



## **Health, Safety & Welfare Policy**

**{Version 10, October 2020}**

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Any further information required on relevant topics contained within this Health, Safety & Welfare Policy may be found in our Head Office company library.

## AIRSAFE UK LTD

### Health and Safety Statement

AIRSAFE UK Ltd believes that high standards of health and safety performance are essential throughout all of the company's operations. AIRSAFE UK Ltd is committed to a strategy of continuous improvement that underpins the following principles.

- We will, as a minimum, ensure compliance with all applicable health and safety legislation, HSE guidance and AIRSAFE UK Ltd practices.
- We will continuously monitor, audit and seek to improve our health and safety management systems and procedures through the setting of targets and objectives to maintain safe working environments in all places of work.
- We will identify risks to the health and safety of our workforce, contractors, visitors and members of the public at each of our sites and wherever possible, we will prevent or otherwise minimise such risks.
- We will promote and encourage the participation of all employees in the development of effective and sustainable health and safety practices, in all areas of activity, in order to inspire a positive health and safety culture throughout the whole company.

In support of this policy, the company issues a Health and Safety Document containing practices procedures and arrangements to ensure health, safety and the minimisation of risk throughout the company. This document shall apply to all operational sites within AIRSAFE UK LTD and the document will be regularly reviewed and updated.



Malachy Bonnar  
**Managing Director**

Airsafe UK Ltd

Date of last amendment: 09.10.2020

## Objectives & Responsibilities

Airsafe UK Ltd regards the health and safety of its staff as being of the highest importance. It is Airsafe UK Ltd policy to seek to provide healthy and safe working conditions for all its employees. Airsafe UK Ltd also seeks to conduct its undertakings in such a way as to ensure, as far as is reasonably practicable, that persons not in its employment, e.g. visitors, who may be affected by our activities, are not thereby exposed to risk to their health and safety.

Airsafe UK Ltd will maintain written systems which will support its management of health and safety, which are contained within its Operating Procedures. These written systems will describe how we fulfill our Duty of Care both as an employer and within the contractual chain for the delivery of all our products and services.

Each individual employee of Airsafe UK Ltd has a duty, whilst at work, to take reasonable care for the health and safety of themselves and of any other person who may be affected by their acts or omissions at work, and to co-operate with Airsafe UK Ltd to ensure that all legal obligations are met.

The line of formal responsibility for this Policy begins with the Managing Director, who accepts full responsibility for ensuring its implementation. It ends with employees who accept full responsibilities for the duties imposed upon them.

### OBJECTIVES

The Health and Safety at Work Act 1974 states that:-

"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees".

It further states:-

"It shall be the duty of every employer to prepare and, as often as may be appropriate, revise a written statement of their general policy with respect to the health and safety at work of his employees and the organization and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all his employees."

The objectives of this policy are:-

- a) To promote standards of health, safety and welfare that comply fully with the terms and requirements of the Health and Safety at Work Act 1974 and all other relevant statutory provisions and Approved Codes of Practice and Regulations.
- b) To identify hazards, evaluate risk, ensure that all relevant hazards and risks are addressed, control measures are in place, and hazards, risks and controls are reviewed by regular audit.
- c) To provide a healthy and safe workplace by ensuring that systems, equipment and methods of work are maintained to protect employees and others, including visitors and contractors, insofar as they come into contact with foreseeable work hazards. To provide and maintain means of access to and egress from workplaces which are, so far as is reasonably practicable, safe and without risk to health and safety.
- d) To ensure the safety and absence of risks to health, so far as is reasonably practicable, in connection with the use, handling, storage and transport of articles and substances.
- e) To provide and maintain a healthy and safe working environment for the employees, with adequate facilities and arrangements for welfare.

- f) To provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees and other persons under the control of and using the premises of Airsafe UK Ltd.
- g) To develop among the employees an awareness of safety issues generally and of individuals responsibility for health and safety at all levels.
- h) To bring this Policy to the attention of all employees so as to ensure they are familiar with and understand its contents. To notify them of its periodic review and revision, as is necessary.

## **RESPONSIBILITIES**

- a) The line of formal responsibility for this Health and Safety Policy begins with the Director. It is the responsibility of all employees to assist the Director ensuring implementation of the Policy in the areas they manage and control on matters affecting health, safety and welfare.
- b) All employees will give consideration to health and safety arrangements, including the need for health and safety training during induction of new employees and on-going training for other employees as their needs are identified. Matters not resolved at staff meetings will be reported to the Director.
- c) All employees have a responsibility to take reasonable care of their own safety and for that of others, and to co-operate with their employer to ensure they comply with their statutory duties, to observe the relevant safe systems, procedures and methods of working. To use, where appropriate, the personal protective clothing and equipment, or equivalent, provided and to report hazards that they personally cannot eliminate, to the Company so that action can be taken.
- d) The Company is responsible for maintaining standards and to this end will arrange for monitoring and safety audits covering all safety systems, procedures and other safety aspects. The Company is also responsible for the provision of safety information, liaising with HSE and Environmental Health Departments. They are also responsible for the provision of advice on methods of accident prevention, the adequacy of safe systems of work and, as appropriate, the investigation of accidents and near misses.

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# Organisation

- a) All employees will be instructed as to their duties and receive the standard of training that will be necessary to achieve a safe working environment. Retraining will take place as required to ensure that the required protection of health and safety standards are maintained. All new employees will receive health and safety induction training within their first week's employment with Airsafe UK Ltd.
- b) There will be procedures covering medical emergencies, fire and subsequent evacuation under the control of a nominated "appointed person", the team supervisor. They will also be responsible for procedural instructions (see Operating Procedures).
- c) The plans of work and methods of work and procedures will be to acceptable health and safety standards, Inspections and audits will be carried out regularly to verify and maintain compliance with appropriate standards, regulations and codes of practice.
- d) During working hours there will be at least one qualified First Aider available and Airsafe UK Ltd will provide adequate and appropriate first aid equipment and facilities. At least one member of the two man teams, the Contracts Manager and a member of the office staff will be first-aid trained.
- e) All reasonable practicable steps will be taken to ensure that visitors, including contractors, are made aware of company procedures and working practices, They will be given relevant information and instructions appropriate to their activity to ensure they do not interfere with the Company safe working and pose no risk to themselves or others.
- f) Employees have a duty to report all accidents and dangerous occurrences or near misses to the Company, which will be recorded and, where necessary reported to the relevant enforcing authority. The incident will be investigated to determine the cause and implement measures to prevent a re-occurrence.
- g) Employees will be supplied with personal protective clothing and equipment which should be worn as the situation demands.
- h) All employees will be made aware that they have a legal and moral responsibility to ensure their own health and safety and that of others who may be affected by their manner of working and to co-operate with and adhere to the aims of the Company on health, safety and welfare matters.
- i) Communication with and between all operatives is an essential tool in effective health and safety management. Company Policy is to ensure all employees regard health and safety as a matter of common concern and to encourage consultation on matters affecting health, safety and welfare. Meetings with all levels of operatives, as a forum for the transfer of information between the Company and operatives, will take place as frequently as is deemed necessary. Health and safety will be a constant agenda item.
- j) The Company aim is to seek continuous improvement in its health and safety performance. It recognizes its responsibilities for the implementation of and revision of the policy and allocates responsibilities as appropriate.

## AMENDMENTS AND REVISION

The Director shall be responsible for arranging the issue of amendments as necessary to this Policy and for its periodic review and revision in accordance with requirements.

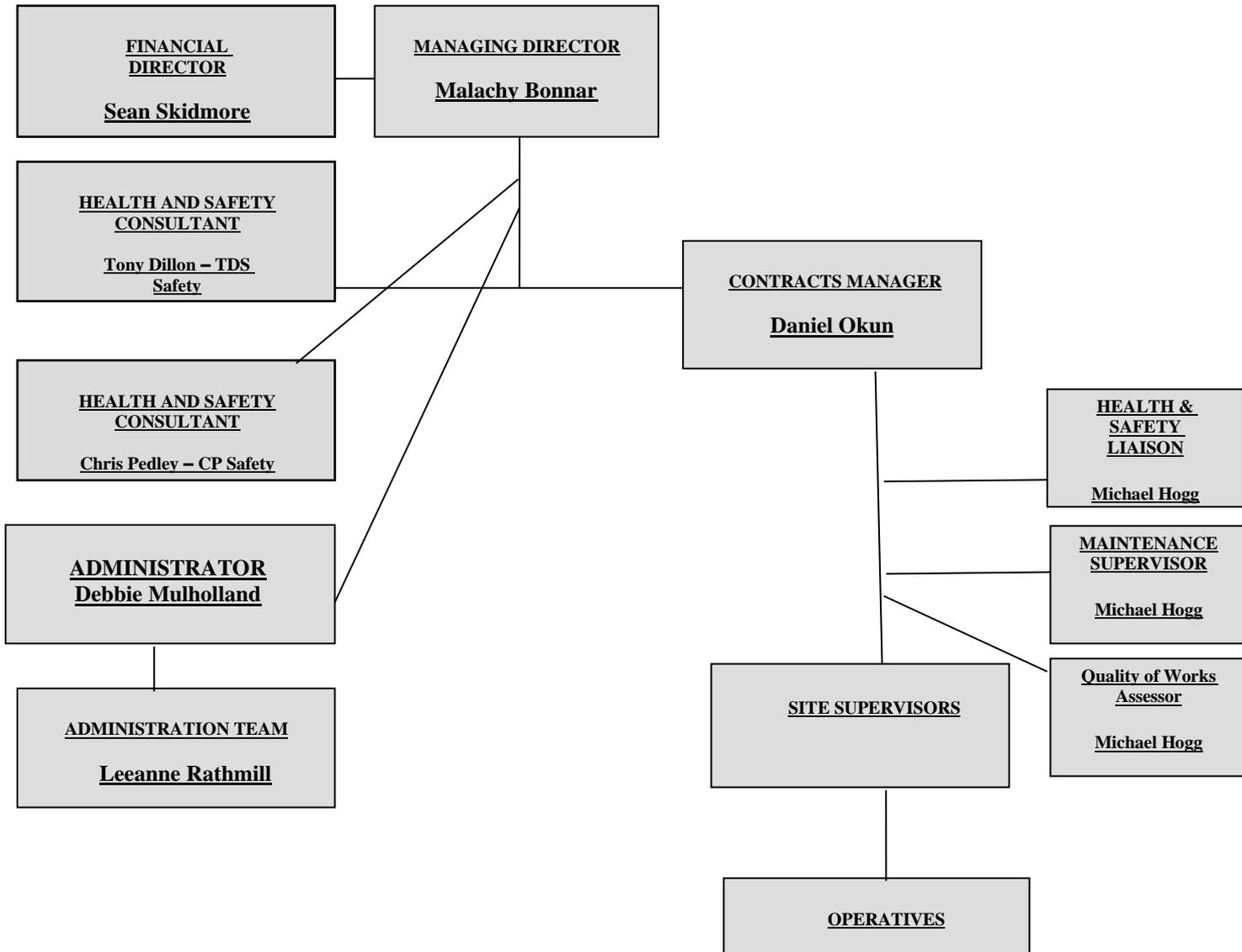


Malachy Bonnar  
**Managing Director**

Airsafe UK Ltd

Date of last review: 09.10.2020

# Company Structure



## Roles and Responsibilities

### **The role and responsibilities of the Managing Director, Mr Malachy Bonnar, will include:-**

Maintaining overall responsibility for safety, health, welfare and environmental issues throughout the company.

Managing all aspects of the activities of the company.

Reviewing and revising, as necessary, the Policy and asbestos removal procedures manual.

Taking an active role in identifying and maintain the training requirements of all staff.

Ensuring day to day management of works is carried out by persons who have received suitable and sufficient training and are competent.

Ensuring adequate financial resources are available for plant, equipment, personal protection and training.

Providing adequate financial and time resources to ensure all operations are carried out in accordance with company procedures and legislation.

Taking an active role in assessing the risks and tendering for asbestos removal work.

Ensuring that all accidents and dangerous occurrences are fully documented, investigated and reported to the relevant enforcing authority as appropriate.

Ensuring all staff are provided with suitable and sufficient PPE and that it is correctly worn and maintained.

Ensuring that suitable and sufficient welfare facilities are provided, maintained and used appropriately.

Ensuring office procedures, including appropriate recording and storage are maintained.

Ensuring that all staff who work with asbestos are subjected to a medical examination every 2 years by an appointed doctor. The examination to include a "fitness to work" aspect.

Ensuring all staff who work with Asbestos are provided with a choice of suitable and adequate respiratory protective equipment and subjected to regular fit testing by a competent person, as part of the selection process.

Ensuring that rpe is subjected to daily inspections by the operative and monthly by a specifically trained supervisor and records retained.

Ensuring all plant and equipment is properly maintained, inspected and tested and records retained.

Preparing plans of work in accordance with Regulation 7 of CAR 2012 and HSE guidance.

Ensuring that comprehensive work files are prepared that include a plan of work, suitable and sufficient risk assessments, enforcing authority notification of asbestos removal, a current copy of the Employers Liability Compulsory Insurance Certificate, Public Liability, a relevant asbestos survey, a copy of the current asbestos removal Licence, Waste Carriers Licence, Insurance

details, Medical Certificates, Face Fit Certificates, Training Records, the Company Health and Safety Policy, the Company Asbestos Removal Manual and Procedures, Accident Report Forms and Fault Report Forms.

Ensuring that personal and background monitoring is carried out by a competent person at suitable intervals for a representative range of jobs. Ensuring that monitoring records or a suitable summary are retained in conjunction with health surveillance records and used to produce cumulative exposure levels over a 12 week period.

Completing ASB5, notification of licensable work with asbestos, and notifying the appropriate enforcing authority at least 14 days before work is due to start.

Completing the online application form to notify the relevant authority before NNLW begins.

Liaising with the relevant authority when a waiver to the statutory notification period is required.

Re-assessment of and revision of plans of work and permitting work to continue.

Attending randomly selected sites for audits to ensure plans of work are fully implemented.

Conducting post contract reviews to assess whether future improvements can be made.

Countersigning the drivers vehicle check and defect reporting form.

**The role and responsibilities of the Contracts Manager, Mr Daniel Okun, will include: -**

Taking an active role in identifying and maintaining the training requirements of all staff.

Ensuring day to day management of works is carried out by persons who have received suitable training and are competent.

Ensuring the asbestos procedures documentation is maintained and implemented.

Taking an active role in assessing the risks and tendering for asbestos removal work.

Ensuring that all accidents and dangerous occurrences are fully documented, investigated and reported to the relevant enforcing authority as appropriate.

Implementing procedures to limit the probability of repeat accidents and dangerous occurrences

Ensuring office procedures, including appropriate recording and storage are maintained.

Ensuring that suitable and sufficient welfare facilities are provided, maintained and used appropriately.

Ensuring all staff are provided with suitable and sufficient PPE and that it is correctly worn and maintained.

Ensuring that all staff who work with asbestos are subjected to a medical examination every 2 years by an appointed doctor. The examination to include a "fitness to work" aspect.

Ensuring all staff who work with Asbestos are provided with a choice of suitable and adequate respiratory protective equipment and subjected to regular fit testing by a competent person, as part of the selection process.

Ensuring that rpe is subjected to daily inspections by the operative and monthly by a specifically trained supervisor and records retained.

Preparing plans of work in accordance with Regulation 7 of CAR 2012 and HSE guidance.

Ensuring that comprehensive work files are prepared that include a plan of work, suitable and sufficient risk assessments, enforcing authority notification of asbestos removal, a current copy of the Employers Liability Compulsory Insurance Certificate, Public Liability, a relevant asbestos survey, a copy of the current asbestos removal Licence, Waste Carriers Licence, Insurance details, Medical Certificates, Face Fit Certificates, Training Records, the Company Health and Safety Policy, the Company Asbestos Removal Manual and Procedures, Accident Report Forms and Fault Report Forms.

Ensuring that personal and background monitoring is carried out by a competent person at suitable intervals for a representative range of jobs. Ensuring that monitoring records or a suitable summary are retained in conjunction with health surveillance records and used to produce cumulative exposure levels over a 12 week period

Completing ASB5, notification of licensable work with asbestos, and notifying the appropriate enforcing authority at least 14 days before work is due to start.

Completing the online application form to notify the relevant authority before NNLW begins.

Liaising with the relevant authority when a waiver to the statutory notification period is required.

Re-assessment of and revision of plans of work and permitting work to continue.

Attending randomly selected sites for audits to ensure plans of work are fully implemented.

Taking an active role in employee induction procedures.

Ensuring all plant and equipment is properly maintained, inspected and tested and records retained.

Countersigning the drivers vehicle check and defect reporting form

Ensuring all operational employees have current face –fit testing, medical certificates and training to carry out work with asbestos and the use of additional plant and equipment.

Ensuring appropriate supervisors and office staff are first aid trained.

Carrying out asbestos surveys. Taking samples of suspect ACM's, arranging for the samples to be analysed by a UKAS accredited laboratory and reporting on the same.

### **The role and responsibilities of the Supervisors will include:-**

Actual day to day management control of the works being conducted on site. Oversee all works on site and provide all necessary guidance and instruction to operatives

Ensuring all operatives who attend site are clean shaven, in full receipt of properly maintained PPE and RPE, as provided by the Co, and wear the same as per the instruction and training they have received.

Be the main contact for all persons attending the site.

Obtaining the personal details of and attending on client's representatives, enforcing authority inspectors and auditors during their inspections. Ensuring the Visitors Attendance Log is completed for later discussion with senior management

Ensuring that all necessary equipment, material and supplies, as identified in the plan of work, are on site prior to the work commencing. Where deficiencies are identified inform senior management and obtain replacements.

Ensuring that all necessary equipment has been inspected and tested and that current certificates are included in the paperwork, to include all vacuum cleaners, negative pressure units and the decontamination unit.

Report any faults with plant or equipment or PPE and obtain replacements

To ensure an appropriate fire extinguisher, a full complement of first aid requisite and an operational fire alarm, are available.

Ensuring that current training, face fit testing and medical certificates for all removal personnel are on site.

Ensuring that current training certificates for such as first aid, PASMA, and IPAF are available, as appropriate for the intended work.

Ensuring that prior to work commencing the decontamination unit and welfare facilities, as identified in the plan of work, are set up, suitably stocked and operational.

Ensuring that comprehensive work files have been prepared that include such as a plan of work, suitable and sufficient risk assessments, enforcing authority notification of asbestos removal, a current copy of the Employers Liability Compulsory Insurance Certificate, Public Liability, a relevant asbestos survey, a copy of the current asbestos removal Licence, Waste Carriers Licence, Insurance details, Medical Certificates, Face Fit Certificates, Training Records, the Company Health and Safety Policy, the Company Asbestos Removal Manual and Procedures, Accident Report Forms and Fault Report Forms.

Ensuring that the plan of work accurately reflects the site conditions.

Carrying out any amendments to the plan within their level of responsibility or obtaining written permission / instruction from senior management.

Carrying out site induction/tool box talks to ensure all removal personnel are fully aware of the job and the safe method of work to be implemented. All operatives to confirm the same by signing the front page of the plan of work.

Ensuring all instructions received from senior management are relayed to and understood by the operatives under their control.

Carrying out pre-start checks and commence completion of the daily record forms, which should be completed at the end of each day.

Be available at all key stages throughout the day, to direct the work, monitor and maintain standards.

Carrying out regular enclosure entry, as considered appropriate, to ensure that the removal process accords with the plan of work.

Carrying out smoke tests, witnessed by the client where possible, and recorded. Take suitable remedial action to minimise leakage and ensure satisfactory testing of the enclosure

Conducting a thorough visual inspection of the enclosure and work area to ensure all relevant works are completed and the enclosure, air lock, bag lock, transit route and DCU are ready for the 4 stage clearance procedure.

Attending on the analyst and providing them with a full complement of all documentation.

Ensuring and confirming that the analyst is wearing and using appropriate PPE and RPE prior to entering into the enclosure.

Accompanying the analyst during the 4 stage clearance process to ensure everything is satisfactory or to carry out remedial work as instructed

Obtaining a completed signed and dated clearance certificate from the analyst.

Prior to vacating the site examining it to ensure that it is in a satisfactory condition for hand over to the client.

Ensuring that the client's representative's signs and dates the Job Satisfaction form in the "works order".

Ensuring the company vehicle driver carries out the daily and weekly vehicle checks and completes reporting form.

Ensuring the company vehicle and DCU are clean, tidy, in good order and all items are safely and correctly stored.

Leading by example, maintaining a good standard of personal hygiene, clean shaven, and a good standard of dress, wearing the company provided clothing.

### **The role and responsibilities of the Maintenance Supervisor: -**

In addition to his normal supervisory responsibilities, the maintenance supervisor is responsible for: -

Carrying out monthly performance checks on respiratory protective equipment and maintaining the records

Ensuring that all respiratory protective equipment is subjected to a 6 monthly examination and test by a competent external contractor

Carrying out stock checks and ordering consumables

Inspecting company vehicles and ensuring they are fully stocked with the necessary plant, equipment, materials and consumables prior to the vehicles attending site

Arranging for all plant and equipment to be DOP and PAT tested and maintaining records

### **The role and responsibilities of the Health & Safety Liaison: -**

The Health and Safety Liaison will provide a link between supervisors and operatives and management, providing and identifying any safety issues on site and reporting them promoting a 'culture of safety'.

### **The role and responsibilities of the Operatives will include:-**

Reporting to work each day clean shaven and maintaining an appropriate standard of personal hygiene and dress, utilising the clothing as provided by the company.

Maintaining all equipment and PPE provided by the company in a good state of repair

Carrying out all necessary checks on their PPE/RPE and recording the same as required.

Carrying out works wearing the full and correct complement of PPE and RPE.

Working in accordance with the instruction and training received and fully implementing the plan of work.

Assisting and co-operating with their supervisor to ensure that the company complies with its licence conditions.

### **The role and responsibilities of the Administrator, Debbie Mulholland, will include:-**

Ensuring office procedures, including appropriate recording and storage are maintained.

Under instruction from the Managing Director and/or Contracts Managers, completing ASB5, notification of licensable work with asbestos, and notifying the appropriate enforcing authority at least 14 days before work is due to start.

Under instruction from the Managing Director and/or Contracts Managers, completing the online application form to notify the relevant authority before NNLW begins.

Under instruction from the Managing Director and/or Contracts Managers, liaising with the relevant authority when a waiver to the statutory notification period is required.

Under instruction from the Contracts Managers, ensuring that all operational employees have current training, face-fit testing and medical certificates.

Under instruction from the Contracts Managers, ensuring all plant and equipment is properly maintained, inspected and tested and records retained.

### **The role of the Health and Safety Consultant**

The primary role of the consultant will be to provide guidance to the management team in relation to changes in legislation, advice provided by HSE, accident, dangerous occurrence and near miss investigations and assist in providing advice to clients. The consultant will also provide guidance on management procedures, plans of works, and conduct audits to validate methods of work and improve in-house auditing procedures.

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## Consultation with Employees

The Health and Safety (Consultation with Employees) Regulations 1996 require all employers to consult with their employees who are not represented by Safety Representative under the 1977 Regulations (Safety Representatives and Safety Committees Regulations.)

The company recognises that consulting employees about health and safety can result in:

- a healthier and safer workplace – employees can help to identify hazards, assess risks and develop ways to control or remove risks;
- better decisions about health and safety – they are based on the input and experience of a range of people, including employees who have extensive knowledge about their own job and the business;
- a stronger commitment to implementing decisions or actions – as employees have been actively involved in reaching these decisions;
- greater co-operation and trust – employers and employees who talk to each other and listen to each other, gain a better understanding of each other's views; and
- joint problem-solving.

The company approach is to provide a working environment where workers are committed to the company and its values, motivated to contribute to the success of the company and able to enhance their sense of achievement and job satisfaction. The company works hard to engage the workforce and want them to reciprocate. At the commencement of their employment all workers are made aware of how they will fit into the company, their responsibilities, the importance of their work and how they contribute to the success of the company. In return they are told what the company will do for them and on their behalf and their career advancement opportunities. The company's health and safety, environmental and asbestos policies are brought to their attention at the commencement of their employment, and further reference is made during tool box talks and consultations.

The Company recognises the importance and benefits to be gained by consultation with employees. As a small business, with daily contact with all employees, consultation with individual employees is considered an effective system. It allows each employee the opportunity to have their say on all aspects of their responsibilities, the provision and use of all types of equipment, work methods and specific/general health and safety matters.

All employees, to include supervisors and operatives, assemble each working afternoon at the offices for a short briefing and assignment to specific sites the following working day. At this time the employees have access to senior management who are assigning and discussing the work and are able to raise issues affecting them or make suggestions for consideration by management. In addition to such daily contacts with operatives and supervisors, regular meetings are held to discuss general and health and safety specific matters. The recorded minutes of the meetings are posted for the benefit of all employees.

Consultation directly with employees is the responsibility of the Managing Director and Contracts Managers, who will ensure that consultation takes place in a timely manner.

If at any time the method of consultation becomes ineffective due to the size or nature of the business then the Company would recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

The Company undertakes to make available to employees all appropriate information that is within our knowledge to enable employees to participate fully and effectively in consultations. It recognises that consulting with employees is an important part of successfully managing health and safety.

Grievances regarding health and safety issues will be investigated and resolved as per the employee's contract of employment. The development of individuals is a fundamental part of the company ethos, evidence by the fact that 5 out of 6 supervisors were promoted from within and the majority of the workforce are long term employees.

## Communicating the Health and Safety Policy

The Company has produced a comprehensive Health, Safety and Welfare Policy in compliance with current legislation. Within the Policy the roles and responsibilities of all levels of management are detailed, and, where applicable, specific duties for hazardous activities. All the relevant sections for ensuring the health, safety and welfare of employees will be communicated to all. In addition, written safe systems of work and risk assessments will be provided, together with appropriate training and safety equipment.

The Company's General Health and Safety Policy Statement will be displayed on the official notice board. All employees are required to confirm they have read and understood the policy and their roles, and the requirement that they comply.

To enable the Company to fulfil their legal obligations, the co-operation, assistance, involvement and compliance of all employees is required.

All employees have legal duty to:

- Co-operate with the Company on all health, safety and welfare related issues;
- Ensure their own health and safety and that of others, and be accountable for their actions;
- Not to interfere with or misuse anything provided in the interest of health and safety
- Report accidents, incidents, defects in the health and safety systems or anything which might cause danger.

The failure of employees to comply with their responsibilities may necessitate appropriate disciplinary procedures against them.

To implement the Health, Safety & Welfare Policy, the Company is required to identify hazards and take effective measures to reduce and control the risks. All suggestions on such matters put forward by employees will make an important contribution in determining the actions necessary to achieve this.

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# Occupational Health

The Managing Director and Contracts Managers will liaise to investigate, plan and co-ordinate the Company occupational health requirements.

### **The prevention of occupational disease**

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 provides a framework to help protect people in the workplace against health risks from hazardous substances. The Regulations apply to all substances apart from asbestos and lead, which have their own regulations and others which are hazardous because they are radioactive or have explosive or flammable properties, etc.

The hazard may be defined as the potential to cause harm and the risk as the likelihood that it will harm under the actual circumstances of use. The regulations require the Company to prevent or, where this is not reasonably practicable; to adequately control the exposure of employees to hazardous substances.

COSHH requires the company to: -

- Assess the risks from hazardous substances in the workplace
- Decide what precautions are needed
- Prevent or control the risks
- Ensure that control measures are used and maintained
- Provide health surveillance as appropriate
- Monitor
- Provide relevant instruction, training and information about the risks and precautions needed.

A COSHH assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers health and safety guidance and in-house or trade knowledge. The assessment will be carried out using a hierarchy of control measures if a risk is identified, such as: -

- Prevention – change of process to a safer alternative/substitution/use in a safer form  
Eliminate the use of a harmful product or substance and use a safer one.  
Use a safer form of the product, eg paste rather than powder.  
Change the process to emit less of the substance
- Control – total enclosure/partial enclosure with extraction/general ventilation  
Enclose the process so that the product does not escape.  
Extract emissions of the substance near the source.  
Have as few workers in harm's way as possible
- Personal protective equipment  
Provide personal protective equipment (PPE) such as gloves and/or coveralls and/or and /or a respirator. All PPE must fit the wearer.

The company will ensure that the exposure of employees to hazardous substances is minimised and adequately controlled.

All workers who may come into contact with hazardous substances will receive comprehensive information on the relevant health and safety issues, with appropriate and adequate training and information to control the same.

Assessments will be reviewed periodically, whenever there is a significant modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

## **Fitness for work: placement and rehabilitation**

Physical status, ill health and disability can influence an individual's ability to perform safely and effectively at work and in some circumstances can put the individual, other employees or even the public at increased risk of injury or illness.

Some jobs require certain standards of fitness and health. In such cases the standards will be set in advance and applied consistently in assessing candidates for recruitment, transfer or return to work after illness.

## **Health Records and Medical Surveillance**

All employees who are engaged in working with licensable asbestos are required to undergo an appropriate medical examination and be under adequate surveillance by a medical practitioner approved by the licencing / enforcing authority. The company will ensure that such workers are subjected to periodic medical examinations at intervals of at least every 2 years and a health record maintained for at least 40 years. The retention is in a combined form of electronic stored on cloud format and saved to 2 No. hard drives which are secured in 2 separate locations.

The medical examination under the Regulations does not indicate a general fitness to work. Workers are required to carry out various activities associated with removal work, such as manual handling, climbing up and down ladders and working at height. This type of work is in addition to the possibility of carrying out strenuous removal activities or removal in restricted/confined spaces. It is company policy to arrange for a "fitness-for-work" examination to be carried out, in addition to the asbestos medical. Appropriate action is taken to ensure that workers are physically and mentally capable of safely carrying out the work they are required to undertake by virtue of their employment.

## Airsafe UK Ltd Training Strategy

All employees are required to be competent in the work they carry out. This extends to the non-asbestos aspects of the jobs, such as manual handling, first aid, erection, altering and dismantling of tower scaffolds and the like. Employees will receive adequate information, instruction and training and be able to demonstrate an adequate and up to date understanding of the work, the required control measures and the law. Competence is developed over time by implementing and consolidating skills learnt during formally recognised and certificated training, mentoring and on-the-job learning, instruction and assessment.

The Airsafe UK training strategy is based of the principles that there should be constant improvement and additions to all employee's job skills from office to site staff.

Training needs are compared against current skills and knowledge with any gaps identified. Staff are consulted for their views on training needed with all training booked in work hours and paid for by Airsafe UK.

Airsafe UK has a competency rating spread sheet which is updated each quarter In which all site staff are scored from 1-10. It is the goal of the company to get all site staff up to an 8. This number is generated from information gathered from the TNA spread sheet, internal audits, external audits, appraisals, and feedback from site supervisors and managers.

Airsafe UK have a 'in house' training academy in which staff can refresh any training needs highlighted.

Over the past several years Airsafe UK has invested heavily in the training of all its employees and will continue to budget accordingly to create a positive health and safety culture and safe place to work.

# Training

Safety training is an indispensable ingredient of an effective health and safety programme. It is essential that all workers are trained to perform their job effectively and safely.

All workers will be trained in safe working practises and procedures. Training will include advice on the use and maintenance of relevant personal protective equipment. Training sessions will be held as often as is appropriate.

“Training Needs Analysis” is the 1<sup>st</sup> stage in the Company’s training process. It involves a procedure to determine whether further training and development will enable workers to carry out their responsibilities effectively and efficiently. This is further to independent annual refresher training for workers involved in asbestos removal. The responsibilities of senior management include determining priorities and assessing the performance of people further down the management line. The role of the supervisor includes assessing the performance of those workers under his control. The health and safety consultant will monitor senior management and audit the removal work. The latter to assess compliance with legislation as well as assessing the capabilities of supervisors and operatives. Senior management will examine the health and safety training needs of themselves and workers at regular intervals as part of the overall assessment programme. A training matrix has been set up and is used and maintained by the administrator. The matrix records all of the training and certification of the workers, together with the expiry dates. The matrix is regularly examined to ensure all training and certification is up to date.

It is incumbent on senior management to ensure that a responsible and professional attitude is exhibited at all times and via supervisors to all other employees. It is made clear that failure by employees at any level to obey safety rules will be taken very seriously. This commitment to health and safety, together with commitment to training is given in the current Company Safety Policy.

For new employees induction training will include details about: -

- The company;
- The organisation which has been set up to manage health and safety
- The particular hazards of the workplace;
- The major principles of safe working practice so that employees can work safely
- Protective equipment and its use.
- Good housekeeping and storage
- Procedures for reporting defects and unsafe working practises
- First aid and emergency procedures.

Induction training may take the form of individual tuition. The extent of such training will vary between individuals, depending on the level of competence they exhibit. The outcome of the training will be assessed to ensure they are competent to undertake their responsibilities

Written reference material will be provided wherever practicable. Safety training will be integrated into specific job training, particularly where unfamiliar equipment or processes are to be used. Additional and relevant safety training will be provided for people taking on additional responsibilities.

Annual refresher training will be rotated between different training providers so that providers and trainees do not become complacent.

## Tendering

When a tender is received, by the Administrator, the information is collated in a job file via an electronic spread sheet. The file is then passed to the Managing Director or Contracts Manager for assessment. If further information is required the client will be requested to provide the same. When sufficient information is available, to include such as an appropriate asbestos survey, specific information regarding the type, form, quantity, extent and condition of the asbestos, contract specifications, site lay out drawings and relevant site personnel contact details, a full desk top study is then carried out. This will enable a projected site specific plan of work to be formulated and to assess what further information is required from a site visit.

A site visit will be arranged and carried out by one of the senior management team, in conjunction with the company consultant if considered appropriate. During the site visit an inspection will be carried out and measurements and photographs will be taken to confirm the type, condition, extent and location of the ACM, the availability and location of services, welfare facilities, transit routes and the like. This will also allow an assessment of risks and their control in respect of such as a safe means of access, proposed location of plant and equipment, potential interaction with other contractors on site, the viability of the proposed plan of work and the need or otherwise for specialist sub-contractors.

Following the site visit requests will be made for tenders from specialist sub-contractors, as required, to determine their delivery times, costs and requirements.

Upon receipt of the necessary information it is collated, a "cool" site specific plan of work is drawn up and a tender price prepared.

The Administrator will take control of the job file and submit a formal tender offer to the client, reviewing progress as required.

Upon confirmation of the job the Managing Director and/or Contracts Manager will prepare a suitable and sufficient site specific plan of work, based on the information obtained from the client and the site visit. This will provide a detailed method for carrying out the work with minimal risk to operatives and others.

## Plans of Work

A suitable and sufficient plan of work is a practical document describing a safe working method for site staff to follow. This will be produced prior to notification of licenced asbestos removal, and notifiable non-licenced asbestos removal, to the relevant enforcing authority. A suitable and sufficient plan of work will also be produced prior to the removal of non-licenced asbestos. The plan will draw together the crucial elements of site specific risk assessments and a method of work to address them. It will have been prepared by a suitably competent senior member of the company management team, following a full appraisal of the site and thorough discussions with relevant third parties and the client. It will be used by managers, supervisors, auditors and visiting enforcement authority inspectors, as a benchmark against which to measure the performance and standard of the works.

Generic information about frequently used company procedures, such as bagging waste, setting up decontamination units, enclosure construction and materials, and the like, will not form part of the site-specific plan. This will form part of the company “asbestos removal guidance procedures” document and a reference copy will be available on site, as will the “Health, Safety and Welfare Policy” document. The standard procedures also describe how senior management monitor and measure the performance on site and how unavoidable amendments to the plan are implemented.

The plan of work brings together, in a coherent way, all the information gained from site planning visits and site documentation and provides an instruction manual and safe system of work for the operation.

Suitable and sufficient plans, drawn up by Airsafe senior management, will use input from the proposed site supervisor regarding the actual method of work. It will utilise sketch plans/diagrams and photographs to enhance the written descriptions. The supervisor will be provided with a copy prior to attending site to give them sufficient time to familiarise themselves with the proposed work and method and to make any appropriate comments. The plans include:

### 1) DETAILS OF CONTRACT & SCOPE OF THE WORK

- Work location and attendance times/dates, contact details, supervisor, client, analyst, survey details, principal contractor, CDM principal designer and client, where relevant, senior manager responsible for the contract, etc. The scope of the work will clearly explain the type, condition, extent and location of the asbestos that is to be removed and how.

### 2) EQUIPMENT, MATERIALS & CONTROL

- The location and dimension of the enclosure, airlock and bag lock, the management of air transfer, arrangements for smoke testing and witnessing.
- The location of transit routes and any other relevant exclusion areas.
- Specification and location of equipment used to prevent exposure and spread, such as RPE/ PPE, DCUs, H-Vacs, NPU, CCTV/viewing panels, wet-strip equipment, hand tools, sprays, gels, fencing/barriers and signage
- Location and access arrangements for water and power supplies and DCU drainage

- Expected quantities of waste and methods of wrapping or bagging/storage/transport.
- Location, access to and description of welfare facilities.

### 3) **OTHER RELEVANT SITE SPECIFIC INFORMATION**

- Interaction with relevant 3<sup>rd</sup> parties, such as tenants, site management, other contractors and other licence holders
- Emergency arrangements and procedures
- Any other significant risks and how they will be controlled.

### 4) **METHOD OF WORK**

This will form the central part of the plan and will explain the site specific sequence of work and actual methods to be used for reducing exposure and spread.

The method will be detailed enough for visiting managers and others to measure compliance and performance. It will also reflect relevant non-asbestos factors, such as working at height, manual handling, noise exposure, vibration exposure and working in confined spaces

### 5) **MANAGEMENT ARRANGEMENTS**

The plan will make it clear how the Airsafe UK expects supervisors/managers to ensure that the working methods are followed. Other 'management' issues will include reference to air monitoring/background reassurance monitoring and relevant information about anticipated exposures.

- arrangements for providing independent 4-stage clearance, and an explanation if Airsafe UK is required to contract the analyst
- arrangements for handling unavoidable changes to the original plan. For significant changes, senior manager approval will always be needed. In any case, work will not go ahead until legal requirements and licence conditions have been met.

Airsafe UK senior management and supervisors will actively monitor the work of site teams to ensure that

- (a) The plan is followed and control measures are properly used; and
- (b) The control measures specified in the plan of work are effective.

Although day to day site control will be the responsibility of a supervisor, site visits to audit the work will be carried out by a member of the management team, and/or an external auditor as considered appropriate, to confirm that work is being carried out as intended. Viewing panels will be used to provide a clear and unobstructed view of all removal activities. Where viewing panels are limited then CCTV will be used. If simple communication between the supervisor and operatives is not practicable, such as in a raised voice, then 2 way radios will be used.

## **Auditing Strategy- COVID-19 amendment**

Airsafe UK know and understanding that audits, external and internal play an integral part in maintaining best practice in the asbestos removal industry.

Airsafe UK have committed to ACAD externally auditing 15% of all notifiable jobs in the last year.

Due to COVID 19 and its implications, Airsafe UK have had to alter their auditing strategy to realistically reflect the amount of auditing undertaken. The balance of risk of adding a further body to works on site against the need for external site audits reflects this. Once restrictions with COVID 19 ease, the auditing strategy will be re amended.

Tony Dillon (TDS Safety) and Chris Pedley (CP Safety) will also be auditing notifiable jobs for Airsafe UK. The jobs will be picked at random by Tony Dillon and Chris Pedley and Airsafe UK management will have no knowledge of what job they will audit. Their findings will be sent to Mal Bonnar (MD) after the audit is complete for review. These audits will also be discussed in the Airsafe UK monthly health and safety meeting.

Mal Bonnar will audit one notifiable job per month and will pick a job managed by Daniel Okun (CM), this will give Mal Bonnar a practical idea of how Mr Daniel Okun's POW's are put into practice. These audits will be discussed in the weekly management meetings with Mal Bonnar and Daniel Okun.

Daniel Okun will audit one of Mal Bonnar's notifiable job once per month. Finding of these audits will be discussed in the weekly management meeting.

Mal Bonnar and Daniel Okun will also take into account what works are being done and what personnel are on site meaning Mal Bonnar and Daniel Okun will not audit repetitive works with repetitive staff, they will look for variations in staff and works.

### **Non -notifiable audits**

Mal Bonnar will audit one non notifiable works per week looking for variations in works, site location, and site staff. Finding in these audits will be discussed in the weekly management meeting and monthly safety meeting.

Daniel Okun will audit one non notifiable works per week, again looking for variations in site staff, site locations, and works. Findings will be discussed in the weekly management meeting and monthly safety meeting

It is imperative that findings in these audits, external, internal, notifiable, and non-notifiable, lead into training needs analysis. These audits should be able to establish if site staff have any failings, and if needed additional attention and in some cases additional training. These adjustments must be logged on the training needs analysis spread sheet, which will be monitored by management.

# Monitoring Performance, Audits and Reviews

In order to improve the company performance a process of monitoring and review of performance at all levels is instigated. The information obtained is used to further improve performance within the company. At all stages of a job the work is monitored and audited by the management team to gain an up to date picture of the situation within the Company sites. The information obtained is used to assess and plan future improvements in all aspects of performance. The main stages of monitoring and auditing are:

## **Pre-Planning Risk Assessment.**

This Risk Assessment is undertaken as part of the desk top study and site visit used for the preparation of the plan of work. Its purpose is to identify the relevant hazards within the proposed operation to enable suitable plans of work to be prepared.

It is used as a means of bringing together all the information required to plan the work and to provide requirements for RPE, PPE and equipment

This assessment is reviewed as part of the Post Contract Review to confirm whether it was suitable and sufficient for its purpose, whether it identified all foreseeable hazards, if any further improvements can be achieved and the level and quality of information provided.

## **Plan of Work Check.**

After the plan of work has been prepared, it is compared with the requirements of the ALU Aide Memoire, the licensed contractors' guide and approved code of practice to ensure that all relevant information is provided to ensure the safe and efficient conduct of the operation.

At the end of the contract, the plan of work is reviewed as part of the Post Contract Review to ascertain if it was suitable and to see if any further improvements are required. The review will include any changes made by the site supervisor, and whether they should have been foreseen at the time the original plan of work was prepared

## **Supervisors Daily Checklist and Diary Sheets.**

These daily sheets, comprising both a check list and a diary section, are completed by the Supervisor as a record of their daily inspections and also as a general site diary. Each daily sheet is then added to the site documentation file to form the site diary, providing a complete record of the day to day running of the site. At the end of the contract, these sheets are considered as part of the Post Contract Review, as they effectively compare the planning of the works with the actual conduct, enabling future improvements to be implemented. They also provide evidence for any investigation into the works that may be considered appropriate.

## **Site Audit**

An audit provides a means of assessing whether the removal process is being carried out in accordance with the plan of work. It enables the company to assess whether it has effective policies and procedures in place, the competency of the supervisor and operatives, how the supervisor and operatives interact with each other, the client and other contractors on site. An audit proforma provides a written record to allow informative discussions to be held with other members of the management team, supervisors and operatives, the aim being to improve and maintain exemplary standards to the satisfaction of the company and clients.

### **Internal Site Audit.**

As considered appropriate the Managing Director and / or the Contracts Manager and / or the Health and Safety Consultant will conduct a formal site audit, in accordance with the site audit form and procedures. The site will be chosen either because of a wish to audit a specific work gang or procedure, or at random from a list of the current operating sites. A copy of the comprehensive site audit form is reproduced below.

Following completion of the audit, the supervisor will be informed of any weaknesses in procedure, and any exceptionally good performance, in order that the results can be used to encourage good practice, and any failings can be remedied at the earliest opportunity.

The results of all site audits will be recorded in the site audit log and will be discussed at the post contract review meeting and the monthly supervisors meetings so that any lessons from the audit can be spread throughout the company. The results of site audits will also be used as part of the performance review of each supervisor, and may, where relevant, be referred to in operative's performance reviews.

### **Post Contract Review.**

The Site Supervisor, Contract Manager and, as appropriate, the M/D, will discuss the history of the contract, the actions taken throughout the contract, and lessons that can be learned from the contract. Where relevant, this will include an assessment of the performance of any contractors used on the works, and their suitability for future contracts. A report of this meeting will be discussed at the following supervisors meeting, to improve performance and practice.

### **Follow-on Actions.**

The Audit Record Form will be reviewed to see if any lessons can be learnt from the audit, or if any further actions are required in relation to it. Where a serious deficiency has been noted that may require disciplinary action against individuals, then this will be conducted in accordance with company disciplinary procedures.

## Site Audit Proforma

SITE DETAILS				
Licence Holder		ASBN No		
Site Address				
Description of works with ACM				
Date of Visit		Time On Site		Total Time
SITE PERSONNEL				
Name	Position Supervisor/Operative	Current medical	Current training	Face fit Full/Half

SITE DOCUMENTATION	YES	NO	N/A	COMMENTS
Is an in-date ASB5 available				
Details of other licence holders on ASB5				
Is type, extent and condition of acm recorded on ASB5				
Is s/vsr and No of ops on site as per ASB5				
Copy of licence on site?				
Is ELCI available				
PLAN OF WORK (See Aide Memoir)				
If the PoW refers to standard procedures a copy <i>must</i> be available				
Copy of waiver if granted?				
Is PoW site specific				
PoW and ASB5(Has PoW been amended – how and who by)				
Who is authorized to amend Pow				
Is supervisor on site as named				
Are details of contract included –names, titles and contact details of client and LARC				

<b>Is the type, extent, condition and location of ACM included</b>				
<b>Are start /finish times and weekend variations included</b>				
<b>Is analytical company for 4SC detailed and who they are contracted to</b>				
<b>Are welfare facilities provided as described</b>				
<b>Is transit to/from DCU justified</b>				
<b>Is use of the DCU described</b>				
<b>Are entry and exit procedures to the enclosure detailed</b>				
<b>Are RPE's identified for setting up and removal</b>				
<b>Are details of construction of air/baglock and enclosure detailed</b>				
<b>Is reference to smoke tests And witnessing included</b>				
<b>Is the ACM removal technique detailed</b>				
<b>Is air monitoring - background/personal arrangements included</b>				
<b>Is scope of works adequate</b>				
<b>Permits to work?</b>				
<b>Are Risk Assessments site specific eg work at height, manual handling, noise, hays</b>				
<b>COSHH assessments- smoke testing, surfactant, PU foam, adhesives – use and control measures with material safety data sheets</b>				
<b>Daily site log for DCU, transit route, air/baglock, enclosure, NPU, vacs and rpe. And smoke test record</b>				
<b>NPU for enclosure AND DCU records to included</b>				
<b>Training certificates for all ops</b>				
<b>Medical certificates for all ops</b>				
<b>Current face fit test results</b>				
<b>Thorough examination and test certificates for plant available for use on site</b>				

COVID -19	YES	NO	N/A	COMMENTS
Is there a risk assessment for COVID -19 or company policy? Is this sufficient to control the risk?				
Is social distancing being adhered to ?				
Is there sufficient hand washing facilities and warm running water or hand sanitizer available?				
Are rest areas big enough for workers to keep a safe distance whilst on breaks ? if not are administrative controls in place i.e split break times ?				
Is disinfectant being used to wipe down rest/welfare areas?				

SITE ORGANISATION	YES	NO	N/A	COMMENTS
Has there been liaison with those to whom contracted?				
Is site layout as sketch plan submitted on POW/MS?				
Does sketch plan inc enclosure, location of viewing panels/cctv, NPU's, airlock, baglock, transit route, DCU, skip, waste route, location of ACM + size and dimensions of enclosure and routes.				
Is work being carried out as per POW/MS				
Has supervisor reviewed POW/MS prior to starting work?				
Are asbestos area and respirator zone identified?				
Have any variations to POW/MS been recorded?				
operatives on POW/MS, (signed and dated paperwork)				
Is supervisor on site at start and all key times?				
Have all on site risks been considered?				
Are adequate warning signs displayed?				
Are there arrangements for emergency evacuation?				

Is welfare adequate and convenient				
First aid provision? Who is first aider on site ?				
Are there procedures for emergencies, medical and fire? – medical ...evacuation from enclosure, attendance by paramedics: fire.. means of warning, extinguisher and escape route .				

PLANT ON SITE	YES	NO	N/A	COMMENTS
Number of vacs on site				
Number of vacs stated in POW/MS				
Identification numbers?				
Vacs in good condition				
DOP Test certificate available				
Number of NPUs on site				
Number of NPUs stated on POW/MS				
Identification numbers				
NPUs in good condition				
Are warning alarms on NPUs working?				
Test cert (6-monthly for NPU) available? DOP				
Is DCU NPU test cert available?				

HYGIENE FACILITIES	YES	NO	N/A	COMMENTS
Clearance cert available from previous job				
Is a modular DCU used?				
Unit complying with INDG247?				
Location as POW/MS?				
If not directly coupled to enclosure would it have been reasonable.				
Is transit route as short as possible				
Was unit set up before any work started?				
Is unit level?				
Are all services connected? Such as heating, lighting, water, connection to drains				
Are clean and dirty end doors marked?				
Is step access provided, as nec.				
Is unit clean and in good order?				

Is unit in a secure place, doors locked if unattended?				
Is unit used to store items?				
Lockers in clean end?				
Is mirror provided in clean end				
Internal doors self closing?				
Adequate number of shower heads – 1 for 4 ops				
Nailbrush/soap/sponge provided?				
Charging points in clean end for respirators? (generally 240V)				
Adequate means of heating unit?				
Adequate means of lighting				
Is there a balanced flue for gas heater?				
Gas safety inspection record				
Operative CO monitor				
Is RCD fitted and tested?				
Is unit earthed?				
Do employees decontaminate correctly?				
Are towels provided?				
Are separate towels used in shower and clean end?				
Are towels laundered or bagged ?				
How is waste water discharged				
<b>TRANSIT ROUTE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Is transit necessary?				
Is route short as possible?				
Is route marked?				
Is the route safe for operatives to use?				
Is route shared with others				
Is route clear of debris				
Is route over hard standing				
Does route require a cover				
<b>ENCLOSURE/AIRLOCKS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Work area cleared of loose debris?				
Is enclosure construction and sheeting adequate?				
Is it well designed?				
Will it prevent spread of asbestos?				
All openings sealed?				
All electrical and heating plant isolated?				

Is any plant/equipment to remain in enclosure sealed				
Is enclosure likely to be compromised during job?				
Is enclosure adequately lit?				
Is the enclosure located as on POW/MS drawing?				
Is enclosure double skin?				
Should it be double skin?				
Are vision panels, 600x300mm, provided in enclosure? If not cctv?				
Is there a clear view of all work carried out?				
Is the 3-stage airlock of good construction? (& sufficient size) 1mx1mx2m- if not then explanation required.				
Is the airlock adequate for decontamination?				
Bucket, sponge, vacs available in or near airlock?				
Are airlock flaps on w weighted?, How				
Do they cover openings?				
Are operatives decontaminating correctly?				
Does inner stage of airlock have vision panel - 600x300mm ? or cctv?				
NPU's located and specified as POW/MS?				
NPU's positioned so only pre-filter inside enclosure?				
Are NPU's vented to outside where possible?				
Is NPU's ducting in good condition?				
Are NPU's likely to move?				
Is extraction capacity adequate?				
Is there good airflow through enclosure?				
Are there any dead spots?				
Is the air changes/hour calculated correctly?				
Is smoke test witnessed?				
Is this recorded?				
Are enclosure inspections records available?				
Is NPU run after work ceases? (>1hr after fibre raising activity)				
Is bag lock provided?				
Bag lock of good construction?				

Is it of adequate size for material?				
Located next to airlock?				
Is waste stored in enclosure?				
<b>SCAFFOLDING /ACCESS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Is there work at height <i>inside</i> enclosure?				
Safe access provided inside?				
If tower scaffold used is erector PASMA trained				
Guardrails, toe boards, tubes capped etc?				
MEWP inside, op trained?				
Procedure for decontamination of access equip				
<i>Enclosure at height</i>				
Is enclosure /airlock/baglock on scaffold				
Confirmation of scaffold design, security (pull-out tests), hand-over certificate				
Does scaff form part of enclosure, or access to the work?				
Likely to damage ACM?				
Licensed scaffolder used?				
Was DCU in place at start of scaffold erection?				
Is scaffold inspected by competent person				
Scaff tag system in use to confirm safe access				
Means of access, ladders/staircase				
Ladder on firm level footing and tied				
Access/egress via hinged gate				
<b>METHOD OF ASBESTOS REMOVAL</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Is a dustless or wet method used?				
Is this method effective?				
Is an injection system to BS 8520/1 used? (describe type)				
Have operatives had PRACTICAL training in use of this system?				
Is there adequate surfactant on site? (type)				
Is floor contaminated with runoff?				

AIB –removal- position/size/condition/type of fixings				
Tools for fixings/shadow vac				
Use of surfactant				
Double bagging/parcel waste ?				
<b>PROTECTIVE EQUIPMENT</b>				
<b>PROTECTIVE EQUIPMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Is RPE as in POW/MS?				
Suitable for work method?				
Is it in good condition and well maintained?				
Are daily inspections completed and recorded?				
Are flow meters available?				
Adequate spare filters?				
Are RPE bags clean?				
Are bags free of items that may cause damage?				
Is correct footwear worn to transit?				
Is there emergency RPE available?				
Are disposable coveralls as stated in POW/MS?				
Are coveralls good quality and resistant to tear? Cat 3 type 5/6				
Ankles, wrists and hood of coverall elasticated?				
Are they being worn correctly (hoods up)?				
Overalls disposed of or laundered?				
<b>WASTE DISPOSAL</b>				
<b>WASTE DISPOSAL</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Are UN packages used?				
Are bags correctly sealed, red bag inside clear bag?				
Is waste transit route clear from spilt waste or confusing debris eg mmmf?				
Is a lockable skip used?				
Is skip locked and secure?				
Are Co vehicles used to transport waste?				
Are they registered carriers of waste?				
<b>AIR MONITORING</b>				
<b>AIR MONITORING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Are vehicles suitable for transport eg sealed bulkhead?				
Is bagged waste in vehicle likely to be damaged?				

Are tools etc and bagged waste separated in transit?				
EA consignment note available on site?				
Is personal monitoring being carried out?				
Is leakage testing being carried out?				
Is 4-stage clearance being carried out and by whom?				
Is Co vehicle monitored				
Has ambient level been established?				
Is UKAS accredited analyst used?				

<b>ELECTRICAL SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Are leads maintained?				
Are plugs maintained?				
Are they PAT tested?				
Are they 110v?				
Is the mains supply lead to the DCU reinforced?				
Are tools maintained?				
Are the tools cleaned and bagged after each job?				
<b>PERSONAL SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Weight of plant, equipment and materials identified				
Manual/ mechanical handling				
Noise levels of plant, exposure of ops – ear protection?				

- **COMMENTS AND OBSERVATIONS**
- **DOES ANY INFORMATION ON THIS AUDIT LEAD TO TNA?**
- **IN THIS BOX PLEASE SCORE THE AUDIT FROM 1-10**
- **MARK AUDIT ON "AUDIT HIT LIST SPREED SHEET**

**Signed**

**Date**

## **Personal Monitoring Strategy COVID19 amendment.**

During removal works, Airsafe UK Ltd will adopt asbestos removal and handling techniques to ensure asbestos fibre release will be kept to the lowest level possible with our own target set at an average of <0.1fm/l thus ensuring that any fibres generated will remain well within the protection factors of RPE being worn.

To ensure we achieve this a personal monitoring strategy has been developed to allow detailed monitoring of our asbestos removal activities including enclosure erection, preparation and removal of ACM's, waste handling and dismantling of enclosures. If readings above the target level are observed, they will be investigated allowing us to review our techniques and processes. This will significantly assist our overall fibre control in confirming operatives are using appropriate removal techniques and the removal techniques in the plans of works are thorough and effective. This will also give us the confidence in knowing fibre levels are as low as possible for the benefit of our staff, our clients and other occupiers. Due to COVID 19 and its implications,

Airsafe UK have had to alter their personal monitoring strategy to realistically reflect the amount of personal monitoring undertaken. The balance of risk of adding a further body for longer than necessary to works on site against the need for ongoing personal monitoring reflects this. Once restrictions with COVID 19 ease, the personal monitoring strategy will be re amended.

Personal monitoring will still be targeted and planned appropriate to the work and the staff through all types of work including non-licensed and detailed in each project specific plan of work. The repetitive nature of the majority of Airsafe's removal works mean we have a number of previous personal monitoring results for the works we generally carry out. Any variation from our repetitive works will have personal monitoring booked in.

Airsafe UK will therefor arrange for an independent UKAS accredited analytical company to carry out full duration personal air monitoring on any works that we do not have previously. Four hours or full duration of works is expected to allow the individuals activities across all the work activity to be measured.

Results from the air monitoring will be logged in Airsafe UK personal air monitoring spreadsheet where it will be separated by works and staff. These results will be averaged out and over a 12-week period.

As stated above high findings will be investigated and, in some cases, may require working methods to be reviewed, additional training/coaching identified and processes to be amended or improved. Lower values will also be investigated to highlight and share good practices. Regardless of the results all monitoring results will be made available to the individual as part of their health surveillance requirements.

## 14 Staff Appraisal

All staff undergo an annual assessment with their immediate line manager. Thus operatives are assessed by their supervisors, supervisors and office staff by the Contracts Managers and the Contracts Managers by the Managing Director. In the event that an incident or audit highlights particular deficiencies that require immediate attention then a special assessment will be carried out.

Next is a sample of a staff performance appraisal form.

**NEW STARTER APPRAISAL FORM**



NAME	APPRAISAL DATE	APPRAISER

Training/Training Location

Start date	
------------	--

Background before Airsafe UK

(a) Do you have previous experience with asbestos removal works?

(b) Do you have any other site related work experience?

Do you have a medical history of illness that Airsafe needs to be aware of?

Issued items	
Hi viz jacket	
Hi viz hoody	
Hi viz t-shirts	
Safety boots	
Hard hat	
Safety glasses	
Gloves	
Ear protection	
Full face mask	
Half face mask	

I hereby acknowledge receipt of the above.

Signed	
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Dated	
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**3 MONTH APPRAISAL FORM**



NAME	APPRAISAL DATE	APPRAISER

Training – How do you feel your training prepared you for the works you are doing?

How confident are you with the training you have received and your ongoing training on site?

How do you feel the management of Airsafe could improve both your training and confidence?

Is there any particular aspect of your training you would like to refresh?

What elements of your job do you find most difficult?

What elements of your job interest you the most?

Score your own capability or knowledge in the following areas in terms of your current role requirements (P=poor, S=Satisfactory, E=Excellent) if appropriate bring evidence with you to the appraisal to support your assessment. The second section can be used if working towards new role requirements.

APPRAISEE TO FILL OUT	
Punctuality/timekeeping	
Knowledge	
Time management	
Planning skills	
Communication skills	
Equipment skills	
Team working and developing others	
Energy determination and work rate	
Steadiness under pressure	
Leadership and integrity	
Adaptability/ flexibility	
Personal appearance and image	

APPRAISER TO FILL OUT	
Punctuality/timekeeping	
Knowledge	
Time management	
Planning skills	
Communication skills	
Equipment skills	
Team working and developing others	
Energy determination and work rate	
Steadiness under pressure	
Leadership and integrity	
Adaptability/ flexibility	
Personal appearance and image	

In light of your current capabilities and your future personal growth and/or job aspirations, what activities and tasks would you like to focus on during the next year?	
Signed	Dated

# The Management of Health and Safety at Work Regulations 1999

Under the aforementioned Regulations the Company will undertake the following and will monitor and review procedures as appropriate.

- Undertake suitable and sufficient assessments of the risks to employees and persons not in employment and identify the measures needed to comply with legislation.
- Make the finding known to all who might be affected
- To assess the risks to new and expectant mothers
- To assess the employment of young persons, taking account of such as their lack of work experience and the form, range and use of work equipment.
- Temporary workers
- Provide appropriate health surveillance
- Appoint a competent person
- Establish procedures to be followed in the event of serious danger to workers
- Provide workers with comprehensible and relevant information on, such as, risk and preventive and protective measures.

Risk – hazard: Management shall ensure that all relevant hazards are identified, the risks are evaluated and the decision made as to what action is required and implemented to remove or reduce them to insignificant levels. Account will be taken of any likelihood that working practises will differ from laid down procedures, non-routine operations and interruptions to work activities.

Risk assessment regarding new expectant mothers.

Management will undertake a risk assessment of any process or working conditions or physical, biological or chemical activity to ensure the health and safety of women of child bearing age and to new and expectant mothers, and to those who have recently given birth or are breast feeding.

Where risk remains, we shall:

- Change the employee's hours
- Change the conditions of work to eliminate the risk
- Offer alternative work

## Definitions and applicability

"Given birth" means "delivered a living child or after 24 weeks of pregnancy, or a still born child"

"New or expectant mothers" means "an employee who is pregnant, who has given birth within the previous 6 months; or who is breast feeding"

## Details of risk assessment

The level of detail in a risk assessment should be broadly proportionate to the risk. The purpose is not catalogue every trivial hazard, nor is management expected to be able to anticipate hazards beyond the limits of current knowledge. A suitable and sufficient risk assessment will reflect what it is reasonably practicable to expect employers to know about the hazards in their workplaces. The format for all such risks assessments is provided within the policy.

## Preventive and protective measures

Risk prevention measures form part of a coherent policy and approach having the effect of progressively reducing those risks that cannot be prevented or avoided altogether. The measures will take account of the way work is to be organised, working conditions, the working environment and any relevant social factors; Priority will be given to those measures which protect the whole workplace and all those who work there, and so yield the greatest benefit; i.e. Collective protective measures take priority over individual measures;

The preventive and protective measures that have to be taken following the risk assessment depend upon the relevant legislation covering particular hazards or sectors of work. In deciding upon the measures, the company shall apply the following principles.

If possible to negate the risk altogether, e.g. by not using a particular dangerous substance or article if it is not crucial to the business.

Combat risks at source, rather than temporary measures. Thus, if the steps are slippery, treating or replacing them is better than providing a warning sign.

Wherever possible, adapt work to the individuals especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods.

Take advantage of technology and technical progress, which often offers opportunities for improving working methods and making them safer.

Ensuring that employees are made aware and understand the measures.

## **Health and Safety Arrangements**

Senior management are responsible for:

**Planning:** Adopting a systematic approach which identifies priorities and set objectives. Whenever possible risks will be eliminated by the careful selection and design of facilities, equipment and processes or minimised by the use of physical control measures;

**Organisation:** Putting in place the necessary structure with the aim of ensuring that there is a progressive improvement in health and safety performance;

**Control:** Ensuring that the decisions for ensuring and promoting health and safety are being implemented as planned

**Monitoring and review:** Like quality, progressive improvement in health and safety will only be achieved through the constant development of policies, approaches to implementation and techniques of risk control.

## **Health and Safety assistance**

The Company will, if deemed necessary, enlist the help or support from outside the organisation.

External services employed will be appointed in an advisory capacity only. They will be specialists or general consultants on health and safety matters contracted to fulfil specialist monitoring or assistance.

Senior management are solely responsible for ensuring that those they appoint to assist them with health and safety measures are competent to carry out whatever tasks they are assigned and given adequate information and support to complete this. In making their decision management will take into account the need for:

A knowledge and understanding of the work involved. The principles of risk assessment and prevention, and current health and safety applications.

The capacity to apply this to the task required by the employer which might include identifying health and safety problems, assessing and required action, developing and implementing appropriate strategy, evaluating their effectiveness and generally promoting and communicating good standards of health, safety and welfare practices.

## **Procedures for serious and imminent danger and for danger areas**

The company will establish procedures to be followed by any worker if situations posing serious and

imminent danger should arise. This will include clear guidance on circumstances when employees and others at work should stop work and how they should move to place of safety. This may require full evacuation of the workplace or it might mean some or the entire workforce moving to a safer part of the workplace

The procedures will need to take account of the responsibilities of specific employees. Some employees or groups of employees may have specific tasks to perform in the event of emergencies. These are identified within our current standard procedures manual

## **Information for employees**

The risk assessment will help identify information which has to be provided to employees under specific regulations, as well as any further information relevant to a risk to employees' health and safety. Relevant information on risk and preventive and protective measures will be limited to what employees need to know to ensure their health and safety.

The information must be capable of being understood by the employees to whom it is addressed. This will take account of their level of training, knowledge and experience. Special consideration will be given to any employees with language difficulties or with disabilities which may impede their understanding. Special arrangements will be made for employees with little or no understanding of English or who cannot read English. Such may include providing translation, using interpreters, or replacing written notices with clearly understood symbols or diagrams.

## **Co-operation and co-ordination**

Our obligations under the Health and Safety at Work Act are towards anyone who may be put at risk by virtue of our activities. Where our activities and that of other employers and self-employed people interact, for example if we share a workplace, co-operation with each other will be necessary to ensure that our respective obligations are met. This will be achieved by agreeing with other concerned parties arrangements that are required to meet compliance prior to the work commencing.

## **Capabilities and Training**

### **Training –**

Training is an important way of achieving competence and helps to convert information into safe working practice. It contributes to the organisation's health and safety culture and is needed at all levels, including senior management. This has been previously referred to in Section 3.4

### **Refresher training**

An employee's competence will decline if skills (e.g. in emergency procedures) are not used or practised regularly. Training therefore needs to be repeated periodically to ensure continued competence. Information from personal performance monitoring, health and safety checks, accident investigations and near miss incidents will help to establish a suitable training schedules.

### **Employees' duties -**

Employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omission at work. Employees are required to correctly use all the work items provided by the company, in accordance with their training and the instructions they receive to enable them to use the item safely.

Employees' duties also include co-operating with their employer to enable the employer to comply with statutory duties for health and safety. The company, and those appointed to assist with health and safety matters, need to be informed without delay of any work situation which might present a serious or imminent danger. The danger may be to the employee concerned or to others arising from the company work activity. Employees will also notify management of any shortcoming in the health and safety arrangements even when no immediate danger exists, so that management can investigate and implement appropriate remedial action.

## Providing a Safe Place of Work

Section 2 of The Health and Safety at Work etc Act 1974, places a duty on every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. Section 3 extends the health and safety responsibilities to persons not employed.

In particular, the Section 2 duty extends to the provision and maintenance of plant and systems of work, safe use, handling, storage and transport of articles and substances, adequate instruction, information, training and supervision, the maintenance of a safe place of work and safe means of access and egress.

The Workplace (Health, Safety and Welfare) Regulations 1992 cover a range of basic health, safety and welfare issues and apply to most workplaces except construction sites. The Approved Code of Practice and Guidance provides guidance on the regulatory requirements on a number of issues, which are summarised below.

**Maintenance of equipment and devices** – the workplace and all equipment, devices and systems used are maintained in an efficient state, working order and in good repair

**Ventilation** – ‘effective and suitable provision’ is made to ventilate every enclosed workplace by a sufficient quantity of fresh air. If any plant is used for this purpose then it should include an effective device to give visible or audible warning of any plant failure.

**Temperature in indoor workplaces** – a ‘reasonable’ temperature is maintained inside the workplace. The method of heating or cooling should be such as to ensure that injurious or offensive fumes and the like do not escape into the workplace. Thermometers will be provided inside the workplace to enable people to determine the temperature. Generally this temperature should be at least 16°C unless much of the work involves rigorous physical effort, in which case the temperature should be at least 13°C. However, if reasonably comfortable temperatures cannot be achieved throughout a workroom then localised heating will be provided.

**Lighting** – suitable and sufficient lighting should be provided in all workplaces to enable people to work, use facilities, and move from place to place safely. Emergency lighting should be provided if people are exposed to danger in the event of failure of artificial lighting.

**Cleanliness and waste materials** - the surfaces of all the floors, walls and ceiling should be capable of being kept sufficiently cleaned and the workplace, furniture, furnishings and fittings kept sufficiently cleaned. Waste material should not be allowed to accumulate except in suitable containers.

**Room dimensions and space** – workrooms should have enough free space to allow people easy access to and from workstations, to move with ease and allow them to work unrestricted. The minimum space per person should be 11 m<sup>3</sup>, not counting ceiling heights in excess of 3m.

**Workstations and seating** – workstations are suitable for the people working there, any work that is likely to be done there and they are unlikely to slip or fall at the workstation. They should provide protection from adverse weather and enable a person to leave swiftly in an emergency. Suitable seats should be provided if the work is capable or must be carried out whilst seated.

**Floors and traffic routes** – floors and traffic routes should be properly constructed, maintained and effectively drained. They should not have holes, slopes, uneven surfaces, be slippery, and be kept free from obstructions which may pose a risk and cause a person to slip, trip or fall. Suitable and sufficient handrails should be provided on staircases.

**Falls or falling objects** – every tank, pit or structure that contain a dangerous substance and into which there is a risk of a person falling, should be securely covered or fenced. If covers have to be removed then access should be limited to specified people and effective measures taken to prevent falls and operate a safe system of work.

**Glazing** – every window or other transparent surface in a door, gate, wall or partition shall, where necessary for health and safety, be of safety material/protected against breakage and appropriately marked to show it is present.

**Openable window etc.** – the opening, closing or adjustment of any window, skylight or ventilator, or the open position of the same, should not pose a risk.

**Ability to clean windows** - every building window or skylight should be designed or be fitted with suitable devices, to allow them to be cleaned safely.

**Traffic routes** – the workplace should be organised so that pedestrians and vehicles can circulate in a safe manner. Where possible, routes are to be segregated and marked accordingly. Any risk should be minimised by the use of a banksman to supervise the movement of vehicles and implement a safe system of work.

**Doors and gates** – should be suitably constructed and should not pose a risk of injury if they slide, move vertically or are powered. An emergency stop control must be provided for any powered gate or door which can be operated manual if the power fails, and, where any door or gate may be pushed from either side, a clear view of the space close to both sides must be provided.

**Sanitary conveniences** - suitable and sufficient sanitary conveniences should be provided at readily accessible places for all people. The room/s containing them should be adequately lit and ventilated, kept in a clean and orderly condition and properly maintained. Separate rooms for men and women should be provided except where the convenience is in a room intended for use by one person, and it has a door which can be secured from the inside.

**Washing facilities** - adequate washing facilities, including a clean running supply of hot and cold or warm water, together with soap and towels or other suitable means of cleaning and drying, should be provided.

**Drinking water** - an adequate supply of wholesome drinking water should be provided, maintained and be readily accessible for all persons at the workplace. Where the water is not supplied through a jet, then cups should be provided.

**Accommodations for clothing** - suitable and sufficient accommodation should be provided for people's outdoor and any special clothing which is worn at work but not taken home. These should be in a suitable location and properly maintained, with facilities for drying clothing.

**Facilities for changing clothing** - where people are required to wear special clothing and cannot change elsewhere, suitable and sufficient facilities should be provided for people to change clothing. There should be separate facilities for men and women and properly maintained.

**Facilities for rest** - where necessary for reasons of health or safety, suitable and sufficient furnished restrooms should be provided for employees. Suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke' and suitable facilities are also to be provided for pregnant women and nursing mothers to rest.

**Facilities for eating meals** – where necessary for reasons for health or safety, suitable and sufficient facilities must be provided and maintained for people to eat meals at the place of work. When working remote all contracts are assessed at the time of tender to allow for welfare facilities to be provided/supplied.

The majority of the licenced asbestos removal that the company engages in is undertaken on sites where construction activities are being carried out. The hazards associated with construction type activities include

**Falls:-** People fall because access to and from the workplace is not adequate, or the workplace itself is not safe. The importance of providing good access to a safe working position (eg a platform with toe boards and guard rails) cannot be over-emphasised.

**Mobile plant:-** Construction plant can be heavy. It often operates on ground which is muddy and uneven, and where driver visibility is poor. People walking on site are injured or killed by

moving vehicles, especially reversing ones. Others, particularly drivers and operators, are killed or injured by overturning vehicles and plant.

**Falling material and collapses:-** People are struck by material falling from loads being lifted and material that rolls or is kicked off work platforms; others are struck or buried by falling materials when excavations, buildings or structures collapse.

**Electrical accidents:-** People suffer electric shock and burns when they use unsafe equipment and when they contact overhead power lines and buried cables.

**Trips:-** Trips and slips are common cause of reported injuries on construction sites, the majority of which can be easily avoided by effective management of access routes such as corridors, stairwells and footpaths.

As well as exposure to asbestos fibres, ill health can result from

**Manual handling :-** Lifting heavy and awkward loads causes back and other injuries. Some injuries can result from a single lift, but more commonly, long-term injury develops as a result of repeated minor injury due to repetitive lifting.

**Noise and vibration:-** High levels of noise can cause hearing loss and repeated use of vibrating tools can cause hand-arm vibration syndrome (damage to nerves and blood vessels – most commonly in the hands and fingers).

**Chemicals :-** Exposure to materials can cause skin and respiratory problems.

During the preparation of plans of work and the implementation of safe methods of work the company takes account of the risk associated with the work and the environment in which it is carried out. Health, safety and welfare issues are planned, organised, controlled, monitored and reviewed.

## Smoking Policy

### **OBJECTIVES:**

Smoking for the purpose of this policy is defined as the smoking of cigarettes, cigars and pipes and any reference to cigarettes in this policy is deemed to include this latter definition for smoking. Electronic cigarettes do not come within the definition.

The company promotes a healthy environment and has a no smoking policy as normal practice within the company buildings and within any company vehicles.

The company policy applies to all members of the workforce, both directly employed and self-employed.

The company policy applies to all visitors and customers attending the premises, who are verbally advised of the policy upon arrival.

Implementation and maintenance of this policy is the responsibility of the senior management. Breaches of the policy are viewed as a disciplinary matter.

Staff who smoke will be offered assistance in stopping by initial subsidised therapies and a smoking cessation course.

### **ORGANISATION:**

All advertisements for new posts incorporate reference to Airsafe UK Ltd being a “smoke free” organisation and all new staff are informed by the Director at interview of the requirements of the policy. In addition, all new staff will be reminded of the policy on induction.

This policy will be acknowledged and upheld by all staff.

## Alcohol and Drugs

The company are aware that alcohol and drug consumption/ dependency affect individual health and work performance in terms of safety, efficiency and attendance. There are also safety risks to other employees and the public. It is therefore the Policy of the company that:

- Employees must not be present themselves for work under the influence of alcohol or drugs so that their performance or ability to carry out their activities at work safely and competently is affected in any way.
- Consumption of alcohol during working hours either on or off the Company premises is prohibited.
- Taking of any illegal substances is prohibited. Possession also a criminal offence under the Misuse of Drug Act 1971.
- Prescribed drugs and over – the – counter medications are not exempt from the policy. Employees have a duty to advise medical practitioner or pharmacist of the nature of their work and seek advice on the possible side effects of the medication. The employee has a duty to inform the management of any such medication, which may affect their ability in performing their normal work operations.
- Any misconduct regarding the use of alcohol or drugs will be dealt with under the Company disciplinary procedure, which may lead to dismissal.
- Employees also have duty under this policy to advise management if they suspect that a colleague is working under the influence of alcohol or drugs. In such circumstances the Company will deal with the matter in strictest confidence.
- Where it is found that an employee's health, attendance or work performance is affected by an alcohol or drug related problem this will be dealt with under our procedure for managing performance.
- The Company reserves the right to undertake random drug tests where it is suspected that operatives may be under the influence of drugs and alcohol.

## Fire

### The Regulatory Reform (Fire Safety) Order 2005

The Order, made under The Regulatory Act 2001, replaces most fire safety legislation with one order. It requires any person who has some level of control in premises to take reasonable steps to reduce risk from fire and make sure people can safely escape if there is a fire.

It is company policy for a fire risk assessment to be carried out and an emergency plan prepared. The responsible person in this respect is the Managing Director, assisted by the Contracts Managers. The assessment is a structured and systematic examination of the premises to identify the fire hazards. If a significant hazard is identified the company will decide who is at risk and whether the existing fire precautions/control measures are adequate so that the risk is minimised. Appropriate measures will be implemented if the precautions are not adequate.

The emergency plan is a set of procedures or actions that employees and visitors should take in the event of a fire or other serious event.

Given that the company employs more than 5 persons the risk assessment and emergency plan will be recorded and cover the following

Identify all the significant fire hazards;

- Identify the 'relevant persons' who are at risk from each fire hazard ( this means any person who may lawfully be on the premises, and may also include any person in the immediate vicinity of the premises who may be affected by a fire on the premises).
- Identify any group of people who are especially at risk.
- Take into consideration any dangerous substances on the premises (such as gas bottles) Note: this may also affect identification of who the relevant persons are beyond the bounds of your premises.
- The means of escape from the premises in case of a fire.
- The means of detection and giving warning in case of fire.
- The means of fighting fire.
- Planning for an emergency – including specific responsibilities and actions.
- Training, information and instruction to staff about fire precautions in the work place.
- Effective maintenance and testing of fire safety equipment and precautions.
- A good, well-thought and adequate assessment to determine whether the existing control measures can effectively reduce risk to a tolerable level.
- Establish what additional measures are required (to provide some control over the process). These should include the following: the action needed/by when/by whom).

When changes are made which can effect the risk then the assessment will be reviewed.

In addition the company will

- (a) make appropriate fire safety arrangements identified by the fire risk assessment
- (b) nominate people to undertake any special roles identified in emergency plan
- (c) consult employees about nominations to perform special roles and about the company proposals for Improving the fire precautions.
- (d) inform other responsible people adjacent to the building about any significant risks you have found which might affect their business or the safety of their employees and co-operate with them about measures to reduce the risk;
- (e) establish a suitable and readily available method of calling the emergency service;

- (f) instruct employees that they are required to co-operate with the company to ensure the premises is Safe from fire.
- (h) so far as is reasonably practicable, eliminate or reduce the risk from dangerous substances;
- (i) provide information to employees on the risks identified by the risk assessment and the preventive and control measures put in place.

It is a mandatory requirement that in the event of an outbreak of fire, irrespective of its size or whether it can be extinguished using fire extinguishers or other local firefighting equipment, that the alarm must be raised and Fire Service summoned. This action will ensure that all personnel are alerted and able to evacuate to a safe place and that professional firefighting and rescue resources are made available as quickly as possible. In the event that the evacuation alarm is sounded, it is a mandatory requirement that all personnel including visitors and contractors, evacuate and proceed to a designated safe assembly point, the car park, where a roll call will be carried out.

The person who discovers the fire will immediately seek assistance as described. However they may, provided it is with minimal risk to themselves, attempt to extinguish / control the fire using fire extinguishers provided.

#### NOTE

If required a nominated person will assist disabled visitors to exit the building.

Fire Detection Equipment – smoke detectors are located at strategic points throughout the workplace. If a smoke detector sounds it is the responsibility of any employee present to activate the fire alarm system and initiate evacuation.

Fire Fighting Equipment – Fire extinguishers are situated at appropriate positions in the building. “Onsite Fire Protection” is contracted to service and maintain all fire fighting equipment on an annual basis.

Fire doors/ Exits – Fire exits are located at strategic points. Doors must never be blocked, jammed or tied open. Exit routes must be kept clear at all times.

Plans of the "local" area showing the location of the assembly point and groups required to assemble are prominently displayed throughout the building.

The Incident Officer shall be responsible for taking a prepared "Roll" of employees names who are required to assemble and identify the names and probable location of any unaccounted person (the latter by questioning fellow workers etc.), details of which should be passed to the Emergency Services.

Any visitors or contractors will be accounted for.

**No attempts shall be made to search for missing persons. Searches will only be carried out by the Fire Service.**

In the event that the assembly point is affected by the emergency i.e. downwind of smoke/fumes, the Incident Officer shall direct assembled persons to an alternative safe place which shall be largely determined by wind direction. The Incident Officer will also ensure that neighbouring companies are informed of the fire.

The completed Roll Calls shall be passed to the Emergency Services. Staff shall only re-enter the building when given the all-clear by the Emergency Services. Fire drills will be carried out on a regular basis

## Emergency Procedures

In the event of any Emergency Situation in Asbestos Works, the primary concern should be the safety of individual operatives, not the possible spread of asbestos.

These generic guidelines are expanded upon in the Asbestos Removal Guidance and Procedures document. Site specific emergency procedures detailed in the site plan of work.

Tyvec disposable coveralls, category 3 type 5/6 and disposable half face RPE, fitted with a P3 filter, having an assigned protection factor of 20, are available on site for use by the emergency services and first aid responders if required.

### **Personal Injuries or Ill Health where casualty can safely be moved.**

When illness or injury occurs where a casualty can safely be moved from the enclosure without undue discomfort or risk of harm, the following procedure should apply:-

- ALL WORKS SHOULD STOP.
- The 2<sup>nd</sup> operative within the enclosure should alert the outside man to the nature of the incident, so that he can arrange for First Aid and the Emergency Services to be called without delay and the supervisor informed.
- The 2<sup>nd</sup> operative should then assist the injured person in stabilising the injury and making their way to the air lock, undertaking initial decontamination, and leaving the enclosure.
- Once outside the enclosure, a full assessment of the injury should be made, and if it can be safely undertaken the injured operative should be assisted with further decontamination.
- If it is not possible to complete the decontamination procedure through the DCU, the operative should be assisted out of their working overalls, by cutting off the overalls with a safety cutter, and assisted into suitable alternative clothing or clean overalls where practicable.
- The area around the operative should be cleaned.
- The operatives RPE should be cleaned and removed.
- The operative should then be treated as a normal patient, although the emergency services should be alerted to possible contamination with asbestos so the patient can be assisted with personal cleaning when appropriate in their treatment.
- All other operatives involved should decontaminate in the normal way at the earliest opportunity.

### **Personal Injuries or Ill Health where casualty cannot be safely moved.**

When an incident arises where the casualty cannot be moved the following procedures should apply :-

- ALL WORKS SHOULD STOP.
- The 2<sup>nd</sup> Operative within the enclosure should alert the outside man to the nature of the incident so First Aid and emergency Services can be called.
- The outside man should then call the first aid response, and the Emergency Services, alerting the Emergency Services to the nature of the call, and that the casualty is in a asbestos works enclosure. He should then turn up all NPUs to full power to increase ventilation within the enclosure and reduce the fibre concentrations within it.
- The 2<sup>nd</sup> operative within the enclosure should render what assistance they can to the injured party until the first aider arrives. He should also where practicable clean down the casualty and area around him with the Type H Vac.
- The outside man should provide and require the first-aider to wear disposable overalls and a disposable respirator, advise on the hazards within the enclosure then guide them in.
- Whilst this is going on, any other available staff should be doing what they can to reduce fibre levels within the enclosure, by using as much water and fibre suppressant as needed to damp down any materials and the floor, and opening the air and bag locks to improve the flow of air through the enclosure to the negative pressure units to aid in the dilution of fibre concentrations.
- Inside the enclosure the primary concern should be the casualty and his treatment. All other concerns are secondary, so RPE and PPE can be removed as required to treat the injuries.

- When the Emergency Services arrive, they should be offered disposable PPE and RPE then guided into the enclosure by the most direct route, even if this means cutting the wall of the enclosure.
- The casualty should be moved out of the enclosure as soon as it is safe to do so, and removed from any contaminated overalls etc, to make things easier for the people treating him.
- Once the casualty has been removed from the enclosure any damage done to facilitate entry etc should be repaired as soon as practicable.
- All persons involved in the emergency should decontaminate at the earliest opportunity, and this includes offering the decontamination facilities and instruction on their use to non trained persons involved e.g. First Aiders who may have become contaminated entering the enclosure.

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### First Aid

The Health and Safety (First-Aid) Regulations 1981 requires employers to provide such equipment and facilities for enabling first aid to be rendered to employees in the event that they are injured or become ill at work. The Company provides first aid supplies appropriate to the work force and place and “Trained First Aiders” as required by the legislation. Trained first aiders have attended a training course held by a provider who meets the standards as required by HSE

Suitably equipped First Aid boxes are maintained in the office and under the control of a “Trained First Aider. The Contracts Manager is a trained first aider.

Each vehicle is provided with a suitably equipped first aid box and each team per vehicle has a trained first aider.

The details of trained First Aiders are entered on the training matrix, with dates for attendance at refresher courses.

All operatives who sustain an injury whilst at work MUST report it immediately to a First Aider. First aid treatment will be provided according to the capabilities of the first aider and the nature of the injury and expert assistance obtained as appropriate.

All accidents and injuries sustained are recorded. As well as the details of the injured person, the details to be recorded include the date, time, location, circumstance of how the injury was sustained, a description of and extent of the injuries, first aid provided and by whom and when it is likely that the injured person will be able to return to work.

Injuries will be reported to the enforcing authority in accordance with current legislation.

## Reporting of Injuries, Diseases and Dangerous Occurrences.

### Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR)

An accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

The Company, as the “responsible person” will ensure that work-related accidents that result in an injury of a type which is reportable, will be reported under RIDDOR.

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

work-related accidents which cause death;  
work-related accidents which cause certain serious injuries (reportable injuries);  
diagnosed cases of certain industrial diseases; and  
certain ‘dangerous occurrences’ (incidents with the potential to cause harm).

When deciding if the accident that led to death or injury is work related, the following will be taken into account,

The way the work was organised, carried out or supervised.  
Any machinery, plant, substances or equipment used for work, and  
The conditions of the site or premises where the accident occurred.

The legal requirements of these regulations require the responsible person to notify the relevant enforcing authority and subsequently send a report of fatal and certain non-fatal accidents arising out of or in connection with work, of certain specified diseases contracted by person at work and of certain specified dangerous occurrences

### Types of reportable injury

#### Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

#### Specified injuries to workers

The list of ‘specified injuries’ in RIDDOR 2013 (regulation 4) includes:  
a fracture, other than to fingers, thumbs and toes;  
amputation of an arm, hand, finger, thumb, leg, foot or toe;  
permanent loss of sight or reduction of sight;  
crush injuries leading to internal organ damage;  
serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);  
scalpings (separation of skin from the head) which require hospital treatment;  
unconsciousness caused by head injury or asphyxia;  
any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

#### Over-seven-day injuries to workers

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

### Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury'.

### Reportable occupational diseases

The Company will report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):  
carpal tunnel syndrome;  
severe cramp of the hand or forearm;  
occupational dermatitis;  
hand-arm vibration syndrome;  
occupational asthma;  
tendonitis or tenosynovitis of the hand or forearm;  
any occupational cancer;  
any disease attributed to an occupational exposure to a biological agent.

### Reportable dangerous occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:  
the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;  
plant or equipment coming into contact with overhead power lines;  
explosions or fires causing work to be stopped for more than 24 hours.

### Recording requirements

The Company will record incidents to ensure that sufficient information is collected to properly manage health and safety risks. The information is a valuable management tool that will be used as an aid to risk assessment, helping to develop solutions to potential risks. The records will also help to prevent injuries and ill health, and control costs from accidental loss.

The company will keep a record of:  
any accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR; and  
any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days). Over-three-day injuries will not be reported unless the incapacitation period goes on to exceed seven days.

### Reporting

The enforcing authority will be notified by the quickest practical means without delay and a report will be sent within 10 days of the incident, with all the relevant information and by a suitable method

Online - [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate report form. The form will then be submitted directly to the RIDDOR database. The company will receive a copy for its records.

Telephone - for reporting fatal and specified injuries only. The Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

## Reporting out of hours

HSE may need to respond out of hours for circumstances that include:

a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work; or

a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and

following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.

Less serious incidents out of normal working hours will be reported by completing an online form at [www.hse.gov.uk/riddor/report.htm#online](http://www.hse.gov.uk/riddor/report.htm#online).

1. Records are to be kept for at least 3 years, and are as follows:-
  - Date and method of reporting
  - Date, time and place of the event
  - Personal details of those involved
  - Brief description of the event or disease
2. Enter all details into the accident log book.
3. Provide information to the department of social security on all accidents and injuries where industrial benefits are to be claimed.

## **Company Template for Reporting of Accidents and Dangerous Occurrences.**

**ALL ACCIDENTS AND DANGEROUS OCCURRENCES, HOWEVER TRIVIAL, MUST BE REPORTED TO THE OFFICE BY THE SUPERVISOR OR HIS DEPUTY, WITHOUT DELAY.**

**If the alleged accident or dangerous occurrence was caused by a supposed failure of ppe or plant or equipment then the artefact must be returned to the office. Contamination will not be considered an acceptable excuse; anything contaminated must be cleaned and double – bagged. Failure to return will invalidate the allegation**

**Please ensure you have as much of the information as is listed below so that the office staff can complete the form to the best of their ability.**

### **Reporting of the Incident**

#### **Details of the person reporting incident:-**

Name -

Address -

Postal code -

Telephone No -

Email address -

Date and time of report –

#### **Details of the Injured Person-**

Full name -

Date of birth -

Address -

Postal code -

Telephone number -

Email address -

Occupation –

Member of the public or employee-

Full details of employer if not employed by Airsafe UK Ltd -

Details of the incident reported

Date of incident -

Time of incident -

Location –

General site – The actual site address

The name and full address of the client. The name, job title and contact details of the client's site representative. (Information contained in and available from the ASB5 and PoW).

The name and full address of the Principal Contractor. The name, job title and contact details of the Principal Contractor's site representative. (Information contained in and available from the ASB5 and PoW).

Site specific – the actual location on the site where the incident occurred.

What type of work was being done at the time

How was the work being carried out

Who was involved in carrying out the work

What happened, - the main factors involved in the incident; including events leading up to it and anything that might have contributed, such as: -

Trip or slip hazards; to include type of surface (eg tiled floor, carpeted floor, uneven ground, stair case) condition of surface (spillage on floor, unsecured covering, loose stones, broken bricks, lack of handrails on stairs...

Was the area inspected before use – if so who by – was written report produced  
PPE; to include lack of suitable ppe. If provided then who supplied it, type; make; condition (good, reasonable or poor); fitting, was it being used at the time. Was the ppe inspected before use – if so who by

Fall from height; to include height of fall above or below ground, equipment in use at time, condition of the equipment, how equipment was being used. . Was the equipment inspected before use – if so who by..

Nature / severity of harm

Did the person die as a result of the injuries sustained.

If they did not die what part of the body was affected and how was it affected –

Did they suffer a laceration/fracture/amputation/loss of sight/crush injury/burns/unconsciousness or any other type of injury?

Please describe. e.g. cut fingers – which fingers and on which hand; foot/leg – which part and right or left; eye - right or left etc

**Remedial action to make the situation safe**

Action taken

By whom

When

**Photographs/sketches**

Were photographs or sketches taken of the site where the incident happened, after the incident.

If not can the person reporting the incident or A N Other go and take photographs or sketches, with measurements.

Details of the person who took the photographs or made sketches.

Had the scene changed by the time the photographs /sketches were taken – if so what had changed.

**First Aid**

If first aid provided supply details of

First Aider – Name, and if not employed by Airsafe UK Ltd then also provide employment details

Time of attendance

Details of first aid provided.

**What happened to injured person afterwards**

Taken to hospital – name, address and telephone number

Went/taken home

Returned to work – to continue with same work or alternative

Other.

**Witness Details**

Names and contact details of all witnesses.

Outline details of information provided,

Where was the witness when the accident happened,

What were they doing,

Did they see the injured person working before the accident - what was he doing,

What ppe was the injured person wearing

Did they see the accident actually happen - what did they see at the time or immediately afterwards.

**Comments by the injured person -- if available**

**How** do they think the accident happened?

**Why** do they think the accident happened?

**How** could it have been prevented?

**Details of the person taking the report**

Name

Signature

Date

Date of entry into accident reporting book

Is the incident reportable under RIDDOR – if so then date/time and reference of RIDDOR report.

Date and time when report passed to management for further action

**NOTE:** The accident / dangerous occurrence reporting form is completed to enable the same to be investigated to assist the Company's legal representatives in the event of a civil claim. **The completed reporting form is a privileged document.**

**Company Template for Investigation of Accidents and Dangerous Occurrences**

**To be carried out with minimal delay after report received.**

The completed report of the accident or dangerous occurrence **must** be attached to the investigation report.

Contact and employment details of the Person directly affected by accident or dangerous occurrence.

Type of Incident – accident / dangerous occurrence

Severity of accident – ill health, minor or serious or major or fatal injury

Date and time of Incident -

When reported – if different then with reasons

Date of investigation – with reasons for any delay

Site Address

Details of Principal Contractor and Client. Details of Site manager / Responsible Person of PC and/or Client. Details of the Airsafe UK site supervisor and manager.

Persons interviewed, including their status/position and full contact details

**Circumstances ---**

**Brief summary** – a thumb nail description eg, operative misplaced their footing when stepping onto hop-up work platform or when climbing up ladder or they tripped when walking over tiles or carpets or dropped hammer .....

**Machine, plant or site** – a brief description including, if appropriate, the manufacturer/supplier of the plant or equipment that was involved. A description of the site. Any variation between the standards of the machine/plant or site as seen at the time of the inspection and as at the time of the accident.

**Narrative** – An account of what happened, including reported and observed facts. Any inferences drawn from these accounts. Events leading up to the accident. Were the weather conditions relevant and if so how did they affect the work. Was there anything unusual or different about the working conditions. What instructions were given to employees. Were established safe methods of work and practices in place and were they being followed. Were short-cuts condoned.

**Photographs and measurements** – include who took them and when and any changes between the views shown and actual circumstances.

**Witnesses**

Details of any witnesses and their comments. Include an assessment of their credibility.

## Comments

The attitude of the supervisor, injured person, - explanations and any excuses.

## Preventative Measures

Before the accident – measures that should have been taken before the accident and who failed to take them. Was the risk known, to what extent was the risk controlled, if not fully controlled who failed to control it. Was the injured person trained and competent to carry out the work. Was the supervisor trained and competent. Was the plant or equipment or PPE suitable for the work, properly maintained and in a good state of repair.

After the accident – Measures that should be taken after the accident to prevent a re-occurrence. A review of the risk control measures, suitability of plant, equipment, PPE, competency of operatives and supervisory staff...

Confirmation of the implementation of the necessary controls to prevent a re-occurrence.

### Person completing the report

**Name**

**Date**

**Signature**

NOTE: - This investigation report is prepared to assist the Company and for the Company's legal representatives, to be used in the event of any civil claim. **The investigation report is a privileged document.**

## **COSSH**

### **Control of Substances Hazardous to Health**

#### **Part I – Policy**

It is the policy of the Company to comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002. To fulfil our responsibilities we will secure the health and safety of all persons, so far as is reasonably practicable, from the hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risk to prevent or control any ill health effects or accidents arising from or out of any such activities.

The Company recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risk, the recommendations of the employees undertaking the task will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

#### **Part II – Organisation/Responsibilities**

Each level of management is directly responsible for ensuring that persons within their control are not injured or adversely affected by substances.

This will be accomplished by identifying hazardous substances and assessing the associated risk from them together with the processes they are used in or derived from, and then implementing such safety measures to reduce, control or eliminate the risk at source.

Management will ensure that no substance is purchased or brought into use without the relevant safety data being available for assessment.

The Company will

- Assess the risks from exposure to hazardous substances in the workplace – to enable the Company to make a valid decision about the measures necessary to prevent or adequately control the exposure of employees to substances hazardous to health.
- Prevent or control the risk – to consider how to prevent employees being exposed to health by all routes. Compliance can be achieved by elimination of use or, where it is not possible to completely do so, by using a less hazardous substance or a different form. Where prevention is not reasonably practicable then control the exposure by such as by changing the process, systems of work, number of employees exposed and the level and the level and duration of exposure.
- Where control measures are introduced, including items of personal protective equipment, the company will ensure they are properly used, maintained, examined and tested. Personal protective equipment should not be made less effective by other work practices or improper use.
- Carry out monitoring- if the assessment shows it is necessary. Monitoring will apply where failure or deterioration of control measures could result in a serious health effect or as an additional check on the effectiveness of control measures.
- Carry out health surveillance where appropriate to protect health by early detection of adverse changes and to help evaluate effectiveness of control measures.
- Provide suitable and sufficient instruction, training and information to ensure workers know how and when to use control measures, to know the defined work methods, and the correct cleaning, storage and disposal procedures.
- Set up suitable arrangements to deal with accidents, incidents and emergencies.
- Maintain records of assessments, training and equipment etc for inspection.
- Identify areas beyond the capacity and training of the Company and involve external professional assistance.
- The Company will, where practicable and/or applicable, screen job applicants to ensure that any previous injury or illness will not be adversely affected by the tasks they will be required to undertake.

- Instruct female employees to report pregnancy as soon as possible to alert management to ensure any potential exposure will not be hazardous to her health or that of the unborn child. Where any doubts exist, management will seek expert advice immediately.

Employees have been supplied with suitable and sufficient personal protective equipment and understand that they have a legal responsibility to ensure it is correctly worn and used per instruction and training, even for short time exposures.

### **Points to remember for your continued safety and health**

**NEVER** Smell chemicals to try and identify them

**ALWAYS** protect **ALL** skin from chemical contamination and burns. Don't forget your feet; chemicals may soak through your footwear or enter via openings. Unless your head and hair are covered they are open to harm from chemicals or harmful dusts.

**ALWAYS** protect the mouth and nose. (Respiratory and internal organs from damage)

**ALWAYS** wear overalls, hats, and all other forms of personal protection when you are at risk. Do not wear them when eating and do not take them home for washing.

**ALWAYS** read and follow safety and warning instructions on labels and safety information that is provided for you.

**NEVER** use chemicals etc. unless you understand how to use them safely – **IF IN DOUBT, ASK!**

**NEVER** pour contaminants down the sink or drains.

**NEVER** mix chemicals

**NEVER** pour chemicals into unlidded, unmarked or unsuitable containers.

**ALWAYS** return chemicals to their safe storage area after use

**NEVER** breathe in fumes or dust. If you start coughing wheezing or feel light headed or unwell, in any way, **STOP** what you are doing, get help, and report it.

**NEVER** carry solvent soaked rags in bare hands or in pockets.

**NEVER** smoke eat or drink in a dusty or chemical environment

**ALWAYS** wash hands before using the toilet, smoking or consuming food/drink.

**ALWAYS** Replace container lids/tops between applications and when not in use.

**BEWARE** flammable materials such as solvents, gases and dust. Do not use them in any area where sparks or ignition sources may be present. Have an appropriate extinguisher nearby.

**BEWARE** of spills, report them immediately and use the emergency procedure.

**DON'T** put yourself or others in danger.

**ALWAYS** follow the instructions of supervisors and managers. It is their job to know how to deal with chemicals. The golden rule will always be –

**IF IN DOUBT, ASK!**

**DO** use barrier creams and after work cream, and where appropriate, suitable hand protection.

**Remember: Ensure you are fully aware of the hazards associated with your job, the precautions to be taken and the safe system of work to be used. If in doubt STOP and ask your line manager.**

## 24

# Asbestos

Asbestos, which is taken from the Greek language for “not quenchable”, is the name given to a group of 6 fibrous mineral silicates found naturally in many parts of the world, which is formed over millions of years by crystallisation under the influence of volcanic explosion. The basic six types fall into two classes of asbestos minerals and they are as follows.

### i.) **SERPENTINE**

The serpentine class is where the polymeric form is an extended sheet, wrapped around itself that is usually curved (serpentine). The only member of this group is Chrysotile, which is more commonly known as white asbestos. This asbestos type is a magnesia based silicate.

### ii.) **AMPHIBOLE**

The amphibole class consists of a polymeric structure of the silicates silicon-oxygen bonds forming long, thin straight fibres. This asbestos type is an iron based silicate. Members of this group are:-

- (a) Amosite, (Grunerite) commonly known as Brown asbestos
- (b) Crocidolite, commonly known as Blue asbestos
- (c) Anthophyllite
- (d) Tremolite
- (e) Actinolite

Chrysotile (white), Amosite (brown) and Crocidolite (blue) asbestos was widely used within the UK for various applications within the construction or refurbishment of offices, factories and even domestic premises. As well as being used within the fabric of a building or plant therein (boilers etc.); it was also used within services and consumer goods.

The main usage or purpose of asbestos has been for thermal and acoustic insulation, fire resistance and as a fibrous strengthening agent within other products. It is quite often mixed with other materials to act as a matrix, but also can be encountered in “raw” form as a sprayed coating (limper/flock).

The latter is usually blue or brown asbestos and used as fire protection on steelwork and concrete.

As part of bonded product it is not usually hazardous unless damaged, interfered with, worked upon or manipulated in some way, whereupon asbestos fibres may be released into the atmosphere.

Where the content of asbestos is not known by analysis or survey has been undertaken by the client and there is insufficient evidence in order to assess the type of ACM (asbestos containing material), then it will be treated as other than Chrysotile alone and full asbestos procedures shall be enacted.

## **Legislation**

There is a great deal of legislation applicable to asbestos removal. It comprises various acts, regulations, approved codes of practice, and guidance notes.

The principal items of legislation applicable are as follows:-

## **Acts**

Health and Safety at Work Act 1974  
Environmental Protection Act 1990  
Water Industry Act 1991  
Environment Act 1995  
Pollution Prevention and Control Act 1999

## **Regulations**

The Control of Asbestos Regulations 2012  
Control of Substances Hazardous to Health Regulations 2002  
Hazardous Waste Regulations 2005  
Carriage of Dangerous Goods (Classifications, Packaging and Labelling) & use of Transportable Pressure Receptacles Regulations 1996  
Carriage of Dangerous Goods By rail Regulations 1996  
Carriage of Dangerous Goods by Road Regulations 1996  
Carriage of Dangerous Goods by Road (Driver Training) Regulations 1996  
Chemicals (Hazard Information & packaging For Supply) Regulations 2005  
Confined Spaces Regulations 1997  
Contaminated Land (England) Regulations 2000  
Controlled Waste (Registration of Carriers & Seizure of Vehicles) Regulations 1991  
Environmental Protection (Duty of Care) Regulations 1991  
Health and Safety (Fees) Regulations 2006  
Manual Handling Operations Regulations 1992  
Lifting Operations and Lifting Equipment Regulations 1998  
Management of Health and Safety at Work Regulations 1999  
Control of Noise at Work Regulations 2005  
Control of vibration at Work Regulations 2005  
Personal Protective Equipment at Work Regulations 1992  
Provision and Use of Work Equipment Regulations 1998  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013  
Special Waste Regulations 1996  
Transport of Dangerous Goods (Safety Advisors) Regulations 1999  
Waste Management Licensing Regulations 1994  
Workplace (Health, Safety and Welfare) Regulations 1992  
Work at Height Regulations 2005  
Construction (Design and Management) Regulations 2015  
The Health and Safety (First Aid) Regulations 1981  
The Health and Safety (Safety Signs and Signals) Regulations 1995  
Gas Safety (Installation and Use) Regulations 1998

## **ACOPS (Approved Codes of Practice), Guidance and information**

Working With Materials Containing Asbestos (L143)  
Asbestos: The Survey Guide HSG 264  
Managing Asbestos in Buildings (INDG 223)  
Respiratory protective equipment at work: a practical guide (HSG 53)  
Fit Testing of Respiratory Protective Equipment Facepieces HSE OC 282/28  
Managing asbestos, your new legal duties – a joint leaflet produced by Royal Institute of Chartered Surveyors, Federation of Small Business, Asbestos Testing and Consulting Division of ARCA and HSE;  
Asbestos alert for building maintenance, repair and refurbishment workers (INDG188)  
Asbestos Dust Kills: Keep your mask on (INDG255)  
Working with asbestos in buildings (INDG289)  
Fit testing of respiratory protective equipment used for controlling exposure to asbestos fibres  
Asbestos: Medical guidance note (MS13).  
Working with asbestos cement (HSG 189/2)  
Asbestos essential tasks manual (HSG 210)  
Introduction to asbestos essentials (HSG 213)  
A comprehensive guide to managing asbestos in premises (HSG 227)  
Asbestos: The analysts guide for sampling, analysis and clearance procedures (HSG 248)

The Licensed Contractor's Guide" (HSG 247).

Ventilation of Enclosures for Removal of Asbestos Containing Materials. HSL RR988  
Contaminated Land: Applications in real Environments, CL: AIRE 2016 {CAR2012-SOIL}

**BS 8520-1:2009** – Equipment used in the controlled removal of asbestos-containing materials. Part 1 Controlled wetting equipment – Specification

**BS 8520-2:2009** – Equipment used in the controlled removal of asbestos-containing materials. Part 2 Negative pressure units – Specification

**BS 8520-3:2009** – Equipment used in the controlled removal of asbestos-containing materials. Part 3 Operation, cleaning and maintenance of class H vacuum cleaners – Code of Practice

Asbestos Liaison Group Memos; Minutes; and Technical Working Group Minutes

## 25

# **Asbestos Removal Responsibilities** **(CONTROL OF ASBESTOS REGULATIONS 2012)**

### **WORKING WITH ASBESTOS**

All Asbestos related works are to be carried out in strict accordance with the Control of Asbestos Regulations 2012 and all other legislation pertaining to this form of works.

### **RESPONSIBILITIES**

The general and asbestos specific responsibilities of the Managing Director, Mr Malachy Bonnar, the Contracts Manager, Mr Daniel Okun, Supervisors, Maintenance Supervisor and Operatives have been described in Section 5 and it is unnecessary to repeat the same.

## 26

# Personal Protective Equipment

The company provides each operative with PPE and clothing for attendance at site and for the safe removal of ACM's. These include safety footwear and socks, high visibility jackets and jumpers and T- shirts, woollen hats and hard hats, overalls and kneepads; full face and half face respiratory protective equipment, disposable coveralls, underwear and socks, transit and enclosure footwear, hand, eye and ear protection. They are required to be worn, as per the training received and as instructed, when the appropriate work is carried out. Storage containers and holdalls are provided on a personal issue basis and all operatives are required to make full use to minimise any damage and maintain everything in an acceptable condition. Operatives are required to report any damage to or loss of PPE /clothing to the Managing Director or Contracts Manager for replacement.

Separate disposable towels are provided for use within the showers and the clean end of the decontamination unit, discarded after use as contaminated waste.

On the occasions when fall arrest equipment is used, it is discarded after use as contaminated waste.

Disposable underwear is provided for use under coveralls and is discarded as asbestos waste. In cold conditions thermal underwear is provided. The policy is to wear thermals over normal disposable underwear. The thermal underwear is removed and stored with transit overalls in the dirty end of the decontamination unit for further use. At the end of a job they are discarded as asbestos waste.

All bagged waste is removed from the dirty end of the decontamination unit by the outside man whilst wearing PPE and RPE.

### **Respiratory Protective Equipment (RPE)**

The selected RPE will be adequate and suitable and reduce exposure to as low as reasonably practicable, and in any case to an acceptable level, i.e below the control limit.

For RPE to be suitable it will be matched to the job, the environment, the anticipated airborne contaminant exposure level, and the wearer. The type of RPE chosen will also depend on other factors, including the protection factor obtained under test conditions, the presence of other hazardous substances, the type, duration and nature of the work, the effects of other PPE and accessories

The information regarding expected airborne concentrations will be obtained from previous monitoring results from similar work and from research.

The type of RPE chosen for each individual job will be specified on the relevant asbestos assessment.

The performance of tight-fitting facepieces depends on achieving a good contact between the wearer's skin and the face seal of the facepiece. As people come in all sorts of shapes and sizes it is unlikely that one particular type, or size of RPE facepiece, will fit everyone. Fit testing will help ensure that the equipment selected is suitable for the wearer. The Company implement the requirements of HSG 53 "the selection, use and maintenance of respiratory protective equipment – a practical guide" and OC282/28, "fit testing of respiratory protective equipment facepieces." Each operative is subjected to quantitative face fit testing (carried out by a 3rd party company, accredited under the "Fit2Fit fit test providers accreditation scheme") for all RPE to be used, before carrying out any asbestos works on behalf of the company. A repeat fit test will be conducted where the wearer loses or gains weight or undergoes any substantial dental work or develops any facial changes (scars, moles, etc) around the faceseal area. In any event the Company requires repeat face fit testing to be repeated every 12 months. Operatives will also be given instructions on the use, fitting and basic maintenance of all RPE provided during regular training sessions.

Before use all operatives will ensure that all the equipment has been properly cleaned/decontaminated in accordance with the manufacturer's instructions and that the Inspection/Service Record is up to date.

Further, the RPE will be tested to ensure it is working according to the manufacturer's instructions prior to use. Monthly inspections will be carried out by the Maintenance Supervisor and the inspections recorded.

All equipment must be checked for signs of visible damage and repaired or brought to the attention of the Foreman/Contracts Manager as soon as possible for external repairs to be arranged.

Under no circumstances should a defective respirator be used for any reason

### **Coveralls**

These will be one piece disposable overalls, able to be securely fastened at the front to the neck (zip), and with an adhesive flap to cover the closed zip. They are not provided with external pockets. Elasticated cuffs, ankles and hoods are provided. The ankles will be positioned over and enclose the leg of the wellingtons, the cuffs will extend to the wrists and the hoods will cover the head, hair and ears.

Coveralls to be worn in the work area, for preparation, removal and for transiting will be Category 3 Type 5&6, colour coded and clearly defined within the method statement for each contract.

The policy is to use specific colours for specific tasks to assist in auditing and reduce the risk of spread.

**Red** – Within active asbestos RPE ZONE or an RPE/Exclusion zone.

For any works licensed or none licensed removal, cleaning, set up in a contaminated area, or encapsulation.

**Blue** – for general works including setting up where there is no contamination risk

**White** – when undertaking, waste runs, when transiting, when dismantling the RPE ZONE/RPE Zone/work area upon completion of works.

### **Footwear**

Footwear to attend/leave site will be either Rigger boots or safety boots.

Wellington boots will be worn for work involving asbestos. When not worn they will remain in the middle stage of the airlock for cleaning, bagging and transfer to the next site.

Separate footwear will be provided for transit procedures. When not in use they will remain in the outer stage of the airlock or dirty end of the decontamination unit. At the end of work they will be cleaned and bagged for transfer to the next site.

### **Gloves**

Gloves will be provided and worn to take account of the type of work being carried out which may require appropriate hand protection.

**Comprehensive asbestos removal procedures are contained within the company asbestos removal manual.**

## 27

### **Welfare Facilities**

The decontamination unit provided on site provides a “clean end “, which is illuminated, heated and is provided with storage for personal clothing not worn during working hours. The middle section houses a shower/s with hot water, soap/body wash, a nail brush and sponge. In addition to the DCU the company will provide, or arrange for the provision of, suitable welfare facilities local to the work and include a mess room, toilets and washing facilities. These facilities will provide shelter from the weather, an adequate number of tables and chairs, a supply of wholesome drinking water, a means of heating water to make drinks and for warming food. They will be adequately lit and heated. Washing facilities will include a clean running supply of hot and cold water or warm water, together with soap and towels or other suitable means of cleaning and drying.

In the main it will be agreed with the client that such facilities will be provided by them local to where the work is being carried out. Where this arrangement is not available then arrangements will be made by Airsafe UK to provide suitable and specific welfare.

## Sampling

All requests for surveying are referred to an accredited external company. Air sampling is also undertaken by an external accredited company. Bulk sampling is carried out by Mr Malachy Bonnar, Contracts Manager who is in receipt of P402 certification, and has been trained to carry out building surveys and bulk sampling for asbestos. Sampling is undertaken in accordance with HSG 248, "Asbestos: The analysts' guide for sampling, analysis and clearance procedures" and HSG 264, "Asbestos: The survey guide" and other relevant documents. Analysis of the samples is referred to a UKAS accredited laboratory

Samples of suspect asbestos containing materials are taken on an individual basis and not as part of a survey. The number of samples taken will depend on the extent and range of materials present and the extent of assumed variation within the materials.

Prior to the sampling exercise an assessment of the risks to the sampler and any building occupants is carried out. This includes risk from asbestos fibres as well as non-asbestos risks, such as working at heights, working in confined/restricted spaces, noisy environments and lone working. As appropriate the risk assessment is written down, together with the precautions and procedures to be implemented to eradicate or minimise them.

Category 3 Type 5/6 disposable coveralls, overshoes and gloves are worn, together with suitable RPE. Unless there is significant contamination, previously assessed, then the appropriate and adequate RPE will be a half face respirator fitted with a P3 filter.

Disturbance of ACM's and potential airborne emissions are controlled by pre-wetting or injecting, together with shadow vacuuming with a Class H vacuum cleaner. All adjacent surfaces, onto which there is a risk of asbestos debris falling, are protected with impervious polythene able to be easily cleaned.

Each site sampling location is marked and the relevant sample is individually sealed and labelled with the same unique identification as the location from which it was taken. It is then further sealed again in a second container. The site location is also photographed as a further record.

## 29 Waste Management

### Asbestos Waste

The Control of Asbestos Regulations 2012 defines asbestos waste as being any amphibole or chrysotile product that has been removed from its original place of use. Therefore any asbestos product or material that has been removed from its original location should be treated as asbestos waste. This includes debris, dust and associated rubble and other mixtures where asbestos products are present. Any waste having an asbestos content > 0.1% weight/weight is classified as asbestos waste in England and Wales under The Hazardous Waste (England and Wales) Regulations 2005. In Scotland the asbestos waste is referred to as 'special waste' under The Special Waste Amendment (Scotland) Regulations 2004. If there is any doubt about the presence of asbestos in waste, it should always be treated as 'hazardous' or 'special' waste.

The company are in possession of a Waste Carriers Licence. A consignment note accompanies the waste to maintain an auditable trail to show where the waste came from and its disposal point.

Asbestos samples are not considered to be hazardous or special waste until there is an intention to discard them. Samples should still be labelled with an "asbestos warning label".

There are various other items that should be treated as asbestos waste. These include all enclosure building materials (such as timber and sheeting) and any items that have been present (and unprotected) inside contaminated areas and cannot or will not be cleaned (including tools and equipment). Asbestos waste items also include all disposable PPE used in the enclosure, transit and waste routes and in the hygiene unit. It also includes any disposable or discarded items used in cleaning and decontamination such as cloths, wipes and towels. Waste water from the buckets in airlocks will be disposed of through the filtered drainage system in the shower of the hygiene unit.

The waste will be double bagged using UN-approved packaging and placed in a sealed skip, freight container or locked vehicle. Standard practice is to use red inner bags and clear outer bags. The red bag contains the asbestos warning label. Bags should not be over-filled or contain sharp objects which may pierce the material. Approved packaging is available for up to 2 tonnes in capacity.

The following protocol will be followed for bagging (or wrapping):

- ensure that the waste material has been dampened down (in the case of AIB) or is wet (a doughy consistency for lagging materials);
- use waste bags directly beneath the work, and 'containment' sheets where these do not create other hazards;
- ensure that there are sufficient suitable UN-approved bags and/or polythene sheeting and means to seal the packages before work starts
- place the waste carefully into a red waste bag and seal with strong tape. Wipe down the red bag, place inside a clear asbestos waste bag and seal and clean in the same manner. The bags to be closed by PVC tape or "swan necking" and taping.

A large object, which cannot fit into the asbestos waste bags, must be wrapped in two layers of strong polythene and a red asbestos waste bag or printed label (with the same information as the bag) securely attached to the package to indicate that it is asbestos waste. The item must then be placed in a lockable skip or freight container;

### Waste Decontamination Procedures

Waste bags (and wrapped items) must be decontaminated before they are removed from the enclosure. Decontamination will take place in the baglock system which forms part of the enclosure. In most situations (transiting and non-transiting), it should be performed in a three-stage baglock. The procedure should be as follows:

- the sealed waste bag (usually red and labelled) should be placed in the inner stage of the three-stage baglock;
- the bag should be wiped down and transferred into the middle stage of the baglock
- the bag should be placed in a second bag (usually transparent), sealed and wiped down;
- the double-bagged waste should be placed in the outer stage of the three stage baglock;
- the waste should be collected from the outer stage by the 'outside' worker and transferred to the waste skip or vehicle via the dedicated waste route;

Waste packages must not pass through the hygiene facilities;

Asbestos-contaminated rubble or soil should not be carried 'loose' in a skip. This type of waste should be placed in large UN-approved bags (eg 2-tonne) and then placed in a lockable skip or freight container.

Emergency procedures include a system for clearing up any spillages that occur when a waste bag bursts or becomes punctured either on site or in transit;

### **Transfer of waste to sealed skip or vehicle**

Bags should not be overfilled. They should be able to be carried by an operative using one hand so that they do not pose a risk of manual handling injury. Once the waste packages are outside the bag lock they should not be left unattended. All such waste should be kept secure. The best way to ensure this is to have a worker permanently based on the outside of the enclosure who does not need to decontaminate to take the waste to the skip or vehicle used for disposal. The skip or transport vehicle should be as close as possible to the enclosure to reduce the risk of the spread of contamination and the potential for musculoskeletal injuries.

The following key points should be observed in relation to this part of the process:

- the 'outside worker' should wear appropriate PPE (i e RPE (e g FFP3), coveralls, gloves and footwear and wet weather gear, if necessary) when handling waste;
- keep the skip or vehicle locked;
- ensure the skip or vehicle is as close to the enclosure as possible;
- do not locate the skip or vehicle close to a sensitive area, eg in the middle of a school playground;
- ensure that there are no sharp objects placed in the skip.

A sealed bulkhead should be provided in vehicles used to transfer waste to separate passengers from waste materials. Tools and other equipment should also be segregated to prevent bags etc being ruptured during transit;

Waste packages should not be thrown into the skip or vehicle, but rather carefully placed in position. The route to the skip should be delineated, as this will form part of the clearance test at the end of the job;

If there is no employee available on the outside of the enclosure to transfer waste to the skip or vehicle, then the person putting the waste through the bag lock will have to carry out primary decontamination before taking the waste to the skip or vehicle.

### **Storage of asbestos waste**

Asbestos waste can only be stored under the following circumstances:

- on site in a locked skip or locked vehicle;
- at a waste management facility, licensed or permitted by EA or SEPA.

Under no circumstances should asbestos waste be stored in an enclosure, airlock or the hygiene facilities

Further information and guidance is provided in the Asbestos Removal Guidance and Procedures document

## 30

# Manual Handling & Lifting

It is the Company policy to comply with the Manual Handling Operations Regulations 1992, as amended in 2002. This requires employers to avoid the need for manual handling, so far as is reasonably practicable. Where it is not reasonably practicable then an assessment of the risks is required and all reasonable steps taken to eliminate or control those risks. The 4<sup>th</sup> Edition of L23, published in 2016 has been restructured and simplified and provides more detailed guidance to assist with risk assessments and risk control.

Manual handling risks are assessed from the early stages of work planning so that where possible they can be planned “out of the operation.”

Each level of management and supervision is directly responsible for ensuring that person within their area of control are not injured or adversely affected by manual handling operations

To identify high-risk manual handling operations and assist with the risk assessment the guidance provided by the manual handling assessment chart (MAC) is used. This enables the company to work through a sequence of factors, such as load, lifting/carrying frequency, together with other factors such as the vertical lift distance, the degree of twisting and posture. Individual characteristics, such as the capability, strength and physical size of the individual employee, although not considered within the chart, are taken into account when considering remedial action.

To help assess the key risks in manual pushing and pulling operations involving whole body effort the risk assessment of pushing and pulling tool, RAPP, is used in conjunction with the MAC tool. This additional tool enables the company to identify high-risk pushing and pulling activities; moving loads on wheeled equipment, such as hand trolleys and moving loads without wheels which might involve dragging or sliding and the like.

The Company recognises that the co-operation and assistance of all staff is necessary. In assessing the risk, the recommendation of the employees undertaking the task will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

Given the nature of asbestos removal operations carried out by the company, repetitive twisting and bending is not considered a major risk factor due to the limited duration of such types of work.

When preparing plans of work the manual handling assessment will be undertaken by the person who prepares the plan. This will take account the factors detailed above, in addition to others such as the working locations of operatives, the type, size and weight of the ACM to be removed, the type, size and weight of ancillary equipment that must be used and its operating position.

When loading and removing artefacts from company vehicles this will be carried out by 2 men. A stair climbing hand truck, able to negotiate kerbs, steps and the thresholds of buildings, will be used to transfer them to the operating locations.

Given a specified working environment, if the dimensions and weight cannot be reduced to achieve a low level of risk, commensurate with the lifting frequency, then the manual handling operation will be eliminated by the use of mechanical handling methods.

The weight of bagged waste will be kept below 15Kg. This maximum weight assumes the handler is in a stable body position and is not required to twist or bend whilst supporting the load. If the handler is in say a prone position caused by having to work in a restricted space, then the maximum weight will be reduced to <10kg, notwithstanding that mechanical aids will be introduced. In any event the criteria for lifting bagged waste is that operatives should be able to lift the bag using one hand.

## Training

External professional training of all employees is carried out at suitable intervals to ensure they understand the legislation, the risks associated with manual handling, are able to carry out a dynamic risk assessment and are aware of their responsibilities.

## Employees Duties

Employees must take reasonable care for their own health and safety and that of others. They must co-operate with management and make full use of all systems of work provided for their use and use the appropriate protective equipment provided. They should report any awkward, hazardous or dangerous operations and comply with the training, instruction and guidance they have received.

## Preventing Ill Health

The Company will, where practicable, screen job applicants to ensure that any previous injury or illness will not be adversely affected by tasks beyond their capacity/capability.

## Accidents

Where any persons suffers ill health or is involved in an accident, they must immediately report it to the safety manager or Company medical staff. All such information will be kept in the strictest of confidence.

Management will ensure that manual handling accidents/incidents are investigated and subsequent action implemented to prevent a re-occurrence. All persons concerned will be informed of those actions.

## Pregnancy

Female employees are advised to notify management of pregnancy to ensure manual handling tasks will not cause any detrimental health effects to themselves and their unborn child. All such information will be in the strictest of confidence and as a result, changes of work or routine may have to be introduced to reduce/eliminate any risk identified.

## Deliveries

The Company will co-ordinate with despatching or receiving companies to ensure that sent or delivered loads are correctly packaged, labelled with the weight, secured in strong containers or on pallets in good condition. They will further ensure that loads are delivered in such condition as will enable their safe removal, placement, loading, unloading and handling of the load.

## Contractors, Delivery Person and Visitors

The Company will ensure that persons visiting the site/premises and who are required to undertake manual handling activities, are reminded by management of their responsibilities under the regulations when undertaking activities which may be dangerous to themselves or others.

The Company will carry out periodic reviews of assessments to identify those tasks which may require further assessment.

The Company will maintain records of assessment, training and equipment.

## Confined Spaces

The Confined Spaces Regulations 1997 imposes duties on employers to assess the risks to workers and others who may be affected by their work activities and identify the measures needed so that work in confined spaces can be avoided. If it cannot be considered reasonably practicable to carry out the work without entering the confined space, then it is necessary to determine what measures are needed to secure a safe system of working within the confined space.

L101 (3<sup>rd</sup> edition 2014) contains the Regulations, approved code of practice and guidance.

The Regulations define a “**confined space**” to mean any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or any other similar space in which, by virtue of its enclosed nature, poses a reasonably foreseeable **specified risk**.

It should be noted that other spaces can be equally dangerous, such as Open topped chambers or Vats or Loft Spaces or basement boiler rooms or lift shafts or ductwork or trenches or unventilated or poorly ventilated rooms.

“**Specified risk**” to any person at work means a risk of –

Serious injury arising from fire or explosion

Loss of consciousness arising from an increase in body temperature

Loss of consciousness or asphyxiation arising from gas, fume, vapour or lack of oxygen

Drowning arising from an increase in liquid level

Asphyxiation from a free flowing solid or the inability to reach a respirable environment due to entrapment by the free flowing solid. (free flowing means any substance of solid particles capable of being in a flowing or running consistency, including flour, grain, sugar and the like)

The hazards that the Regulations address arise through the combination of the nature of the place of work and the presence or reasonably foreseeable presence of one or more of the specified risks.

The main hazards are, flammable substance, oxygen enrichment; toxic gas, fume or vapour; oxygen deficiency; the ingress or presence of liquids; solid materials that can flow; and the presence of excessive heat and restricted entry/exit routes.

At the initial site inspection the likelihood of the working environment being or becoming a confined space is assessed. If it is likely then a site specific risk assessment will be prepared, together with the required control measures and an emergency plan. A safe system of work will take account of various factors including, arrangements for moving waste – use of waste skips/trolleys, communication and supervision, ease of and method of escape in an emergency and level of training of supervisors, operatives and the analyst carrying out the clearance testing. The system will also include a permit to work, as appropriate. Each job is individually assessed and planned and the risks and control measures communicated to each worker by means of a toolbox talk.

The member of the management team involved in the initial assessment and planning, together with the relevant supervisor and operatives carrying out the work will hold current confined space entry training certificates.

# 32

## Environmental Impact Policy

### General Environmental Policy

The Company is committed to understanding the impacts of its activities on the environment at a local, national and global level. The Company accepts its responsibility to plan, conduct and monitor its operations using the best practicable means to demonstrate environmental protection and enhancement, in accordance with current legislation.

The concepts of Best Practicable Environmental Option (BPEO) and duty of care will be implemented to establish high standards of operation in all the Company's activities. The BPEO procedure establishes, for a given set of objectives, the option that provides the most benefits, or the least damage to the environment as a whole, at acceptable cost, in the long term as well as in the short term"

### Operational Policy

- Assess in advance the environmental impact of any significant new development.
- Operate and maintain vehicles in a responsible manner providing the maximum practicable environmental protection.
- Respect of wildlife on the premises.
- Where possible, recycle waste and/ or ensure its proper disposal.
- The purchase of materials and supplies will be from a sustainable source wherever possible.
- Make all employees aware of our environmental policy, provide suitable training to improve environmental awareness and allocate clear responsibilities.
- Operate and update systems and procedures, as applicable, for our operation and monitor to ensure compliance with the policy.

### Environmental Strategy

The Company will, so far as is reasonably practicable:

- Seek opportunities to turn waste into profitable by-products or to recycle and explore the possibility of more effective and economic methods for waste disposal.
- Encourage employees to provide suggestions for improvement.
- Use a registered waste disposal Company to dispose of waste to appropriate disposal sites.
- When using contractors, make sure they confirm to the Company's standards.
- Monitor performance and make sure there is regular review.

### Environmental Action Programme

Management involvement – managers at all levels throughout the Company are required to take individual responsibility to ensure that environmental issues are considered carefully when making decisions or when:-

- Workplace involvement – all employees will be made aware of their individual responsibilities for acting in accordance with the environmental policy.
- Waste reduction and recycling – careful consideration will be given to the elimination or minimisation of waste at source and the recycling or re-use of materials.
- Waste disposal – disposal and transport of waste off site will be carried out in a reasonable manner with due regard to all environmental considerations. The Company will maintain good housekeeping as part of our system of compliance.
- Effects on the community – noise, odour, atmospheric emissions, traffic and other aspects of the Company's activities which can affect the local community will be controlled to the lowest practical level and will be conducted during normal working hours wherever possible.
- The Company will seek to be a good neighbour and improve the aesthetic appearance of the site where practicable.
- Complaints – the Company will continue to develop the existing system for handling complaints from individuals or from local organisation and make every effort to provide an efficient and friendly channel of communication.

## 33

# Management of Noise

The Control of Noise at Work Regulations 2005 places a duty on employers to protect employees' against risks to their health and safety arising from exposure to noise whilst at work. The health risk is that of damage to hearing, whilst the safety risk may affect the ability to hear warnings /instructions.

### **Exposure Limit Values and Action Values**

Under the **2005 Regulations** the following are defined: -

#### **Lower exposure action values**

A daily or weekly personal noise exposure of 80 dB(A)

A peak sound pressure level of 135dB(C)

#### **Upper exposure action values**

A daily or weekly personal noise exposure of 85 dB(A)

A peak sound pressure level of 137dB(C)

#### **Exposure limit values**

A daily or weekly personal noise exposure of 87 dB(A)

A peak sound pressure level of 140dB(C)

In applying the exposure limit values account can be taken of the use of personal hearing protection. However, the effectiveness of personal hearing protection cannot be considered as far as the action values are concerned.

Use of weekly exposures are appropriate where noise exposures vary significantly from day to day.

The company is required to ensure that the risk to employees from exposure to noise is either eliminated, or where this is not reasonably practicable, reduced to as low a level as is reasonably practicable. Where the exposure is likely to reach or exceed the lower exposure action value then, irrespective as to whether the employee requests it, each relevant employee will be provided with suitable personal hearing protection.

The Company will ensure that a suitable and sufficient assessment of the risk from exposure to noise is carried out by a competent person if the work is liable to expose employees to a level at or above the lower exposure action value. It will implement safety measures to eliminate, reduce or control the risk at source.

As a general guide the Company will carry out a rough estimate of the noise level by assessing how easy it is to hold a conversation. –

If the noise is intrusive but normal conversation is possible then the level is likely to be about 80dB(A) – in which case a risk assessment will be needed if the exposure is for more than 6hours.

If it necessary to shout to talk to someone 2m away then the level is likely to be about 85dB(A) - in which case a risk assessment will be needed if the exposure is for more than 2hours.

If it necessary to shout to talk to someone 1m away then the level is likely to be about 90dB(A) - in which case a risk assessment will be needed if the exposure is for more than 45 minutes.

The Company will, where possible, consult published information or use the data from the suppliers of equipment. If this does not provide a reliable estimate then a noise survey will be carried out by a competent person. Until the results are known the relevant employees will be required to wear hearing protection.

The hearing protection will be selected to ensure it does not conflict with the use of other respiratory and personal protective equipment.

Where practicable the views of all employees will be taken into consideration during any investigation of noise problems, any modification of the workplace or the introduction of safety equipment.

As appropriate the company will provide information, practical instruction and training for management and all employees on the correct use of hearing protection and the maintenance thereof. It will also maintain records of noise surveys, training and equipment.

Employees are required to co-operate with the company and use the noise control measures provided to protect their hearing. Report defects in a safety equipment and follow the training and guidance provided.

If the risk assessment indicates that there is a risk to the health of employees who are, or are liable to be, exposed to noise, then the company is required to place such employees under suitable health surveillance, which shall include a test of their hearing. Under such circumstances the company will arrange for suitable specialists to carry out the surveillance, in company time and at company expense and maintain suitable records.

### **Contractors and visitors**

The company will ensure that persons visiting the premises and who may be required to enter noise hazard areas wear appropriate hearing protection. Visiting contractors etc. are required to advise the company of any significant noise arising out of their operations. As appropriate they will be required to take the necessary measures to comply with the legislation.

### **Working away from company premises**

All persons who are required to work away from Company premises are to comply with this policy and take hearing protection with them. In addition, when working on other employers premises or site they are to notify management of significant noise they may produce.

### **Preventing ill health**

The Company will where practicable screen job applicants to ensure that any previous injury, illness or hearing defect will not be adversely affected by tasks they will be required to undertake. This will be in compliance with current legislation. Additionally, where practicable the Company will use job rotation to limit exposure or as an interim measure where any ill health effects are detected.

### **Hearing difficulties**

Where persons suffers ill health or notices deterioration in hearing they must immediately report it to the appointed person. All such information will and must be kept in the strictest of confidence.

# 34

## Management of Vibration

### Summary of Duties

The Control of Vibration at Work Regulations 2005 imposes requirements on employers to control risks to the health and safety of employees from exposure to hand-arm vibrations, including hand-arm vibration syndrome and vibration – related carpal tunnel syndrome.

These Regulations require that an employer who carries out work which is liable to expose any employees to risk from vibration must make a suitable and sufficient risk assessment and identify the measures needed to comply with the legislation.

### Exposure Action Values and Exposure Limit Values

Under the regulations the Exposure Action and Limit Values are split into two groups, the first being for Hand – arm Vibration, and the second being Whole Body Vibration. The current limits are:-

For Hand Arm Vibration:

- a) The daily exposure limit value is  $5 \text{ m/s}^2 \text{ A(8)}$
- b) The daily exposure action value is  $2.5 \text{ m/s}^2 \text{ A(8)}$

Schedule 1 part 1 of L140, The Control of Vibration at Work Regulations 2005 and Guidance on the Regulations, provides the mathematical formulae for calculation of the daily exposure to vibration and exposure to vibration averaged over one week.

For Whole Body Vibration:

- a) The daily exposure limit value is  $1.15 \text{ m/s}^2 \text{ A(8)}$
- b) The daily exposure action value is  $0.5 \text{ m/s}^2 \text{ A(8)}$

Schedule 2 part 1 provides the mathematical formulae for calculation of the daily exposure to whole body vibration and exposure to vibration averaged over one week.

The Company will assess potential daily exposure to vibration by, such as, obtaining information on the probable vibration magnitude of the equipment made available for use and assessing the magnitude, type and duration of exposure observing working practices.

The Company will ensure that risk from exposure to vibration is either eliminated at source or where not reasonably practicable, reduced to as low a level as is reasonably practicable.

Where it is not reasonably practicable to eliminate risk at source and the exposure action value,  $2.5 \text{ m/s}^2 \text{ A(8)}$ , is likely to be reached or exceeded, the company will implement a programme of measures appropriate to the activity.

The first part of the assessment is at the initial inspection and planning stage, where the use of hand held powered tools is considered. If hand held powered tools are an option then the company will consider other working methods which may eliminate or reduce exposure to vibration.

If other working methods are not available or appropriate then the company will consider vibration damped, ergonomically designed hand held powered tools that produce the least possible level of vibration.

The Company will consider the use of auxiliary equipment that may further reduce the risk.

The Company will ensure that suitable and sufficient maintenance programmes are in force.

The Company will provide suitable instruction, information and training to ensure equipment is operated correctly and safely.

The Company will limit the duration, and therefore magnitude of vibration exposure, by work schedules, with adequate rest periods – work rotation.

If, for any reason, the exposure limit value,  $5\text{m/s}^2 \text{ A (8)}$ , is exceeded, the Company will reduce the vibration exposure to below the limit, identify the reason and take steps to prevent a re-occurrence. This may include arranging for a full vibration monitoring and risk assessment program by a suitable qualified and experienced consultant.

Employees will be provided with information regarding the effects of vibration, including a tingling and numbness in the fingers and blanching in cold weather or when touching/grasping a cold object or an aching wrist. They will be instructed to report these types of symptoms to enable an initial investigation to be carried out.

### **Health Surveillance**

Where a risk assessment has shown a risk to employee's health from vibration, or where employees are likely to be exposed to vibration above the exposure action value, health surveillance will be arranged by the Company. Initially the employee concerned will be interviewed to further assess the task causing problem. Thereafter this will include monitoring of sickness and absence reports for symptoms that could be related to vibration.

In the first instance this will involve the monitoring of the employee through assessment questionnaires, and meetings with the Company Health and Safety Manager.

If as a result of this there is found to be cause for concern, the Company will arrange for the employee to be seen by a specialist for further assessment, treatment and recommendations.

## 35

# Display Screen Equipment

The Display Screen at Work Regulations 1992, as amended 2002, require employers to analyse the workstations of employees covered by the Regulations and assess and reduce risks

Display screen equipment is defined as any alphanumeric or graphic display screen, regardless of the display process involved.

A user is defined as an employee who habitually uses display screen equipment

A workstation is an assembly comprising a display screen, any optional accessories, any disc drives /telephone/modem/printer/document holder/work chair/work desk/work surface or any other peripheral item.

The immediate working environment includes the space around the workstation, lighting, reflections and glare, noise, heat, radiation and humidity.

The company are required to ensure that the workstations meets the requirements of the Schedule to the Regulations, that users are provided with sufficient training and information, have periodic breaks or a change of activity, regular eye and eyesight tests, are provided with special corrective appliances devices as required to enable them to carry out their work.

The assessment is able to be carried out by the Contracts Manager and the ergonomic check by individual regular users after suitable training. The assessment or relevant parts will be reviewed in the light of changes to personnel, changes in individual capability or significant changes to the workstation.

If the assessment highlights particular areas of concern they will be subjected to further evaluation and corrective action.

The assessment of regular users will be recorded to ensure continuity and accuracy of knowledge. However, the assessment of short term user or users of temporary workstations, with no significant risks identified, will not require recording.

Eye and eyesight tests mean a sight test, as defined in the Opticians Act 1989. The sight test will be carried out by a competent person as soon as practicable if any user requests the same or for anyone who is to become a user. These tests will also be carried out at regular intervals for users and the company will be guided by the clinical judgement of the optometrist or doctor on the frequency of repeat testing. New employees who are to be regular users of display screen equipment will also be entitled to such sight tests.

The provision of a sight test and any special corrective appliances will be at the expense of the Company. If, as a result of the sight test the optometrist or doctor recommends that an employee should be prescribed a special pair of spectacles for display screen work, the company's liability is restricted to the cost of a basic pair of spectacles. In this instance the Company will subsidise users to a maximum of £70. Users may choose more costly spectacles but this will be at their own expense. At the completion of the sight test the optician will give the employee a letter of recommendation which must be signed and stamped. This is proof that the employee concerned requires spectacles for their display screen work and is entitled, under the legislation, for them to be paid for by the company, with the proviso as referred

to above, i.e. a maximum of £70. The letter of recommendation should be submitted to the Managing Director, together with a claim form for authorisation of the payment.

## Electrical Equipment, Selection & Maintenance

The Electricity at Work Regulations 1989 cover the use and maintenance of electrical equipment and require that electrical systems and equipment must be maintained, so far as is reasonably practicable, to prevent danger. The requirement covers fixed and portable equipment.

The electrical equipment and installations operated by the company range from the fixed installations within the buildings through to business equipment used in the offices, a hot water unit, a kettle and microwave in the canteen and to battery powered hand held tools used in the workshop and on site.

### Electrical Installations.

All electrical installations within the Company premises are installed, inspected and maintained in accordance with the Electricity at Work Regulations 1989, and with the current Institute of Electrical Engineers requirements for electrical installations.

All equipment connected to the installation is connected through individual isolators and fuses or circuit breakers, to protect both the equipment and the core installation in the event of a fault occurring.

In the event of any fault occurring in these systems they should be reported to the site manager immediately.

No person may repair, modify or otherwise interfere with any of these installations unless they can provide written evidence that they are competent, have prepared a written site specific safe system of work and have the prior written consent of the Managing Director.

### Mains Powered Portable Equipment.

This type of equipment can range from a kettle used for brewing up in a welfare unit to high power NPUs used as enclosure air movers. It includes equipment that is hand held or hand operated while connected to the supply, intended to be moved while connected to the supply or likely to be moved while connected to the supply. Extension leads, plugs and sockets and cord sets that supply portable equipment are classified as portable equipment because they operate in the same environment and are subject to the same use as the equipment they serve.

Some equipment operated by the company e.g. DCU's, NPUs are subject to specific maintenance procedures related to the use of the equipment and asbestos legislation, and these procedures are listed in the relevant section.

Due to the nature of the company business and the environment that the work –based equipment is used in, there is always a risk of the equipment being contaminated with asbestos fibres. For this reason cleaning and inspection should be undertaken under controlled conditions, unless the equipment has been pre-cleaned.

## **Personal Electrical Equipment.**

No employee should bring to work, or use on company premises, any electrical equipment other than that supplied by the company

## **Battery Powered Equipment.**

This type of equipment is becoming more popular in enclosures as for short jobs it solves the problems of trailing cables.

Because the voltage that this equipment uses is normally too low to cause serious injury, little is required in terms of electrical inspection, other than normal pre use checks. Since these tools are used within live enclosures they should always be regarded as contaminated and only moved out of enclosures in sealed bags and only used inside asbestos enclosures. Batteries should be cleaned with damp rags before being removed from the enclosure for charging. Where maintenance, cleaning, inspection or repair needs to be done, the work should only be carried out under enclosed and controlled conditions. When not in use inside a controlled asbestos removal enclosure, contaminated equipment should never leave the working environment except in marked sealed bags and should remain so sealed.

Portable electrical equipment (including moveable, stationary and hand held electrical equipment) is defined as those items operated by an electrical supply of 400, 230 or 110 volts via a flexible lead fitted with a plug and socket connection, including flying leads and 3 phase plugged equipment.

The Company will select, use and maintain electrical equipment to minimise possible hazards arising from the use of Portable Electrical Equipment. The hazards include:

- Electric shock;
- Fire; and
- Electrical burns.

Portable Electrical Equipment will only be used for the purpose for which it was intended and in the environment for which it was designed and constructed. It will be well maintained and taken out of service immediately it becomes defective.

Portable electrical equipment is classified in terms of the method of protection the equipment construction provides against electric shock. Equipment selection is of paramount importance and the following points will be considered:

- Battery operated and Class III equipment – should be used whenever possible, and is exempt from Portable Electrical Equipment inspection and testing.
- Class II 230V double insulated (and fully insulated) equipment - suitable for use in clean low risk areas should be employed in preference to Class I equipment.
- 230v earthed equipment – only to be used if double insulated equipment is not available, and to be used only in clean, low risk areas.
- 110v equipment – is suitable for building and construction work, outdoor use in good weather, and in workshop type environments.

The use of a Residual Current Device (RCD) with 30mA protection will be implemented when the operating environment or task poses an elevated risk of injury.

**Class I** electrical equipment includes appliances and tools, and for such equipment, protection against electric shock is provided by both the provision of basic insulation, and connecting metal parts to the protective conductor in the connecting cable and plug and hence via the socket outlet to the fixed installation wiring and the means of earthing.

**Class II** electrical equipment is equipment in which protection against electric shock is provided by basic insulation and an additional safety precaution such as supplementary insulation, or reinforced insulation.

**Class III** electrical equipment relies for protection against electric shock on supply from a Separated Extra-Low Voltage (SELV) source. However, SELV is also described as Safety Extra-Low Voltage in appliance standards and Separated Extra-Low Voltage in installation standards such as BS7671.

**Class O:** equipment has no protective earth connection or conductor and only a single layer of insulation. Such equipment should not be used. The sale of Class O equipment is prohibited in much of the world, including the UK.

**Class OI:** equipment is constructed in the same way as Class O, but has a separate earth terminal. Use of such equipment should be avoided, but where it is used, the earth terminal must be connected to a proven earth point on the electrical distribution system.

### **Extension Leads**

The use of extension leads in domestic (230V/13A) systems will be avoided where ever possible – and they will not be connected in series (“Daisy Chained”).

In addition to creating trip and other hazards multiple plug/socket connections and extension leads create contact resistances and earth leakages that may trip Residual Current Devices(RCDs) and Miniature Circuit Breakers (MCBs) If used, they will be tested as portable appliances and have three core leads (including a protective earthing conductor).

The length of any extension lead should not exceed the following unless it is protected by an RCD with a rated residual current not exceeding 30mA. The RCD should, preferably, form part of the fixed installation:

Core area Maximum length

1.25 mm<sup>2</sup> 12 metres

1.5 mm<sup>2</sup> 15 metres

2.5mm<sup>2</sup> 25 meters

Care must be taken when using cable reels. For short period low load applications it is not necessary to fully uncoil extension leads. However, where long period and/or high load usage is required, leads should always be fully unwound. Some reels are protected with thermal trips and may state a maximum load when coiled, however, if in doubt, always uncoil the cable.

Extension leads used to supply portable equipment outdoors must be protected by an RCD with a rated residual current not exceeding 30mA.

Portable and movable equipment includes the following:

- electrical equipment that can be easily moved around, such as kettles, vacuum cleaners, portable heaters, fans, temporary lighting, negative pressure units, grinders and the like.
- larger items that could be moved (but only rarely), eg water chillers, fridges, microwaves, photocopiers, desktop computers etc are considered to be movable items;
- mobile phone and other battery-charging equipment that is plugged into the mains (but the phones themselves and any other battery-operated equipment would not be included); and
- extension leads, multi-way adaptors, connection leads and transformers.

### ***Not every electrical item needs a portable appliance test (PAT)***

In some cases, a simple user check and visual inspection is enough, eg checking for loose cables or signs of fire damage and, if possible, checking inside the plug for internal damage, bare wires and the correct fuse. Other equipment, eg a vacuum cleaner or kettle, may need a portable appliance test, but not necessarily every year.

### **User Checks**

The most important check that can be carried out on a piece of equipment, particularly hand-held tools and equipment that is exempt from formal inspection and testing is a visual inspection carried out by the user each and every time the equipment is used, checking for example for evidence of damage, loose cables etc. These should be carried out with the equipment disconnected and isolated from power.

User checks are limited to an external visual inspection without dismantling equipment or removing cover plates etc. User inspection should as a minimum focus on looking for:

- signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment;
- damage to the lead/cable including fraying, cuts or heavy scuffing,
- damage to the plug, eg to the cover or bent pins;
- tape applied to the lead/cable to join leads/cables together;
- signs of exposed conductors - coloured wires visible where the lead/cable joins the plug (the cable is not being gripped where it enters the plug);
- damage to the outer cover of the equipment itself, including loose parts or screws;
- equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible; and
- correct operation of RCD (where fitted) by using the in-built test facility.

### ***Visual inspections***

These will be carried out by employees who have received suitable and sufficient training to carry out a visual inspection competently and have a minimum of appropriate electrical knowledge so that they know what to look for and are able to avoid danger to themselves and others.

As part of the visual inspection, the person carrying out the inspection will consider whether:

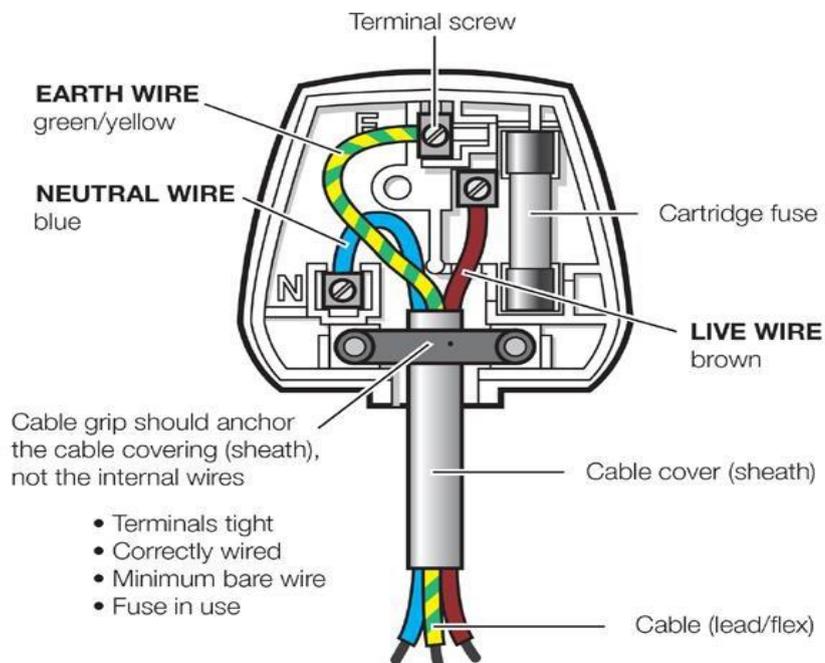
- the electrical equipment is being used in accordance with the manufacturer's instructions;
- the equipment is suitable for the job;
- there has been any change of circumstances; and
- the user has reported any issues.

The visual inspection will include the checks carried out by the user and, where possible, will include removing the plug cover and checking internally that:

- there are no signs of internal damage, overheating or water damage to the plug;
- the correct fuse is in use and it's a proper fuse, not a piece of wire, nail etc;
- the wires including the earth, where fitted, are attached to the correct terminal;
- the terminal screws are tight;
- the cord grip is holding the outer part (sheath) of the cable tightly; and
- no bare wire is visible other than at the terminals.

For equipment/cables fitted with moulded plugs only the fuse will be checked.

\*\* Based on the information contained within the HSE publication HSG 107/2013 – Maintaining Portable Electrical Equipment.



A correctly wired plug

Suggested initial maintenance intervals

Type of business	User checks	Formal visual inspection	Combined inspection and test	
Equipment hire	N/A	Before issue/after return	Before issue	
Battery operated equipment (less than 40 V)	No	No	No	
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights	No	No	No	
Construction	110V equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable)

		RCDs – monthly)		
	Equipm ent site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
<b>Heavy industrial/high risk of equipment damage (not construction)</b>		Yes, daily	Yes, weekly	Yes, 6–12 months
<b>Light industrial</b>		Yes	Yes, before initial use then 6-monthly	Yes, 6–12 months
<b>Office information technology rarely moved, eg desktop computers, photocopiers, fax machines</b>		No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
<b>Double insulated (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps</b>		No	2–4 years	No
<b>Hand-held, double insulated (Class II) equipment, eg some floor cleaners, some kitchen equipment</b>		Yes	Yes, 6 months – 1 year	No
<b>Earthed (Class I) equipment, eg electric kettles, some floor cleaners</b>		Yes	Yes, 6 months – 1 year	Yes, 1–2 years
<b>Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment</b>		Yes	Yes, 6 months – 4 years depending on type of equipment it is connected to	Yes, 1–5 years depending on the equipment it is connected to

It is noted that the suggested initial frequencies for inspection and testing in the above table are not legal requirements.

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# Permit to Work

A permit-to-work system is an integral part of a safe system of work and can help to properly manage the wide range of activities which can take place close together in a small space, such as in a storage area or process plant.

When incidents do occur, human factors, such as failure to implement procedures properly, are often a cause. These failures may in turn be attributable to root causes such as a lack of training, instruction, communication or understanding of either the purpose or practical application of permit-to-work systems.

Permit-to-work systems form an essential part of the task risk assessment process. When a task is identified an appraisal should be carried out to identify the nature of the task and its associated hazards. Next, the risks associated with the task should be identified together with the necessary controls and precautions to mitigate the risks. The extent of the controls required will depend on the level of risk associated with the task and may include the need for a permit-to-work.

A permit-to-work is not simply permission to carry out a dangerous job. It is an essential part of a system which determines how that job can be carried out safely, and helps communicate this to those doing the job. It should not be regarded as an easy way to eliminate hazard or reduce risk. The issue of a permit does not, by itself, make a job safe - that can only be achieved by those preparing for the work, those supervising the work and those carrying it out. In addition to the permit-to-work system, other precautions may need to be taken - eg process or electrical isolation, or access barriers - and these will need to be identified in task risk assessments before any work is undertaken. The permit-to-work system should ensure that authorised and competent people have thought about foreseeable risks and that such risks are avoided by using suitable precautions. Those carrying out the job should think about and understand what they are doing to carry out their work safely, and take the necessary precautions for which they have been trained and made responsible.

A permit-to-work system is a formal recorded process used to control work which is identified as potentially hazardous. It is also a means of communication between management, supervisors and operators and those who carry out the hazardous work.

Essential features of permit-to-work systems are:

- Clear identification of who may authorise particular jobs (and any limits to their authority) and who is responsible for specifying the necessary precautions;
- Training and instruction in the issue, use and closure of permits;
- Monitoring and auditing to ensure that the system works as intended;
- Clear identification of the types of work considered hazardous;
- Clear and standardised identification of tasks, risk assessments, permitted task duration and supplemental or simultaneous activity and control measures.

A permit-to-work system aims to ensure that proper consideration is given to the risks of a particular job or simultaneous activities at site. Whether it is manually or electronically generated, the permit is a detailed document which authorises certain people to carry out specific work at a specific site at a certain time, and which sets out the main precautions needed to complete the job safely.

The objectives and functions of such a system can be summarised as:

- Ensuring the proper authorisation of designated work. This may be work of certain types, or work of any type within certain designated areas other than normal operations;
- making clear to people carrying out the work the exact identity, nature and extent of the job and the hazards involved, and any limitations on the extent of the work and the time during which the job may be carried out;
- Specifying the precautions to be taken, including safe isolation from potential risks such as hazardous substances, electricity and other energy forms
- Ensuring that the person in direct charge of a unit, plant or installation is aware of all hazardous work being done there;

Providing not only a system of continuous control, but also a record showing that the nature of the work and the precautions needed have been checked by an appropriate person or people; providing for the suitable display of permits ;

Providing a procedure for times when work has to be suspended, ie stopped for a period before it is complete;

Providing for the control of work activities that may interact or affect one another;

Providing a formal handover procedure for use when a permit is issued for a period longer than one shift;

Providing a formal hand-back procedure to ensure that the part of the plant affected by the work is in a safe condition and ready for reinstatement;

Providing a process for change, including the evaluation of change on other planned activity, a determination of when hazards need to be reassessed, and a means for controlled communication of change.

Permit-to-work systems should be considered whenever it is intended to carry out work which may adversely affect the safety of personnel, plant or the environment. They are normally considered most appropriate to:

non-production work (e.g. maintenance, repair, inspection, testing, alteration, construction, dismantling, adaptation, modification, cleaning etc);

non-routine operations;

jobs where two or more individuals or groups need to co-ordinate activities to complete the job safely;

jobs where there is a transfer of work and responsibilities from one group to another.

Copies of a permit-to-work should be clearly displayed at the work site, or in a recognised convenient location near to the work site so that relevant personnel can be made aware of the system in force.

It is important to make sure that one activity under a permit-to-work does not create danger for another, even if the other work does not require a permit-to-work. Those involved with the issue of permits-to-work should be aware of potential interaction, and should ensure that when a permit is prepared, the work to be carried out takes account of other activity currently planned or underway

If work is carried over to another shift, e.g. the job takes longer than expected, then a shift handover procedure should be in place. This handover procedure should ensure that the incoming shift is aware of any outstanding permit-controlled jobs, the status of those jobs, and the status of the plant. Work-in-progress should be left in a condition that can be reliably communicated to, and understood by, the oncoming shift. A permit log, permit file or display boards are ways of recording ongoing permits. It is essential that there is good communication between incoming and outgoing issuing and performing authorities and it is recommended that the incoming issuing authority signs to allow the continuation of a permit.

The hand-back procedure should include obtaining answers to the following types of questions:

Has the work been completed? This should be confirmed by those who were required to carry out the work - the person to whom the permit was issued.

Has the plant or equipment been returned to a safe condition? Has this been verified by the person responsible for signing off the permit- the issuer?

Has the person in control of operational activities acknowledged on the permit that the plant or equipment has been correctly returned to their control?

A permit-to-work system will be fully effective only if the permits are coordinated and controlled by an issuing or other responsible authority and there is adequate supervision and monitoring of the system to make sure that the specified procedures are being followed. This should include site visits by the issuing authority to check whether the conditions of the permit are being complied with (as a minimum, at start and completion of the task, with interim checks depending on hazard, complexity and duration of task).

Managers or supervisors should not rely solely on scrutinising forms to see whether they have been completed properly, but should carry out additional checks of issuer's forms on a sample basis. Careful consideration should be given to the number of signatures required for a permit. Signatures or 'initials' should only be required where they add value to the safety of the work undertaken, and those signing permits or supporting documentation should have specific training and authorisation from the company.

Where the potential for harm is considered to be particularly high, the permit should be seen by a second person (the permit authoriser) before issue, i.e. the authorisation procedure should be more rigorous. In any case, a person should not issue a permit to themselves

Effective supervision of the permit-to-work system can be diluted in the case of a large number of permits under the control of one person. Site management should have arrangements to identify very active periods and assess what steps are necessary to maintain the required supervision, e.g. either by limiting the number of active permits or by providing additional resource for supervision and co-ordination of permits.

The potential use of a permit-to-work system is discussed at the initial site visit arranged for tendering purposes. If operatives are required to work under such a system then the Company will discuss and ensure that the client has considered the essential features, the objectives and functions, effective means of supervision and hand back procedures.

The permit-to-work system will be raised in the plan of work prepared by the Company.

At the first visit to a site where operatives will be required to work under a permit-to-work system they will be accompanied by a member of the management team.

Management will ensure, as a minimum, that: -

All the work requiring a permit is identified and that the permit contains a clear description of the work to be done, its location, start time and duration.

Other permit-to-work systems that may affect the site activities are adequately controlled and that other work that could create a hazard if carried out at the same time is suspended.

Limitations on the timing and scope of the work are defined as well as actions to be taken in the event of an emergency.

All personnel engaged in preparation of the permit and responsible for supervision and performance of the work are identified and competent.

The company supervisor and operatives are fully briefed on the requirements of the permit-to-work system under which they have to work, understand their responsibilities and know how to implement the requirements imposed upon them. The supervisor will be made aware of the hand-back procedure - when the work is completed and the plant/site is safe to resume operation, responsibility is transferred back to operational personnel by completion of the hand-back and acceptance section of the permit-to-work.

A copy of permit- to-work paperwork will be retained in the job file.

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# Selection, Control of and Co-operation with Contractors

If Airsafe UK Ltd are responsible for selecting and controlling a contractor, we will ensure that the contractor chosen can do the job safely and without risks to health.

Initial enquiries will be made about the competence of the contractor – do they have the right combination of skills, experience and knowledge? The degree of competence required will depend on level of risk and complexity of the work.

Questions to be asked will include:

What arrangements will you have for managing the work? - Who will be responsible, how will the work be supervised, what checks are made on equipment and materials.

Will subcontractors be used and if so what checks are carried out to assess their competence?

What is your recent health and safety performance? For example, how many accidents and cases of ill health have you had in the last 5 years

Has the HSE taken any level of enforcement action against you during the last 5 years?

Has the EA taken any level of enforcement action against you during the last 5 years?

Has the LA taken any level of enforcement action against you during the last 5 years?

Provide a copy of your current written health, safety and welfare policy.

Do you have an equal opportunities and diversity policy? Have any complaints been made against you under The Equality Act 2010 been upheld. If so what were the circumstances.

What qualifications, skills and experience do you have in this type of work?

What health and safety information and training do you provide for your workers?

Do you have Employers' Liability Compulsory Insurance?

Do you have Public Liability Insurance?

Do you have any independent assessment of your competence?

Are you members of a trade association or professional body?

Provide an example of an existing job specific risk assessment and method statement for a similar job?

A job specific risk assessment and method statement will be required to be provided in advance of the start date to enable it to be assessed.

We will consider:

Whether the method statement properly outlines the hazards involved and includes a step by step guide on how the job will be carried with minimal risks to the health and safety of those carrying out the work and those who may be affected by the manner in which it is carried out

Who will be responsible for the work and what do we expect them to do?

Who will supervise the work and how?

How will the work be done and what precautions will be taken?

-What equipment should or should not be worked on/used?

-What personal protective equipment is to be used and who will provide it?

-what level of training have operatives received re the ppe and the plant they are required to use/operate.

-What are the working procedures, including any permits-to-work?

-has consideration been given to the risks associated with such as access to and egress from places of work, a safe place of work, material handling, work at height, the effects of noise and vibration, and exposure to hazardous substances.

What are the arrangements for stopping the work, if there are serious health and safety concerns?

What arrangements are proposed for the provision of adequate first aid and welfare facilities?

Airsafe UK Ltd and the contractor will need to consider and assess the risks of the proposed work, the impact it may have and the level of control require. Airsafe UK Ltd will decide the level of supervision they require to manage the contractor's work. The measures put in place will be consistent with the level of risk, i.e. the greater the risk, the greater the level of supervision that will be needed.

Once the work has started, Airsafe UK Ltd will keep a regular check on how the work is going compared with prior agreements. If the contractor is failing to implement previously agreed safe working methods then Airsafe UK Ltd will stop further work activities until such methods are agreed to be implemented.

The contractor will be required to inform Airsafe UK Ltd of any accidents or near misses so that both can take part in an investigation of the cause and introduce measures to prevent a re-occurrence.

Notwithstanding that Airsafe UK Ltd may have responsibility for the selection of and control of the contractors, it will be necessary for Airsafe UK Ltd and other contractors on site to co-operate with each other. This co-operation must ensure there is an understanding of the work each has to carry out, the level of any potential interaction and adverse effects and the action necessary to ensure that each contractor can carry out their work without detriment to the other.

Prior to starting work on site the Managing Director and / or Contract Manager will have a pre-start site meeting with their opposite numbers to discuss their respective proposed work and responsibilities. This will augmented by similar meetings at supervisor level.

Airsafe UK Ltd and other contractors will together consider any risks from each other's work that could affect the health and safety of the combined workforce or anyone else. All necessary measures needed to control the identified risks will be implemented before work starts. The risks may include exposure to noise, working at height, manual handling, and exposure to harmful substances. Agreement will be reached as to who has control over specific risks.

Other contractors and their employees will be provided with written information on health and safety risks they may face from the work carried out by Airsafe UK Ltd; the measures the company has in place to deal with those risks and emergency procedures. Other contractors will be instructed to ensure their workforce fully understands the information provided, taking account of those who may not have English as a first language. Similarly, the Airsafe UK Ltd workforce will be advised concerning the activities of other contractors, how their work may impinge on our activities and the precautions to be taken. They will be instructed to report to their supervisor any concerns they may have regarding the work carried out by contractors should it adversely affect the safe working practises of Airsafe UK Ltd.

Regular meetings will be held with other contractors to maintain the agreed strategy

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### Equal Opportunities and Diversity

The company have developed and implemented a continually evolving Equality and Diversity policy in order to conform all relevant legislation. The policies which the company has in place are designed to ensure that all employees are able to work in an environment where they are able to recognise their maximum potential.

The company's policy aims to cover all potentially discriminatory areas, and is designed to ensure that any discrimination is removed from the working environment.

The specific pieces of legislation to which the company policy is designed to conform to are as follows:

- Equal pay (1970)
- Rehabilitation of Offenders Acts (1974)
- Sex Discrimination Act (1975)
- Race Relations Act (1976) including the Race Relations Amendment Act (2000) and Race Relations Amendment Regulations (2003)
- Disability Discrimination Act (1995) and Disability Discrimination Act (2005) including Disability Discrimination Amendment Act (2003)
- Human Rights Act (1998)
- The Sex Discrimination ( Gender Reassignment) Regulations 1999
- Employment Equality Regulations (2003) – Sexual Orientation and Religious Beliefs
- Gender Recognition Act ( 2004)
- Relevant Acts relating to Civil Partnerships, including the Civil Partnership Act (2004)
- Employment Equality Regulations (2005) – Sex Discrimination
- Employment Equality – Age Regulations (2006)
- Equality Act (2010)
- Racial and Religious Hatred Act (2006)

The company recognises the changes which have been implemented through The Equality Act (2010). This act seeks to combine many of the aforementioned acts in order to strengthen the law and to tackle discrimination and inequality.

Any more recent Acts which are relevant and appropriate to the business will be implemented and acted upon in a manner which befits the organisations professional approach to Equality and Diversity.

The company is committed to ensuring that the policy is fully effective. Any behaviour which is considered to breach the contents or intentions of these Acts will be considered to be an extremely serious matter and could potentially be subject to disciplinary action.

Recruitment will take place in a non-discriminatory manner and will ensure that all positions are given to the candidate who demonstrates the highest level of technical and personal skills and capabilities. Recruitment will take into consideration the aforementioned Acts and will comply with all legal and ethical obligations.

All staff involved in the recruitment procedure are aware of the requirements placed upon them and will act in a manner which reflects the professional approach of the company.

All job advertisements are to be completed in a non – discriminatory way, including but not limited to the use of gender – neutral language. A wide range of advertisement methods, such as the Job Centre and any relevant local publications, in addition to online publications where necessary will be identified in order to attract the highest calibre of candidates from a diverse range of backgrounds.

No discriminatory information will be used to decide the successful candidates and factors such as gender, race and disability will be disregarded in the recruitment and selection procedures. Age will not be used in a discriminatory manner unless this is a Genuine Occupational Qualification for the position applied for.

Training/ Promotion will take place in a non-discriminatory manner. Training will take place when it is necessary for the position in question and will ensure that no employee is given favourable treatment over any other with regards to this.

Promotion will be based upon individual merit and suitability for the position in question. Non – discriminatory approaches will be used, and the relevant Acts and Regulations will be consulted. Any individual case will be based upon individual merit and potential for development and will relate directly to the job description and Person Specification, avoiding and discriminatory factors.

Discrimination is considered to be extremely serious and will not be tolerated under any circumstances.

The company aims to ensure that applicants from under-represented backgrounds within the industry feel able to apply for positions and can feel confident that they will be treated in a manner which enables them to prosper and achieve their full potential.

Anti – Harassment is the responsibility of all members of the organisation to ensure that individuals do not suffer any form of harassment and that they are supported in any legitimate complaint. Line Management have a particular responsibility for providing a working environment free from any form of harassment.

Racial harassment relates to committing or inciting any hostile or offensive act or expression by a person of one racial or ethnic origin against a person of another and which is motivated by racial or ethnic difference. Such behaviour can include but is not limited to derogatory name calling, insults and racist jokes.

Sexual harassment relates to the inappropriate use of sexual activity or comments in a work situation. It often involves relationships of unequal power and may contain elements of coercion. Sexual harassment can include, but is not necessarily limited to: unwanted sexual advances, sexually explicit remarks or innuendoes, intentional physical contact, the display of pornographic, sexually offensive or inappropriate material, verbal threats or abuse, and other action which may cause the person to feel threatened or humiliated. Sexual harassment is not limited to either sex, and can be suffered equally by males and females.

Other forms of harassment can include bullying or reference to personal traits, appearance, sexual orientation, disability, religion and age. Actions designed to undermine an individual's professional competence or confidence are a misuse of power or position. Such actions may include public or persistent unwarranted criticism of work performance or exclusion from normal work activities. The distinction between strong management and bullying is that, whilst the former is intended to promote desired work performance, the latter is intended to hurt or undermine the individual.

Differences in culture or attitude, and misinterpretation of certain social signals, can mean that what is perceived as harassment by one person may not seem so to another. The defining feature, however, is that the behaviour is intimidating to the recipient and would be regarded as harassment by any reasonable person.

Summary

It is the responsibility of the Managing Director to ensure that the company's policy is implemented successfully. However, there is a general understanding within the company that it is the responsibility of all employees to ensure that the areas covered in this document are successfully implemented for the benefit of the entire workforce.

All individual employees are made aware of the fact that any act of discrimination observed at work should be brought to the attention of the Managing Director without hesitation. Employees whose attitude, behaviour and practices are found to discriminate against others on the grounds mentioned above may be subject to disciplinary procedures.

Any grievance relating to equal opportunity discrimination should be reported to the senior management, who will endeavour to resolve the matter and if necessary employ the services of an outside mediator. All employees will be expected to help play a part in the implementation of our equal opportunities policy.

The contents of this policy are by no means exhaustive, and seek to act as guidance of the expectations placed upon members of the organisation. Any individual who believes that they have been treated in a discriminatory way is advised to follow the company grievance procedure in order to ensure a swift and suitable outcome is achieved. The company places a duty upon itself to periodically review this policy and ensure that its aims and objectives are being met.

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# Working at Height

The Work at Height Regulations 2005 places a duty on employers and any person who controls work and applies where a person could fall a distance liable to cause personal injury. Falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders, from off roofs and through fragile roofs.

In accordance with the Regulations, the Company will ensure that all work at height is-

- Properly planned
- Appropriately supervised, and
- Carried out in a manner which is, so far as is reasonably practicable, safe.

The planning will include -

planning for emergencies and rescue and ensuring that the work is only carried the weather is acceptable.

It will also include -

the selection of work equipment which gives collective protection measures priority over personal protection measures and takes account of the working conditions and the risks to safety at the place where the work equipment is to be used, and where the equipment is used for access and egress, the distance to be negotiated, and the distance and consequences of a potential fall, and the duration and frequency of use, and the need for easy and timely evacuation and rescue in an emergency, and any additional risk posed by the use, installation or removal of that work equipment or by evacuation and rescue from it.

In selecting work equipment the company will ensure that it is appropriate to the nature of the work to be performed and the foreseeable loadings; allow passage of men and materials without risk and is most suitable.

The company will ensure that that no person engages in in any activity, including organisation, planning and supervision, in relation to work at height or work equipment for use in such work unless he is competent to do so or is under the direct supervision of a competent person.

The company will follow the hierarchy of controls, and

- avoid work at height where it is reasonably practicable to do so.
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

In identifying the measures the company will carry out a comprehensive risk assessment.

In consideration of work at height the company will take account of the any potential for work that passes across or near, or works on, from or near fragile surfaces; take suitable and sufficient steps to prevent the uncontrolled fall of material and prevent any person being struck by falling material. The company will also ensure that the work equipment and place of work at height is regularly inspected to ensure that healthy and safety conditions are maintained.

### **Fixed Scaffolding**

These will be designed, as required, erected, altered, dismantled and inspected by trained, competent and certified contractors. If it has been previously agreed that the client will arrange for the supply of the scaffolding then they will be required to confirm the same and provide a copy of the hand - over certificate before it is used. Where Airsafe UK Ltd directly arrange for the scaffold to be erected the scaffold contractor will be required to confirm in writing that it has been designed, as required, and that it has been erected by trained and competent operatives. Given that the scaffold will be subjected to additional wind loading due to the erection of an enclosure,

the scaffold contractor will be required to confirm in writing that the scaffolding is secure and stable and that appropriate pull out tests have been carried out. A "hand over" certificate must be obtained from the contractor after erection and modification. A certificate/"scafftag", fixed to the frame, must confirm, as a minimum, the date of erection, the builder, the duty rating and date of inspection.

The scaffold should be inspected weekly by a competent person (or whenever it is modified or potentially adversely affected by e.g. high winds) and results recorded. If Airsafe UK Ltd have made direct arrangements with a scaffold contractor for the erection of the scaffold, the inspection will be arranged with a different and independent scaffolder.

Where the scaffold is located where its erection is likely to disturb asbestos or in a controlled environment the company will ensure that the contractor has a current ancillary licence issued by HSE. Further, the contractor will need to demonstrate that appropriate preventive measures are in force to prevent contamination of the individual components or that they can be cleaned sufficiently to pass a 4 stage clearance examination. An operational DCU will be present before erection starts.

### **Mobile Elevating Work Platforms (MEWPS)**

They are used on an as and when required basis and operated by those asbestos trained employees who are IPAF trained and certificated. They are used on firm and stable ground, with outriggers deployed as necessary, else the manufacturers will be consulted as to the limitations on use.

MEWPS allow access to difficult areas where scaffolds may not be easily erected. They can also be used to reduce the risks associated with climbing on and of scaffolds, up/down ladders and raising/lowering equipment and materials, etc whilst wearing vision restricting RPE. They are usually in position to assist with the erection (and dismantling) of the enclosure and used within it. They also enable the analyst to closely inspect the removal location. They remain inside the enclosure for clearance. However, special procedures need to be in place to prematurely clean the machine and enclosure to allow access by an engineer in the event of failure of the machine.

Electrically powered machines are the chosen option to negate the need to consider and take account of the effects of diesel fumes on operatives, air movement and degradation of HEPA filters.

### **Tower Scaffolds**

These are erected, modified and dismantled by asbestos trained and PASMA certificated operatives. They are certificated/"scafftagged" in the same manner as a fixed scaffold.

The impervious platforms allow for easy cleaning and the use of impervious caps to all tube openings minimises contamination. They remain inside the enclosure for use and later clearance by the analyst.

### **Podium steps/hop-ups/trestles/ladders**

Podiums with guarded working platforms, adjustable up to 1.5m in height, are used if space permits. Training is required for their erection and striking.

If frequent movement of equipment is required for operatives to work up to a maximum height of 2m, then hop-ups may be used. However, they should be capable of being easily cleaned, of sturdy construction, have at least a 450mm wide standing surface and positioned on a stable surface/floor. Ladders are at the bottom of the hierarchy and are only used as a means of access or for very short duration, (<15mins), light work. It must be ensured that:-

- (a) the work can be reached without stretching
- (b) the ladder can be secured to prevent slipping
- (c) a good hand hold is available
- (d) three points of contact are maintained at all times

## **Fall arrest/restraint equipment**

An energy absorbing lanyard is a line for connecting a full body harness to an anchorage point with an inbuilt device to reduce the impact of a fall. However, this type of system is at the lower end of the hierarchy since it is a personal protective measure rather than a collective measure.

Where it is necessary for fall restraint or fall arrest equipment to be used then it purchased directly for each individual operative. Each operative receives refresher training from the suppliers with regard to the use and inspection regimes that are enforced. They are further supplied with a copy of INDG367, "inspecting fall arrest equipment made from webbing or rope", as part of the training. Due to the limited and occasional use of such equipment it is purchased new on and as and when required basis and then discarded after use as asbestos contaminated waste.

# 41

## Safety Signs

The Company will comply with all current requirements of the Health and Safety (Safety Signs and Signals) Regulation 1996.

The Regulations require employers to ensure that safety signs are provided (or are in place) and maintained in circumstances where risks to health and safety have not been avoided by other means, for example engineering controls or safe systems of work.

In determining where to use safety signs, the Company will take into account the results of the risk assessment made under the Management of Health and Safety at Work Regulations 1999 (the Management Regulations). This assessment deals with hazard identification, the risks associated with those hazards, and the control measures to be taken. When the control measures identified in the assessment have been taken there may be 'residual' risk such that employees need to be warned, and informed of any further measures necessary. The Company will post safety signs if they will help to reduce this residual risk. If the risk is not significant there is no need to provide a sign.

The Company is aware the Regulations make it clear that safety signs are not a substitute for other means of controlling risks to employees; safety signs are to warn of any remaining significant risk or to instruct employees of the measures they must take in relation to these risks. The Company will explain to employees the circumstances in which some safety signs are needed. Checks will be made to ensure that employees are aware of and understand the meaning of those signs they come into contact with during their work.

The terms used in the Regulations mean the following:

- a) safety and/or health sign- a sign providing information or instruction about safety or health at work by means of a signboard, a colour, an illuminated sign or acoustic signal, a verbal communication or hand signal.
- b) Signboard – a sign which provides information or instructions by a combination of shape, colour and a symbol or pictogram which is rendered visible by lighting of sufficient intensity. In practice many signboards may be accompanied by supplementary text (e.g. 'Fire Exit' alongside the symbol of a moving person- see also paragraph 40). Signboards can be of the following types:
  - i) Prohibition sign – a sign prohibiting behaviour likely to increase or cause danger (e.g. 'no access for unauthorised persons');
  - ii) Warning sign – a sign giving warning of a hazard or danger (e.g. 'danger: electricity');
  - iii) Mandatory sign – a sign prescribing specific behaviour (e.g. 'eye protection must be worn');
  - iv) Emergency escape or first-aid sign- a sign giving information on emergency exits, first aid, or rescue facilities (e.g. 'emergency exit/escape route');
- c) Safety colour – a colour to which a specific meaning is assigned (e.g. yellow means 'be careful' or 'take precautions');
- d) Symbol or pictogram – these appear in Schedule 1, although some variation in detail is acceptable provided the meaning is the same. They are for use on a signboard or illuminated sign (e.g. the trefoil ionising radiation warning sign);
- e) Illuminated sign – a sign made of transparent or translucent materials which is illuminated from the inside or the rear to give the appearance of a luminous surface (e.g. many emergency exit signs);
- f) Acoustic signal – a sound signal which is transmitted without the use of a human or artificial voice (e.g. fire alarm);
- g) Verbal communication – a predetermined spoken message communicated by a human or artificial voice;
- h) Hand signal – a movement or position of the arms or hands giving a recognised signal and guiding persons who are carrying out manoeuvres are a hazard or danger to people;
- i) Fire safety sign -

All signs will be suitable for their position, i.e. plastic, metal or laminated wherever practicable, a pictorial symbol in addition to the safety instruction.

The signs incorporating a safety colour will be coloured

“red” to mean prohibition/danger/fire-fighting equipment provided

“Yellow or amber” to mean warning sign,

“Blue” to mean mandatory sign,

“Green” to mean emergency escape/first aid/no danger.

and will be in the approved colour, size and geometrical shape.

Other signs, labels, marking and notices will be displayed in accordance with health and safety legislation.

All employees will be informed of the different types of safety signs and the need to comply with the health and safety instructions they display at all times.

## 42 Work Equipment

The Company will comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER 98)

Any equipment which is used by employees at work is covered by the legislation. This will include ladders, knives, hammers, staple guns, saws and the like.

The Company will ensure that the work equipment is suitable for use and for the purpose and conditions in which it is to be used.

Maintained in a safe condition for use so that people's health and safety is not at risk.

Inspected to ensure that it is and continues to be safe for use, with inspections carried out by a competent person.

The company will also ensure that the risks created by the equipment are eliminated where possible, or controlled as far as reasonably practicable by

Taking hardware measures - providing suitable guards, protection devices, system control devices and the like

Taking software measures – following safe systems of work, providing adequate information, instruction and training.

The company will ensure that operatives receive adequate instruction and training so that they have the correct skills and knowledge, experience and risk awareness and are physically suited to the task. Before operating equipment on their own they will be supervised so that they can demonstrate an understanding of the risks and safeguards and limitations on use and are competent to use the equipment safely.

The company implements an effective maintenance programme, so that equipment is more reliable and instructs employees to report any fault or problems when using the equipment. This procedure is considered a useful step towards reducing risk. All maintenance is carried out in- house provided the company considers it has the expertise, else external specialist contractors are engaged.

## 43 Abrasive Wheels

The primary objective of PUWER 98, see section 28, is to ensure that work equipment, including abrasive wheels, does not give rise to risks to health and safety irrespective of the work equipment's age, condition or origin. It should be noted that PUWER 98 revoked what remained of the Abrasive Wheels Regulations 1970.

An abrasive wheel is defined as a wheel consisting of abrasive particles bonded together with various substances. Bonding agents are inorganic - used for precision grinding or organic – used for non- precision work such as fettling and cutting off.

Hand- held grinders are the type used by company operatives and are fitted with organically bonded wheels.

The company will comply with the requirements of the legislation and ensure that all machinery is suitable for its intended use and is properly maintained and that employees, including those who use, mount and manage the operation of abrasive wheels are fully informed and properly trained in their safe use.

Apart from the risks to health from exposure to noise and vibration, discussed previously, the main risk associated with abrasive wheels is that of breakage, which can be minimised by the adoption of safety measures by the users.

Relevant members of the workforce have taken part in a training programme covering the hazards and risks arising from their use and the precautions to be observed, methods of marking, storage, handling, transport, assembly, balance and use. The training also included the use of personal protective equipment.

Hand held powered tools retained by the company are subjected to routine checks, regular inspection and preventive maintenance. Users are instructed to carry out a visual check on the tool before use. Due to the infrequent use of such tools, if any defects are identified then a new tool is purchased. All tools are accompanied by the manufacturers instruction leaflet.

## 44

# Vehicle Maintenance

The company has a fleet of 8 vans, from various suppliers. Each is similar in design, with a gross vehicle weight of some 3 tonnes, powered by a 2 litre diesel engine and able to tow an unbraked trailer up to a weight of some 2 tonnes.

They are each provided with a sliding door on the side of the body and 2 rear opening doors allowing access to the loading/storage area to the rear of the cab. The loading /storage area is divided into 2 sections. The “front” section, immediately to the rear of the cab is accessible by the sliding side door. This area, used to store and transport double –bagged asbestos containing material, is provided with 2 secure and sealed bulkheads to separate it from the remainder of the storage area. The “rear” section is fitted with racking and is used to store plant and material.

The competence of all who are allowed to drive is initially assessed and this continues on an ongoing basis. Refresher training is organised, as required, and in any event after 5 years.

Drivers are provided with a comprehensive vehicle check list. They are required to carry out checks on a daily and weekly basis and complete a written record. The record is assessed and countersigned by the Contracts Manager.

An example of the daily and weekly check list is given below.

### Driver’s Vehicle Check List.

#### DAILY

1. Is the vehicle level on the ground? If not then possible suspension problems. **Action** – report to senior management without delay.
2. Look under the vehicle for obvious leaks. A leak may indicate potential
  - 2.1 Overheating due to inadequate engine water coolant
  - 2.2 Loss of brake fluid - failure of the brake system
  - 2.3 Loss of power steering fluid - failure of the steering
  - 2.4 Loss of gear box oil - seizing of the gear box**Action** – report to senior management without delay. Top up with correct fluid.
3. Check the tyres for
  - 3.1 Obvious uneven or excessive wear
  - 3.2 Low inflation (front tyre pressure 45psi/rear 60psi)
  - 3.3 Damage**Action**- report to senior management without delay. Change the tyre that is not serviceable
4. Registration / number plates
  - 4.1 Cleanliness
  - 4.2 Security
5. All windows
  - 5.1 Good visibility
  - 5.2 Free from damage
6. All mirrors
  - 6.1 Cleanliness
  - 6.2 Damage
  - 6.3 Security of fixing
  - 6.4 Adjustment/alignment
7. All lights and reflectors
  - 7.1 Cleanliness
  - 7.2 Condition
8. All operational and emergency plant and equipment

- 8.1 As required
- 8.2 Correctly/securely stored

#### 9. Waste storage compartment

- 9.1 In good state of repair
- 9.2 Clean

#### 10. Cab

- 10.1 In good state of repair
- 10.2 Free of loose objects
- 10.3 Clean

#### 11. Inside the cab – condition and adjustment of

- 11.1 Seats
- 11.2 Seat belts
- 11.3 Head restraints

#### **12. Turn on the engine and with assistance check**

- 12.1 All side lights
- 12.2 Directional signals
- 12.3 Head lights
- 12.4 Brake lights
- 12.5 Reversing lights
- 12.6 Windscreen washer
- 12.7 Wiper blades
- 12.8 Warning indicators
- 12.9 Horn
- 12.10 Condition of the exhaust – smokey.

#### **13. Before driving off check the condition and operation of**

- 14.1 Trailer mechanical coupling
- 14.2 Electrical connection
- 14.3 Running lights
- 14.4 DCU
  - 14.4.1 Trailer tyres
  - 14.4.2 Trailer wheels
  - 14.4.3 Land legs
  - 14.4.4 Registration plates matches that of the towing vehicle

#### **14. Whilst driving and still in company yard, check the operation of**

- Speedometer
- Rev counter
- Brakes

***If you consider the condition of the vehicle may adversely affect its roadworthiness or the health or safety of the occupants you must immediately report the same to senior management.***

#### **Driver's Vehicle Check List.**

##### **Weekly**

#### **W1. With the engine cold, check the level of**

- W1.1 Radiator coolant
- W1.2 Engine oil
- W1.3 Brake fluid
- W1.4 Power steering fluid

**Action** – if appropriate top up to the required level with the correct fluid.

#### **W2. Windscreen wipers - check**

- W2.1 Condition of blades / arms
- W2.2 Level of screen wash

**Action** – if appropriate top up to the required level with the correct fluid.

W2. Availability and condition of the spare tyre –

**Action** - Report immediately to senior management if not serviceable.

W3. Availability and condition of the –

- W3.1 Jack
- W3.2 Wheel brace

**Action** - Report immediately to senior management if not serviceable.

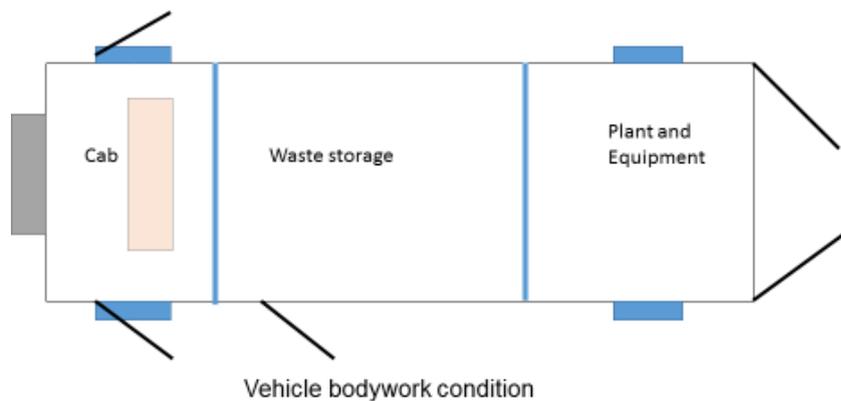
W4. Wheels

- W4.1 Damage to rims
- W4.2 Loose/missing wheel nuts

**Action** – Tighten loose nuts. If missing wheel nut not able to be replaced report immediately to senior management

W5. Check the condition of the bodywork

- W5.1 Note any damage on the sketch



## 45 Risk Assessments

Under the Health and Safety at Work Act 1974, the company has a responsibility to ensure, so far as is reasonably practicable, the health and safety of employees and of other persons who may be affected by work activities. The Management of Health and Safety at Work Regulations 1999 further imposes a specific duty to carry out suitable and sufficient assessment of all risks to the health and safety of employees and others, which may arise out of or in connection with work activities. It should identify how the risks arise and how they impact on those affected. This information is needed to make decisions on how to manage those risks so that the decisions are made in an informed, rational and structured manner, and the action taken is proportionate.

- a) A hazard is something with the potential to cause harm ( this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work organisation );
- b) A risk is the likelihood of potential harm from that hazard being realised. The extent of the risk will depend on:
  - i ) the likelihood of that harm occurring;
  - ii) the potential severity of that harm, i.e. of any resultant injury or adverse health effect; and
  - iii) the population which might be affected by the hazard, i.e. the number of people who might be exposed

Although reference is made to a suitable and sufficient risk assessment, this phrase is not defined.

The risk assessment should identify the risks arising from or in connection with work. The level of detail in a risk assessment should be proportionate to the risk. Once the risks are assessed and taken into account, insignificant risks can usually be ignored. The level of risk arising from the work activity should determine the degree of sophistication of the risk assessment

A risk assessment should:

- a) Ensure the significant risks and hazards are addressed;
- b) Ensure all aspects of the work activity are reviewed, including routine and non-routine activities. The assessment should cover all parts of the work activity, including those that are not under the immediate supervision of the employer, such as employees working off site as contractors, workers from one organisation temporarily working for another organisation, self-employed people, home workers and mobile employees. Details of where to find additional guidance on home workers and volunteers is given in the References and further reading section. Where workers visit members of the public in the home, e.g. nurses, employers should consider any risks arising from potential dangers ;
- c) Take account of the non-routine operations ,e.g. maintenance, cleaning operations, loading and unloading vehicles, changes in production cycles, emergency response arrangements;
- d) Take account of the management of incidents such as interruptions to the work activity, which frequently cause accidents, and consider what procedures should be followed to mitigate the effects of the incident;
- e) Be systematic in identifying hazards and looking at risks, whether one risk assessment covers the whole activity or the assessment is divided up. For example, it may be necessary to look at activities in groups such as machinery, transport, substances, electrical, etc, or to divide the work site on a geographical basis. In other cases, an operation by operation approach may be needed, dealing with materials in production, dispatch, offices, etc. The employer or self- employed person should always adopt a structured approach to risk assessment to ensure all significant risks or hazards are addresses. Whichever method is chosen, it should reflect the skills and abilities of the individuals carrying out that aspect of the assessment;
- f) Take account of the way in which work is organised, and the effects this can have on health;
- g) Take account of risk to the public.

If the risks are identified as either medium or high they will need to be reduced so far as is reasonable practicable. Senior management will take into account the effectiveness of existing control measures and

where necessary implement additional controls to eliminate the risk or reduce to as low as level as is practicable.

The principal of risk prevention will be followed –

Avoid the risks

Combat the risk at source

Adapt the work

Replace dangerous by “none” or less dangerous

Prioritise collective protective measures over individual measures

Provide suitable and sufficient instructions to employees regarding safe working

At the initial site inspection, the Managing Director or Contracts Managers, as appropriate, will assess the proposed work. Based on the information supplied they will prepare a plan of work and a risk assessment for tendering purposes. Prior to notification to the enforcing authority a further site visit will be paid to take account of circumstances that may have changed and that could affect the risks associated with the proposed method of work. An updated plan of work and risk assessments will be prepared, as appropriate. These will be further considered by the supervisor at his attendance on site and management advised accordingly to enable them to initiate any required changes. All changes will be noted and dated so that an auditable trail is available.

The following non-asbestos risk assessments have been considered and a separate document prepared

Falls from height when using

fixed scaffolding; a prefabricated mobile access tower; MEWP's, mobile elevating work platforms

Falls from height through floors; during access. Falling objects; Manual handling; Slips and trips; Workplace transport; Stepping on nails and sharp objects; feet struck by falling objects; Head struck by falling object or against fixed structure; Use of knives and non-powered impact hand tools; Needles and general sharps

Use of hand held powered tools – failure of grinding/cutting head; Exposure to dust - Use of hand held powered tools, soft strip and removal of asbestos; Noise from hand held powered tools and items of plant and equipment; Vibration from hand held powered tools; Electricity; Kneeling; Poor hygiene; Injuries at work - first aid; Body contamination; Fire; Projectiles; Sun burn and dehydration; Cold environment; Confined Space; Working in a guano contaminated environment; Working near to mould & fungi

## 46

# Monitoring Asbestos Levels

The Control of Asbestos Regulations 2012 (CAR) contain numerous references to the requirement for personal and background monitoring.

- a) Regulation 19 requires employers, such as Airsafe UK, to arrange regular monitoring of airborne fibres and keep records of the results. Assessments of any proposed work must consider the results of this monitoring -regulation 6. The significant findings of asbestos assessments should be reflected in the plan of work -regulation 7.
  - b) Airsafe's arrangements for providing information, instruction and training will include detail of any air monitoring results-regulation 10.
  - c) Airsafe UK will ensure that personal exposure to asbestos is prevented, so far as is reasonably practicable -regulation 11. Licensed work, by definition, is likely to produce airborne concentrations that exceed the control limit: where exposure cannot be prevented, it will be kept as low as reasonably practicable. RPE will be provided that will ensure the concentration of asbestos fibres within the mask is kept below the control limit.
  - d) The spread of asbestos will be prevented or reduced -regulation 16.
- 2) Exposure records form part of the health records that must be kept for any employees engaged in licensed asbestos work - regulation 22.
  - 3) Regulation 5 of the Management of Health and Safety at Work Regulations require employers, such as Airsafe UK, to have effective arrangements in place for managing health and safety. Data provided by personal monitoring should be a key indicator of the effectiveness of the arrangements.

There is a statutory requirement for the premises to be thoroughly cleaned after licensed asbestos removal work - Regulation 17. The premises or the area(s) where the removal has taken place must be assessed to determine whether the locations are thoroughly clean and fit to return to the owner/occupier for reoccupation (or, as appropriate, demolition). The Approved Code of Practice, L143, states that a 4-stage clearance procedure should be conducted and a Certificate of Reoccupation issued.

For indoor licensed asbestos removal work the site clearance certification for reoccupation will be carried out in four successive stages, with the next stage only being started when the previous one has been successfully completed and passed by the Analyst - Stage 3 air sampling should not start until a successful Stage 2, thorough visual inspection, has been finished. All four stages will be carried out by the same organisation and analyst, as this will provide continuity and consistency and avoid problems with interfaces at each stage of the process. The organisation carrying out the 4-stage clearance will demonstrate the necessary independence to act completely impartially and is accredited to meet the relevant criteria in ISO 17020 and ISO 17025. To avoid any conflicts of interest it will be strongly recommended that the Analyst is employed by the building owner/or occupier/or client. If not then Airsafe UK will choose the analyst from a UKAS accredited list.

When all stages of the 4-stage clearance are passed as satisfactory, then a Certificate of Reoccupation will be issued. The clearance assessment and certification process is a vital component in the asbestos removal work. The issue of the Certificate by an impartial and competent organisation provides the crucial reassurance and security to the subsequent building users. The multi-stage certification process is designed to allow the inspection and assessment to be performed in a structured, systematic and consistent manner. Airsafe UK will not arrange for the 4-stage clearance procedure to start until satisfied that all the asbestos has been removed as detailed in the plan of work, the area inside the enclosure and airlocks is both clean and dry and has already passed their own thorough visual inspection. Any sacrificial layers of polythene will have been removed and sealant will not have been applied.

### **Summary of the 4-stage clearance procedure**

**Aim:** To ensure that all the planned asbestos has been removed, the area has been thoroughly cleaned and decontaminated and that the building is safe for re-occupation or demolition.

The 4-stage clearance process consists of the following:

- Stage 1: A preliminary check of site condition and job completeness;
- Stage 2: A thorough visual inspection inside the enclosure/work area;
- Stage 3: Disturbance air monitoring\*;
- Stage 4: Final assessment post-enclosure/work area dismantling.

\*Note: There are some situations where disturbed air monitoring is not required e.g. where a full enclosure has not been used or there is no internal enclosure.

When all 4-stages have been successfully passed the Analyst will issue signed copies of the completed Certificate for Reoccupation to the building occupier or owner **and** to Airsafe UK. All 4 stages must be completed and passed. If there is a failure in any of the 4 stages – an incomplete certificate should be issued showing the stage failure and reason.

After a successful 4 stage clearance the Analyst will also carry out a separate inspection and clearance of the decontamination unit used by the asbestos removal workers and issue a DCU clearance certificate to Airsafe UK.

### **Personal Sampling**

Personal sampling is carried out to:

- Establish that the Control Limit is not liable to be exceeded
- Check the effectiveness of control measure to ensure exposure is reduced to as low as is reasonably practicable for workers
- Select or confirm that the RPE in use is capable of providing the appropriate degree of protection
- Ascertain whether the exposure is sporadic and low intensity and the short term limit has not been exceeded
- Provide medical surveillance records
- Support current and future risk assessments.

The fibre concentrations obtained in personal sampling must reflect the nature of the work performed and the circumstances and conditions at the time of sampling. The Analyst will collect accurate information on the tasks performed by the worker during sampling (including duration) and on the other factors that will influence exposure including how the tasks were performed - tools, equipment etc. and methods and techniques and the controls that were employed. The sampling period must be sufficient to ensure it is fully representative of the work. Sampling periods should be for 4 hours to assess the Control Limit or for the duration of a specific task for shorter duration activities

Individuals for personal sampling will be chosen on a random basis and will be determined by senior management. However, workers actively removing or disturbing the asbestos will be preferentially selected for sampling as fibres levels are more likely to exceed the Control Limit. Analysts will be required to keep a detailed record of the work undertaken by monitoring individuals' movements and tasks through viewing panels or CCTV and through discussion with the operative.

### **Static Sampling**

Static sampling is widely undertaken to assist in assessing the extent and spread of asbestos. Static sampling may be carried out for a number of reasons and the purpose will be clearly identified. There are various types of static sampling, such as: -

#### Clearance sampling

Part of the 4-stage clearance process (stage 3) on completion of licensed asbestos removal work

#### Leak Testing

To ensure that the integrity of the asbestos enclosure remains intact and that airborne respirable fibres are not escaping. These samples are typically taken by the on-site Analyst to confirm that the area outside the enclosure is not subject to increased fibre concentrations, during the work

## Reassurance Sampling

Conducted in certain circumstances to confirm that the residual fibre concentrations are below the limit of quantification or the background after a remedial action. For example, after the removal of an enclosure and before or after re-occupation, once it is confirmed that the area is visually clean of any debris (see stage 4 of the site certification);

Records of air monitoring or a suitable summary will be kept for 5 years, except for those employees under medical surveillance, in which case they will be kept to supplement the health records for 40 years.

# 47

## Lone Working

### 1. Objectives

There is a legal obligation on the company as an employer under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of persons at work. This involves the provision of a safe place of work and to have reasonable and practical systems to monitor the well-being of persons at work.

There is also a legal obligation under the Management of Health and Safety Regulations 1999 for employers with five or more employees to assess the risks to workers and record the significant findings.

Legislation requires the company to consider carefully, and then deal with, any health and safety risks for people working alone.

The responsibilities placed on the company cannot be transferred to any other person, including those

people who work alone, albeit workers have responsibilities to take reasonable care of themselves and other people affected by their work activities. They also have a duty to co-operate with their employers in

meeting their legal obligations

The company has a duty to assess risks to lone workers and take steps to avoid or control risks where necessary. This include:

- involving workers when considering potential risks and measures to control them;
- taking steps to ensure risks are removed where possible, or putting in place control measures, eg carefully selecting work equipment to ensure the worker is able to perform the required tasks in safety;
- instruction, training and supervision;
- reviewing risk assessments periodically or when there has been a significant change in working practice.

This may include:

- being aware that some tasks may be too difficult or dangerous to be carried out by an unaccompanied worker;
- where a lone worker is working at another employer's workplace, informing that other employer of the risks and the required control measures;
- when a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, addressing that risk by making arrangements to provide help or back-up.

The company has identified situations where people could work alone and considered the following:

- Does the workplace present a specific risk to the lone worker, for example due to temporary access equipment, such as portable ladders or trestles that one person would have difficulty handling?
- Is there a safe way in and out for one person, eg for a lone person working out of hours where the workplace could be locked up?
- Is there machinery involved in the work that one person cannot operate safely?
- Are chemicals or hazardous substances being used that may pose a particular risk to the lone worker?
- Does the work involve lifting objects too large for one person?
- Is there a risk of violence and/or aggression?
- Are there any reasons why the individual might be more vulnerable than others and be particularly at risk if they work alone (for example if they are young, pregnant, disabled or a trainee)?
- If the lone worker's first language is not English, are suitable arrangements in place to ensure clear communications, especially in an emergency?

If a person has a medical condition, are they able to work alone?

“One worker” situations will not normally arise for personnel during a standard working day..

Office staff attend from 08.30 until 17.00hrs. The accepted practise is for the first person attending in the morning to close the main door, which requires an internal lock to open. CCTV is provided to allow for all visitors to be scrutinised prior to allowing entry.

Operatives return to the office building between 15.30 and 17.00, to report and discuss matters with senior management.

## 48

# New and Expectant Mothers

The Management of Health and Safety at Work Regulations 1999, (MHSW), implement the health and safety requirements of the Pregnant Workers Directive (92/85/EEC) into GB law.

The company recognises that pregnancy is a natural state and not an illness.

Specific health and safety requirements relating to new and expectant mothers at work are mainly contained in Regulations 16 to 18 of the Management of Health and Safety at Work (MHSW) Regulations 1999 (SI 1999/3242).

New and expectant mothers are defined as a worker who is:

- a) Pregnant
- b) Who has given birth within the previous 6 months (given birth is defined as having given birth to a living child, or a still-born child after 24 weeks of pregnancy)
- c) Breast feeding

Regulation 3 of MHSW places a legal duty on the company to assess the health and safety risks that employees are exposed to whilst at work. Once the risks have been assessed, the company is then required to put in place the appropriate health and safety measures to control those identified risks.

In addition to the requirements of Regulation 3 MHSW, Regulation 16 of MHSW also requires that the risk assessment should include any specific risks to females of childbearing age who could become pregnant, and any risks to new and expectant mothers. Risks include those to:

- a) The unborn child
- b) The child of a breast feeding woman
- c) The mother

These risks can be from any process, working conditions, or physical, biological or chemical agents.

The company has specific obligations towards their employees once the company have been notified in writing that she is a new or expectant mother. After the employee provides written notification to the company stating that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, the company will immediately take into account any risks identified in their workplace risk assessment. If that risk assessment has identified any risks to the health and safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventive and protective measures under other relevant health and safety legislation, then the company will take action to remove, reduce or control the risk. The increased risk may be associated with musculo- skeletal injury/ back problems, fatigue from standing or other physical activity and/or excessive physical/mental pressure, increased abdominal girth, resulting in discomfort using the work station.

If the risk cannot be removed the company will take the following actions:

- Action 1 - Temporarily adjust her working conditions and/or hours of work; or if that is not possible
- Action 2 - Offer her suitable alternative work (at the same rate of pay) if available, or if that is not feasible;

Action 3 - Suspend her from work on paid leave for as long as necessary, to protect her health and safety, and that of her child.

The company does not require administration staff to work at night. However, if this changes then special consideration will be given to new and expectant mothers who may be so required to work at night. If a medical practitioner confirms that working nights will affect her health, then the company will suspend her from work, on full pay, for as long as necessary.

Other legislation that protects the health and safety of new and expectant mothers at work is the Workplace (Health, Safety and Welfare) Regulations 1992

The company will comply with the legislation and provide suitable rest facilities for workers who are pregnant or breastfeeding. The facilities will be suitably located (e.g. near to toilets) and where necessary allow the new or expectant mother to lie down.

The Office Administrator will monitor the progress of the employee and will ensure the appropriate completion and receipt of Form MATB1 in line with company terms and conditions.

## 49 Visitors

Sections 3 and 4 of the Health and Safety at Work etc Act 1974 refer, respectively -

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 and who may be affected thereby are not thereby exposed to risks to their health or safety.

It shall be the duty of each person who has, to any extent, control of premises to which this section applies or of the means of access thereto or egress there from or of any plant or substance in such premises to take such measures as it is reasonable for a person in his position to take to ensure, so far as is reasonably practicable, that the premises, all means of access thereto or egress there from available for use by persons using the premises, and any plant or substance in the premises or, as the case may be, provided for use there, is or are safe and without risks to health.

Section 2 of The Occupiers Liability Act 1957 refers

An occupier of premises owes the same duty, the "common duty of care", to all his visitors, except in so far as he is free to and does extend, restrict, modify or exclude his duty to any visitor or visitors by agreement or otherwise.

The common duty of care is a duty to take such care as in all the circumstances of the case is reasonable to see that the visitor will be reasonably safe in using the premises for the purposes for which he is invited or permitted by the occupier to be there.

The circumstances relevant for the present purpose include the degree of care, and of want of care, which would ordinarily be looked for in such a visitor, so that (for example) in proper cases-

- (a) an occupier must be prepared for children to be less careful than adults; and
- (b) an occupier may expect that a person, in the exercise of his calling, will appreciate and guard against any special risks ordinarily incident to it, so far as the occupier leaves him free to do-so.

Adequate arrangements for the control of visitors whilst on company or company-controlled premises not only ensures their health and safety, but also those of all employees on the premises.

Visitors to live sites are required to attend on the site manager and be subjected to a site induction, in accordance with the site rules. Only after the site induction will they be allowed to attend on the asbestos removal work. Only after they have signed a visitor's attendance sheet and been inducted by the asbestos removal supervisor will they be allowed to inspect the removal work, accompanied by the supervisor, and only then provided they are wearing appropriate PPE. After the visit such visitors will be required to complete the Visitors Attendance Log.

Visitors to the company premises will be subjected to an induction and be made aware any dangers, safeguards, fire warnings and the like, before being accompanied.

### **Unlawful Visitors**

The Company's duty of care under The Occupiers Liability Act 1957 is extended by section 3 of the Occupiers Liability Act 1984. The law refers to persons other than visitors whether they have lawful authority or not i.e. trespassers (intentional or unintentional).



## Policy Amendments

**Amendment 1 carried out on:** 01/02/2010

Amendments to following sections:-

Section 2 – Company Structure  
Section 3 – Health & Safety Duties

**Amendment 2 carried out on:** 01/11/2011

Amendments to sections listed below following the resignation of Mr Nigel Pierce:-  
Mr Carl Dixon appointed new Managing Director

Section 1.1 – H&S Statement: Removing Mr Pierce  
Section 2.2 – Organisation: Removing Mr Pierce  
Section 3.8 – Fire & Emergency: Removing Mr Pierce  
Section 3.19 – Noise Policy: Removing Mr Pierce  
Section 3.21 – Permits to Work: Removing Mr Pierce

**Amendment 3 carried out on:** 05/01/2012

Amendments to sections listed below following the resignation of Mr Carl Dixon:-  
Mr Sean Skidmore appointed new Managing Director

Section 1.1 – H&S Statement: Removing Mr Dixon  
Section 2.2 – Organisation: Removing Mr Dixon  
Section 3.13 - Asbestos Removal (CAR 2012)

**Amendment 4 carried out on 13/02/2014**

Section 2.2 change of organogram  
Section 3.9 change of legislation  
Section 3.10 change in RIDDOR  
Section 3.13 deletion of reference to Health and Safety Consultant and Health and Safety Officer

**Amendment 5 carried out during November 2015**

Complete revision of the whole document.

**Amendment 6 carried out during November 2016**

Revision of the whole document.

**Amendment 7 carried out during November 2018**

Revision of the whole document.

**Amendment 8 carried out during June 2019**

Revision of the whole document.

**Amendment 9 carried out during September 2019**

Revision of the whole document.

Including change of MD from Sean Skidmore to Malachy Bonnar.

Addition of personal monitoring strategy.

**Amendment 10 carried out during October 2020**

Revision of the whole document.

Including change of H&S liaison from Anthony Jones to Michael Hogg.

Addition of Training Strategy

Amendment to Personal Monitoring Strategy

Amendment to Auditing Strategy

Amendment to staff appraisals



Malachy Bonnar  
**Managing Director**

Airsafe UK Ltd

Date: 09.10.2020