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HEALTH AND SAFETY

POLICY AND RULES

December 2009

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HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

PPSL District Energy

As Managing Director I commit the Company to a high standard of Health and Safety and will comply with all statutory duties on Health and Safety.

This Company will provide Safe and Healthy Working Conditions for our employees and the self-employed/sub-contractors working under our control and will ensure that the conduct of their work does not endanger employees of others and the public.

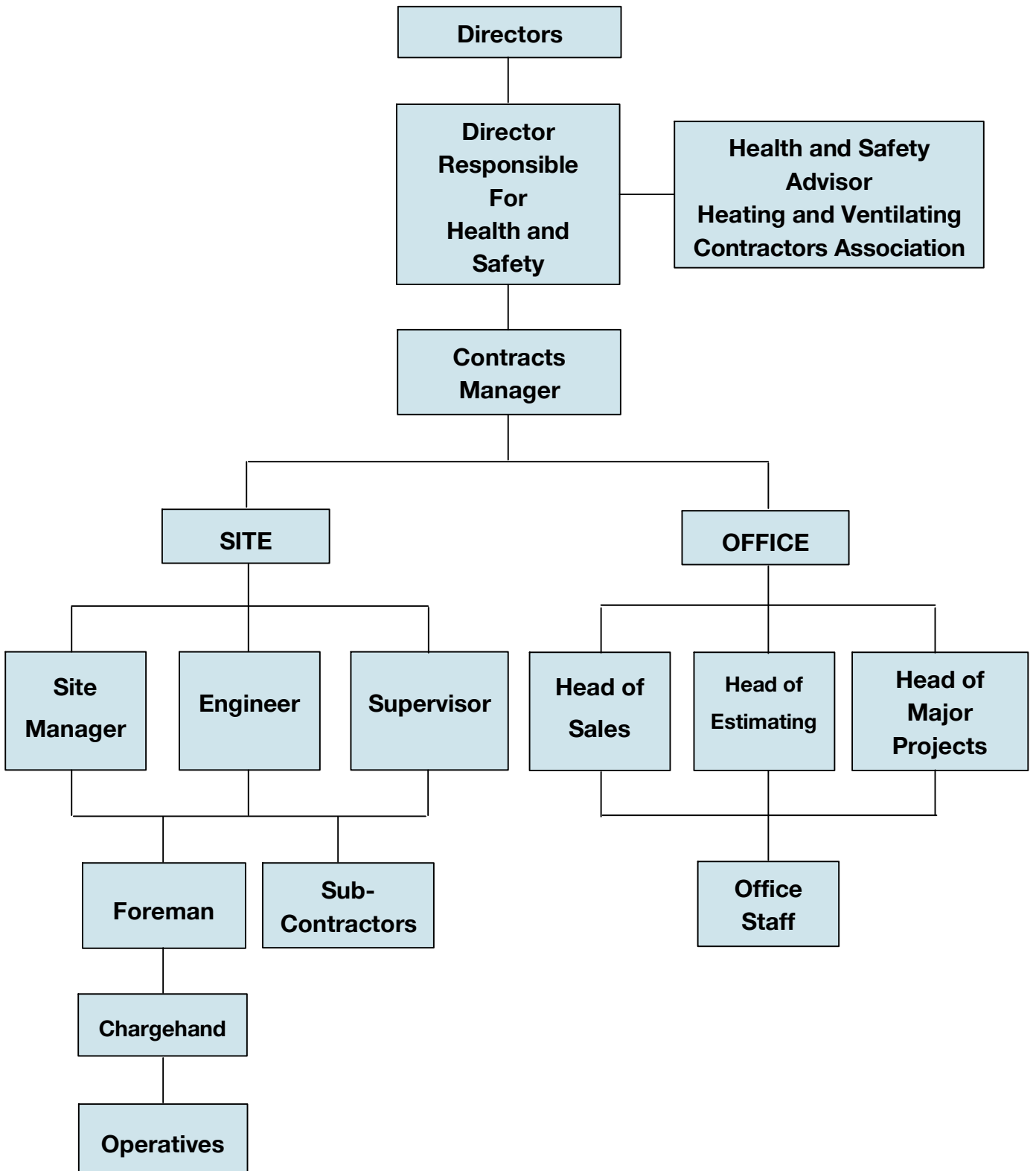
Sufficient time and resources will be allowed for health and safety and the Company will:

- Ensure adequate risk assessments have been carried out and appropriate control measures are in place to control risks arising from our work activities
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe vehicles, plant and equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks and give them adequate training
- Aim to prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Ensure that any deliberate breach of health and safety rules and procedures lead to disciplinary action and
- Review and revise this policy as necessary at regular intervals not exceeding 2 years

As Managing Director, I will set a good personal example to others in complying with duties laid upon me and will expect all employees to co-operate with the company in respect of this policy to ensure that this is carried out.

Signature:			
Date:	16 th December 2009	Latest Review Date:	December 2011

1. HEALTH AND SAFETY ORGANISATION



2. [RESPONSIBILITIES \(see HVCA Guide to Site Safety pages 4, 5, 6, 7, 47 and 48\)](#)

Overall and final responsibility for health and safety is that of:

G J Wells: Managing Director

Day to day responsibility for ensuring this policy is put into practice is delegated to:

M J Milsted: Contracts Manager

Employees have to:

- Co-operate with the company on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety and
- Report all health and safety concerns

Director Responsible for Health and Safety has direct responsibility for ensuring that this policy is implemented and carried out. Suitable arrangements and resources in the form of finance and time will be made available to ensure, so far as is reasonably practicable, the health and safety of all employees and others who may be effected by the Company's operations. Persons responsible for discharging particular duties within the policy will be given the appropriate authority to fill those duties and the Director Responsible for Health and Safety will set a personal example. He will ensure that staff are made aware of this and any revised version of the policy.

Contract Manager reports to the Managing Director Responsible for Health and Safety on matters of health and safety and is responsible for ensuring that procedures contained within the policy are carried out and followed. The Contracts Manager has authority to request alternative methods of work or safe practices. He will oversee contractors and ensure that work is carried out in accordance with this policy and any procedures or relevant regulations. The **Contract Manager must set a personal example in respect of health and safety.** The Contracts Manager must ensure that persons with responsibilities under this policy have received suitable and adequate training. He is responsible for ensuring that emergency procedures are detailed and observed and also for ensuring the risk assessments are undertaken and the findings are communicated to all who may be affected.

Site Managers/Engineers/Supervisors/Department Heads report to the Contracts Manager in respect of health and safety issues. They must ensure that all staff on their site/in their department have seen and understood the health and safety policy and any revisions. They must ensure that all operatives receive training for any individual responsibilities and are appropriately trained to comply with this policy. They must also ensure that the site/office environment and welfare provisions are maintained as per this policy and that defective equipment is quarantined. **Site Managers/Engineers/Supervisors/Department Head must set a personal example in respect of health and safety.** The Site Managers/Engineers/Supervisors are responsible for obtaining all plant and equipment used by the Company on site.

Foreman/Chargehands/Operatives and Office Staff are responsible to their respective Director, Head of Department, Manager, Engineer or Supervisor and must read and understand this policy on health and safety and comply with all procedures. They have a responsibility to take reasonable care for their own health and safety and of others who may be affected by their work and must raise any health and safety issues with their Manager, etc. or in their absence, Director. All injuries/accidents whilst at work must be reported immediately and recorded in site/office accident books.

Health and Safety Advisor (Heating and Ventilating Contractors Association) will provide advice and assistance on health and safety matters within the organisation and reporting accidents under RIDDOR to the Health and Safety Executive. They must ensure that any new relevant legislation or enforcement authority recommendations are provided for incorporating into the Company's policy and procedures.

3. [ACCIDENTS AND FIRST AID \(see HVCA Guide to Site Safety pages 10, 11, 12, 16 and 17\)](#)

Secretary/Contract Manager

Is responsible for maintaining suitable first aid facilities. Any accidents/injuries must be reported as soon as possible after the incident to:

- Site Managers/Engineers/Supervisors on site who shall complete both the Company's site accident book and main contractor's accident book.

- Contracts Manager within head office who shall complete the accident book.

Director in Charge of Health and Safety

Will ensure that adequately trained first aiders are available on all sites. These first aiders will either be provided by the company or by the Main/Principal Contractor. First aid boxes are:

Held by each first aider/in site offices.

If you require a first aider for whatever reason:

Contact your Site Manager/Engineer/Supervisor/ immediately. A list of trained first aiders will be displayed on all sites and within head office.

If an ambulance is required:

Ring 999 and immediately contact the Director Responsible for Health and Safety.

First Aiders/Appointed Person

Are responsible for ensuring that the first aid box(es) are checked on a regular basis and replenished as necessary.

Director Responsible for Health and Safety/Contracts Manager

Will ensure, that where appropriate, accidents are investigated in order to identify the cause and to plan and implement measures to prevent a recurrence. Where appropriate he shall report any injuries in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to:

Office

HSE Luton
 AW House
 6-8 Stuart Street
 Luton
 Bedfordshire LU1 2SJ
 Tel: 01582 444200
 Fax: 01582 444320

Sites

The HSE offices covering the site address where incident occurred or one of the National HSE Incident Reporting Centres.

Note: HSE address should be in site Health and Safety Plan in main contractor's office.

All accident records are retained for a minimum period of three years.

4. COMPETENCY FOR TASKS AND TRAINING

All employees 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:

i) Induction Training

All new employees will be provided with a copy of the Health and Safety Policy and "Rules" and made aware of the relevant health and safety information, company procedures, etc. Managers will also brief new employees on health and safety matters relevant to their location.

Induction training will be provided for all employees by the Contract Manager in conjunction with the relevant Site Manager/Engineer/Supervisor.

ii) Site Induction and Training

On site all employees and sub-contractors are required to complete induction training prior to proceeding onto the site.

Where work is of a sub-contract nature, ie. working for a Principal/Main Contractor, the Site Manager/Engineer/Supervisor must ensure that appropriate induction training is received from the principal contractor which shall include site wide hazards, welfare facilities and site rules etc. Site Manager/Engineer/Supervisor/Employees must inform the Contracts Manager immediately if they arrive on a site and do not receive appropriate induction training.

Where a Risk Assessment/COSHH Assessment/Method Statement identifies a specific hazard, and additional training is required, personnel shall be:

Given the appropriate internal (tool box talks) or external training prior to performing the relevant task.

iii) First Aid Training

Persons appointed as first aiders/appointed person will be provided with:

A suitable first aid training course recognised by the Health and Safety Executive.

Training will be identified, arranged and monitored by:

The Contract Manager in conjunction with the relevant Site Manager/Engineer/Supervisor.

iv) New Equipment Training

In the event of new equipment, plant, technology being introduced, appropriate training will be provided.

v) Additional Training

In the event of an employee's change of position/work activity and/or responsibility, further appropriate training will be provided to suit the change.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

Training records are kept by the Contracts Manager at The Coach House, Boxwell Road, Berkhamsted, Hertfordshire, HP4 3ET.

5. CONSULTATION AND COMMUNICATION

Consulting employees on health and safety matters is very important in creating and maintaining a safe and healthy working environment. By consulting employees, the Company motivates their staff and makes them aware of health and safety issues.

The consultation approach adopted by the Company involves not only giving information to employees but also listening to and taking account of what employees say before they make any health and safety decisions.

Through toolbox talks Site Managers/Engineers/Supervisors discuss with employees any health and safety concerns or problems. Employees are encouraged to raise any specific issues during these sessions, for example, welfare provisions, problems with other contractors, problems with plant or working practices, etc. Any particular concerns relating to the Main/Principal Contractor should also be raised so that actions can be taken.

An open door policy is encouraged, and all employees comments relating to health and safety are welcomed by the Company and if an employee does not want to discuss an issue with their direct line manager head they can contact:

The Director Responsible for Health and Safety.

Staff will be fully expected to co-operate with this policy to ensure successful implementation. They will be made aware of this document and any changes made to it, through induction training and workbox talks. Copies will be placed on notice boards/displayed on sites/given to each employee.

Prior to any work commencing all sub-contractors will be inducted into company procedures. Regular meetings will be held with the client, designers and sub-contractors to ensure that health and safety risks are brought to their attention.

The Company recognises industry national agreements between the Heating and Ventilating Contractors Association (Employer Representative) and Unite. (Employee's Representative).

6. [FIRE AND EMERGENCY PROCEDURES \(see HVCA Guide to Site Safety pages 13, 14 and 15\)](#)

Office Fire and Emergency Procedures

The Director Responsible for Health and Safety is responsible for ensuring the fire risk assessment is undertaken and implemented.

Office Fire Warden is: *M J Milsted*

M J Milsted is responsible for checking escape routes and ensuring that fire extinguishers, alarms and evacuation procedures are tested every:

12 months.

Raising and hearing the alarm

Office staff must raise the alarm immediately a:

- Fire is discovered
- Flammable/toxic gas build up is suspected
- Major accident/incident occurs

Upon hearing the alarm, all staff are to evacuate the office building immediately by the nearest fire exit and congregate at the appointed fire point adjacent to the entrance to the car park.

The Fire Wardens are to take the roll call and ensure that everybody is accounted for. **UNDER NO CIRCUMSTANCES ARE RESCUE ATTEMPTS TO BE MADE, OR A RETURN TO THE OFFICE ALLOWED UNTIL THE FIRE BRIGADE HAVE GIVEN THE ALL CLEAR.**

Fire Fighting Equipment

Employees should ensure that they are aware of the location of the fire fighting equipment within head office.

Fire extinguishers should be positioned on plinths and must not be interfered with by any person. All fire fighting equipment will be maintained every 12 months and visually inspected at frequent intervals. Any fire extinguisher not in working order must be reported to the Contracts Manager who will replace it with a working fire extinguisher.

Site Fire and Emergency Procedures

Site Managers are appointed as Fire Warden. If they are unavailable then they will nominate an employee. The Fire Warden is responsible for checking escape routes and ensuring that fire extinguishers, alarms and evacuation procedures are tested:

At least once on every site and every 6 months thereafter.

Raising and hearing the alarm

On the occasion when the Company is the principal/main contractor the following fire/emergency procedure must be followed.

The nominated Fire Warden on this site is the Site Manager/Supervisor. When not on site he will appoint a temporary Fire Warden.

All sub-contractors/visitors/operatives must report to the site office upon arrival and sign in the visitors book, conversely they **MUST** sign out upon departure; this allows the nominated Fire Warden to know exactly who is on site in case of an emergency. **THERE ARE NO EXCEPTIONS TO THIS RULE.**

An alarm system has been installed on site to indicate that evacuation is required (eg. air horn).

Fire extinguishers are available:

- In site office

- In site mess
- In material container

When carrying out hot work a fire extinguisher must be made available within close proximity to the work. **FIRE EXTINGUISHERS ARE PROVIDED TO ALLOW YOU TO ESCAPE. THEY MAY NOT BE ENOUGH TO EXTINGUISH THE FIRE. IF YOU ARE UNSURE THEN EVACUATE AND LEAVE IT TO THE FIRE BRIGADE.**

Operatives must raise the alarm immediately a:

- Fire is discovered
- Flammable/toxic gas build up is suspected
- Major accident/incident occurs

Upon hearing the alarm, all operatives are to evacuate the site immediately and congregate at the nominated fire point.

The Fire Warden is to contact the emergency services and retrieve the site records indicating who is on site.

The Fire Warden is to take the roll call and ensure that everybody is accounted for. **UNDER NO CIRCUMSTANCES ARE RESCUE ATTEMPTS TO BE MADE, OR A RETURN TO SITE ALLOWED, UNTIL THE FIRE BRIGADE HAVE GIVEN THE ALL CLEAR.**

On the occasion when the Company is sub-contracted, either to a principal/main contractor or directly to a client, employees must ensure that they are aware of the fire/emergency evacuation procedures for the site/building.

Fire Fighting Equipment

Employees should ensure that they are aware of the location of the fire fighting equipment on site.

7. INFORMATION, INSTRUCTION AND SUPERVISION OF YOUNG WORKERS

Information and Instruction

The Company encourages the active participation of all employees in promoting good health and safety practices. Use is made of all means of communication to empower our employees with the necessary information and instruction to work safely.

Health and safety issues are brought to employees attention through the use of:

- Consultation
- Safety Notices including posters
- Tool box talks held regularly on site
- Memos
- Site Health and Safety Documentation Packs
- Videos

The Health and Safety Law poster is displayed at:

The Coach House, Boxwell Road, Berkhamsted, Hertfordshire, HP4 3ET and on each site where the Company is principal contractor.

Health and Safety Advice is available from:

The Heating and Ventilating Contractors Association

Tel: 020 7313 4900

Supervision

Supervision of young workers/trainees will be arranged/undertaken/monitored by:

The Contracts Manager/Site Manager/Engineer/Supervisor depending on where the young person is working. In all circumstances copies of Risk Assessments relating to the work being carried out will be forwarded.

8. **MONITORING**

In order to ensure safe working practices and procedures are being followed we regularly monitor our safe working practices by:

- Checking on managed sites weekly and where there are any non-compliances they are assessed as to the degree of risk and measures taken to rectify the situation. On sites with visiting engineers/supervisors checks are made as well during regular visits.
- Supervisors are required to observe work behaviour and act to ensure poor working practice and behaviour is improved.
- All work equipment is inspected on a regular basis and where subject to statutory inspection within those set timescales.
- Where appropriate accidents, incidents, hazards and cases of ill health are investigated and the results acted upon.

9. **REVIEW**

Our policy and procedures will be reviewed as necessary and not less than every 2 years. The review will take account of the results from monitoring activities both active and reactive and where necessary policy and procedures will be revised.

Where work significantly alters and new hazards develop the Risk Assessment, Method Statement and, where necessary, the Health and Safety Policy is revised to ensure all necessary controls are in place to safeguard the health and safety of our employees and others affected by our work activities.

Where employees are affected, they will be consulted and informed of any amendments to current practices and procedures and the introduction of any work equipment.

10. **HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES**

The Director Responsible for Health and Safety is responsible for ensuring that a safe system of work is provided to all employees. To this end the following is carried out by the Company to enable all employees to carry out their tasks in a safe and efficient manner.

Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999 the Company is legally obliged to carry out Risk Assessments on its premises, tasks and hazardous substances.

For task assessments, the Company has adopted the HVCA Risk Management Manual Generic Assessments. Where a generic Risk Assessment is not available, or the assessment is insufficient, the Site Manager/Engineer/Supervisor or another competent person shall complete a new Risk Assessment, using the HVCA Risk Assessment Form.

COSHH Assessments are completed prior to work commencing and the information is passed directly to employees, this is to ensure that the correct controls are in place prior to work commencing. The company uses the HVCA COSHH Manual together with individual suppliers COSHH documentation.

To complete an effective and suitable risk assessment, the following steps shall be followed:

- Identify and list all tasks/activities/substances to be assessed.
- Determine the hazards.

- Work processes: Consider the work, how will it be done. Break it down into individual processes and determine those aspects that could cause an accident or dangerous occurrence.
- Environment: Consider the environment in which the work is being carried out. Is it very hot, humid, cold, at height, in a confined space, are you working in an occupied building, or in and around other contractors?
- Materials: Consider the existing materials and the materials utilised in the work and identify those that are hazardous.
- Equipment: Consider the equipment being used directly for the work and those items that are in the surrounding area for other activities or used by third parties. Identify the hazards associated with their use and close proximity.
- Identify who might be harmed: Employees, Contractors, General Public, Special Groups.
- Assess the significant risks: Ask yourself is somebody likely to be harmed?
- Consider and implement controls to reduce your identified significant risks, either through elimination or reduction/control methods.
- Record the findings: record the assessment on the duplicate pad supplied on site.
- Inform all persons affected by the findings through induction/workbox talks, individual meetings etc.

Risk Assessments will be reviewed every:

6 months.

Or when the work activity changes, whichever is soonest.

11. SAFE WORKING PRACTICES

To control its working practices the Company has adopted the HVCA “Worksafe Guide to Site Safety” JS1, January 2003 (Issue 2007), as their working practices, which has been issued to all employees. The publication includes guidance on the following aspects.

Part 1:	General Responsibilities	4-7
Part 2:	Safety Signs and Signals	8-9
Part 3:	Emergency Procedures and First-Aid	10-12
Part 4:	Fire Prevention and Control:	13-15
Part 5:	Accident Prevention and Reporting	16-17
Part 6:	Site Transport Safety	18-19
Part 7:	Health, Hygiene and Welfare	20-21
Part 8:	Personal Protective Equipment	22-24
Part 9:	Manual Handling	25-26
Part 10:	Hazardous Substances	27-29
Part 11:	Electrical Safety	30-32
Part 12:	Hand-Held Equipment and Tools:	33-35
Part 13:	Noise and Vibration	36-38
Part 14:	Work at Heights:	39-41
Part 15:	Hot Work	42-44
Part 16:	Excavations and Confined Spaces	45-46

Part 17: Additional Guidance for Supervisors and Managers 47-48

Part 18: Additional Publications IBC

Method Statements

The Company produces Method Statements which are issued to Site Managers/Installation Teams. All operatives are obliged to read the document and sign the appropriate Method Statement Register to acknowledge that they are aware of and understand the information contained within.

12. OFFICE SAFETY

Clear, safe access must be maintained at all times. Materials must not be placed in gangways and any holes in the floor or loose carpeting or problems with machinery and equipment must be reported to:

The Contracts Manager

Access

Safe means of access and egress shall be provided and maintained to every place of work.

Ventilation

Adequate ventilation will be provided. Most windows open and there are several fans provided around the office.

Temperature

A reasonable temperature will be maintained in workplaces during working hours. The temperature will be at least 16°C after the first hour of work.

Lighting and Power

Suitable and sufficient lighting and power is provided at each office including passages, stairs, entrances, exits, etc. Lighting is from natural light wherever possible. Any modifications to power systems are to be carried out by trained electricians to current regulations.

Cleanliness and Waste Materials

Rubbish will not be allowed to accumulate within offices. All litterbins are emptied each night. Floors, corridors, stairs, etc. must be kept clear at all times.

Welfare Facilities

Welfare facilities for company offices, workshops, stores, yards, meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992. Current facilities at head office include:

- Male/Female Toilets
- Kitchen Facilities

Visual Display Units (VDU's)

A VDU user is usually a person who spends periods of an hour or more a day working at their screen. This will include most support staff.

Workstations will be assessed to ensure that they are correctly set up. Instructions will be provided to all VDU users on how to establish a suitable working position and workstation. Upon request we will provide employees with an eye and eyesight test. Should an employee require special corrective appliances (usually glasses) to continue working with VDU the Company will contribute £50.00 towards the cost of the appliance (limited to once per annum).

NB. THE EYE TEST AND GLASSES PROVIDED ARE RELEVANT TO VDU WORKING ONLY.

Any aches and pains suffered or general discomfort at your workstation should be reported as soon as possible to the Contracts Manager.

13. SITE SAFETY (see HVCA Guide to Site Safety pages 8, 9, 18, 19, 30, 32, 45 and 46)

Excavations: Almost any excavated ground will collapse under certain conditions, unless it is temporarily supported, or safely battened back, or is in geologically stable rock. If the sides of an excavation collapse, there may be no escape. Death by crushing or suffocation, or disabling injuries to the pelvis and legs, are common to accidents in excavations. **Before entering excavation works, PPSL employees must check that the civil contractors have followed the guidelines below to achieve and maintain a safe working place:**

Collapse of the sides: When ground conditions are unstable, to prevent the sides from collapsing, trenches should be battered to an angle or supported with sheeting or proprietary support systems. Support must be installed by the civil contractor without delay as the excavation progresses. Employees must never work ahead of the supports.

Employees should inspect the excavation at the start of each shift and after any event that may have affected its strength or stability or after a fall of rock or earth. Should any problems arise following inspection they should be reported to the civil contractor for rectification before employees enter the trench.

Materials Falling into Excavations: The civil contractor should not store excavated spoil and other materials or park plant or vehicles close to the sides of excavations. The extra load can make the sides of the excavation more likely to collapse. Loose material may fall from spoil heaps into the excavation. A scaffold board should be used as a toe board fixed along the outside of the trench sheets to provide extra protection against loose materials falling.

People and Vehicles Falling into Excavations: To prevent people from falling into excavations they should be guarded. Excavations more than 2m deep should be protected with substantial barriers where people are liable to fall into them. All excavations in public places should be suitably fenced off to prevent members of the public approaching them. Prevent vehicles from falling into excavations by keeping them out of the area. Where necessary, the civil contractor should use baulks or barriers to keep vehicles away from excavated edges. Baulks and barriers should be painted or marked to make sure drivers can see them. Where vehicles are tipping into excavations stop blocks are to be used to prevent over-running.

Undermining Nearby Structures: The civil contractor should make sure excavations do not undermine the footings of scaffolds or the foundations of nearby buildings or walls. Many walls have very shallow foundations which are easily undermined by even small trenches, causing the wall to collapse onto those working in the trench. Before diggings starts, the civil contractor must decide if extra support for the structure is needed and where necessary should seek the advice of a structural engineer.

Underground Services: Underground services can be easily damaged during excavation work. Contact with services can be avoided by proper planning and execution.

Electricity and Underground Cables: Underground services should be located by the civil contractor utilising existing drawings and cable locating devices. The excavation of services must be by hand digging.

Gas, Water Mains and Sewers: Locating gas and water mains as well as sewers needs the same care as locating electric cables. Existing drawings must be requested, a visual survey of the area should be made to locate manholes, stop cock covers, hydrants, buried valves and so on. Cable locating devices may be used to confirm locations, however, they will not locate plastic pipes. Final confirmation by hand digging by civil contractor.

14. HEALTH HAZARDS

Many of our processes can result in permanent health problems if we do not adequately protect our employees. Such health problems include:

- Hazardous substances can cause illnesses such as asthma from the use of solvents in paints and adhesives.
- Asbestosis through incidental exposure
- Musculo-skeletal problems
- Noise induced hearing loss
- Hand-arm vibration. Its most well know form is Vibration White Finger (VWF)
- Pressurised working conditions can lead to stress
- Repetitive Strain Injury (RSI)
- Arc Eye
- Dust

To combat this the Company has in place procedures for dealing with these hazards, including health surveillance as well as providing welfare and hygiene facilities.

15. HAZARDOUS SUBSTANCES (COSHH) (see HVCA Guide to Site Safety pages 27, 28 and 29)

A great many hazardous substances are used on construction sites. Accidents can be prevented where employees know what the substances are, the hazards they pose, and observe the established safe practices in handling them.

Before any hazardous substances are procured and used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health and emergency actions. Supervisors will brief staff on any hazard or substance, precautions, with written records being located in an accessible location on each site.

An inventory of all substances and materials hazardous to health is held at head office.

COSHH assessment will be undertaken by:

The Contracts Manager/Site Managers/Engineers/Supervisors.

All relevant employees shall be informed about the assessments.

COSHH assessments will be reviewed every:

6 months.

Or when the work activity changes, whichever is soonest.

16. ASBESTOS (see HVCA Guide to Site Safety pages 27, 28 and 29)

Certain products and materials that have been used in the construction industry over many years contain asbestos. Breathing in asbestos fibres, which can be too small to see, is dangerous and the serious diseases these fibres cause may take years to appear. Employees must therefore take every care of their own health and that of anyone else who might be affected by what they are doing. When carrying out modification work on existing premises/buildings, employees are quite likely to come across asbestos that has been used in sprayed coatings for fire or thermal insulation, asbestos insulation lagging, asbestos insulation board, corrugated and flat sheeting, certain textured finishes, certain roofing felts and floor tiles. Whether or not there is Asbestos in many products and materials cannot be determined merely by looking at them. If in doubt employees **MUST NOT** touch the suspected material but must make arrangements for the material to be analysed by a specialist contractor. All employees must follow the guidance provided within this section for their own and everybody else's safety. In the event of asbestos being suspected the Company will sub-contract the analysis and eventual removal of asbestos products to a licensed competent contractor.

17. MANUAL HANDLING (see HVCA Guide to Site Safety pages 25 and 26)

The Company, whenever practicable, avoids the need to carry out manual handling which creates risk of injury. Where avoidance is not reasonably practicable, the Company makes an assessment of the lifting operation to reduce the risk of injury as far as reasonably practicable and provide information about the weight of loads.

When manual handling is necessary, the Company prevents injury by:

- Identifying before work begins, operations which involve either lifting heavy or awkward loads or repetitive lifting operations. The Company will, where reasonably practicable, find ways for either avoiding the operation altogether, or using mechanical aids to minimise the amount of manual handling.
- Heavy or awkward loads have to be lifted by hand should be carried out in teams.
- All employees are to receive training in safe lifting techniques and sensible handling of loads.

18. NOISE (see HVCA Guide to Site Safety pages 36 to 38)

The Company will check which of its activities will involve noisy equipment. Assess how much noise from this work is going to affect employees working at the site and the members of the public.

Information will be requested from manufacturers and suppliers of equipment to ascertain the likely noise problem. Wherever possible the Company shall choose low noise tools and equipment.

To control noise emissions the Company shall, wherever practicable:

- Eliminate the use of noisy equipment exceeding 80 dB(A)
- Choose the quietest model when buying or hiring equipment
- Move workings not involved out of a noisy area
- Erect signs to keep people out of a noisy area
- Try and quieten the noise at source, eg. fit mufflers to brakers, drill, etc.
- Make sure the exhausts of compressors, generators and other plant are directed away from work areas

Where it is not possible to eliminate or reduce the noise at source the Company will provide employees with earplugs or defenders and information about the effects of excessive noise on their hearing.

Employees must take proper precautions to protect their hearing and before working with noisy plant or in a noisy environment.

19. VIBRATION (see HVCA Guide to Site Safety pages 36 to 38)

The Company will check which of its activities will involve equipment that produces vibration and from information from the manufacturer or supplier determine the vibration exposure to employees using the equipment.

Wherever possible the Company will choose low vibration tools and equipment.

To control emissions the Company shall, wherever practicable:

- Eliminate the use of vibratory tools
- Introduce job rotation to limit exposure from vibration
- Ensure equipment is properly balanced, has no loose or worn out parts and blades/cutters are sharp

All employees, to protect themselves against vibration, should keep their hands warm to get a good flow of blood into their fingers.

20. STRESS

The Company recognises that, excessive pressures can have a negative effect on health and safety and performance at work. The Company is committed to promoting good health at work. It is therefore concerned to recognise any negative effects that stress may have on employees and to provide suitable support mechanisms for employees suffering from the negative effects of stress.

Arrangements for securing the health and safety of employees

The Company acknowledges that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:

- Job design and lack of control of workload
- Working environment
- Relationships with others at work, and
- Communication arrangements

The Company also recognises that there may be problems outside the workplace that will cause an employee to suffer from the negative effects of stress and that these may affect their health and performance within work. The Company will:

- Ensure, as far as possible, that excessive stress is eliminated from the work environment
- Provide suitable support mechanisms for employees suffering from the negative effects of stress
- Encourage a working environment where employees who feel they are suffering from the negative effects of stress can approach their managers in confidence, in order that necessary support mechanisms can be put into place
- Encourage a culture where stress is not seen as a sign of weakness or incompetence
- Provide suitable training and guidance for line managers to recognise symptoms of negative stress in their staff and themselves
- Provide suitable training and guidance to managers and supervisors to undertake the necessary Risk Assessment in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate
- Provide information to employees in general on the effects of stress at work
- Undertake general health promotion activities within the workplace.

Where employees are suffering from excessive stress, the Company will provide the necessary mechanisms to promote a return to full health as quickly as possible. Employees are encouraged to refer themselves to either their supervisor or their manager or an Occupational Health Service or an independent employee counselling service.

Employees must also comply with the following:

- i) Do not bring on to the Company premises or sites any form of intoxicating beverage or consume such beverage.
- ii) Do not use or bring on to the Company premises or sites any form of drugs, other than those prescribed for your personal use by a qualified and registered doctor.
- iii) PPSL "Smokefree Policy" and on job sites the main contractors policy/requirements relating to smoking. Smoke only in those areas where smoking is permitted, if permitted.

21. HEALTH SURVEILLANCE

Health surveillance is required for employees working where their work involves them coming into contact with:

- Noise
- Isocyanates
- Mineral Wool
- Nuclear Radiation

Health surveillance will be arranged by:

Outside bodies (ie. BUPA, AWE, Nuclear Electric, etc).

Health surveillance records will be kept by:

The Contracts Manager at The Coach House, Boxwell Road, Berkhamsted, Hertfordshire, HP4 3ET.

Nuclear Radiation Dose reports will be kept for 40 years.

22. WELFARE AND HYGIENE (Sites) (see HVCA Guide to Site Safety pages 20 and 21)

Ventilation

Adequate ventilation will be provided, when using hazardous materials, especially solvent based paints. Additional ventilation/extraction should be provided to control emissions.

Temperature

A reasonable temperature will be maintained in site accommodation during working hours. The temperature will be at least 16°C after the first hour of work.

Lighting and Power

Adequate lighting – either natural or artificial – is essential to site safety. It is also important that any temporary electrical installations are put in by trained electricians with equipment and voltage suitable for safe use in the temporary environment. Where employees need temporary lighting in the workplace they should ask management to make the necessary arrangements.

Cleanliness and Waste Materials

Rubbish will not be allowed to accumulate on site. Site areas are to be cleaned of all rubbish at the end of each shift. Floors, corridors, stairs, etc. must be kept clear at all times. All materials and equipment shall be returned to the designated storage area.

Welfare Facilities

Welfare facilities for site based employees meet the requirements of the Construction (Health, Safety and Welfare) Regulations 1996. Whenever employees are sharing welfare facilities on site, the Company will request a shared welfare certificate from the main/principal contractor.

The Site Manager or his nominee will inspect all the facilities to ensure that they are all in good working order, any complaints regarding third party welfare facilities shall be directed through the Site Manager. As a minimum the Company shall supply or insist on:

- Mess facilities, including facilities to heat up food, hot drinks
- Fresh drinking water
- Toilet facilities acceptable for the number of employees on site with washing facilities incorporating hot and cold running water, soap and towels
- Drying facilities (for damp clothing)

Any problems with welfare or hygiene on site should be reported to:

Contracts Manager

23. PERSONAL PROTECTION CLOTHING AND EQUIPMENT (see HVCA Guide to Site Safety pages 22, 23, and 24)

The Company is obliged by law to provide, without charge, personal protective equipment to their employees where they are exposed to a risk to their health and safety. At the same time, employees are required by law to wear such clothing and equipment where the circumstances demand it.

The Contract Manager, Site Manager, Engineers, Supervisors are responsible for carrying out assessments to identify the necessary PPE required. Further guidance on company policy on the protection of various parts of the body are provided within this section.

Safety Helmets: The head is particularly vulnerable to injury and accidents to the head are often fatal or involve very serious injuries. The Construction (Head Protection) Regulations 1989 requires the Company to provide employees with suitable head protection and employees to wear the head protection.

Footwear: When working on construction sites there is a risk of injury from:

- Material being dropped on workers feet or
- Nails, or other sharp objects penetrating the sole

Therefore it is this Company's policy that boots with toe caps and soleplates are worn at all times by employees, visitors, etc. on our construction sites.

Where it is likely that employees will be working in water or wet concrete, Wellington boots shall be provided.

Outdoor Clothing: Where employees working outdoors are exposed to severe weather and they cannot be sheltered, clothing which is wind and waterproof will be provided. On such occasions the Company will ensure that facilities are provided for storing clothing not worn on site and protective clothing as well as for drying wet clothing.

High Visibility Clothing: High visibility clothing will be required wherever employees:

- Could be run down by vehicles, for example banksmen or signallers assisting in vehicles being manoeuvred and anyone engaged in roadworks
- Need to be seen by others to allow them to work safely, for example, banksmen and signallers assisting in lifting operations need to be clearly visible to the crane driver.

Gloves: Suitable gloves will be provided to protect against:

- Dusts and solvents which can cause dermatitis and
- Cuts and splinters when handling steel

Welding

The following safety equipment/clothing/documentation will be provided/obtained and precautions taken during pipework installations:

1. ARC WELDING

Operative

Equipment

Welder:

Head or head shields
Chrome leather gloves
Chrome leather welding jacket

Mate:

Anti-flash glasses
Hand shield
Chrome leather gloves

Welder/Mate:

Erect anti-flash screens to protect passers-by when required. Obtain any "Hotwork Permits" prior to start (see HVCA Guide to Site Safety pages 42, 43 and 44)

2. GAS WELDING

Operative

Equipment

Welder:

Goggles
Chrome leather gloves

Mate:

Goggles
Chrome leather gloves

Welder/Mate:

Obtain any "Hotwork Permits" prior to start (see HVCA Guide to Site Safety pages 42, 43 and 44)

3. GRINDING

Operative

Equipment

Welder/Mate:

Goggles (clear glass)
Gloves (industrial)

Welder/Mate:

To avoid danger to passers-by and property when grinding (ie. sparks/grit from grinder).

4. HOT BITUMEN OR COAL TAR

Operative

Equipment

Fitter/Mate:

Gloves (industrial)
Rubber Apron
Face Mask
Goggles (clear glass)

} Ensure that receptacles are dry as water in contact with hot bitumen can cause explosive type expansion

Fitter/Mate:

Make other parties working in same area aware of work in hand.

5. SPARK TESTING

Operative

Equipment

Fitter/Mate:

Rubber gloves
Rubber boots

Fitter/Mate:

Precautions

- a) Ensure that no metal (ie. scaffolding) is in contact with conduit
- b) Take care when ground conditions are wet

6. POLYURETHANE INSULATION

Operative

Equipment

Fitter/Mate:

Gloves
Face mask
Goggles

Fitter/Mate:

Precautions

- a) When mixing components to make the foam always wear gloves as foam will adhere to skin
- b) Never burn polyurethane as the fumes are toxic.
- c) Store in a safe place.

7. RADIOGRAPHY (Sub-Contractor)

- a) Ensure that radiographer places warning signs and erects barrier to protect operatives, co-workers and the public
- b) Advise main contractor and the public in the area that radiography is taking place and **not** to enter barriered area.

Protection Against the Operations of Others: There will be times when work has to be carried out on the fringe of, or assisting persons carry out, specialist processes. Employees should be aware of what protection they need in such cases.

24. SPECIAL ITEMS

The following covers those activities, etc. carried out on site that have specific health and safety implications that must be effectively controlled:

Confined Spaces/Hazardous Atmospheres (see HVCA Guide to Site Safety pages 27, 28, 29, 45 and 46):

Fatal and serious accidents can occur when employees enter live foul sewers, manholes, bored piles, trenches, tanks and so on, without the necessary tests being carried out or the correct safety rescue procedures being provided. All confined space/hazardous atmosphere work will be completed by Confined Space Trained Employees or sub-contracted to competent contractors. Such work will be subject to separate Method Statement and Permit to Work.

Liquefied Petroleum Gases (LPG) and Highly Flammable Liquids (HFL): Accidents relating to these products results from the unsafe storage and use of LPG and HFL's. Fire and explosion are not the only hazards – many of these materials are highly toxic (poisonous). Where employees are involved in using or storing such materials, they must make sure they know and observe the rules for each type of gas or liquid.

Working on Roofs (see HVCA Guide to Site Safety pages 39, 40 and 41): Working on roofs carries a high risk of accidents unless proper procedures are followed and precautions taken. Before working on any type of roof employees should know the rules set out within this section and follow them.

25. VEHICLES, PLANT AND EQUIPMENT

General

The Provision and Use of Work Equipment Regulations 1998 applies to all types of work equipment, including lifting equipment. Work equipment covers almost any equipment used at work, hand tools such as hammers, screwdrivers, paintbrushes, ladders, hoists, cranes, etc. Company vehicles when used off the public highway are also classed as work equipment. The following outlines this Company's policy in relation to plant and equipment.

Inspection

An inspection is required for work equipment when it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate.

An assessment is made by:

Site Managers/Engineers/Supervisors

of all work equipment to determine if an inspection is needed and how often.

Our inspection regime follows those inspection periods set by the manufacturer/supplier of the equipment and other statutory obligations. The user of the equipment will identify additional inspections. Factors to be taken into account by the user (employee) include the work being carried out, any specific risks on site that may affect the condition of the equipment and the intensity of use of the equipment.

An inspection may include visual checks, a strip down of the equipment and functional tests. We seek advice from manufacturer's instructions/a competent person for guidance on what an inspection should include for each piece of equipment.

Types of Inspection Carried Out

Low risk equipment used for low risk activities do not require a formal inspection. Employees are instructed that a visual inspection is required before each use to ensure that it is in good condition, eg. a ladder should be checked for split stiles, broken rungs and other defects. The employee is not required to record these checks.

Equipment that is of a higher risk and equipment with moving parts is visually checked as above before each use, but may require a more formal check at specified intervals. For the majority of the higher risk equipment a schedule of inspection is maintained and updated with inspection records.

Where equipment is received from an outside source, eg. hired in, and it is subject to an inspection regime, we require physical evidence of the last inspection.

Vehicles and Mobile Plant

The Company uses in the day to day running of the business vehicles and mobile work equipment.

Using a hand-held mobile phone when driving is an offence within the scope of the PPSL disciplinary procedure as well as a criminal offence and PPSL will not pay any fine imposed on an employee.

General

- All plant shall be assessed to identify whether restraining systems, roll over protection, falling object protection is required as regulated by the Provision and Use of Work Equipment Regulations 1998
- Safe entry and exit points to be provided with adequate turning room and good visibility for vehicle drivers. Where necessary a Banksman or signaller shall be provided.
- Wherever possible, vehicles and mobile plant will be supplied with an audible reversing alarm.
- Protect excavations and structures, which might be damaged and made unsafe if struck by a vehicle or piece of mobile plant (Civil Sub-Contractors).
- **NEVER OVERLOAD** vehicles as they will become unstable, difficult to steer or have their braking impaired.
- **DO NOT** let anyone ride on vehicles or mobile plant except where a seat or other safe riding position has been provided.
- Never drain or fill fuel tanks or clean when the equipment is hot, the engine is running or in a confined space.

Compressors

The main risks associated with compressors are being trapped and injured in the V-belt and pulley drive, explosions of the air receiver and accidents due to the misuse of air lines. Other possible risks are those of electric shock, burns from hot surfaces, slips resulting from oil spillages, and hearing damage through exposure to excessive noise. Where employees are put in charge of a compressor they must have been properly instructed by a competent person in the correct operational and maintenance procedures and the precautionary measures.

Rough Terrain Fork Lifts and Telescopic Handlers: Rough terrain fork lift and telescopic handlers require a thorough understanding of their individual characteristics if they are to be operated safely – especially their stability factors. Where employees are to operate such machines they should be aged 18 years or over, be in possession of a valid driving licence, be medically fit, have been adequately trained in the safe operation of the type of fork lift to be used, and have sufficient knowledge of the working of the machine to be assured that it is in full working order and to be able to carry out daily inspections.

26. LIFTING EQUIPMENT

The Company uses mechanical lifting equipment and accessories, eg. Fork Lift Trucks, Hoists, Cranes, mobile elevated platforms.

As such all lifting equipment and lifting activities shall conform to the Lifting Operations and Lifting Equipment Regulations 1998.

Site Managers, Engineers, Supervisors must ensure that the lifting equipment has the pertinent thorough examination and inspection certificates and that there is a person competent in lifting available to plan and manage the lift.

General

- All lifting equipment is to be delivered to site in good time and Site Managers/Engineers/Supervisors are to ensure that the site has been prepared for it
- All lifting equipment and accessories must be marked with their SWL
- All lifting equipment to have proof of thorough examination and regular inspections
- All equipment is to be set up and operated by trained and experienced workers
- All lifting operations must be properly planned and supervised by competent persons, who shall be responsible for co-ordinating site activities so that those involved in the lifting operations do not endanger other workers and vice versa.

Hoists: Where employees are required to operate a hoist, they must be 18 years of age or over and have been properly trained to do so by a competent person. All employees operating or working in close proximity to hoists should always comply with the guidance provided.

Working With Cranes: Any work in association with a crane can be a source of hazard. All lifting operations shall be carried out in line with the Lifting Operations and Lifting Equipment Regulations 1998. Where employees are required to carry out such work it will be either as a competent person/banksman/slinger or as a consequence of their particular duties. All employees working with or near to cranes should have been on an approved and recognised safety course.

27. EQUIPMENT – HAND TOOLS (see HVCA Guide to Site Safety pages 33, 34 and 35)

The Company uses in the day to day running of the business hand tools including abrasive wheels, air operated equipment, cartridge assisted tools, electrically operated tools and lead and power saws.

General

- Tools are to be regularly checked and are to be thoroughly examined before storage and, if worn or damaged, they are to be repaired or discarded
- When not in use all tools are to be stored in boxes or racked. Cutting edges are to be sheathed.
- No tools are to be left lying around site, as they can present a tripping hazard

- All employees should inspect any tool prior to use, and defects must be reported immediately to the Site Manager, who shall quarantine the tool
- Grease, moisture and dirt should be regularly cleaned off all tools
- All cutting edges should be kept sharp to permit accurate working and to avoid the hazards arising from unnecessary pressure
- Sharpening is a relatively skilled job and should only be carried out by employees authorised by the Company.

Hand Tools

Abrasive Wheels: Abrasive wheels can cause fatal and serious accidents due to misuse, mishandling or failure to select the correct wheel (disc). All employees using abrasive wheels shall be trained and competent to carry out the works and be able to recognise the specification marked on wheels.

Air Operated Equipment: Compressed air may not sound dangerous but the air itself, the hoses which carry it and the tools it operates can all be lethal if mishandled. Employees required to use air operated equipment must have been trained in its use by a competent person.

Cartridge Assisted Tools: Cartridge assisted tools are potentially lethal weapons. No one should use a cartridge-assisted tool without first having been checked for colour blindness and having undergone appropriate training.

Electrically Operated Tools: A number of fatalities and injuries on construction sites relate to/from electricity. Electricity gives no advance warning of danger and can kill instantaneously. Before using electrically operated hand tools, leads, etc. all employees will have been trained in the correct use of each tool.

Power Saws: Employees using portable hand held power saws (any sawing machine designed to be fitted with one or more circular blades, chain sawing machines, planing machines, boring machines) must have been sufficiently trained for the work being done at/or on the machine in question have sufficiently instructed in the dangers and precautions, the guards and other safety devices connected with that machine.

28. WORKING AT HEIGHT (see HVCA Guide to Site Safety pages 39, 40 and 41) **(To Comply with “The Working at Height Regulations 2005”)**

Access to workplace: Safe means of access and egress shall be provided and maintained to every place of work. The Company will endeavour to eliminate, where practicable, working at height, where this is not possible we will consider what is the safest method of access for the work at hand. The selection of access will take into account:

- Who are going to need access?
- What type of work is to be carried out?
- Where will people be working?
- When will access be required?
- How long is access required?

Safe Working Platforms: Safe working platforms will be provided wide enough to allow employees to pass back and forth and use any equipment or material necessary for their work at that place and in any case be a minimum of 600mm wide with guardrails and toe boards so that an unprotected gap does not exceed 470mm.

Scaffolding: Scaffolds are to be designed, erected, altered and dismantled by a competent scaffolding contractor.

A handover certificate is required from the contractor prior to use. Employees should refer to the scaffolding section in “HVCA Guide to Site Safety page 40, for the erection, inspection of scaffolding, rules to ensure that when working on scaffold employees are protecting themselves and those working around them. For the safe use of mobile scaffold towers and trestles (see HVCA Guide to Site Safety pages 40 and 41).

Protection Measures: Where the Company:

- Cannot provide either a safe working platform
- Require additional protection alongside the working platform to ensure that if someone fell they would not hit the ground.

We will consider providing some form of fall arrest equipment, eg. safety nets, crash decks, safety harnesses. We will always consider this as a last option and only use it when other means are not reasonably practicable. We recognise that fall arrest systems are not a simple solution; however, we will always consider the protection of the individual, eg. safety nets before safety harnesses.

Ladders: Ladders are best used as a means of getting to a workplace. They should only be used at a workplace for short-term work and they are only suitable for light work. Where ladders are used employees are to make sure:

- The ladder is strong enough for the job and in good condition
- The ladder is secured or extends a sufficient height (about 1m) above any landing place
- The work can be reached without stretching
- The ladder can be fixed to prevent slipping, and
- A good handhold is available

See HVCA Guide to Site Safety page 39.

29. CONTRACTING

Selection Procedure

The Company selects sub-contractors based on references along with, where necessary, interviews and site visits. All sub-contractors must complete the "HVCA Contractors Safety Questionnaire" to enable an investigation on their level of competence in terms of safety performance and management commitment.

Health and Safety Documentation from Sub-Contractors

Prior to commencement of the sub-contract works on site the Contract Manager, or his nominee, may request one or all of the following documentation from the sub-contractor. Risk Assessment(s), including COSHH details; Method Statement(s); Training Records; Thorough Examination, Inspection, test and/or safety certificates for plant and equipment. The Site Manager/Engineer/Supervisor shall **not** allow a sub-contractor to commence work on site unless all necessary Method Statement(s) have been received and they are satisfied that the sub-contractors on site have a copy of the Method Statement and are aware of its contents.

The Sub-Contractor

All sub-contractors shall complete induction training prior to commencing work. The training is carried out by the principal contractor or Site Manager, or his nominee, and all participants must sign the training register.

All sites shall, on a monthly basis, hold site health and safety meetings. Such meetings shall be attended and recorded by the Contract Manager and/or Site Manager/Engineer/Supervisor. Any incidents that occur during the works must be reported to the Site Manager/Supervisor and where appropriate the main/principal contractor.

Sub-Contractors Documentation on Completion

On completion all sub-contract documentation shall be returned to Head Office where it will be collated and relevant documents archived. Test/Inspection Certificates and other information required for the Construction Health and Safety File shall be collated and forwarded to the Planning Supervision team.



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