

LANGMEAD CONSTRUCTION LTD. ARRANGEMENTS FOR HEALTH AND SAFETY.

Communication/Consultation.

Langmead Construction Ltd recognise the value of effective methods of communication and consultation in achieving a positive health and safety culture in our business, to ensure not only that up to date information is available when required, but also that our operatives are fully involved with the management of health and safety.

Langmead Construction Ltd will:

- Establish effective lines of communication both internally and externally as required.
- Involve and consult with operatives on issues affecting their health and safety at work and take account of their views on these matters. Communication and consultation takes place through:
 1. Individual conversations
 2. Meetings
 3. Toolbox talks.
- Provide information on performance, lessons learned from incidents, plans, standards and procedures
 - Display the following:
 1. The "Health and Safety Law - what you should know" poster
 2. Our current Certificate of Employers' Liability Insurance
 3. Our Health and Safety Policy Statement.
- Consult with operatives when changes to processes, equipment, work methods etc are introduced into the workplace that may affect their health and safety at work.
- Notify all operatives of the arrangements for appointing a competent person.

Training.

All operatives are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new operatives (Health and Safety Awareness, company procedures etc)
- The introduction or modification of new / existing machinery or technology
- A change in operative position / work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of personal protective equipment and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

Risk Assessments.

Langmead Construction Ltd will arrange for suitable and sufficient risk assessments to be carried out by competent persons on all tasks, activities or processes that may expose operatives to potential harm.

These assessments will then be communicated to the operatives concerned and kept on file wherever the task, activity or process is taking place.

The following stages are followed when carrying out an assessment:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide whether existing precautions or controls are adequate. Introduce more controls if necessary
4. Record all findings
5. Review and revise if necessary.

Risk assessments shall be reviewed periodically.

Method Statements.

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high and the Principal Contractor or Client requires them. The method statements will provide site specific information on the task to be undertaken:

Method Statements will contain the following information:

1. Description of the planned task / activity
2. Location and access
3. Working environment and restrictions
4. Protection of others
5. Emergency procedures
6. Operatives Competence
7. Personal Protective Equipment
8. Plant and Equipment.
9. Material Handling / Storage / Safety
10. Critical Stages of the activity
11. Names and signatures of operatives who have read and understood the method statement.

Construction (Design, Management) (CDM) Regulations 2007.

Langmead Construction Ltd is fully committed to complying with the above named regulations.

When appointed as a contractor, the company will:

- Co-operate with the Principal Contractor in order that they may comply with their duties under CDM 2007
- Provide information to the Principal Contractor regarding risk assessments and method statements
- Comply with the requirements of Construction Phase Plans
- Provide any information required for the Health and Safety File
- Liaise with other contractors on site to make them aware of the companies activities in certain areas, so as to avoid putting them at risk
- Provide information to operatives regarding risks to health and safety relevant to a project
- Ensure operatives are suitably trained to undertake tasks
- Consult with operatives on matters concerning health and safety.

Emergency Procedures.

Langmead Construction Ltd will ensure that all operatives will familiarise themselves with the location of fire alarms, fire extinguishers and fire exits when they receive their induction training on site.

In the event of a fire on site, operatives shall:

- raise the alarm by the quickest means
- call the fire brigade
- tackle the fire if safe to do so and training has been provided
- evacuate the premises through the nearest exit
- assemble at muster point.

If operating any form of plant or machinery at the time of alarm, switch off before leaving if safe to do so. All fuels and accelerants will be kept to a minimum on site, in the appropriate containers and well away from sources of ignition.

All operatives will follow the site specific emergency procedures that they will receive in site induction training on Client's sites.

Welfare and Workplace Safety Procedures.

Langmead Construction Ltd will ensure that welfare facilities are provided by the Client or Principal Contractor when working on their sites. Consideration will be given to the provision of:

- safe access and egress to and from places of work
- readily accessible clean sanitary conveniences
- readily accessible facilities for washing
- readily accessible and conspicuously marked supply of wholesome drinking water
- adequate clothing and changing facilities
- adequate lighting systems
- adequate ventilation and sufficient quantities of fresh/purified air.

The maintenance of the workplace (good house keeping) is an essential part of the day to day contribution in which all operatives have a collective responsibility.

Equipment Safety Arrangements.

All work equipment (including Electrical equipment) used at work, as part of the company's undertaking will comply with the Provision and Use of Work Equipment Regulations (PUWER).

Before new equipment is introduced into the working environment an assessment will be made by the Director in order to ascertain that the equipment is suitable for its intended use.

No operative will use work equipment for which they have not received specific training.

No operative will knowingly misuse work equipment or remove any guards that are in place to minimize a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance /

inspections undertaken on company equipment will be formally recorded with a hard copy kept on file.

If any faults or damage are found on any equipment, stop using the equipment and report the fault to the Secretary or Director .

Lifting Equipment.

Langmead Construction Ltd accepts its responsibilities for ensuring that all lifting equipment and machinery is maintained regularly by a competent person and records are kept in accordance with legislation.

All operatives who use lifting equipment will be adequately trained in the use of that equipment. The training is to include operator checks and instruction on what to do in the event of faulty equipment. It is the duty of all operatives to correctly use such equipment in accordance with the instruction and training that has been given.

Langmead Construction Ltd will ensure that all relevant statutory examinations for lifting equipment and associated attachments / tackle as required by legislation are carried out by a competent person and records are kept.

Personal Protective Equipment.

If risks associated with the workplace cannot be controlled by any other means, then Langmead Construction Ltd will provide personal protective equipment (PPE) for operatives whilst at work and effective training in its use.

All operatives will also be trained in the maintenance and storage of PPE.

All non basic PPE will be replaced upon request and all defective equipment must be reported immediately to the Secretary or Director.

Operatives are to comply with the PPE requirements of the Principal Contractor, Client or risk assessments at all times.

Failure to use PPE or misuse of PPE will result in disciplinary action.

Confined Spaces.

The term "confined space" means any place, including any chamber, tank, vat, silo, trench, pipe, sewer, flue, well or other similar place in which, by virtue of its enclosed nature or the work undertaken there arises a reasonably foreseeable specified risk. The space may be substantially enclosed, though not necessarily entirely enclosed.

It is the policy of Langmead Construction Ltd to:

- Identify activities where work in confined spaces may be required.

- Carry out work in confined spaces only when the task cannot be effectively carried out from outside the confined space.
- Carry out or obtain a risk assessment on all confined space work activities in order to determine the hazards that are present, could become present due to the work activity or the ingress of hazardous substances from elsewhere.
- Identify the risk assessment control measures that will effectively eliminate or control the risks and put them into place prior to allowing entry.
- Use the permit to work system of the Client or Principal Contractor and a safe system of work (method statement) that will ensure the work can be carried out safely.
- Ensure that all persons that are required to work in confined spaces are adequately trained and competent.
- Ensure that safe access and egress are provided and that the sizes of the openings are taken into account when planning rescue arrangements.
- Supervise confined space working, commensurate with the risks involved, to ensure that the work is carried out safely in accordance with the permit to work and the control measures identified in the risk assessment.
- Prepare emergency procedures and equipment for dealing with rescue and resuscitation.
- Provide a means of communication to and from the worker(s) in the confined space.

First Aid.

Langmead Construction Ltd will ensure that suitable and sufficient first aid facilities are present on all sites that their operatives work on. This will include ensuring that first aid equipment is suitably stocked, marked and easily accessible or available in all locations where working conditions require it.

Accident Reporting/Investigation.

All accidents must be reported to the Director and details recorded in the accident book (held at main office). All accidents on site will also be reported to the Principal Contractor or Client. Certain accidents are reportable to the Health and Safety Executive's (HSE) Incident Contact Centre, such as

- any work related injury that leads to an operative being absent from work for more than 3 working days
- fractures other than those to fingers or thumbs
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye. Any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours

Langmead Construction Ltd is committed to investigate all accidents to the best of their ability, using all resources available to them. The results of these investigations, where appropriate will be communicated to the workforce and Principal Contractor or Client with the aim of reducing or preventing further occurrences.

Hazardous Substance Safety.

Hazardous substances include all those substances, liquid, solid, gaseous, or biological, that pose a hazard to health. Langmead Construction Ltd aim to ensure that all operatives will be protected, so far as is reasonably practicable, against ill health or injury caused by the use, handling, transport, storing or otherwise coming into contact with substances that are or could be considered to be hazardous to health.

The hazard and control measures identified on COSHH assessments are communicated to operatives and others affected by site activities by various means including such measures as induction training, tool-box talks, formal or informal meetings and issue of instructions and information.

Avoidance of Needlestick Injuries.

The main risks are from the Hepatitis B & C and Human Immunodeficiency (HIV) viruses. The hepatitis viruses are more infectious than HIV although both are potentially fatal. The actual risk of infection depends on:

- Whether the needle was used by an infected person
- How much material enters the bloodstream
- How long since the needle was discarded – hepatitis B and HIV can survive for months, particularly when not dried out.
- In the case of hepatitis B, whether or not the injured person is immune
- There may also be a risk of tetanus if the needle is contaminated by soil.

Needles may be discarded anywhere, but they are more likely to be found in the following locations:

- Waste bins
- Sewers
- Gullies
- Refuse sacks
- Toilets
- Car parks
- Derelict buildings.

The discovery of all needles, syringes and other drug paraphernalia must be reported to the Secretary or Director and also the Principal Contractor / Client.

Always use tongs, stout rubber gloves and a sharps box for disposals.

Never use bare hands to clear rubbish or unblock toilets.

REMEMBER that needles may be placed so as to deliberately cause injury.

Should any person receive a puncture injury, the following treatment must be given immediately:

- Encourage the puncture to bleed
- Wash well under cold running water without soap
- Cover with a dry dressing

- Seek medical advice as soon as possible
- If possible retain the needle in a glass or plastic bottle or jar and take it with the injured party to hospital
- A protective injection against hepatitis B (but not HIV) can be given, but must be done within 48 hours.

All operatives working in areas where they may reasonably be expected to come into contact with drug paraphernalia should receive inoculations against hepatitis.

Working in the sun.

The hazards caused by working in the sun are the Ultraviolet – UV rays in strong sunlight.

Who is at risk?

- People with pale skin are at serious risk of burning and skin damage.
- Those with fair / red hair with a large amount of freckles
- People with a large number of moles
- People with a family history of skin cancer.

The dangers.

Short term – sun exposure to pale skin can cause burns leading to blistering.

Long term – increased chance of developing skin cancer in later life. Too much sun will also prematurely age skin making it leathery, mottled and wrinkled.

Abnormal reactions to sunlight – Certain medicines, contact with plants and contact with some chemicals used at work (coal-tar and pitch products, wood preservatives, dyes etc) can make skin more sensitive to sunlight.

Protection from the sun.

- Avoid reddening of the skin. Reddening of the skin is a sign of skin damage as well as an early sign of burning.
- Take your breaks in the shade when possible. This will keep you cool and reduce the chances of burning.
- Don't try to tan. Tanned skin is a sign that the skin has already been damaged.
- Cover up. Ordinary clothing will stop most UV effects.
- KEEP YOUR TOP ON. Langmead Construction Ltd operates a cover up policy to protect operatives and show respect to the public and our clients.
- Sunscreens are useful for parts of the body not easily protected by clothing. Use a sunscreen cream or lotion with a sun protection factor (SPF) of 15 or more for protection against UVA and UVB.

Manual Handling.

Langmead Construction Ltd will endeavour to reduce all known hazards so far as reasonably practicable, ensure that employees are made aware of the risks and provide adequate information, instruction and training. The order of actions being:

- avoid the manual handling activity
- introduce automation or mechanical aids
- introduce smaller or lighter loads
- alter the system of work to reduce the frequency of manual effort where movement is required
- consider the use of PPE.

Where manual handling activities are unavoidable, the following should be assessed:

Task e.g. twisting, stooping, repetition

- Individuals capabilities e.g. physical condition, training received
- Load e.g. bulky, difficult to grasp, unstable
- Environment e.g. weather, poor floor coverings, constraints.

Kinetic lifting indicates that most of the power for lifting comes from the individual's legs. When lifting any object in the office or on site the following steps should be followed.

1. Plan the route, the lift and the set down point
2. Position your feet, bend knees and keep your back straight
3. Secure a firm grip and lift smoothly
4. Move the feet rather than twisting the body
5. Keep the load close to the body
6. Place the load down smoothly and then adjust for the final position.

Asbestos

Langmead Construction Ltd shall not undertake any work whatsoever on existing commercial buildings until the results of a full Type 3 asbestos survey, undertaken by the client have been published and brought to the attention of the Director, Secretary and operatives. The facts and figures of asbestos related illnesses are well documented and the company shall strive to ensure that none of its operatives become part of these statistics. Also, in accordance with current legislation Langmead Construction Ltd shall provide asbestos awareness training to their operatives so that they shall be able to identify asbestos containing materials and be fully conversant in the correct course of action if they are ever inadvertently exposed to the substance.

Drugs and Alcohol.

Langmead Construction Ltd has a policy of zero tolerance with regard to alcohol and non prescription drugs. This is particularly relevant in the use of company vehicles and machinery, but refers equally to consumption on the premises or sites of Principal Contractors or Clients. Langmead Construction Ltd will adhere and comply with the Drug and Alcohol Policies of all its Clients. Non compliance with these requirements may lead to instant dismissal. Anyone deemed to be under the influence on arrival at work will be sent home without pay.

Noise.

Langmead Construction Ltd shall ensure that in accordance with current legislation, the risk of exposure of our operatives to noise is either eliminated at source, or where this is not reasonably practicable, reduced to a low as level as possible. Noise assessments will be carried out on sites by competent persons, and where the assessments show that the noise exposure level for operatives is between the lower and

upper exposure action values, we shall as a minimum:

- provide them with adequate hearing protection
- provide operatives with suitable information, instruction and training, so that they understand the associated risks and duties placed on employers and employees by legislation
- consider taking additional reasonably practicable actions to further reduce risks in line with good practice and recognized standards within our industry.

Vibration.

Langmead Construction Ltd shall ensure that assessments are carried out to identify measures to eliminate or reduce risks from employee exposure to hand-arm / whole body vibration. Control measures shall be introduced along with information, instruction, training and supervision and may include:

- mechanisation or automation of work
- ensuring work equipment is suitable for purpose
- sourcing tools with lower vibration values
- ensuring equipment is properly maintained
- planning work to avoid lengthy exposure
- job rotation where tools require constant or frequent use
- provision of PPE
- implementation of a health surveillance programme

The above list is not exhaustive or in any particular order.

General Safety Rules.

Do

- Use guards, safety equipment and personal protective equipment (PPE) provided.
- Report loss of or damage to guards, safety equipment and PPE so that the defect can be remedied.
- Observe the instructions on the warning notices and signage displayed around the premises and on construction sites.
- Have minor cuts attended to by a first aider.
- Report accidents, breakdowns, defects and "near misses" to company representatives and the Principal Contractor.
- Switch off machines when not in use.
- Switch off and unplug portable equipment and flexible cables when not in use.
- Keep to gangways and paths.
- Stop and isolate machines where appropriate before undertaking maintenance.
- Wash your hands before and after going to the toilet if you are working with chemicals, oils, oily components etc.
- Ensure that supervisors are notified about visitors and that visitors are provided with protective equipment where appropriate.
- Keep areas around machines, gangways, steps and stairs clear and unobstructed.
- Familiarise yourself with the positions of the Fire alarms, exits and extinguishers wherever you are working.

- Keep Fire Exits Clear.

Do not

- Wear loose clothing and / or jewelry when operating machines.
- Attempt to operate machines and equipment you are not competent with or authorized to use.
- Take short cuts or chances.
- Run in the workplace.
- Indulge in horseplay.
- Wear unsuitable footwear such as sandals or trainers.
- Clutter up gangways, paths or stairs.
- Misuse equipment or use makeshift equipment.
- Overload lifting appliances, fork trucks, pallet trucks etc.
- Smoke in prohibited places.
- Drink alcohol or take non prescription drugs on site.

Review.

This policy will be reviewed on an annual basis, when there is a change in company activities and / or if there is a change in health and safety legislation.