
- Make sure that any other operatives in the work area also wear PPE.
- Co-operate with the Client as far as possible (e.g. avoid producing dusts during busiest periods).

Asbestos

The Control of Asbestos Regulations applies to any work in which asbestos is encountered, whether intentionally or not**.**

It will be necessary to obtain written confirmation from clients that no asbestos contamination exists in the ground to be built on; in any building or plant to be refurbished; or any plant or building to be demolished, which may be disturbed or released by normal operations and which may release asbestos fibres in excess of permitted action levels.

Clients and Principal Designers will be questioned on the existence of current, up to date, surveys, assessments and registers indicating the presence, or not, of asbestos, unless these details are clearly identified under the contract specification.

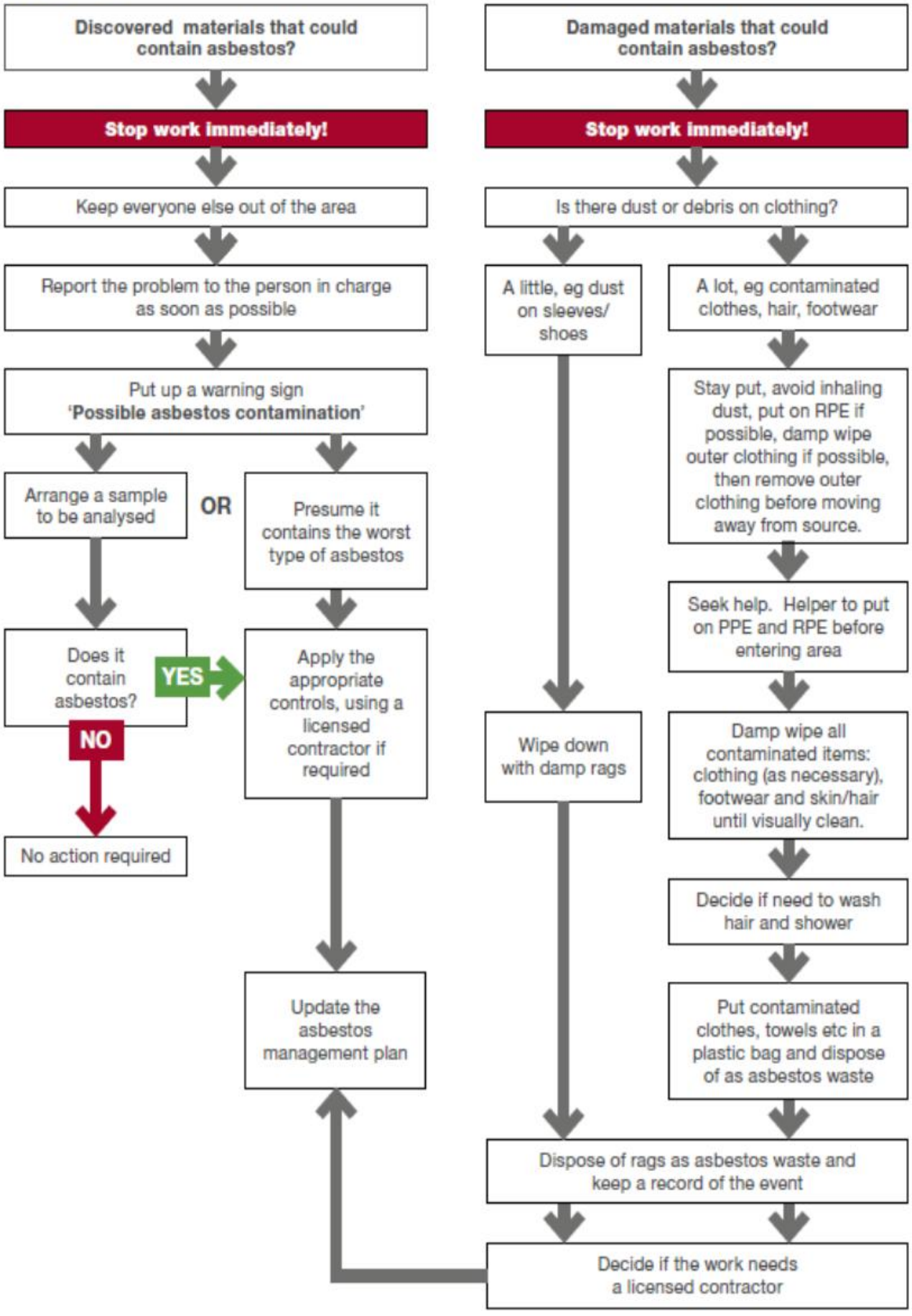
All known and suspected sources will be clearly identified and dealt with in the Construction Phase Plan. When asbestos is present, or suspected Alderclad will gather all relevant details with relation to the work, including surveys etc. and will ensure, where appropriate that any asbestos insulation or board removal work (not cement based products) is only carried out by a competent contractor, licensed by HSE in accordance with the regulations.

Asbestos has been used in the past in the construction industry, much of which is still in place. The most common uses, and where employees are most likely to encounter asbestos, include:

- Sprayed asbestos and asbestos loose packing as firebreaks and in ceiling voids.
- Moulded or pre-formed sprayed coatings and lagging generally used for thermal insulation of pipes, boilers etc.
- Sprayed asbestos mixed with hydrated asbestos cement, generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work.
- Insulation boards used for fire protection, thermal insulation, partitioning and ducts.
- Some ceiling tiles.
- Millboard, paper and paper products for insulation of electrical equipment, asbestos paper used for fireproof facing of wood fibreboard.
- Asbestos cement products compressed into flat or corrugated sheets.
- Corrugated sheets mainly used as roofing and wall cladding.
- Other asbestos cement products include gutters, rainwater pipes and water tanks.
- Various textured coatings, including in some artex.

If asbestos has been identified and you are likely to come into contact with it, you will seek advice from the site manager before proceeding with any work. If you uncover hidden material or dust you suspect may contain asbestos, you will stop work immediately and follow the emergency flow chart below.

Flow chart


Discovered materials that could contain asbestos?
Stop work immediately!
Keep everyone else out of the area
Report the problem to the person in charge as soon as possible
Put up a warning sign 'Possible asbestos contamination'
Arrange a sample to be analysed
OR
Presume it contains the worst type of asbestos
Does it contain asbestos?
YES
NO
Apply the appropriate controls, using a licensed contractor if required
No action required
Update the asbestos management plan
Damaged materials that could contain asbestos?
Stop work immediately!
Is there dust or debris on clothing?
A little, eg dust on sleeves/ shoes
A lot, eg contaminated clothes, hair, footwear
Wipe down with damp rags
Stay put, avoid inhaling dust, put on RPE if possible, damp wipe outer clothing if possible, then remove outer clothing before moving away from source.
Seek help. Helper to put on PPE and RPE before entering area
Damp wipe all contaminated items: clothing (as necessary), footwear and skin/hair until visually clean.
Decide if need to wash hair and shower
Put contaminated clothes, towels etc in a plastic bag and dispose of as asbestos waste
Dispose of rags as asbestos waste and keep a record of the event
Decide if the work needs a licensed contractor

Lead

During the construction and refurbishment works operatives could potentially come into contact with materials/products containing lead. Lead can cause serious occupational health risks and should be controlled effectively to prevent human exposure.

The **Lead at Work Regulations** main aims are to:

- Protect the health of persons at work by preventing, or where this is not reasonably practicable, adequately controlling their exposure to lead.

- Monitor the amount of lead employees absorb so that individuals, whose work involves significant exposure, can be taken off such work before their health is affected.

Alderclad will therefore, as necessary, carry out an assessment to determine the exposure risk to employees, and introduce appropriate controls to prevent exposure, in excess of the Occupational Exposure Limit (0.10 mg/m^3 for lead in atmosphere) If it is not reasonably practicable to prevent exposure, appropriate controls will be introduced to reduce the exposure. As far as possible, control will be secured by means other than PPE.

The assessment will identify:

- Significant hazards, which may pose serious risks to health if not properly controlled.

- Existing control measures already in place and the extent to which they control the risks.

- Persons affected or likely to be affected and the source of exposure e.g. (inhalation, ingestion, absorption)

- Where appropriate the types of respiratory protective equipment (RPE) PPE and clothing to be used.

- Significant exposure requiring air monitoring and medical surveillance.

Where significant exposure is likely, an appointed doctor (from the EMAS approved list) will be required to determine whether an employee should be under surveillance. Health records will be retained for forty years and assessments will be retained for a period of five years.

Where RPE and PPE are issued as a means of protecting against exposure, employees are expected to make full and proper use of all equipment provided and any other control measures established by Alderclad.

Employees will not eat, drink or smoke in any area they have reason to believe is, or liable to be, contaminated.

Employees will be furnished with appropriate information, instruction and training relevant to their work

Leptospirosis (Weil's disease)

The Employment Medical Advisory Service (EMAS) suggest that all workers on construction sites be given Polio and Tetanus injections, regardless of their trade, as a basic immunisation. Injections should be carried out at the employees' own G.P. surgery and employees should make their G.P. aware of the nature of their work.

Employees must also be made aware of the potentially serious infection Leptospirosis (Weil's disease) and the preventative measures to be adopted. At risk personnel will be issued with the Health and Safety Executive Leptospirosis guidance card, which gives further advice, and which can be presented to an employees' doctor in the event of symptoms arising.

- This disease is caused by a spiral shaped bacterium and is spread by contact with infected animals (predominantly rats) or water contaminated with their urine.
- The bacteria, **icterohaemorrhagia**, carried by rats, enter the body through contaminated cuts and scratches causing Weil's disease.
- The incubation period is usually 7-12 days and symptoms include a severe headache, fever, vomiting, jaundice and skin haemorrhages. Some persons may suffer meningitis, encephalitis or renal (kidney) failure.
- The disease can be occupationally acquired by construction workers, farmers, vets, abattoir workers and butchers and from recreational activities such as boating and swimming.
- Protective clothing, boots, rubber gloves and coveralls may be required to protect against contact with contaminated water. All protective clothing must be thoroughly cleaned after use.
- Precautions include good personal hygiene, cleansing and disinfecting of cuts and scratches and covering them with sterile waterproof dressings, washing arms and hands after contact with potentially contaminated materials before eating, drinking or smoking.

Occupationally acquired leptospirosis is a notifiable disease and must be reported to the Health and Safety Executive. If you show signs and symptoms similar to those mentioned above, and have been carrying out work on foul drains or sewers, or you think you have come into contact with contaminated water, in the preceding 14 days, you must consult your own doctor as soon as possible.

Alcohol and Drugs

Alderclad is committed to providing a safe and healthy working environment and recognises that those who misuse alcohol or drugs to such an extent that it may affect their health, performance, relationships at work and conduct. This policy, which applies to all employees, aims to:

- Promote the health and wellbeing of employees and to minimise problems at work arising from the effects of alcohol or drugs.

- Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage.

- Offer employees, known to have alcohol or drug-related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

This policy does not apply to personnel who commit a clear breach of company site rules due to overindulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.

Personnel Must Not:

- Report, or attempt to report, for work at any time when under the influence of alcohol or illicit drugs.
- Consume any illicit drugs or alcohol whilst at work.
- Be in possession of any illicit drugs or alcohol whilst at work.

Personnel Must:

- Inform Alderclad if you are charged by the police in connection with any alcohol or drug related offence. Alderclad will treat any information supplied with the strictest confidence.

- Attend any medical or drug related test required by Alderclad.

- Provide a biological sample (blood, urine, etc) when requested.

- Co-operate fully with Alderclad on the implementation of this policy.

Alderclad will, in consultation with employees and their representatives:

Advise all existing employees and new starters of the risks to health from the effects of alcohol and drugs, including some prescribed medications.

Encourage employees, who may have alcohol or drug-related problems which affect their work, to take advantage of Alderclad referral procedures for diagnosis and treatment.

Encourage supervisors and managers who identify job performance problems that may be attributed to the effects of alcohol or drugs, to consult with the director to determine whether there is sufficient concern to warrant a medical evaluation.

In cases where the effects on work due to alcohol or drugs misuse is confirmed or admitted, agree upon a programme of treatment in consultation with an external health specialist, employees GP and employee.

Information and Training

Alderclad will provide sufficient information, instruction and training as is necessary to ensure all employees have the knowledge required:

- To understand the dangers associated with the effects of alcohol or drugs at work and Alderclad Limited policy regarding this issue.
- To understand Alderclad procedures that will be adopted where there is found to be deterioration in work performance from these effects.
- To understand the legal consequences of their actions.

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

Safe System of Work

The effects of alcohol or drugs at work can create serious health and safety risks not only to those who misuse alcohol and drugs, but to other employees as well. Therefore, the following rules must be adhered to.

- Do not come to work under the influence of alcohol or drugs.
- Do not bring alcohol or non-prescribed drugs on to company premises.
- Check with your doctor or pharmacist about the side-effects of prescribed medications.
- Never drive or operate plant or machinery if you are affected by alcohol or drugs.
- Ask your doctor or Alderclad for guidance on sensible limits of alcohol consumption.
- Offer support and advice to work colleagues who you suspect of suffering from alcohol or drug abuse. Do not ‘protect’ them by keeping quiet.
- Ask for assistance if you feel that matters are beyond your own control.

Remember that your misuse of alcohol or drugs could seriously affect the health and safety of your work colleagues.

Stress Management

The overall aim of this policy is to help employees understand the effects of stress and help employees perform better by reducing stress because of their work.

Stress is the adverse reaction people have to excessive pressures or other types of demand placed upon them. There is a clear distinction between pressure, which can be a motivating factor and stress, which can occur when this pressure becomes excessive.

Signs of Stress

Signs to look for in an employee suffering from stress include changes in the pattern of behaviour, deteriorating relationships, an increase in drinking, smoking, drug taking, irritability, lateness, absenteeism, sickness, poor work performance, trivial complaints and lack of concentration.

There may also be identifiable physical symptoms, including headaches, visual problems, muscular pains, tiredness and insomnia.

Low productivity, high staff turnover, higher accident rates and an increase in customer complaints may also signify the existence of a problem which needs to be brought to the attention of Alderclad management.

The primary sources of stress which the policy aims to highlight, and control are:

Demands – Such as workload, work patterns (ie. weekend work/night shifts) and the work environment.

Control – How much control does the employee have in the way they do their work?

Support – Such as encouragement and resources provided by Alderclad, line management and work colleagues.

Relationships – such as avoiding conflict and dealing with unacceptable behaviour.

Role – Does the employee understand their role within Alderclad and is there any conflicting role.

Change – such as how is change in Alderclad systems managed and communicated to the employees.

Combat / Reducing Stress

In order to reduce or control stress at Alderclad, a stress reduction programme will be instigated by the Managing Directors.

Once a stress suffering employee has been identified, either via reporting their problems to a line manager or by clear indications of stress identified by a third person then an appraisal will be undertaken by one or both of the Managing Directors.

The issues covered in the appraisal will include:

- Job ambiguities – specific job descriptions should be issued.
- The level of training the employee has received to fulfil their role.

- Resources provided – are they adequate or do we need to provide better resources (staff, equipment etc.)
- Personality conflicts – dealt with where possible.
- Is the stress created more by the employees' personal life rather than work?
- Is the individual more prone to stress.
  (i.e. sensitive to constructive criticism, unable to cope with normal daily work activities)
- Has clear instruction been given by their line manager on what they are expected to achieve.
- Are objectives and goals set by line managers, realistic and achievable?
- Would counselling from an external person / agency be useful to the employee?

Following the appraisal, a well-structured action plan should be established to reduce stress levels, which has been agreed with both parties. The individual should then be monitored for improvements and their suitability to the role they have been given.

A follow up appraisal should be set up a month after the initial consultation to establish any positive or negative effects on the stress.

Health Surveillance information

Alderclad will ensure that all employees are provided with health surveillance **if deemed appropriate**, due to hazards identified by detailed risk assessments.

The primary benefits of, and therefore the objective, of health surveillance will be to detect adverse health effects at an early stage, enabling further harm to be prevented.

Once it has been decided that health surveillance is appropriate, it will be maintained during the employees employment unless the risk to which the worker is exposed and associated health effects are short term.

Health surveillance will be recorded on individual records.

Surveillance will include:

- Inspections of readily detectable conditions by a competent person, ie Musculoskeletal injuries
- Enquires about symptoms, inspection and examination by a qualified person ie havs
- Medical surveillance, which may include clinical examinations from dusts/fumes etc or hazardous noise

The frequency of the use of such methods will be determined either on the basis of suitable general guidance or on the advice of a qualified practitioner.

Manual Handling

Wherever possible, manual handling will be avoided by use of mechanical aids, or different work methods.

Risk Assessment

A manual-handling risk assessment will be required for all manual-handling operations where there is a foreseeable risk of injury. The site manager will carry out an assessment of any risk. Where the task involves handling material over 20 Kgs, the assessment will identify the control measures needed, which will usually involve two-man lifting and placing. Where possible the client and designer should try to avoid material of 20 Kgs and above.

Employees involved in the manual handling operation will be informed of the risk and of the control measures required to be taken by them.

For work activities where weights may be variable, such as the unloading of vehicles, employees will be advised on how to assess the manual handling risks involved and the control measures to be adopted. The site manager/supervisor are responsible for ensuring that employees have sufficient understanding of the risks of injury when handling loads of variable weight, or unpredictable loads.

The following list of weights gives the suggested action required to enable manual handling operations to be carried out safely.

LOAD	ACTION
<20kg (56lbs)	Within the capability of persons with no known medical condition
20-34kg (56-75lbs)	Training required in order to assess any lifting problems, may require 2 person lifting
34-50kg (75-112lbs)	Training required on specific techniques – including shape an design criteria, may require 2 person lifting
50-90kg (112-200lbs)	Mechanical lifting desirable
>90kg (200lbs)	Mechanical handling usually required

When carrying out manual handling assessments, the criteria shown below will be considered;

THE TASKS

Do they involve:

- Holding loads away from the trunk?
- Twisting?
- Stooping?
- Large vertical movements?
- Strenuous pushing or pulling?
- Long distances?
- Unpredictable movement of loads

THE LOADS

Are they:

* Heavy?
* Bulky/unwieldy?
* Difficult to grasp?
* Intrinsically harmful? (Sharp/hot/cold)

- Repetitive handling?
- Insufficient rest or recovery?
- A work rate imposed by an activity?

THE WORKING ENVIRONMENT

Are there:

- Constraints on posture?
- Poor floors/ground conditions
- Variations in levels?
- Hot/cold/humid conditions?
- Strong air movements?
- Poor visibility conditions?

INDIVIDUAL CAPABILITY AND OTHER FACTORS

* Unusual capability
* Any health conditions?

Lifting Practice

The following precautions shall be taken when lifting:

- Stand firmly - close to load. Feet about 300mm (12") apart with one foot slightly ahead of the other
- With the back straight - bend the knees.
- Obtain a firm diagonal grip. Keep load close to body.
- Lift up by straightening legs and move off.
- When lowering load keep the back straight and bend the legs.
- Avoid trapping fingers by placing the load askew on suitable packing. Wear gloves whenever possible. These will not prevent you trapping your fingers, but they do reduce the severity of the injury if you do.

Display Screen Equipment

The main requirements of **the Display Screen Regulations;**

The regulations require Alderclad to analyse each workstation for the purpose of assessing the risks to health and safety of users, which arise out of or in connection with the use of these workstations.

These assessments must be carried out systematically and results monitored carefully.

Assessments will be reviewed automatically whenever there is a substantial change in the workstation or a significant change in the job undertaken.

Display Screen Assessment risks generally fall under three headings – physical (musculoskeletal) – visual fatigue – mental stress, and because there is incomplete understanding of some of these problems managers need to impress upon staff the importance of reporting back to management as soon as any difficulties are experienced.

User and Computer Interface

In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, the responsible manager for this aspect must take into account the following principles:

- Software must be suitable for the task
- Software must be easy to use and where appropriate, adaptable to the user's level of knowledge and/or experience
- Systems must provide feedback to users on the performance of these systems
- Systems must display information in a format and at a pace which are adapted to users
- The principles of software ergonomics must be applied, to human data processing.

Definitions

- **'**Display Screen Equipment' covers an alphanumeric or graphic display screen.
- 'Operator' means a self-employed person.
- 'User' means an employee.
- 'Workstation' means an assembly comprising: 'Optional Accessories' – being items that will include the following:
  - Disk drive
  - Telephone
  - Printer
  - Document holder
  - Chair
  - Desk or work surface, etc.
  - Immediate working environment

Analysis of Workstation

Alderclad will carry out a suitable and sufficient analysis of the workstations.

Review the analysis if:

- There is reason to suspect it is no longer valid.
- There has been a significant change.

Where risks are identified by the assessment, they must be reduced to the lowest extent reasonably practicable. The assessment will cover:

- Risk from the workstation.
- Draw upon other relevant sources of information.
- Produce valid and reliable conclusions.
- Make a clear record of the assessment.
- Communicate the findings to those who need to take action.

Work Routine

The users must plan the activities to periodically interrupt work at DSE.

In most cases natural breaks will occur involving filing, answering telephones, sending faxes etc., and the work should be planned accordingly.

Any break should allow the user to:

- Vary his/her posture.
- Avoid activities which require similar arm or hand movements.
- Provide visual relief from the screen.

Alderclad will allow an adequate degree of flexibility for ‘users’ to organise their work rather than draw up a precise and detailed timetable of breaks.

Eye and Eyesight Test

Alderclad will provide his ‘users’ with an appropriate eye and eyesight test initially on request and at regular intervals. The cost of the test will be borne by Alderclad.

If the results of the test reveal that special corrective appliances are necessary at normal visual display unit viewing distances, then Alderclad will provide them ‘free of charge’**.**

Provision of Training

During the assessment Alderclad will provide adequate health and safety training that shall cover:

- Simple explanation of main risks associated with the work.
- Correct adjustment of equipment.
- Need for breaks.
- Avoidance of overreaching and glare.
- Inspection and cleaning procedures.
- Correct posture and importance of postural changes
- Provision and wearing of corrective appliances.
- Reporting procedures for highlighting problems.

Checklist;

Display Screen:

- Characters must be clear, well defined, of adequate size and properly spaced.
- Image must be stable with no flickering.
- Brightness and contrast should be easily adjustable.
- Screen must swivel and tilt easily and freely.
- Screen must have a separate base.
- Glare and reflections must be minimised.

Keyboard:

- Tiltable and separate from screen.
- Sufficient space provided in front of keyboard.
- Matt surface to avoid reflection.
- Adequate and legible keyboard characteristics.

Work Chair:

- Stable with ease of movement.
- Adjustable height to accommodate work desk.
- Adjustable back rest with tilt facility.
- Suitable footrest.

Work Desk or Work Surface:

- Sufficiently large with low reflectance.
- Stable document holder which is adjustable.
- Adequate space for legs.

Other matters covered will include:

- Space requirements, Lighting, Noise, Heat, Radiation, Humidity

Young Persons

Alderclad may from time to time employ "young persons". These we define as persons under the age of 18 years old.

In recognising that such persons may not in general possess the same level of understanding of risk in the "workplace" as experienced employees, greater care will be exercised when allocating work tasks. Work tasks that present a particular risk to young persons, such as harmful exposure to toxic agents; physical activities which are beyond the capabilities of the young person; extremes of heat and cold; excessive noise and vibration, working at height on sloping roofs, are of particular relevance and cannot be allocated to young persons. Therefore, the Contracts Manager/Site Supervisor will ensure a suitable and appropriate risk assessment is compiled before allocating any work tasks to employed young persons. A higher standard of supervision will also be required to ensure young person’s cannot endanger themselves or others.

To meet the requirements of "**The Management of Health and Safety at Work Regulations**" Alderclad will, before employing young persons, review any existing risk assessments appropriate to the employment of young persons, together with developing new risk assessments as necessary.

Disabled Persons

The Health and Safety at Work etc Act 1974, section 2, requires employers to exercise a general duty of care towards all their employees. Most disabled employees neither need nor seek safety systems beyond those in place for the work force generally.

Alderclad will consult with the Employment Medical Advisory Service (EMAS) of the Health and Safety Executive for advice on health and safety concerns relating to individual employees where complex problems arise. Attention will also be given to possible corrective measures necessary to overcome any under representation, i.e. alterations required under the Equality Act 2010

In practice, Alderclad's duty of care extends to ensuring that disabled people are not exposed to workplace environments that are hazardous as a consequence of the particular disability (such as requiring a deaf person to work in a situation where reacting to sound is an important factor in personal safety).

Alderclad will therefore give special attention to the integration of a disabled employee within the overall work force. Although employing disabled people never compromises health and safety standards, there may be a requirement to provide information or instigate training for other staff to ensure that both routine and emergency procedures work effectively.

Employees registered with the Employment Service as disabled are, where appropriate, entitled to personal equipment and/or workplace adaptations, which facilitate the work undertaken.

Record Keeping

Alderclad will keep records of disabled persons in the work force and records of any special equipment provided or workplace adaptations made for the benefit of disabled persons under the Equality Act. Any training provided to disabled persons will also be recorded.

Visitors and Public Safety

Alderclad recognises and accepts its obligations to safeguard visitors during work activities and to ensure the health and safety of the public who may be exposed to danger as a result of the work activity.

The following arrangements have been developed to enable Alderclad to effectively discharge its duties under the **Health and Safety at Work etc. Act**, and has assigned the site manager/supervisor the overall responsibility of implementation on construction sites.

Information and Communication

Any special arrangements required by visitors or public are to be ascertained, where practicable, before arrival to the office premises or site. This may include special access requirements, or language arrangements. Safety signs may need to be in a language easily understood by those who are targeted. Special needs of the visually impaired will also be considered.

Supervision

Adequate supervision will be maintained while visitors are on the premises or site. This includes the safe handling, use and transportation of materials and substances that may present a danger to visitors. Supervision will be maintained to ensure they cannot stray into hazardous areas.

Physical barriers may be required to prevent unauthorised access to hazardous areas, or to prevent members of the public being exposed to hazards. These barriers will be provided as appropriate. It will also be recognised that the standard of protection required to exclude or to protect children is expected to be much higher than that required for adults, even if the children are trespassers. Suitable risk assessments will be carried out and the precautions necessary to prevent public or visitor exposure to danger will be identified. The site manager/supervisor, or the person in charge of the premises or work area, will ensure the preventative and protective measures necessary to safeguard the public and visitors are implemented.

Induction

Visitors are to be given the appropriate safety induction to ensure their safety while on the premises or site. Where it is necessary for a visitor to enter a construction site, or other risk area, the induction will address the identified hazards and risks that the visitor is likely to be exposed to. The site manager/supervisor is to ensure induction is undertaken.

Personal Protective Equipment

Visitors will be required to use any personal protective equipment that is necessary to safeguard their health and safety.

Working Alone

Alderclad will so far as is reasonably practicable, ensure all operatives and employees who are required to work alone or unsupervised for significant periods of time, are protected from risks to their health and safety. Measures will also be taken to ensure other persons who may be affected by the work are also protected.

An assessment of the risks will be undertaken by the contract's manager, by virtue of the **Management of Health and Safety at Work Regulations**, to identify the hazards and to determine whether unaccompanied persons can carry out the work safely.

Consideration will be given to:

- The remoteness or isolation of the place of work.
- Means of communication e.g. two-way radio, mobile telephone, regular visits by a competent person, and other means of summoning assistance or raising the alarm.
- Violence or criminal activity by third parties and other interference.
- Foreseeable "worst case" scenario, including the provision for the treatment of injuries e.g. first aid kit and availability of a first aider.
- Employee suitability, including training requirements, experience, medical fitness, etc.
- Suitability and quality of tools, plant and equipment.
- Availability and quality of personal protective equipment required.
- Levels of supervision required before operatives and employees are deemed to be competent to carry out the work and levels of supervision can be relaxed.

Any personnel who may be required to work alone, or unsupervised, will be given the necessary information, instruction, training and supervision to enable them to identify the hazards and appreciate the risks involved.

All employees are required to co-operate with these procedures to ensure safe working and will report any concerns to their supervisor immediately.

Working Near Water

Working over or near waterways can present a number of problems, e.g. the risk of personnel or plant falling into water and contracting diseases such as 'Weil's disease.

This procedure complies with the regulations surrounding working over water and the methods of work which need to be implemented to eliminate the risk of injury.

Preventing Drowning

Precaution must be considered to prevent operatives falling into the watercourse and being swept away by the current.

Wherever possible the potential risk of falling into the water should be removed by fencing off the area. Where a risk still exists then a professionally manned rescue boat/launch should be made available close to the work area with grab lines and an approved lifebuoy to prevent a person from drowning should someone fall in.

Employees should wear approved life preservers or 'floatation suits' if the risk of drowning or being swept away is high. Employees shall be trained in the use and limitations of such equipment.

Where practical a fully boarded scaffold is the most efficient access to structures over water, this will prevent debris and personnel from falling in. When this is in place it is not necessary to employ a rescue launch.

HAZARD	RISK	ACTION
Personnel falling in	High	Fully boarded access
Debris falling in	High	Fully boarded access, specific protection

The appropriate authorities must be informed e.g. River Authority and Environmental Agency etc, of our activities before commencement of the project.

It is the responsibility of the Managing Directors, supported by the Contracts Manager to ensure all the requirements of this procedure are complied with.

Security Policy

Alderclad accept that security is closely associated with health and safety on its premises or construction sites. Alderclad accept that a poor standard of security with the resulting risk of trespass, theft and damage can have implications for the health and safety of the trespassers and possibly the people who are authorised to be there.

The Health and Safety at Work etc Act 1974 section 4

'It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not exposed to risks to their health and safety.'

The above sections of the Act place a legal duty on Alderclad to ensure the health and safety of 'all persons not in their employment'. This is a wide-ranging commitment that will include visitors to site and offices, the employees of other contractors and members of the public.

The Occupiers Liability Acts 1957 & 1984

This legislation covers the civil law duties that Alderclad have of any land or premises towards other people in general. It applies irrespective of whether the owner is occupier, or whether the premises are rented or occupied under any other terms.

Where a premise, or parts of a premise, is 'handed over' to Alderclad regardless of whether they have physically demarcated it then Alderclad will be regarded as the 'occupier' in law.

The Construction (Design and Management) Regulations 2015 'the necessary steps are taken to prevent access by unauthorised persons to the construction site'. Reg 13 and 15.

Site Visitors

A visitor may be any person, who is a lawful visitor with a genuine reason to visit the premises. Alderclad will arrange for all lawful visitors to sign in and out of the offices or sites. They are to be escorted at all times.

Managing Security

The four most important things that Alderclad will do for security are to:

- Remove temptation by hiding from view any 'attractive' item that might tempt a potential thief.
- Make it more difficult for the trespasser to get onto the premises.
- Make it harder for the trespasser to gain access to 'attractive' items if they do manage to get onto the premises.
- Make it more difficult for the criminal to profit from their crime.

Out of Hour's Security

When employing security guards, Alderclad will provide.

- Training and Induction.
- Personal safety (e.g. visits by others and a telephone for emergencies).
- Welfare facilities.
- Out-of-hours procedure, contacts, and so on.

Closed circuit television (CCTV)

When used cameras will be well placed and:

- Capable of viewing the perimeter in darkness, with or without the aid of security lighting.
- Difficult for a thief to interfere with or steal.

Security Guards Key Responsibilities

- Undertake access control procedures and ensure access only to those persons authorised to enter the premises either through possession of a company ID card or being confirmed as an expected visitor, temporary staff or pre-arranged contractor.

- Assist with the implementation of applicable emergency procedures and arrangements for the various premises, including fire alarm testing, monitoring of fire safety equipment and means of escape, and assist as required with incident management in accordance with the emergency procedures and arrangements with Fire Wardens.

- Undertake various security support activities such as control and monitoring of security equipment, including CCTV and perimeter detection systems, monitoring of building plant and equipment and out of hours support, including telephony switchboard cover, building patrols and reporting of building defects when observed.

- Report to management any security breaches and provide assistance to the police when required.

Due to the security guard working alone consideration will be given to:

- Means of communication e.g. two-way radio, mobile telephone and other means of summoning assistance or raising the alarm.

- Violence or criminal activity by third parties (immediate contact with police).

- Foreseeable "worst case" scenario, including the provision for the treatment of injuries eg. first aid kit.

- Employee suitability, including training requirements, experience, medical fitness, etc.

All employees are required to co-operate with these procedures to ensure safe working and will report any concerns to their supervisor immediately.

Personal Protective Equipment (PPE)

Alderclad will provide all direct employees with the necessary protective equipment and clothing as required by regulations, and as identified by risk assessments. Subcontract labour are required to provide their own PPE. Employees are reminded of their statutory duty to use the equipment and clothing in the correct manner, and to take care of it, reporting its loss or damage to it immediately. Disciplinary action may be taken against employees who fail to take care of the equipment and clothing or fail to use the equipment/clothing once it is provided.

Head Protection

Safety helmets will be provided to all direct employees and visitors who work on or visit our construction sites. These will be worn in accordance with company policy. This is in compliance with the Personal Protective Equipment Regulations 1992 which, from 6 April 2013 applies to the provision and wearing of head protection on construction sites following the revocation of the Construction (Head Protection) Regulations 1989.

Eye Protection

Eye protection will be provided as necessary or when identified by the risk assessment. The type provided will largely depend upon the work activity, but should be worn when using power tools such as grinders, drills and Stihl saws etc. Certain chemicals used on site will require eye protection. They shall be provided in accordance with the COSHH assessments.

Hearing Protection

Hearing protection will be provided to employees who are exposed to levels of noise, which may cause hearing damage, and which cannot be reduced by other means. Special attention will be given to young persons. A detailed risk assessment of noise exposure will be required where noise levels are likely to exceed the lower exposure action value of 80dB (A). Site manager/supervisor and employees will know when the noise levels are too high, but as a rough guide if you find it necessary to raise your voice to be heard when only 2 metres apart, then the noise level is above 80 dB (A) and protection should be worn. If you must raise your voice to be heard when only one metre apart, then the noise level is above 85 dB (A) and hearing protection shall be provided.

Hand Protection

Gloves to protect the hands from either hazardous substances or during handling operations will be provided when identified during the COSHH or risk assessment. Typical activities where gloves will be worn are during the handling of heavy, sharp or rough objects and the use of chemicals. The type of gloves shall be selected based on the risk assessment results i.e. cut resistant, impervious.

Respiratory Protection

Employees shall consult with the site manager/supervisor, who will advise them on the correct type of respirator to be used for a specific task. However, as a general guide meeting the requirements of EN149 – FFP3 should be suitable for most work activities where protection against construction dusts is required. However, if there is any doubt as to the suitability of the respirator the site manager shall contact Northern Counties Safety Group.

All tight fitting RPE must be fit tested by a competent person to ensure an adequate seal around the mask. The test will be repeated should the shape of the persons face change for any reason (weight loss or gain, dental work etc) or every 2 years to comply with HSE Guidance.

Safety Footwear

Safety footwear, including Wellington boots, will be provided free of charge to employees where it has clearly been identified as required in the risk assessment. Employees are again reminded that they will take care of the equipment provided. Where negligence is found, disciplinary action will be taken.

Employees may select a better-quality style of safety footwear, but they may only do so if they agree that the difference in price between Alderclad range and the employee selection will be deducted from their wages.

Only safety boots providing ankle and mid sole protection will be provided. Alderclad will not purchase training safety shoes or other types of safety shoes as standard issue unless the nature of the work demands an alternative type.

Wet Weather Clothing

Where employees are expected to carry out work in inclement weather, waterproof protective clothing will be provided such as trousers and jackets. A drying room shall be available on site so that employees can dry any wet clothes during breaks.

Harnesses and Lanyards

If fall prevention measures (for example working platforms, guardrails etc) or collective fall arrest measures are not practical and alternative system of work will be employed. The system may require the use of safety harnesses and lanyards, but Alderclad accept this will be a last resort as they only protect the user if the equipment is used correctly.

Fall restraint lanyards will be worn when working in a boom-type MEWP (mobile elevated work platform) however energy absorbing fall arrest lanyards will be used in most other situations.

All operatives will receive training on the selection, fitting, adjustment, maintenance and use of a safety harness.

An inspection scheme will be in place which will be in two parts. Firstly, the users must undertake visual inspections of the harness and lanyard before use. Secondly the harness and lanyard will be examined by a competent person at least once every 6 month and a record kept of the inspection.

The lanyards and harnesses will be clearly marked with European Standard, name and trademark of the manufacturer, the serial number and the year in which the equipment was manufactured.

Any equipment found to be defective must be reported to the site manager and removed from service.

Management and Control of Waste

On our construction sites Alderclad may not only be a waste producer but may also act as a broker of other contractors waste. Therefore, it is necessary to control all waste from the work operations on site, record it and ensure its correct transfer and disposal in accordance with the **Environmental Protection Act 1990 (EPA 90)** and regulations supporting it.

Alderclad will as required develop Site Waste Management Plans (SWMP) which will help resource management. The plans will identify waste streams and methods of controlling the waste in compliance with the hierarchy of waste control (eliminate, reduce, reuse, recycle, dispose)

On site the site manager will be responsible for controlling and monitoring the waste produced by Alderclad and from contractors, organising skips and other receptacles, ensuring the correct waste transfer notes stating the correct six digit European waste catalogue code for carriage are issued and that records are kept.

All waste produced will be dealt with in accordance with the SWMP (where developed) and any appropriate Act and regulations. This may involve separating waste into categories, i.e. general builder's waste, timber (especially tanalised or other treated wood), cans, food waste, etc. Different waste products may require removal by different waste carriers. Generally, solid inert materials can be treated as general builder's waste and disposed of in a single load. However, liquids, semi-solids, powders etc., will be disposed of separately.

It is not permitted to bury or burn any waste on site, strict control is required by the site manager to prevent the burning of rubbish and waste.

Food waste will be separated from all other forms of waste. It will not be placed in bags or other containers, which can be easily broken into by vermin.

Skips should be covered to prevent accidental escape of waste during transport.

It will be necessary to obtain written confirmation that no contamination exists in the ground to be built on or any building or plant to be refurbished or demolished, which may be disturbed or released by normal construction operations and which may produce harmful pollutants. All such waste or contamination should be clearly identified and dealt with in the Construction Phase Plan.

When sending enquiries and placing orders Alderclad will ensure that all contractors are aware of the implications of the Environmental Protection Act and waste management requirements under SWMP.

Monitoring at all stages is essential. Therefore, the Site Manager will generally:

- Monitor all waste handling, containment, etc.
- Notify contractors as to site requirements, including any segregation and separation requirements
- Monitor contractors' response to waste control.
- Ensure that any waste carrier collecting from site or permanent location is registered and a copy of the registration details is obtained and kept on site or at the permanent location.
- Before using a carrier, check the details of his registration with the issuing authority.
- Ensure that all parties concerned sign all transfer notes and that each waste load is subject to separate transfer notes unless multiple loads are permitted with one transfer note.

- Ensure that the correct six-digit European waste catalogue code is used to describe the waste.

- Ensure that the carrier is disposing of waste to an authorised waste manager/disposer.

- Ensure that return transfer notes are matched with their original copies thus ensuring the correct handling sequence is completed.

- Report any inadequacies in the system or in carrier performance to the safety director.

Copies of all records of waste disposal shall be returned to the main office for retention for at least three years.

Safe Use of Skips

All relevant statutory requirements, including the Department of Transport Code of Practice, the **Environmental Protection Act** (Duty of Care) Regulations, local authority highways department guidance and the provisions of this policy will, so far as is reasonably practicable, be met.

- All contractual arrangements will be clarified to ensure duties and responsibilities under the Duty of Care Regulations are understood and met.

- Provision of skips will be planned to comply with the above requirements and a licence under the local authority highways

- Skips will be clearly marked and provided with adequate lighting and signage where necessary e.g. sited on public highway.

- control of waste section of this policy is met and that accurate records are maintained. Whenever possible skips will be sited on firm level ground, with safe access provided where necessary.

- The siting of skips will not obstruct or restrict traffic routes. Liaison with the local authority may be necessary where restrictions are imposed.

- Fires in skips are prohibited.

- All lugs and lifting equipment will be checked prior to lifting.

- Safe working loads will not be exceeded.

- Close monitoring of transfer notes will be undertaken to ensure the provisions of the

Monitoring and Review

Alderclad will ensure that an effective management structure is in place to affect appropriate control over its activities and to make sure these controls are sufficient to meet its needs. The controls include policy making, planning and policy implementation. It is also necessary to monitor and review the work activities and procedures to enable Alderclad to maintain standards and manage risks to the best possible extent. To this end Alderclad will, together with the Northern Counties Safety Group, carry out regular monitoring of its sites and other activities, measuring its performance against known standards and accepted best practices.

Close monitoring of all workplaces and work practices will be undertaken to identify any unsafe practices or anything not complying with Alderclad policy. Any person found not complying, or in breach of health and safety requirements, will be warned and disciplined according to Alderclad disciplinary procedure. All failings will be rectified immediately.

The Site Manager/Supervisor is responsible for the day-to-day control of safety on site and is given full backing from Alderclad regarding any actions he feels necessary to enforce site safety.

The Managing Director(s) and the Contracts Manager will also undertake visits to sites. The frequency of these visits will be dependent upon other commitments, the nature and complexity of the project etc. During any site visit, identified problems or failings are highlighted, discussed and appropriate action taken.

Following site safety inspections, Northern Counties Safety Group will report back their findings via their report form to the site manager and director. The site manager is required to complete the "feedback" section of the report, indicating what action has, or will be taken to correct any weaknesses in compliance with the policy or procedures. This completed feedback section will then be returned to the director.

Alderclad will carry out an annual review of its safety performance to determine areas of weakness and actions required. Northern Counties Safety Group will be called upon to participate in the review and provide input on Alderclad safety performance. The findings of the reviews, including changes to policy or Alderclad rules, will be disseminated to all relevant employees.

Health & Safety Inspections, Checklists and Permits

Construction:

C001 Dangerous Substances Safety Questionnaire
C005 Fire Evacuation and Escape Checklist
C006 Fire Safety Checklist
C008 Harness Inspection Record
C009 Harness Register
C010 Hop-up Inspection Sheet
C011 Ladder and Step Inspection Forms
C012 Lift Plan
C013 Lift Schedule
C014 Lifting Accessory Weekly Inspection
C015 Lifting Equipment and Accessories Inspection Register
C016 Lifting Plan (Non Crane)
C017 LPG Safety Questionnaire
C018 Manual Handling Assessment
C019 MEWP Emergency Rescue
C020 Mobile Workers Checklist
C021 Plant Daily Checklist
C022 Point of Work Risk Assessment
C023 PUWER Inspections Form
C024 Scaffold Inspection Report
C025 Scaffold Planning and Work at Height Checklist
C026 Site Organisation Checklist
C029 Weekly LOLER Inspection Report
C030 Weekly MEWP Inspection
C031 Mobile Plant Inspection
C032 Weekly Mobile Plant Inspection
C035 Working Over or Near to Water

Occupational Health:

OH003 Dermatitis Questionnaire
OH004 Hand-Arm Vibration Syndrome Assessment
OH005 HAVS Employee Questionnaire Tier 1 Initial
OH006 HAVS Employee Questionnaire Tier 2
OH007 HSE HAV Calculator
OH008 HSE Noise Daily Calculator
OH009 HSE Ready-Reckoner
OH010 Initial Hand-Arm Vibration Screening Questionnaire
OH011 Lead Hazard Checklist
OH012 Lead Health Surveillance Record
OH013 Lead-Containing Paint Risk Assessment Template
OH014 Manual Handling Assessment Form
OH015 Manual Handling Assessment
OH016 Manual Handling Checklist
OH017 Annual Hand-Arm Vibration Questionnaire
OH018 Pre-Employment-Questionnaire
OH019 Register of Vibration Equipment
OH020 RPE Maintenance Log
OH022 Skin Protection Checklist
OH023 Vibration Exposure Employee Log Weekly

Environmental:

E006 Environmental Incident Report Form
E007 Register of Significant Aspects
E008 Site Environment Management Systems Checklist
E009 Statutory Nuisance Checklist
E010 Waste Management, Storage and Disposal Checklist
E011 Water Management and Pollution Prevention Checklist

Permits:

P002 Hot Work Permit
P004 Permit to Load Temporary Works
P005 Permit to Work at Height