

Silverback Access Limited



Health and Safety Handbook

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Amendment Record

Version	Date	Author	Version Comment
1.0	17/09/2021	Aubrey Ingle	Document Published
2.0	07/02/2022	Aubrey Ingle	General update to include gender-neutral language.
3.0	13/04/2022	Aubrey Ingle	Updated to reflect changes to the PPE Regulations 2022.

Introduction

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, Silverback Access Limited are effectively discharging their statutory duties by preparing a written Health and Safety Policy. A copy of the policy and associated employee handbook, which outline our health and safety arrangements and organisational structure, are held at Silverback Access Limited's main place of business.

Silverback Access Limited are aware that in order to ensure the health and safety policy is maintained effectively, it is essential that all references and information are up-to-date and accurate. Should any changes occur within the business, e.g. introduction of new processes or systems etc., or if changes occur that impact on the organisation of health and safety responsibilities, a nominated representative will liaise with Citation Ltd, whose Health and Safety Consultants will advise on any policy updates that are needed and arrange for such amendments to be forwarded.

The health and safety policy and management system requires constant monitoring by Silverback Access Limited's management and reviewed particularly following changes to the business and following accidents or incidents to ensure continual legal compliance. Citation Ltd will review the policy at the time of annual inspection.

In order for Silverback Access Limited to discharge its statutory duties, employees are required by law to co-operate with management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. Silverback Access Limited encourages all employees to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.

Health and Safety Policy Statement

The following is a statement of the Company's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Silverback Access Limited to ensure, so far as is reasonably practicable, the health, safety and welfare of all operatives working for the Company and other persons who may be affected by our undertakings.

As a business we acknowledge that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor, improve and revise, where necessary, our Occupational Safety and Health (OH&S) management system to ensure that health and safety standards are adequately maintained.

The Directors will implement the Company's health and safety policy and recommend any changes to meet new circumstances. The Company recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Silverback Access Limited looks upon the promotion of health and safety measures as a mutual objective for themselves and operatives. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the Company aims to protect everyone, including visitors and members of the public, in so far as they come into contact with our activities, from any foreseeable hazard or danger.

All operatives have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Sub-contractors are also informed that they must co-operate with the Company in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. We are committed to continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The Company will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing operatives of the correct procedures needed to maintain a safe working environment. We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

A signed copy of this statement is available on request.

Environmental Statement

We are committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

- Minimise the use of energy, water and natural resources
- Minimise waste through prevention, re-use and recycling where possible
- Dispose of waste safely and legally
- Avoid the use of hazardous materials, where practical
- Work with environmentally responsible suppliers
- Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

We are committed to providing relevant environmental training and promoting environmental awareness to employees and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental non-conformities and to ensure that we are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

A signed copy of this statement is available on request.

Safety Management Structure



General Responsibilities

As employers we have a duty to all operatives, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

Management will ensure they:

- Assess all risks to worker's health and safety and bring the significant findings to the attention of operatives
- Provide safe plant and equipment that is suitably maintained
- Provide a safe place of work with adequate facilities and safe access and egress
- Provide adequate training and information to all operatives
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner
- Provide health surveillance to operatives where it is deemed necessary
- Appoint competent persons to help comply with health and safety law
- Provide operatives and other workers who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

Sub-contractors Responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which operatives are required to comply with. These are: -

- All operatives have a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of themselves and any other person who may be affected by their acts or omissions at work
- In addition to the above, Section 8 states that under no circumstances shall operatives purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, lifesaving equipment, signs or firefighting equipment
- Sub-contractors also have a duty to assist and co-operate with Silverback Access Limited and any other person to ensure all aspects of health and safety legislation are adhered to.

Sub-contractors are obliged to:

- Always follow safety rules, avoid improvisation and comply with the health and safety policy
- Only perform work that they are qualified to undertake
- Always store materials and equipment in a safe manner
- Never block emergency escape routes
- Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment
- Always wear suitable clothing and personal protective equipment for the task being undertaken
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all operatives to:

- Utilise all items that are provided for safety
- Comply with all safety instructions
- Report to management anything that they may consider to be of any danger
- Advise management of any areas where protection arrangements require reviewing.

Sub-Contractors/Self-Employed Personnel Responsibilities

Will be made aware of the organisation's health and safety policy, safety rules and:

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation
- Will comply with all instructions given by management
- Will co-operate with Management to ensure a high standard of health and safety on all contracts with which they are involved
- Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties
- Will comply with signing in and out procedures.

Information For operatives

Information regarding health and safety law is provided in a number of ways:

- Sub-contractors are provided with a copy of the 'Employee handbook'
- The approved poster "Health and Safety Law – What You Should Know" is displayed on the premises. This poster is advisably completed with names of responsible persons. Alternatively a leaflet version of the Health and Safety Law poster is available and should be distributed to all staff
- Management and operatives have access to our Health and Safety Management System that contains all relevant information with regard to recording and monitoring procedures.

Joint Consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their operatives who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and operatives. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to operatives health and safety at work.

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

Health and safety will be on the agenda of all management meetings. Items that may be included in the meeting are:

- Review of accident statistics, near misses and trends
- New legislation
- Compliance with the objectives of the health and safety plan
- Occupational health issues
- Introduction of new technology
- Result of health and safety audits
- Review of significant findings identified by reports produced by Citation Ltd
- Completion of corrective actions
- Review of training needs.

Citation Ltd along with other professional bodies will inform senior management of any

relevant changes to health and safety. Management will disseminate this information to all relevant operatives.

If any visitors or customers raise any concerns with regard to health and safety, senior management will investigate the issue and if required, take appropriate action to deal with the matter.

Abrasive Wheels

Description

Abrasive wheels are used for grinding, fettling, dressing and cutting. An abrasive wheel is defined as a wheel consisting of abrasive particles, bonded together using organic or inorganic substances such as resin.

There are a number of safety risks that may arise from the use of abrasive wheels, particularly due to poor maintenance, grinding wheels/disks being out of date, wrong wheels used for the task or wheels mounted incorrectly. Health issues may also occur as a result of inhaling dusts and fumes from grinding operations potentially leading to irritation or lung disease.

Associated Hazards

- Wheel breakage/bursting
- Contact or entanglement with running wheel
- Physical injury from component being ground
- Noise and vibration
- Dust and fume inhalation
- Fire from sparks, ignition of flammable vapours
- Electrocution
- Dermatitis from dust, slurry or waste material
- Embolism from air injected into the body (for compressed air grinders).

Sub-contractors Responsibilities

Take care of themselves and others in work activity involving abrasive wheels

and to also:

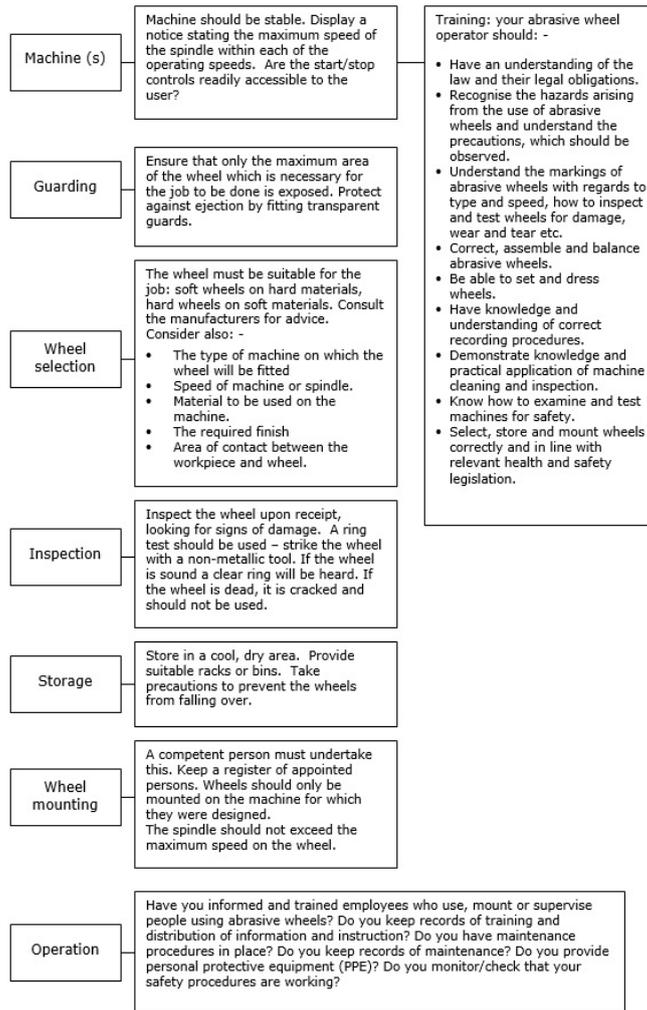
- Follow training, guidance and instruction given, to prevent injury or ill health
- Use protective and safety equipment provided
- Inspect the work equipment before use
- Check skin for dryness or soreness every six months
- Report immediately to their line manager any hazardous or dangerous situations or when suffering ill health
- Co-operate with management arrangements for health and safety.

Note: Sub-contractors are reminded that, if they find any defects or faults with work equipment, then they must:

- Stop the work safely
- Isolate the equipment
- Report the defect to their supervisor.

Equipment that has been identified as "Unsafe to use" should be labelled as such and taken out of service.

Abrasive Wheels Flowchart



Access And Egress

Description

Safe access and egress includes movement of persons, equipment and vehicles into, around and out of the place of work.

Associated Hazards

- Slips, trips and falls
- Falling objects
- Vehicle movement
- Uneven/obstructed floor
- Trailing cables
- Opening in the floor
- Unsuitable/insufficient lighting.

Employer's Responsibilities

Silverback Access Limited will ensure that: -

- Arrangements and procedures are in place to ensure pedestrian safety and pedestrian/vehicle segregation where possible
- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk are guaranteed
- Suitable covers are provided and are put in place over openings in the floor, or suitable safety fencing (rigid material – flexible chains not acceptable) is in place
- Floor coverings are in good condition and free from slipping and tripping hazards
- The edges of steps and stairs are clearly marked and stairways, passageways and working areas are well lit with suitable handrails fitted to stairways
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises
- This policy will be subject to regular monitoring and review.

Sub-contractors Responsibilities

- Follow advice and information given by the employer in relation to safe access and egress
- Regularly check that there is sufficient space to move about their work area freely and where necessary report any problems
- Report any situation to the employer where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.

Access and egress to scaffolds

Silverback Access Limited will ensure safe access and egress to and from scaffold structures/systems for operatives and others under their control.

The method used for access and egress will be selected after considering the hierarchy of control measures below: -

1. Staircase
2. Ladder access bays with single lift ladders.
3. Ladder access bays with multiple lift ladders.
4. Internal ladder access with protection such as ladder traps, handrails, etc.
5. External ladder access (to no more than 2 lifts or 4m) with safety gate or swing arm system.
6. Other types may be used only after consideration of the above.

Silverback Access Limited will consider: -

- Height and width of the scaffold
- Number of persons using the scaffold at any one time
- Duration of scaffold hire, where applicable
- Local emergency arrangements
- Type of work undertaken, e.g. confined space entry, asbestos removal etc.

Accident Reporting

Description

There are many hazards present in all workplaces. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable in order to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all members of staff, together with information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant or equipment. A 'near miss' is any incident, accident or emergency which did not result in an injury.

Death

- Workers and non workers who have died of a work related accident.

Specified injuries

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - cover more than 10% of the body, or
 - cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness, or
 - requires resuscitation or admittance to hospital for more than 24 hours.

Over seven-day injury

This is an injury, which is not a specified injury but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

Occupational Disease

- Occupational dermatitis
- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Hand arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to occupational exposure to a biological agent.

Dangerous Occurrence

There are multiple dangerous occurrences which are relevant to most workplaces, e.g:

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment
- Plant or equipment coming into contact with overhead lines
- Electrical short circuit or overload causing fire or explosion
- Collapse or partial collapse of scaffold over 5 metres high or which has been erected near water where there is the potential of drowning after a fall.

People Not At Work

- A member of the public or a person not at work has suffered an injury and is taken from the scene of an accident to hospital for treatment to that injury
- A member of the public or person who is not at work has died.

In addition Silverback Access Limited will ensure that:

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation
- The risk assessments will be reviewed and, if necessary, further control measures will be introduced
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Sub-contractors Responsibilities

Any members of staff who are involved in, or aware of an accident must follow the accident reporting procedure and inform the employers, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

Alcohol And Drugs Misuse

Description

There is evidence that the effects of drinking or drug use or abuse can reduce personal performance and potentially increase absence rates. In jobs where safety is paramount, such as the transport industry, any form of a drug or alcohol related problem is a very serious matter and in some circumstances may be a criminal offence. The scope of this policy extends to alcohol, illicit drugs or substances and over-the-counter or prescription medication if abused or taken in an irresponsible manner.

Associated Hazards

- Impairment of co-ordination
- Inability to drive or use equipment safely
- Lack of awareness, judgement and sense of danger.

Disciplinary procedures

- If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance it may be dealt with in accordance with our disciplinary or capability procedures
- Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal.

Sub-contractors Responsibilities

Sub-contractors must:

- Inform your line manager if you are taking any prescription medications that may affect your ability to safely operate vehicles, equipment, machinery or to carry out your duties
- Not attend work at any time whilst under the detrimental influence of alcohol or drugs
- Seek help voluntarily if they recognise they have an alcohol or drug related problem
- Inform the Directors if they are aware that any operatives have an alcohol or drug related problem that is affecting their work. This will ensure that operatives receive the necessary support and assistance.

Asbestos – Ancillary Licensing

Description

Where ancillary scaffold work is undertaken, including the putting up and taking down scaffolding, as part of licensable asbestos removal work, e.g. in a live asbestos enclosure, where the scaffolding activity is likely to disturb the asbestos or providing access/egress for a licensed contractor to carry out licensable work, etc., an Asbestos Ancillary Licence will need to be obtained from the Health and Safety Executive, HSE.

Asbestos is a prohibited substance and classified as a Category 1 carcinogen and work undertaken on asbestos containing materials is categorised as: -

Licensable work:

This involves working with the most dangerous asbestos containing materials, e.g. sprayed insulation, lagging and asbestos insulating board. Organisations that work with such types of asbestos must be licensed by the HSE and must also notify the HSE of any licensable work they plan to undertake.

Notifiable Non-Licensable Work (NNLW):

Certain non-licensable works are also notifiable to the HSE. However, the following activities are exempt from notification:

- Short, non-continuous maintenance task whilst working only with non-friable asbestos containing materials
- Removal, without deterioration of non-degraded materials where the asbestos is firmly contained within a matrix, e.g. cement or plastic
- Where the asbestos containing materials are in good condition and are being sealed or encapsulated
- Air monitoring and control or collection and analysis of asbestos samples.

Non-Licensable work:

This normally involves work with asbestos containing materials which is sporadic and of low intensity and will not, if determined by risk assessment, expose operatives to asbestos fibres above the legal control limit. Anyone undertaking non-licensed work must be suitably trained and competent.

Associated Diseases

- Asbestosis
- Mesothelioma
- Lung cancer
- Pleural thickening and pleural plaques.

These diseases may take between 15 to 60 years to develop and can prove fatal.

Sub-contractors Responsibilities

- Not to work on materials containing or suspected of containing asbestos unless properly trained and supervised
- Follow all information, instruction and training given to prevent injury or ill health
- Report any asbestos exposure or other unsafe conditions to the employer
- To not smoke, eat or drink in work areas
- Ensure that personal protective equipment (PPE) is used and fitted correctly.

Asbestos - For Those In Control Of The Premises (Dutyholder)

Description

Thousands of commercial, industrial, residential, school and public buildings built or refurbished before 2000 are likely to contain asbestos containing materials.

Workers engaging in maintenance, repair, refurbishment, alteration or demolition activities could be exposed to asbestos fibres which can be released from asbestos containing materials such as roofing sheets, ceiling tiles, pipe insulation or lagging.

Inhaling air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lung and chest lining. Asbestos is a prohibited substance and is classified as a Category 1 carcinogen.

Associated Diseases

- Asbestosis
- Mesothelioma
- Lung cancer
- Pleural thickening and Pleural plaques.

These diseases can take between 15 to 60 years to develop and can prove fatal.

Work undertaken on asbestos containing materials is categorised as either:

Licensable work: this involves working with the most dangerous asbestos containing materials, e.g. sprayed insulation, lagging and asbestos insulating board. Organisations that work with such types of asbestos must be licensed by the Health and Safety Executive (HSE) and must also notify the HSE of any licensable work they plan to undertake.

Non-Licensable work: this normally involves work with asbestos containing materials which is sporadic and of low intensity and will not, if determined by risk assessment, expose operatives to asbestos fibres above the legal control limit. Anyone undertaking non-licensed work must be suitably trained and competent.

Notifiable Non-Licensed Work (NNLW): Certain non-licensable works is also **notifiable** to the HSE. However, the following activities are exempt from notification:

1. short, non-continuous maintenance task whilst working only with non-friable asbestos containing materials,
2. removal, without deterioration of non-degraded materials where the asbestos is firmly contained within a matrix, e.g. cement or plastic,

3. where the asbestos containing materials are in good condition and are being sealed or encapsulated,
4. air monitoring and control or collection and analysis of asbestos samples.

Sub-contractors Responsibilities

Sub-contractors will: -

- Report any damage to the building or building materials to Silverback Access Limited immediately
- Not work on the building structure or equipment, e.g. walls, ceilings, fuse boxes, etc. unless instructed by the employer and are suitably trained
- Follow all information, instruction and training given to prevent injury or ill health.

Compressed Air

Description

A compressed air supply, either from a cylinder or from a compressor must be treated with respect. It must never be used for blowing dust or other material from clothing, skin or glassware or for ventilation purposes nor used for leak testing. It is particularly dangerous to direct a jet of compressed air at the body as this may introduce air into the bloodstream, or inflict serious eye injury, or cause a burst eardrum.

Pipe connections must be appropriate for high-pressure work, standard worm driven hose clips are not acceptable for this purpose.

Associated Hazards

- Skin penetration
- Horse play (miss use) on part of individuals using equipment
- Eye damage
- Noise and/or hearing damage
- Explosion
- Unintended release of pressure from receiver, hoses or a loose tool connection
- Tools to be used are damaged – and matching connectors mis-matched
- Exposed part of compressor – hot parts
- Trailing hose lines – slips, trips or falls
- Trying to clean down clothing or other equipment
- Hand Arm Vibration (HAV)
- Failure to wear appropriate PPE
- Failure to conduct regular maintenance
- Oil deposits in system – possible ignition causing explosion.
- Used near naked flames.

Sub-contractors Responsibilities

- Never use compressed air hoses to dust themselves down
- Always isolate the main air supply before disconnecting any air tools
- Follow the manufacturers and any specific company instructions at all times

- Only use tools for which they are trained to use
- Wear the personal protective equipment which has been provided for use with the equipment
- Not to pick tools up using the hose
- Report any defects immediately and do not use the equipment until the problem has been safely rectified
- Ensure equipment rotating parts are adequately guarded BEFORE using
- Ensure equipment emergency shut off safety system is operational and not damaged before using equipment.

Construction, Design and Management(CDM) 2015

Responsibilities

Description

- The Construction (Design and Management) (CDM) Regulations 2015 cover a very broad range of construction activities such as building, civil engineering, construction work, demolition, site preparation, site clearance, renovation, decoration, installation, maintenance, and dismantling of structures
- Under the CDM Regulations, legal duties apply to the following duty holders; Clients, Designers, Contractors and Workers for all construction projects even for simple, short duration work. Additional duty holders called 'Principal Designer' and 'Principal Contractor' are legally required to be appointed where projects involve or are likely to involve more than one Contractor working on the project at any time. CDM applies to both non-domestic and domestic premises
- For those projects that are likely to take more than 30 days, and have more than 20 workers working simultaneously or involve more than 500-person days of construction work, then the projects are notifiable in writing to the Health and Safety Executive, HSE
- Each duty holder must beware of the CDM Regulations and the responsibilities of other duty holders under the Regulations*. Organisations or individuals are permitted to undertake more than one duty holder role, but they will need to demonstrate they have sufficient skills, experience, knowledge, training and organisational skills (if they are an organisation) and the ability to adequately fulfil each of the duties and maintain health and safety
- Anyone working on projects under the control of others must report to them any situation likely to endanger their own health and safety or that of others
- Designers, Contractors, the Principal Designer and the Principal Contractor must consider the 'principles of prevention' to as far as reasonably practicable to eliminate foreseeable risks and if this is not possible, reduce risks or control of them
- The CDM Regulations also apply to work undertaken on behalf of Domestic clients
- This arrangement is for those organisations whose business involves doing construction or construction related work and where they have construction work undertaken on the premises / structures they are responsible for.

***Responsibilities of all duty holders are covered in this arrangement to help satisfy this requirement.**

Individuals Responsibilities

Are Those Who Work for Contractors and For All Projects they will:

- Take care of their own health and safety and to others who may be affected by their actions

- Read and understand health and safety information provided to them
- Follow site rules
- Attend any relevant induction or training courses
- Report any accidents, incidents or risks that might be a danger to themselves and others
- Liaise with the site safety representative on health and safety matters
- Co-operate with others and follow reasonable directions from duty holders.

Contractors

Description

A contractor is anyone who is undertaking work on our behalf but is not a direct employee. Contractors may be employed to undertake maintenance, repairs, installation, construction, window cleaning, and many other jobs. Work undertaken for a client by a contractor is usually covered by a civil contract.

Whilst it is good practice for health and safety requirements to be written into such contracts, health and safety responsibilities are defined by criminal law and cannot be passed on to another by a contract.

Thus, in any client/contractor relationship, both parties will have duties under health and safety law. Contractors are especially vulnerable and may put the client's own operatives at risk.

Associated Hazards

- Contaminated land
- Movement of site traffic
- Excavations
- Working at height
- Manual handling injuries
- Hazardous materials/substances.

Contractor's/Sub-Contractor's Responsibilities

All sub-contractors undertaking work on our behalf: -

- Must accept responsibility for complying with the provisions of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions in respect of the work comprising the contract
- Must provide suitable and appropriate supervision to plan, control and monitor their operations having carried out risk assessments for the work
- Must agree risk assessments and any method statements with the client before work commences
- Must inform the client of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place
- Must ensure plant and machinery brought on site is fully guarded and complies with the requirements of the Provision and Use of Work Equipment Regulations (PUWER)

- Must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment, air compressors and pressure plant
- Must report all accidents to the client immediately so that they can record the incident in the accident book.

Control of Substances Hazardous to Health (COSHH)

Description

Using chemicals or other hazardous substances at work may put people's health at risk, thus, employers are required to control exposure to hazardous substances to prevent ill health. The aim is to protect both operatives and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations (COSHH).

Hazardous substances include:

- Substances used directly in work activities, e.g. paints, adhesives, cleaning agents
- Substances generated during work activities, e.g. soldering, welding fumes, silica dust
- Naturally occurring substances, e.g. grain, dust
- Biological agents, e.g. bacteria and other micro-organisms.

Effects from hazardous substances can range from mild eye irritation to chronic lung disease or even death.

Associated Hazards

- Skin irritation
- Asthma or other lung disease
- Losing consciousness
- Cancer
- Infection from bacteria and/or micro-organisms.

N.B. This list of hazards is not exhaustive.

Sub-contractors Responsibilities

Sub-contractors have responsibilities under COSHH Regulations, and are expected to:

- Take part in training programmes
- Observe container hazard symbols
- Practice safe working with hazardous substances following training provided
- Report any concerns or health issue to their immediate supervisor
- Wear, use correctly and maintain any personal protective equipment and respirable protective equipment provided

- Return all hazardous substances to their secure location after use and use any control measures provided properly.

Covid-19 Management

Description

Coronavirus disease (COVID-19) is a highly infectious disease caused by a novel Corona Virus which emerged 2019 and has led to a global Pandemic and widespread deaths across the world including a significant number in the UK.

Whilst symptoms can vary amongst individuals, typical diagnosed symptoms include:

- Fever (hot to touch on chest and back)
- New persistent dry cough (coughing a lot for more than an hour or 3 or more coughing episodes in 24 hours). If the individual usually has a cough, it may be worse than usual
- Anosmia – loss or notable change to sense of smell or taste.

However, there are many other less common symptoms and many people may be infected without displaying symptoms but are still able to transmit the virus to others. Most individuals who have the virus have at least one of the above symptoms.

The transmission of the virus is predominately through the spread of respiratory droplets from coughs and sneezes, but these droplets can also remain on surfaces and lead to transmission from surface contact with these infected items or fomites.

The risk of transmission cannot be eliminated other than by absolute avoidance of any form of personal interaction and complete segregation in the workforce/public. However, it can be reduced to a safe level through the following actions:

- Maintaining the advised social distance from people in line with government/NHS guidance
- Increasing hand hygiene (washing and sanitising), particularly after contact with the mouth/nose
- Increase respiratory hygiene (catching coughs and sneezes and disposal of tissue)
- Increased cleaning of common touched surfaces.

Associated Hazards

Most people who are infected with this virus will experience mild to moderate respiratory illness and recover without requiring special medical treatment, however, others will go on to develop complications associated with the virus and require hospital intervention. For some the infection and its subsequent complications may ultimately end up proving fatal.

Many people have been identified as being at increased risk of developing additional complications from the virus leading to more significant outcomes and therefore must take extra care to reduce the risk of catching the virus. These include people who have been identified as clinically vulnerable and those who are clinically extremely vulnerable

due to their age or underlying health conditions or because they are pregnant. There is also an increased mortality rate for persons from Black, Asian and Minority Ethnic backgrounds (BAME).

Sub-contractors Responsibilities

Sub-contractors will:

- Take care of themselves and others in the workplace where activities give rise to the potential for Covid-19 infection
- Adhere to the Social Distancing requirement by following instructions, signage, markings and training
- Observe good hygiene practices at all times with frequent hand washing or sanitising for at least 20 seconds, including before and after eating, touching the face, touching common touched surfaces such as buttons, dials, handrail and handles, coughing and sneezing
- Carry out good respiratory hygiene practices including catching coughs and sneezes in tissues, which are disposed of correctly and followed by good hand hygiene afterwards
- Follow the further controls in the risk assessment and work plan methods to ensure that where Social Distancing cannot be maintained the risk is reduced by other means
- Use, store and dispose of the appropriate PPE and RPE in accordance with training and manufacturers guidelines
- Report to management if they feel unwell at work with any of the Covid-19 symptoms and go directly home to carry out self-isolation
- Not attend work if they should be self-isolating due to displaying symptoms or residing with someone who is displaying symptoms, if they have been contacted by an appropriate testing and tracing provider and are required to isolate or if they are required to due to recent travel and quarantine requirements. Duration of isolation should be determined from up to date government information
- Will follow the appropriate isolation/quarantine procedures in line with the current Government guidance on travel into the UK
- Report any concerns or issues relating to non-conformance with Covid-19 Controls
- Attend Covid-19 tests where there is a requirement to do so and engage with the NHS Test and Trace system accordingly as well as informing their employer.

Dermatitis

Description

The word 'Dermatitis' derives from the Greek words for skin, "**derma**" and inflammation, "**itis**". Dermatitis is a skin condition usually caused by contact with something that irritates the skin or causes an allergic reaction. Contact Dermatitis affects mainly the hands but other parts of the body can also be affected. Dermatitis can be caused by:

- Wet work due to repeated and prolonged contact with water, e.g. by hand washing more than 20 times or having wet hands for more than 2 hours during a shift
- Chemical agents, e.g. through contact with chemicals, including by direct contact, splashes, contaminated work surfaces and tools, airborne particles settling on the skin
- Biological agents, e.g. through contact with plants, bacteria, spores, moulds, fungi
- Physical agents, e.g. by vibration, radiation or low humidity from air conditioning
- Mechanical agents, e.g. by abrasion.

Associated Hazards

The main categories relating to work-related Contact Dermatitis are classified as:

- Irritant Contact Dermatitis: mainly caused by chemical and physical irritants and is the most common form of Contact Dermatitis. Common chemical irritants include solvents, soaps, detergents, latex, cosmetics, metalworking fluids, oils and alkalis
- Allergic Contact Dermatitis: common allergens include, UV cured printing inks, adhesives, wet cement, some plants, nickel and chromium which can cause an allergic reaction, hours or days after contact. In rare cases a severe reaction can occur, known as an 'anaphylactic shock'
- Photo Contact Dermatitis: is a reaction that develops where chemicals are applied to the skin, e.g. sunscreens, fragrances, creams, insecticides, disinfectants.

Symptoms of dermatitis generally include a localised rash and/or irritation of the skin and can develop into flaking, scaling, cracking, bleeding, swelling and blistering which can take days or even weeks to heal.

Sub-contractors Responsibilities

- Observe hazard symbols and instructions displayed on product containers

- Co-operate with the employer and follow the safe working procedures to minimise contracting dermatitis
- Wear suitable PPE and use skin care products according to the control measures identified in the risk assessments
- Use work equipment and methods of work that prevents the skin coming into contact with hazardous substances
- Regularly check skin condition and report any symptoms of dermatitis to the employer and seek medical advice, if necessary
- Ensure that hands are washed and dried regularly, including before and after the wearing of protective gloves
- Use 'before and after' work creams to ensure that the skin is kept in good condition – ***remember that barrier creams are not a substitute for protective gloves.***

Design, Assembly, Dismantling and Alteration of Scaffold Structures and Systems

Description

The Work at Height Regulations, Schedule 3 Part 2 "Additional Requirements for Scaffolding" requires strength and stability calculations for scaffolding to be carried out unless a note of the calculations covering the arrangements are available, or it is assembled in conformity with a generally recognised configuration.

This arrangement assumes that most scaffolds will be erected, dismantled, and altered in accordance with the National Access and Scaffolding Federation (NASC) Technical Guidance TG20 – Good Practice for Tube and Fitting Scaffolding, which conforms to BS EN 12811, and the Work at Height Regulations, or separate Manufacturers Guidance for System Scaffolds when fully applied.

Where any scaffold cannot be defined as a "basic scaffold", as described within recognised guidance, such as NASC, or separate Manufacturers Guidance for System Scaffolds, the scaffold will be subject to competent engineering design by bespoke calculation by a competent person, to ensure it will have adequate strength, rigidity and stability while it is erected, used and dismantled. Such circumstances may require more complex drawings and, where necessary, be supplemented by further specific work instructions.

Types of Common Scaffold (non-exhaustive)

A range of compliant scaffolding types are described within NASC TG20, with the undernoted detailing the more common types which typically may not require bespoke design calculation:

- Tied independent scaffolding
- Tower (does not include mobile tower scaffolding)
- Interior access birdcage scaffolding
- Tied putlog scaffolding
- Free-standing independent scaffolding
- Loading bay scaffolding
- Ladder access towers
- Chimney stack scaffolding.

Note. Further scaffold types often require bespoke design (non-exhaustive).

Associated Hazards

- Fall of persons from height
- Fall of materials from height

- Unsuitable emergency rescue plan
- Unsuitable scaffolding design
- Movement of vehicles and pedestrians
- Collapse of scaffolding structures
- Electrocution / electric shock
- Manual Handling

Training and Competency

All scaffolding must be erected, altered and dismantled in a safe manner and by a competent person who is able to consider the following when planning:

- Plan for working at height
- Scaffolders safe zones
- Other scaffolding applications
- Methods of access and egress
- Personal fall protection equipment
- Means of rescue.

All operatives involved will have received the appropriate recognised instruction and training, or in the case of a trainee, will be under the direct supervision of a competent and experienced person holding the necessary CISRS skills card.

Each level of CISRS certification card requires to be renewed every 5 years and offer the following categories and experience levels:

- Scaffolders (Tube and Fitting)
- Scaffolders (System)
- Advanced Scaffolders
- Trainee Scaffolders
- Basic Scaffold Inspection
- Advanced Scaffold Inspection
- Supervisor
- Base
- Labourer.

Ensuring that operatives are not using counterfeit skills cards is crucial in proactively managing incident created by non-competent workers.

Sub-contractors Responsibilities

- Ensure positive steps are taken to understand the hazards presented and the requirements detailed within the risk assessment and method statements (RAMS)
- Follow the design standard or manufacturers guidance provided, as instructed during erection, dismantling or during any alteration of the structure
- Utilise all techniques and equipment provided for the prevention and protection against falls, in accordance with instruction, information, training and supervision received
- Establish and work within scaffolders safe zone, wherever possible, as the main priority when working at height
- Not act in a reckless or careless manner in such a way as to place themselves or others at risk through their acts or omissions
- Not to tamper, interfere or modify any equipment provided, or use equipment that is not authorised by the employer
- Wear a fall arrest harness and lanyard at all times when working at height
- Check all fall arrest equipment daily and report any damaged or defective equipment identified immediately, for example badly worn or cut webbing on a harness or lanyard
- Do not use any fall arrest or lifting equipment which does not bear an in date Thorough Examination date and bring to the attention of the employer
- Report to their employer any additional or emergent hazards that have not been previously considered, so that the appropriate corrective actions can be taken to avoid potential incidents
- Not to work at height if affected by drugs or alcohol (including prescription medication that may affect their ability to work safely)
- Inform their employer of any medical condition that may affect their ability to work safely at height.

In hazardous or dangerous situations:

- Stop the work safely and do not proceed unless unsafe to do so
- Report the hazardous or dangerous situation to your Directors or Line Manager.

Disciplinary Rules

Description

Silverback Access Limited believes that health and safety is a critical factor that needs to be taken into account when running a business. To enable the company to control safety, a number of safety rules have been established. Failure to comply with these rules may result in disciplinary action.

Sub-contractors Responsibilities

- To not misuse or interfere with anything provided for health, safety and welfare
- Co-operate with their employer and conduct themselves in a way that does not create risk of harm to themselves and others
- To report any identified hazards to their employer
- To comply with clearly indicated and specific safety rules
- To wear safety clothing or equipment provided

Display Screen Equipment (DSE)

Description

Display Screen Equipment (DSE) based work can potentially have serious effects on health.

DSE users can experience a range of different physical and psychological health problems including eyestrain, blurred vision, headaches, and musculoskeletal problems including repetitive strain injury (RSI) and work related upper limb disorders (WRULD).

Problems are caused by a combination of badly designed jobs, equipment and work environment. However, most of these conditions are preventable by giving attention to the way in which work is organised, and providing appropriate equipment and workplaces.

Associated Hazards

- Musculoskeletal injuries
- Repetitive Strain Injury (RSI)
- Work related upper limb disorders (WRULD)
- Visual fatigue
- Stress.

Sub-contractors Have A Responsibility

- To inform the employer in confidence as soon as possible if a health problem arises through the use of display screen equipment
- To work in accordance with any advice or guidance given by the employer
- To familiarise themselves with the contents of the relevant risk assessments
- Request Silverback Access Limited to arrange and pay for eye and eyesight tests where required and if the employee is identified as a user of DSE equipment.

Driving At Work

Description

It has been estimated that up to one third of all road traffic accidents involve somebody who is 'at work' at the time, making work-related road collisions the biggest single safety issue for many UK businesses. Promoting safe driving practices and a good safety culture at work is also beneficial to private driving, and could reduce the potential for operatives getting injured in a road traffic accident whilst away from work.

Associated Hazards

- The driver: competency, training, fitness and health
- The vehicle: suitability, mechanical condition, safety equipment (seat belts) and ergonomic considerations
- The journey: routes, scheduling, time, distance, weather conditions
- Crime: theft, violence, personal injury, property damage
- Breakdowns and other emergencies.

Sub-contractors Responsibilities

- Sub-contractors must follow any advice, information, instruction and training given by the employer
- All operatives who are expected to drive on company business must have a valid drivers' licence for the class of vehicle they are driving
- Sub-contractors must provide a copy of their driving licence, on request and declare any driving convictions. Sub-contractors using their own vehicles for work should also provide a copy of their insurance certificate and a valid MOT certificate for the vehicle where applicable
- Drivers must ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose including being roadworthy, is in safe mechanical condition, is not overloaded, loads are secure and seat belts are worn
- Drivers shall comply with traffic legislation and The Highway Code, be conscious of road safety and demonstrate safe driving
- Sub-contractors driving vehicles on company business will not be under the influence of drink or drugs and must not drive whilst disqualified
- Drivers must stop after a crash or similar incident with which they are involved
- Sub-contractors must inform management if they become aware of any medical condition or take medication that might affect their ability to drive
- Promptly report defects, hazards and concerns to management.

Personal Safety – Staying Safe In Your Vehicle

Plan Ahead

- Check your route; keep a map in the vehicle
- Check if the place you are visiting has parking. If not, try and use a manned, well-lit car park
- Check you have enough fuel
- Check basic vehicle maintenance, i.e. oil, water, tyre pressure etc
- Check vehicle breakdown cover and keep the number with you
- Check you have something in the vehicle to keep you warm, e.g. coat or blanket, bottle of water, food snack and a torch in the event of unexpected, lengthy delay due to road traffic accident or inclement weather
- Ensure your office know where you are travelling to, whom you are meeting, and your expected time of return. Inform them if you change your journey plan
- Take a mobile phone with you and ensure it is fully charged (do not use the phone whilst driving)
- Keep any valuables, including handbags, mobile phones and laptops out of sight. They can easily be snatched when you stop at traffic lights, especially if windows are left open and doors unlocked
- Do not leave luggage or documents on display within your vehicle
- Do not leave the parking ticket on display – unless it is a requirement of the car park facility
- When returning to your vehicle, immediately lock the doors and drive off promptly
- Avoid taking unnecessary risks – be aware - if someone is flagging you down it may not be genuine. You may be as much help by reporting the incident by phone to the emergency services
- Do not get into a vehicle with a stranger, or offer a stranger a lift.

In The Event Of A Vehicle Breakdown

- Try to reach the side of the road and contact the vehicle breakdown services. Advise them if you feel vulnerable/unsafe and if you're alone
- Switch on hazard warning lights
- Avoid opening doors or windows to converse with strangers.
- If you decide to get out of the vehicle and await breakdown assistance (this is dependent on how safe you feel outside the vehicle) ensure you take the ignition key with you. Lock all the doors with the exception of the passenger door. This should be left wide open so you can quickly get back into the vehicle. If you breakdown on a motorway hard shoulder it is always advisable to get out of the vehicle and await assistance behind a barrier or away from the road side
- When the breakdown vehicle arrives, check they know your name and have your details – especially if the vehicle you were expecting is not clearly identifiable, e.g.

Electricity

Description

The safe management of electrical installations and equipment is essential to our business. It is therefore imperative that electrical systems and equipment are designed, constructed, selected, maintained and used with care. Not only is there a potential for harm, but loss of power supply could impact our ability to conduct business and force temporary closure.

Associated Hazards

- Direct or indirect contact with live parts, causing shock, burns, heart fibrillation and tissue damage
- Faults that could cause a fire due to equipment overheating
- Fire or explosion where electrical arcing could be the source of ignition
- Contact with overhead lines.

Portable equipment and testing

Definition - Equipment, which is not part of a fixed installation but is able to be connected to a fixed installation, or a generator, by means of a flexible cable via a plug and socket assembly.

This includes equipment that is either hand-held or hand operated while connected to the supply, or is intended to be moved while connected to the supply.

Silverback Access Limited is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. Equipment will be marked to identify the date tested. The results of inspections shall be logged and records made available for inspection.

Experience of operating the maintenance system over a period, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

Any defective equipment will be removed from use until it can be repaired/replaced, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

On occasion, we may hire-in equipment from a reputable supplier. This equipment must be treated the same as company equipment and not subjected to abuse or neglect.

Sub-contractors Responsibilities

Sub-contractors have a responsibility for: -

- Co-operating with management arrangements for electrical safety in the workplace
- Visually checking equipment before use for any obvious defects such as cable or casing damage or scorch marks
- Reporting any defects, faults or dangerous activities
- Using equipment only in line with the manufacturers operating instructions e.g. jet washer used with additional RCD or RCBO protection
- Complying with safety rules and use work permits/lock out procedures as applicable
- Not bringing personal electrical equipment onto company premises without prior authorisation from management. If allowed, any such equipment must be tested in accordance with company procedures
- Gaining permission before using extension leads or adaptors
- Switching off any non-critical equipment when not in use
- Not attempting repairs to electrical appliances or circuits unless qualified to do so
- Exercising caution when placing drinks near to appliances or power outlets.

Emergency And Rescue Plans

Description

As part of our overall Health and Safety Management plan Silverback Access Limited will create not only a safe working environment but provide a suitable and sufficient means of controlling emergency situations including the rescuing of workers working at height. This will not however diminish any responsibility on our part, to do all that is reasonably practicable to prevent such an event occurring in the first place.

Associated Hazards

- Fire and explosion
- Flooding
- Asphyxiation
- Working at height or in confined spaces
- Hazardous substances
- Collapse of structures and excavations
- Bomb threat
- Spillage
- Suspension trauma.

Sub-contractors Responsibilities

- Co-operate and follow directions of responsible persons in order to comply with the emergency procedures
- Attend training in the actions to be taken in the event of an emergency
- Raise the alarm on discovering an emergency situation
- Only use emergency equipment if trained and authorised to use such equipment
- Report immediately any faults, damage to emergency equipment or concerns with emergency and rescue plans.

Fire

Description

Fire prevention is an important obligation for all businesses. Silverback Access Limited has a responsibility for ensuring the health, safety and welfare of all operatives and others who may have access to the workplace as well as adjoining businesses or premises. These general duties include safety in relation to fire hazards, both from the work processes and activities, as well as general fire safety in the workplace.

It is the policy of Silverback Access Limited to ensure that all operatives, visitors, relevant persons and contractors are protected from the risks of fire. In order to achieve this, appropriate fire prevention, precautionary and evacuation measures shall be taken in compliance with the relevant fire legislation and recognised good practice standards.

Associated Hazards

- Flames and heat
- Smoke and toxic fumes
- Reduced oxygen
- Collapse of buildings.

Sub-contractors Responsibilities

Sub-contractors are required to: -

- Practice and promote fire prevention
- Raise the alarm on discovery of a fire
- Report any concerns regarding fire safety to management, so that any shortfalls can be investigated and remedial action taken
- Receive basic training in the action to take in the event of fire
- Follow instructions and training in relation to fire safety in the workplace
- Co-operate with management arrangements for fire prevention in the workplace
- Accept individual responsibility to take reasonable care for the health and safety of themselves and for any other person who may be affected by their acts or omissions.

Silverback Access Limited does not expect operatives to fight fires, however, extinguishing action can be undertaken if it is safe to do so and you have been trained.

On no account should a closed room be opened to fight a fire.

First Aid In The Workplace

Description

People at work can sustain an injury or become ill and it is important that they receive immediate attention and that an ambulance is called for in serious situations. The provision of adequate first aid cover is essential, it can save lives and prevent minor injuries becoming major ones.

Associated Hazards

- Bodily injuries: blows, cuts, impact, crushing, stabs, cuts, grazes, scalds, falls and suspension trauma
- Illnesses: asthma, diabetes, epilepsy etc.

First Aid Kits In Vehicles

Where at-risk operatives travel in and operate from a specific vehicle, the First Aid kit may be allocated to the vehicle (where it must remain) rather than an individual. The contents of these first aid kits must be monitored.

First Aid Provision For Non-Employees

Whilst the Health and Safety (First Aid) Regulations place a duty on employers to make provision for their own employees, there is no legal responsibility towards non-employees. However, the Health and Safety Executive (HSE) strongly recommends they be included in an organisation's first aid provision. Therefore, when calculating the number of First Aiders for a workplace, the number of persons that may use or be present in the building at any one time should be taken into account.

First-Aiders Are Responsible For

- Undertaking an appropriate training course and, if required, attending refresher courses annually
- Ensuring that their First Aid at Work or Emergency First Aid at Work Certificate is kept up to date
- Assessing the immediate situation where first aid is being applied, acting without placing themselves or others in danger and making the area safe
- Administering first aid as required but within their capabilities. Where there is any doubt, managing the situation while waiting for medical assistance to arrive.

Appointed Persons Are Responsible For

- Calling for the appropriate medical assistance
- Keeping first aid signs up to date and legible
- Ensuring first aid kits are checked regularly and contents are in date
- Notifying the designated person if there are any entries in the accident book.

Sub-contractors Responsibilities

To reduce the risks of suffering personal injury or delay in getting treatment, operatives must: -

- Co-operate with management arrangements for first aid in the workplace
- Know the procedure for summoning help
- Follow any guidance or instruction given, to prevent injury or ill health
- Report any hazardous or dangerous situations to the employer.

Hazard Reporting

Description

A hazard is something that has the potential to cause harm, ill health or injury. The associated risk is the likelihood that a hazard will cause harm, during the course of the work activity, and the severity of any potential injury.

Associated Hazards

- Tripping on trailing wires or loose floor coverings
- Faulty electrical fittings
- Unguarded edges
- Obstructed emergency exit routes.

Note - This list of hazards is not exhaustive.

Hazard reporting includes 'near miss' reporting. Near misses are hazardous incidents with the potential to cause an injury or damage, e.g. employee tripped over a trailing cable but no actual injury occurred.

Sub-contractors Responsibilities

- Sub-contractors will use the employer's hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace
- When a hazard has been identified it must be reported immediately to your supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as reasonably practicable, to prevent injury or unsafe conditions.

Health Conditions

Silverback Access Limited is aware that people who have underlying health conditions may not wish to reveal their health problem. However, workplace adjustments can only be made if the individual is willing to let them as the employer know about the condition. Such conditions could include but not be limited to Diabetes, Epilepsy and Asthma (including Occupational).

Disclosure should help the individual in their job and facilitate help and support from management and colleagues.

Sub-contractors Responsibilities

- To co-operate with the employer in relation to health and safety arrangements
- Notify the employer of any prescriptive medication, general sale medication or pharmacy medicines that would affect the ability to work safely e.g. drowsiness
- Follow any training, guidance and instruction
- Report any accident or incident to the employer.

*****Note: The following list is not exhaustive and other health conditions diagnosed in conjunction with the individuals appointed GP and health specialist should be dealt with in a similar fashion.**

Additional responsibilities for operatives with underlying health conditions:

Cancer:

Sub-contractors suffering from Cancer have an additional duty to:

- Notify the employer if your Cancer could have an adverse effect on your day-to-day ability to work or if the condition could increase the risk of an accident at work.
- Notify the employer if taking medication that could have an adverse effect on your health and safety or that of others.
- Notify the employer and DVLA if your doctor says you might not be fit to drive, or your medication causes side effects which could affect your ability to drive.

Diabetes:

Sub-contractors suffering from Diabetes have an additional duty to:

- Notify the employer and the DVLA if:
 - receiving treatment with insulin where the job entails driving any type of vehicle or

- receiving any type of medication for diabetes where the job entails driving Group 2 vehicles (bus, coach or lorry).
- Inform your employer if you need access to a fridge or cold flask for storing insulin
- Inform your employer if you need a private area in which to check blood sugar levels
- Inform your employer if you need to maintain a check on blood sugar levels throughout the day and to take regular breaks
- Inform your employer if you need access to the services of your G.P. or diabetic nurse during the working day.

Epilepsy:

Sub-contractors suffering from Epilepsy have an additional duty to:

- Alert the employer if your epilepsy is having an adverse effect on your day-to-day ability to work
- Where necessary, to inform the employer if the condition could increase the risk of an accident at work
- If part of your job includes driving, to notify the employer and the DVLA if receiving treatment or tablets. Notification to the DVLA is a strict legal requirement.

Haemophilia:

Sub-contractors suffering from Haemophilia have an additional duty to:

- Inform the employer if your bleeding disorder is going to affect your ability to do your job or if you need specialised equipment or work wear.
- To be as prepared as possible for a bleed at work
- Inform the employer if he/she needs a private place at work where he/she can administer his/her own treatment if the need arises.

Hypertension:

Sub-contractors suffering from Hypertension have an additional duty to:

- Notify the employer if you experience any symptoms that could affect your ability to operate plant or machinery.
- Inform DVLA if driving a group 2 vehicle (bus, coach, or lorry)

You must stop driving if a doctor says you have malignant hypertension. You can only drive again when both the following apply:

- a doctor confirms that your condition is well controlled
- your blood pressure is consistently below 180/110mmHg for cars or 180/100mmHg for group 2 vehicles.

Lupus:

Sub-contractors suffering from Lupus have an additional duty to:

- Notify the employer and the DVLA if you experience any symptoms that could affect your ability to drive or put your safety and the safety of those around you at risk, such as cognitive issues affecting your ability to concentrate
- If you are asked if you are disabled for the purposes of the Equality Act or the Disability Discrimination Act, you must answer yes, regardless of whether you consider yourself to be disabled.

Mental health disorders:

Sub-contractors suffering from mental health disorders have an additional duty to:

- Notify the employer if your mental health disorder is having an adverse effect on your day-to-day ability to work or if the condition could increase the risk of an accident at work
- Notify the employer if taking medication that could have an adverse effect on your health and safety or that of others
- Some mental health disorders also affect the ability to drive safely and will need to be reported to your employer and the DVLA. If you are unsure you can check on the DVLA website. <https://www.gov.uk/health-conditions-and-driving>.

Multiple Sclerosis:

Sub-contractors suffering from Multiple Sclerosis have an additional duty to:

- Alert the employer if your multiple sclerosis is having an adverse effect on your day-to-day ability to work
- Where necessary, to inform the employer if the condition could increase the risk of an accident at work
- If part of your job includes driving, to notify the employer and the DVLA. Notification to the DVLA is a strict legal requirement
- If you are asked if you are disabled for the purposes of the Equality Act or the Disability Discrimination Act, you must answer yes, regardless of whether you consider yourself to be disabled. These laws specifically define MS as a disability from the point of diagnosis.

Musculo-skeletal disorders:

Sub-contractors suffering from musculo-skeletal disorders have an additional duty to:

- Notify the employer if your musculo-skeletal disorder is having an adverse effect on your day-to-day ability to work or if the condition could increase the risk of an accident at work
- Notify the employer if taking medication that could have an adverse effect on your health and safety or that of others
- Some musculo-skeletal disorders also affect the ability to drive safely and will need to be reported to your employer and the DVLA. If you are unsure you can check on the DVLA website. <https://www.gov.uk/health-conditions-and-driving>

Health Surveillance

Description

Health surveillance is conducted by observing and communicating and systematically watching for early signs of work-related ill health in workers exposed to certain health risk. Health surveillance is essential if there is an identifiable disease or adverse health effect which is related to the operatives exposure to a health risk, where this has been identified by a risk assessment.

Health surveillance is necessary where:

- There is an identifiable disease or health condition may occur
- There are valid techniques available to detect the early signs of the disease or health effect
- and these techniques do not pose a risk to operatives.

It requires the implementation of certain procedures to achieve this, including simple methods carried out by employer who has been trained (e.g. looking for skin damage on hands), or issuing health screening questionnaires, or technical checks (e.g. audiology tests) undertaken by an occupational health professional or more involved medical examinations (e.g. lung function tests).

Some hazardous substances will require health surveillance as a condition of use e.g. lead, asbestos, ionising radiation.

Health surveillance records should be kept confidential by Human Resources or an occupational health professional for forty years and include:

- Surname and forename
- Permanent address
- Sex
- Date of birth
- National Insurance Number
- Date of commencement of present employment
- A historical record of jobs involving exposure to the hazardous substances requiring the health surveillance.

Recorded details of each health surveillance check should include:

- The date they were carried out and by whom
- The outcome of the test/check
- The decision made by the occupational health professional in terms of fitness for task and any restrictions required. This should be factual and only relate to the operatives functional ability and fitness for specific work, with any advised restrictions.

Associated Hazards

- Noise
- Whole body or hand-arm vibration
- Solvents
- Fumes
- Dusts
- Biological agents
- Other hazardous substances
- Silica dust
- Asbestos
- Work in compressed air
- Ionising radiation
- Diving
- Electromagnetic Field
- Metal working fluids
- Confined space
- Lead
- Night work
- Welding fume

Health Effects

Examples include:

- Dermatitis
- Occupational Asthma
- Hand arm vibration
- Asbestosis
- Hearing loss

Sub-contractors Responsibilities

All operatives will:

- Advise Senior Manager of any significant health issues
- Report any significant changes in their health to Senior Manager in intervals between health surveillance sessions
- Cooperate with health surveillance programmes where a risk assessment has established the requirement
- Cooperate with other risk reduction measures for the protection of their health
- Attend health surveillance appointments or organise in advance for a change of appointment time if original is inconvenient
- Attend appropriate training in relation to workplace hazards and health surveillance.

Homeworking

Description

A homeworker can be considered as those who use their home as their office or place of work for much or all of their time. Most home working is office type work, which is a low-risk activity, but other situations may include higher risk activities.

Employers do not have direct control over the homeworking environment and therefore reliance is placed upon the provision of information, instruction and training to employees to maintain health and safety compliance.

Associated Hazards

- Use of electrical equipment
- Faulty or non-maintained equipment
- Lone working
- Exposure to chemicals/hazardous substances
- Manual handling and upper limb disorders
- Effects of display screen equipment use
- Stress and isolation
- Slip, trip and fall hazards
- Fire hazards
- Travelling

Sub-contractors Responsibilities

Sub-contractors who are recognised as homeworkers, must:

- Co-operate with the employer by following rules and procedures designed to protect their safety as a homeworker
- Manage their time efficiently so as to carry out their daily tasks
- Report any damage to work equipment using Silverback Access Limited reporting procedure
- Report all incidents relating to homeworking using Silverback Access Limited reporting procedure.

Housekeeping And Prevention Of Slips And Trips

Description

Poor standards of housekeeping are a common cause of injury, e.g. by slipping or tripping and damage at work can create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace.

Associated Hazards

- Fire
- Slipping, tripping/falling over
- Poor cleanliness
- Dirty equipment
- Cluttered pedestrian gangways
- Falling objects.

Sub-contractors Responsibilities

Sub-contractors must: -

- Co-operate with management arrangements for good housekeeping in the workplace
- Follow any guidance and instruction given to prevent injury or ill health
- Report to the employer any hazardous or dangerous situations.

Information, Instruction, Supervision and Training

Description

Preventing accidents and ill health caused by work is a key priority for Silverback Access Limited. Health and safety information, instruction, supervision and training helps the company to ensure our operatives are not injured or made ill by the work they do; promotes a positive safety culture, where safe and healthy working becomes second nature to everyone; and enables the company to meet its legal duty to protect the health and safety of our operatives.

Sub-contractors Responsibilities

- Co-operate with the company in relation to all training aspects
- Attend any training courses that are identified as necessary
- Follow training, guidance and instruction to prevent injury or ill health
- Use protective and safety equipment provided
- Report to their line manager any hazardous or dangerous situations
- Co-operate with management arrangements for health and safety.

Ladders – Accessing Scaffolding

Description

A third of all reported fall from height incidents involve ladders or stepladders, many injuries are caused by inappropriate or incorrect use of equipment.

Ladders can be used as safe access into and safe egress out of scaffold structures/systems, provided that the hierarchy of selection process is followed (also see Access and Egress arrangement). The hierarchy of selection process would include consideration of more secure means of access, such as external Haki staircases or powered passenger hoists, as well as the level of risk, duration and features of the site.

Associated Hazards

- Failure of the ladder itself, causing persons or equipment to fall
- Items falling from the ladder
- Users over-reaching or stretching from the ladder
- Overloading of the ladder

- The ladder slipping and falling due to not being correctly secured
- Faulty, damaged or poorly maintained equipment
- Inappropriate use of ladders
- Manual handling when using ladders.

Safe Use of Ladders

- Ladders should be appropriate for the job and not exceed 9 metres in length
- Ladders should conform to EN131 Professional standard
- Domestic ladder equipment should not be used
- Ladders must be undamaged and free of paint or any other coating which could hide cracks or splits
- Ladder stiles must be undamaged and unbent
- Wood should be free of warping or splitting
- Metal ladders must be free from corrosion, sharp edges or dents and the rungs free from distortion
- Footpads must be in good condition
- Ladders should have slip-resistant rubber or plastic feet
- Ladders must be free of missing/loose rungs
- Ladders should be regularly inspected and defective ladders removed from use
- If ground conditions are poor, ladder feet should be tied into stakes in the ground, with a large flat wooden board as a base
- During use, ladders should extend at least 5 rungs (1.05m) past the landing point or above the highest rung on which feet rest
- Ladders should be positioned one metre out at the base for every four metres in height
- Ladders should only be used on firm, level ground and clean and solid surfaces which are free from loose material, enabling the feet to grip properly.
- Ladders should be secured by a competent person to appropriate points at the top, midway and base. It is recommended that ladders should be secured using, for example, suitable rope or wire, proprietary ladder couplers, cable ties of sufficient strength or scaffold fittings
- Where the ladder cannot be tied off by a competent person standing on the platform, the ladder should be temporarily restrained at the base before being secured at the top of the ladder
- Where it is not practicable to secure the ladder at the top, midway and base, an effective ladder stability device should be used (ensure stability devices are included in pre-use checks and maintained in accordance with manufacturer's instructions)

- The overlap for extension ladders should be up to 5m closed length 2 rungs, 5-6m closed length 3 rungs, and over 6m closed length 4 rungs
- There should only be one person on the ladder at any one time
- Sub-contractors should be trained to transport tools in a shoulder bag or wear a tool belt. Consider the use of a gin wheel or other lifting equipment
- Ensure the maximum load capacity is not exceeded (i.e. through consideration of the combined weight of the user, equipment and any materials being carried)
- Sub-contractors should be fully trained in ladder use
- Never use ladders in strong winds or within 6 horizontal meters of overhead power lines (unless it has been made dead or protected with insulation)
- Ladders should not be used if there is a possibility of it being struck by passing vehicles or equipment unless they have been protected by suitable barriers
- Unauthorised access to the ladder and scaffold structure should be prevented at all times
- Any ladder guards utilised should be appropriate to the ladder, covering at least 6 rungs and leave a maximum of 50mm exposed either side
- Ladder guards should be padlocked in place when the ladder is not in use, they should not be able to slide over the ladder stile or tilt/pull away from the ladder
- Formal, detailed inspections should be carried out and recorded by a competent person. The frequency of said inspections will be determined by risk assessment (e.g. considering the frequency of use, environment in which they are used and the potential for damage).
- The use of stepladders on scaffold platforms is prohibited.

Sub-contractors Responsibilities

- Follow instruction, training and information provided by the employer on the safe use of ladders
- Check whether the type of work activity requires the use of a ladder; establish whether the ladder is suitable for the task and match the ladder to the job. Work should not commence if a point of work risk assessment deems a ladder unsuitable for the task, until further instruction from a supervisor or line manager is sought
- Ensure the ladder is in good condition; check that it has been inspected and stored correctly; any repairs have been carried out correctly; that it has been regularly maintained and that it is free from defect, of good construction and of sound material
- Carry out visual inspection prior to use, following an event which may have caused damage to the ladder and when moving to a different environment (e.g. from a dirty area to a clean area)
- Avoid holding items whilst climbing (e.g. use a tool bag or belt)

- Do not use defective ladders and report any defective ladders to the employer immediately
- Make use of any personal protective equipment provided by the employer
- Advise the employer of any health issues, which may affect the ability to work at height.
- Ensure ladders trap hatches and access gates are in a closed position when not in use
- Ensure 3 points of contact are maintained whilst climbing the ladder
- Never use a bandstand, stepladder, trestle or hop-up to gain additional height.

Legionella

Description

Legionnaire's disease is one of a group of diseases collectively known as Legionellosis. People inhaling aerosols, which are contaminated with Legionella bacteria, contract infection. A particular hazard arises from cooling towers, other significant sources include spas, fire sprinkler systems, and hot water systems containing dead-legs. The disease can affect anyone but the old and weak are more susceptible and this group can suffer far more significantly.

Associated Hazards

- Legionnaire's disease, Pontiac fever, Lochgoilhead fever.

Sub-contractors Responsibilities

Sub-contractors must:

- Co-operate with management arrangements for the control of Legionella in the workplace
- Follow any information, training and instruction given by the employer to prevent ill health
- Report to the Directors any hazardous or dangerous situations.

Leptospirosis

Description

Two types of Leptospirosis can affect employees in the UK:-

Weil's Disease: a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.

The Hardjo form of Leptospirosis: this is transmitted from cattle to humans. Symptoms include: a flu-like illness, severe headache and vomiting.

With both forms bacteria can enter the body through cuts and scratches, through the lining of the mouth, throat and eyes. This is normally after contact with infected urine or contaminated water found in sewers, ditches and ponds.

Associated Hazards, Those At Risk:-

- Farmers, sewer or ground workers
- Vets and abattoir workers
- Dairy farmers or fishery workers
- People who participate in outdoor water sports in contaminated water.

Sub-contractors Responsibilities

Sub-contractors must:-

- Co-operate with management arrangements for the prevention and control of Leptospirosis in the workplace
- Follow information, guidance and instruction given by the employer
- Report any incidences of ill health to the employer
- Make full and proper use of all personal protective equipment that has been issued to them
- Maintain a high level of personal hygiene.

Lifting Equipment And Lifting Operations

Description

Lifting equipment is usually defined as any plant certified for lifting; this includes cranes, excavators, rigs, hoists, gin wheels, telescopic handlers and forklifts, and lifting accessories such as chains, ropes, slings and eyebolts. The equipment can be either hand-operated or mechanically/electrically powered and also includes lifts used for the movement of materials and/or people.

Associated Hazards

- Lifting equipment being overloaded, causing collapse
- Equipment striking other objects or vehicles
- Equipment coming into contact with sources of electricity
- Failure of poorly maintained equipment
- Equipment being used by untrained operatives.

Silverback Access Limited will ensure that risk assessments are carried out to identify any significant hazards that arise from the use of lifting equipment. These assessments will be communicated to all relevant operatives. When compiling assessments the following points are to be considered: -

- The type of load being lifted
- The risk of the load or equipment falling and striking a person or object
- The risk of lifting equipment overturning whilst in use
- The load-bearing capability of the ground on which it is situated.

To ensure the safety of everyone, any incident involving lifting equipment will be investigated immediately and appropriate action taken.

Sub-contractors Responsibilities

All operatives are responsible for the safe use of lifting equipment and should only carry out work for which they have been trained. The following controls must be adhered to: -

- Equipment should only be used for the task it was designed for, and improvisation should not be practised
- Before use, ensure all lifting equipment and associated accessories are marked with their safe working load

- Only use equipment and associated accessories if they hold a current test certificate
- Use all lifting equipment in line with any manufacturer's guidance and written operating instructions
- Follow the risk assessment and safe system of work that is applicable to the lifting operation being undertaken
- Isolate and report any damaged, misused, non-inspected or faulty work equipment.

Lighting

Description

Providing adequate lighting levels to enable people to work is a basic necessity. Good lighting that considers physiological and psychological needs of operatives will create a work environment that is welcoming, energising and productive.

Associated Hazards

- Bodily injuries
- Slipping/falling over
- Electrical hazards
- Poor housekeeping.

Emergency Lighting

Emergency lighting may be needed to illuminate an escape route in an emergency evacuation (escape lighting), or to allow continued working or help evacuation of areas deficient in natural light, should the normal lighting fail (standby lighting).

Escape lighting will be provided to:

- Clearly indicate the escape route
- Allow safe movement along the route and through exits
- Ensure fire-fighting equipment, call-points and other emergency gear can be readily located and any instructions seen.

Escape lighting should come on within five seconds of the failure of normal lighting, and provide at least 1-lux luminance at floor level. While this will seem 'gloomy', it is sufficient for safe movement during an emergency. The aim is to provide a similar level of lighting as moonlight.

The area immediately outside the final exit should be illuminated, to help dispersal of those leaving the premises in a hurry during night-time hours. For most purposes, a back-up lighting duration of between one and three hours should be satisfactory.

Sub-contractors Responsibilities

Sub-contractors must:

- Report any defective lighting to the employer
- Report any discomfort experienced as a consequence of lighting in the workplace
- Co-operate with management arrangements for workplace lighting.

Lone Working

Description

Lone workers can be anyone who works by themselves without direct contact or supervision. Examples include:

- a person working on their own in a workshop
- home workers
- persons working in an office on their own
- persons working outside normal hours on their own
- mobile or peripatetic workers.

Associated Hazards

- Accidents
- Fire
- Inadequate provision of rest, hygiene and welfare
- Violence whilst at work
- Manual handling activities
- Transport breakdown/accident en route
- Severe weather conditions
- Tracing of home address through vehicle registration
- Injury received whilst entering unsafe premises
- Poor visibility and lighting.

Sub-contractors Responsibilities

Sub-contractors who are recognised as lone workers, must:

- Co-operate with the employer by following rules and procedures designed to protect their safety as a lone worker
- Attend personal safety training programmes as directed by the employer
- Provide information on their whereabouts during working hours to the employer
- Report all incidents relating to lone working using Silverback Access Limited reporting procedure.

Maintenance

Description

Every year, there are a number of accidents arising from the use of work equipment, including machinery. Many are serious and some are fatal.

By using safe, well maintained equipment, operated by adequately trained staff, accidents and associated financial costs can be reduced or prevented. Maintenance includes cleaning and adjusting.

Associated Hazards

- Scheduled maintenance not being undertaken as required or breakdown maintenance inadequate, leading to unrevealed failures of safety critical items
- Human error or incompetence of maintenance staff
- Static or spark discharge during maintenance in an intrinsically safe zone
- Poor communication between maintenance staff and operatives
- Lack of knowledge by maintenance staff of the working environment where maintenance is being carried out (i.e. lack of risk assessments, warning signs, method statements, emergency procedures), leading to ignition of flammable substances (e.g. heat sources such as cigarettes or welding, static and electrical discharge, use of non spark-resistant tools) or injury/fatality from incorrect personal protective equipment (e.g. respirators) being worn
- Unauthorised staff performing maintenance functions
- Failure to re-commission plant correctly after maintenance to ensure that operations are not adversely affected in terms of safety considerations.

Sub-contractors Responsibilities

Sub-contractors must:

- Follow instruction, guidance and safe systems of work in respect of machinery maintenance
- Notify the employer of any problems or hazards on a machine, such as an unguarded part
- Not carry out any maintenance activities on machinery unless trained to do so
- Co-operate with management arrangements for maintenance of machinery
- Make full and proper use of all PPE that has been issued to them.

Manual Handling

Description

Manual handling injuries can occur wherever people are at work. Manual labour, awkward postures, manual materials handling and previous or existing injury are all risk factors implicated in the development of manual handling injuries. Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

Associated Hazards

- Heavy, unstable or unpredictable loads
- Restrictive working environment
- Uneven or wet floors
- Poor manual handling technique.

Sub-contractors Responsibilities

Sub-contractors involved with manual handling activity should: -

- Follow the safe system of work designed and introduced by the employer and should not deviate from this without good reason
- Not undertake a manual handling activity when a reasonably practicable alternative exists
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the employer
- Assist and co-operate with the process of the assessment of risk
- Assist the employer with the implementation of staff training, attend training sessions as required and should apply the knowledge gained from training to their daily work
- Report all accidents, injuries and near misses involving handling activities – however trivial
- Inform the employer if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition
- Not undertake any manual handling operation that they believe is beyond their capability
- Report any unsafe systems of work to the employer.

Typical Weights Of Scaffold Tubes

The approximate weights of the common lengths of scaffolding tubes are 6.3m (21') is 27.5kgs; 1.8m (6') is 7.8kg and 1.5m (5') is 6.5kgs

The approximate weights of the common lengths of scaffolding boards are 3.9m is 30kgs; 3.0m is 24kgs and 2.4m is 20kgs

Methods Of Raising Materials

There are three typical methods of raising and lowering scaffold materials manually:

- Passing from hand to hand (e.g. hand-balling, hemping, chaining etc)
- Light line or hand line (< 7m) – tubes, boards, sacks of fittings etc, tied with a rolling hitch to the lower end of a rope and hauled up by hand
- Gin wheel and Rope (> 7m) – fixed to a horizontal tube and is used in conjunction with a rope that is tied with a rolling hitch to the materials and hauled up by hand.

Method Statements

Description

The method statement is used to describe how construction tasks including, scaffolding works will be carried out safely and will detail the possible dangers and risks associated with the project. Risk assessment findings will generally be incorporated into the method statement.

Associated Hazards

- Falls from height
- Falling objects
- Collapse of structures
- Lifting operations
- Adverse weather conditions
- Manual handling operations
- Hazardous substances including dusts
- Asbestos
- Overhead power lines.

Note: this list is not exhaustive

Sub-contractors Responsibilities

Sub-contractors must: -

- Carry out work in accordance with the method statement
- Co-operate with management arrangements in respect of method statements
- Report any uncontrolled hazards to the employer
- Follow instruction, training and guidance given by the employer.

Mobile Telephones

It is an offence for a person to drive a motor vehicle if they cannot have proper control of the vehicle.

The Road Safety Act sets fixed penalty fines and points for using a hand-held phone while driving. Penalties also apply for not having proper control of a vehicle - a measure that can also be used where a driver has been distracted by using a hands-free mobile phone.

If required, hands-free kits will be provided to members of staff who are required to use mobile telephones whilst working away from the premises.

Under no circumstances are operatives permitted to use hand-held telephones or any similar hand-held device e.g. Personal Data Assistant (PDA) or Palm Pilot whilst driving. The prohibition also applies when stopped at traffic lights or during other hold-ups that may occur during a typical journey when a vehicle can be expected to move off after a short while.

To comply with legislation, it is important that the phone is sat in a cradle (not resting on a seat or in a pocket) fitted in a position that would not distract you from the road during use.

Drivers still risk prosecution (for failure to have proper control) even if they use hands-free phones when driving.

The following guidance is given to all drivers who are required to use mobile phone hands-free kits:-

- Only use the phone when it is safe to do so
- Understand how your phone operates and utilise the one-touch speed-dial facility
- Only acknowledge incoming calls on a hands-free system, where answering is automatic or one touch button
- Only use short responses and indicate that you will return the call when it is safe to do so.

Whenever possible, drivers should delay making outgoing calls whilst travelling.

General Use Of Mobile Phones

Only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary.

Do not press the telephone to your ear or the side of your head; try to leave a gap between your ear and the handset if possible.

When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak.

Monitoring, Inspection And Review

Description

There is a legal requirement to monitor and review health and safety arrangements. This enables organisations to assess how effectively risks are controlled in order to implement improvements, where required, and to develop a positive health and safety culture and safe working environment. The frequency of monitoring and review will be decided by the level of risks, competence of people, legal requirements, results of accidents and recommendations by manufacturers or suppliers of equipment.

Monitoring includes:

- Checking compliance in following the Silverback Access Limited Health and Safety Policy, control measures stated in risk assessments and safe systems of work
- Inspecting and testing of work equipment
- Inspecting workplace locations and activities
- Checking competence of workers
- Checking the wellbeing and health of workers.

Sub-contractors Responsibilities

Sub-contractors must:

- Check equipment, including any personal protective equipment supplied, is safe before use
- Co-operate with management arrangements in respect of workplace inspections
- Follow any training, information, guidance and instruction given by the employer for checking and inspection of safe practices
- Report any hazards or defects to the employer immediately.

Needlestick Injuries

Due to the nature of their work activity, those working outdoors, involved in cleaning operations, waste management or recycling are at risk of exposure to needle injuries presented by discarded hypodermic needles and the risks presented by spilled body fluids.

Associated Hazards

- Blood borne viruses
- Tetanus
- Puncture wounds.

Serious health risks are posed if infected by viruses such as Hepatitis B (HBV) and C (HCV) and Human Immunodeficiency (HIV).

The actual risk of infection depends upon:-

- Whether the substance was infected
- How much material enters the blood stream, a needle attached to a syringe containing blood is likely to present a higher risk than a detached needle
- How long since a needle was discarded as both hepatitis B and C and HIV can survive for weeks or months, particularly if not dried out
- In the case of hepatitis B, whether or not the injured person is immune.

Sub-contractors Responsibilities

- Follow all information, instruction and training given by the employer
- Treat all discarded needles as dangerous and potentially infected
- Use all safety equipment provided including the wearing of personal protective equipment
- Treat all wounds as a matter of urgency and seek medical help immediately.

New And Expectant Mothers

Description

Silverback Access Limited is committed to protecting the health and safety of all new and expectant mothers. The phrase "new and expectant mother" means an employee who is pregnant, or who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined as having delivered a living child or, after 24 weeks of pregnancy, delivered a stillborn child.

Associated Hazards

- Physical agents (e.g. manual handling tasks or noise)
- Biological agents (e.g. infectious diseases)
- Chemical agents (e.g. certain hazardous substances)
- Working conditions (e.g. workload, working alone or stress).

Sub-contractors Responsibilities

Sub-contractors will:

- Report to their employer as soon as pregnancy is confirmed
- Follow advice and information given by their employer in relation to safe working practices
- Report any hazardous situation to their employer so that arrangements for the appropriate remedial action can be taken
- Co-operate with their employer's arrangements for health and safety and use all protective and safety equipment provided.

Noise

Description

Hearing damage caused by exposure to noise at work can be permanent and incurable. Hearing loss is usually gradual due to prolonged exposure to noise. The damaging effects of noise are related to the level of noise the ear receives and the duration of the exposure.

Associated Hazards

- Hearing damage/loss
- Tinnitus
- Acoustic shock.

Employers are required by the Control of Noise at Work Regulations to comply with the following noise exposure values:

Lower exposure action values:

- Daily or weekly exposure of 80dB(A)
- Peak sound pressure of 135dB(C).

Upper exposure action values:

- Daily or weekly exposure of 85dB(A)
- Peak sound pressure of 137dB(C).

There are also **Exposure Limit Values (ELV)** which must not be exceeded:

- Daily or weekly personal noise exposure of 87dB(A)
- Peak sound pressure of 140dB (C).

The ELV should account for any hearing protection provided and worn.

Sub-contractors Responsibilities

To minimise the risks posed by exposure to excessive noise levels, operatives will:

- Comply with signs and notices that identify hearing protection zones and report any noisy areas or equipment to management
- Wear hearing protection where its use is mandatory. Use, keep clean and store hearing protection as instructed and as trained to do. Report any faults of the hearing protection to management
- Use the controls provided e.g. screens or dampers and report any defects
- Co-operate and attend for hearing checks where required.

Overhead Power Lines

Description

Overhead power lines (OHPL) are primarily used to transmit high-voltages of electricity over long distances, the lines are usually supported on steel pylons. Throughout England and Wales there are around 7000 km of overhead transmission lines operating at 275 kV and 400 kV.

Distribution lines carry lower voltages than transmission lines and are used by Network Operators for distributing electricity throughout a local area. Some lines are supported on steel pylons but many use wooden poles.

Most accidents occur when people disregard the inherent dangers presented when working near to power lines. Overhead lines are not usually insulated and actual contact with a power line is not always necessary to cause an electric shock, close proximity to a line can create a 'flashover' resulting in burns or electrocution.

Overhead power lines can be a problem whenever a conductive object is raised into the air, such as when guying towers or structures, installing TV antennas, constructing a scaffold or tower, or operating cranes and high-lift equipment.

Associated Hazards

- Contact with high voltage electrical energy
- Collision with or collapse of support structures
- Toppling of vehicles.

Sub-contractors Responsibilities

- Follow training, guidance and instruction given, to prevent injury or ill health
- Work at the correct distances away from live power line conductors, pylons or from poles carrying live power lines
- Do not work close to electricity conductors attached to chimneys, gable end wall or a fascia termination fitting
- Use protective and safety equipment that is provided
- Co-operate with management arrangements for health and safety.

If hazardous or dangerous situations, defects or faults with work equipment are identified: -

- Stop the work safely

- Isolate the equipment
- Report the hazardous areas or defect to a supervisor.

It must never be assumed that an overhead line is safe to approach, always consult with supervision or the Authorising Engineer.

Permit To Work

Description

A permit to work system is an advanced formalised development of the method statement, and is usually introduced where the following criteria exist: -

- High risk activities
- Required precautions are complicated
- Where the activities of different groups of workers or multiple employers need to be co-ordinated to ensure safety of ALL concerned
- The work areas normally requiring a permit to work system are confined space entry, excavations, hot works and high voltage electrical works.

Associated Hazards

Typically, activity that involves the following issues would normally be controlled with a permit to work system, this includes: -

- Fire resulting from hot works
- Asphyxiation, drowning, burns, etc., from confined space working
- Crushing, drowning and asphyxiation in excavations from ingress of materials or water
- Electrocution, shock, burns from inadvertent contact with electricity
- Falls through fragile roofs
- Stored energy such as steam, hydraulic fluid
- Exposure to harmful substances such as fumes
- Any other situation that standard systems or risk assessment do not adequately control.

Sub-contractors Responsibilities

- Do not carry out any works until a permit to work has been agreed and issued by the authorised person
- Only work within the timescale recorded on the permit to work
- Ensure the permit to work is returned to the authorised person on completion of the work.

Personal Protective Equipment

-

Personal protective equipment (PPE) is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE will only be used as a last resort when preventative or other control measures cannot be applied.

Some examples of PPE used by workers include, but are not limited to: Protective footwear, gloves, high visibility clothing (vests / jackets), hard hats (with and without chin straps), dust masks and safety glasses.

All PPE is provided free of charge and is expected to be kept in a good condition by the workers using it.

Worker Duties:

- Make full and proper use of all PPE that has been issued to them
- Inspect all PPE before use to ensure that it is suitable, clean and undamaged
- Report any defective PPE to the employer
- Report any discomfort or ill health experienced as a consequence of wearing the equipment
- Not undertake any work unless the correct equipment is being worn
- Store PPE securely at all times and in line with instructions.

Portable Electrical Appliances

Description

Portable electrical appliances are found in most workplaces and include power tools, portable lighting, computer equipment, kitchen appliances, portable heaters and equipment such as cable extension leads. Where equipment is powered from the mains electrical supply there may be a significant electrical hazard that will need to be specifically controlled.

Associated Hazards

- Shock or burns
- Uncontrolled start up of equipment
- Fire or explosion
- Trips and falls.

Sub-contractors Responsibilities

- Visually check the equipment before and during use looking for signs of faults, overheating or damage to the equipment including to the wiring, plugs, casing and any guarding
- Immediately stop work if faults are found and report any defects to the supervisor
- Do not carry out any repairs or adjustments to equipment unless trained to do so
- Take care of the equipment that has been provided
- Disconnect the equipment from the supply before making any adjustments
- Ensure that equipment is plugged into the correct supply by an approved method, do not attempt to use a makeshift temporary connection.

Respirable Crystalline Silica (RCS)

Description

Respirable Crystalline Silica (RCS), also referred as Respirable Quartz or Free Silica, can be released into the atmosphere when silica containing material is worked, ground, sanded, drilled, cut, shaped, demolished, crushed, etc. Fine dust created can be inhaled deeply into the lungs of an individual or group of people who are unprotected and exposed.

Many occupational industries and manufacturing processes are likely to create RCS including, e.g.:

- Construction and demolition
- Road works, e.g. paving
- Recycling and waste
- Brick and tile manufacture
- Composite plastic manufacture
- Quarries
- Stone masonry
- Stone kitchen worktop and fireplace manufacture
- Pottery.

In addition, dust, if allowed to accumulate, may be disturbed and become airborne by, e.g. dry sweeping, or general movement around the workplace.

Associated Diseases

Exposure to RCS by inhalation can result in serious lung conditions such as **Silicosis**, which can cause permanent and irreversible disability or early death. Other health conditions which could develop from exposure include Chronic Obstructive Pulmonary Disease (COPD), e.g. bronchitis or emphysema and also lung cancer. Smoking increases the risk of developing these conditions, and makes them worse.

These diseases can develop over a long period of time and may not be immediately apparent or identified. Therefore, there may be a short time period between diagnosis and death.

The risk of ill health depends on the length of time, the amount of dust and the level of silica in the dust that workers are exposed to. The illnesses caused may also continue to worsen even after exposure to the dust ceases.

Sub-contractors Responsibilities

Sub-contractors will:

- Not work with materials containing silica unless suitably trained and instructed to do so
- Follow all information, instruction and training given to prevent ill health
- Not dry sweep or use compressed air for removing dust from clothing or equipment
- Wear Personal Protective Equipment (PPE) and Respirable Protective Equipment (RPE) as provided and trained. Ensure that RPE has been face fit tested
- Check prior to commencing work, any equipment used, where required by risk assessment, is working, e.g. Local Exhaust Ventilation (LEV), dust suppression equipment, etc
- Report immediately to Directors any faulty equipment and any health issues with working with silica containing materials.

Risk Assessment

Description

In many workplaces there are risks, which may affect the health and safety of operatives. There is an absolute duty on employers to 'conduct suitable and sufficient risk assessments' in the workplace, under Regulation 3 of the Management of Health and Safety at Work Regulations. In many instances, straightforward measures can control risks, and whilst the law does not expect employers to eliminate all risks, they are required to protect people so far as is reasonably practicable.

Associated Hazards

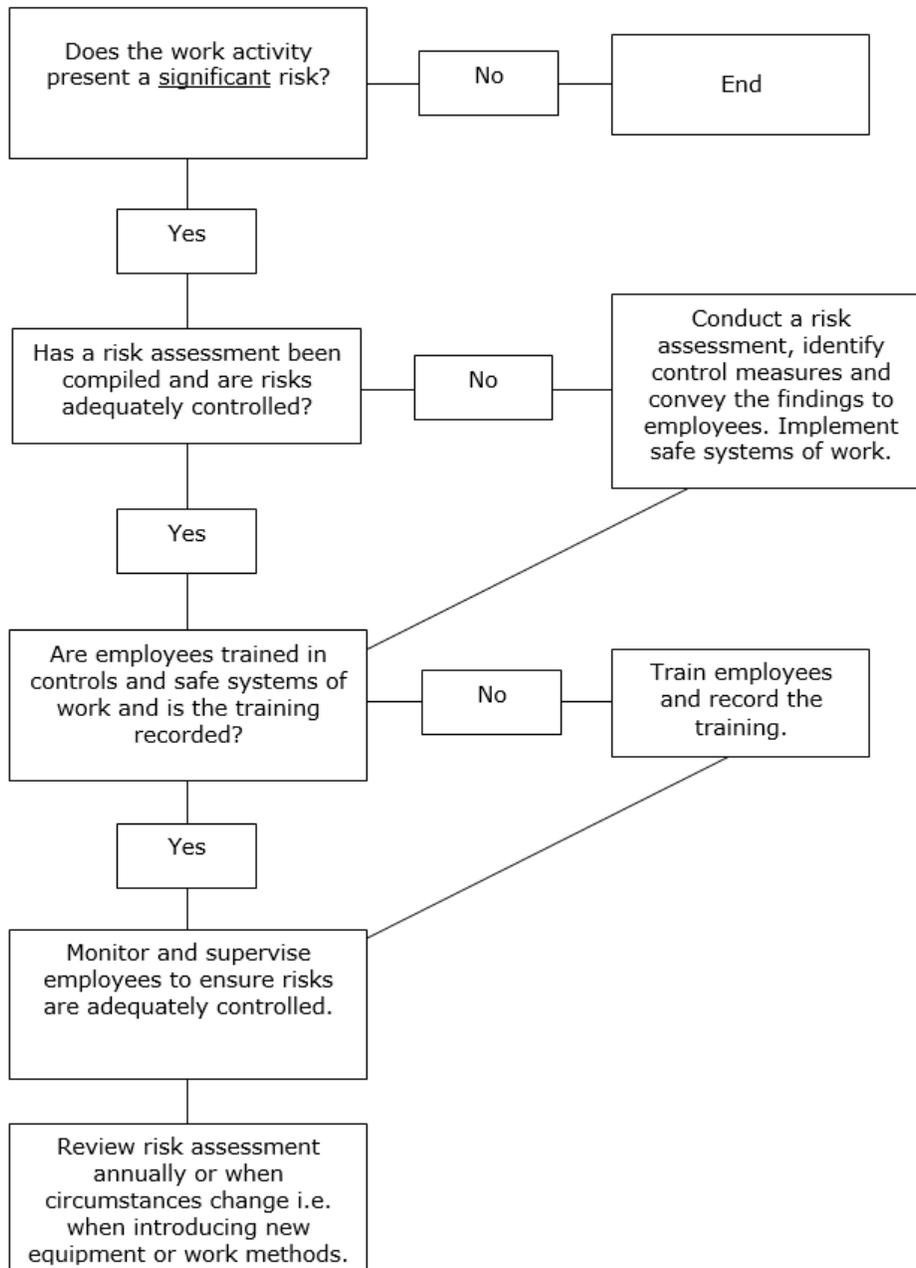
- Physical, chemical and/or biological agents
- Working conditions and processes
- Manual handling activities
- Exposure to infectious diseases
- Work-related stress
- Long working hours
- Workstations and posture
- Other workplace hazards.

Sub-contractors Responsibilities

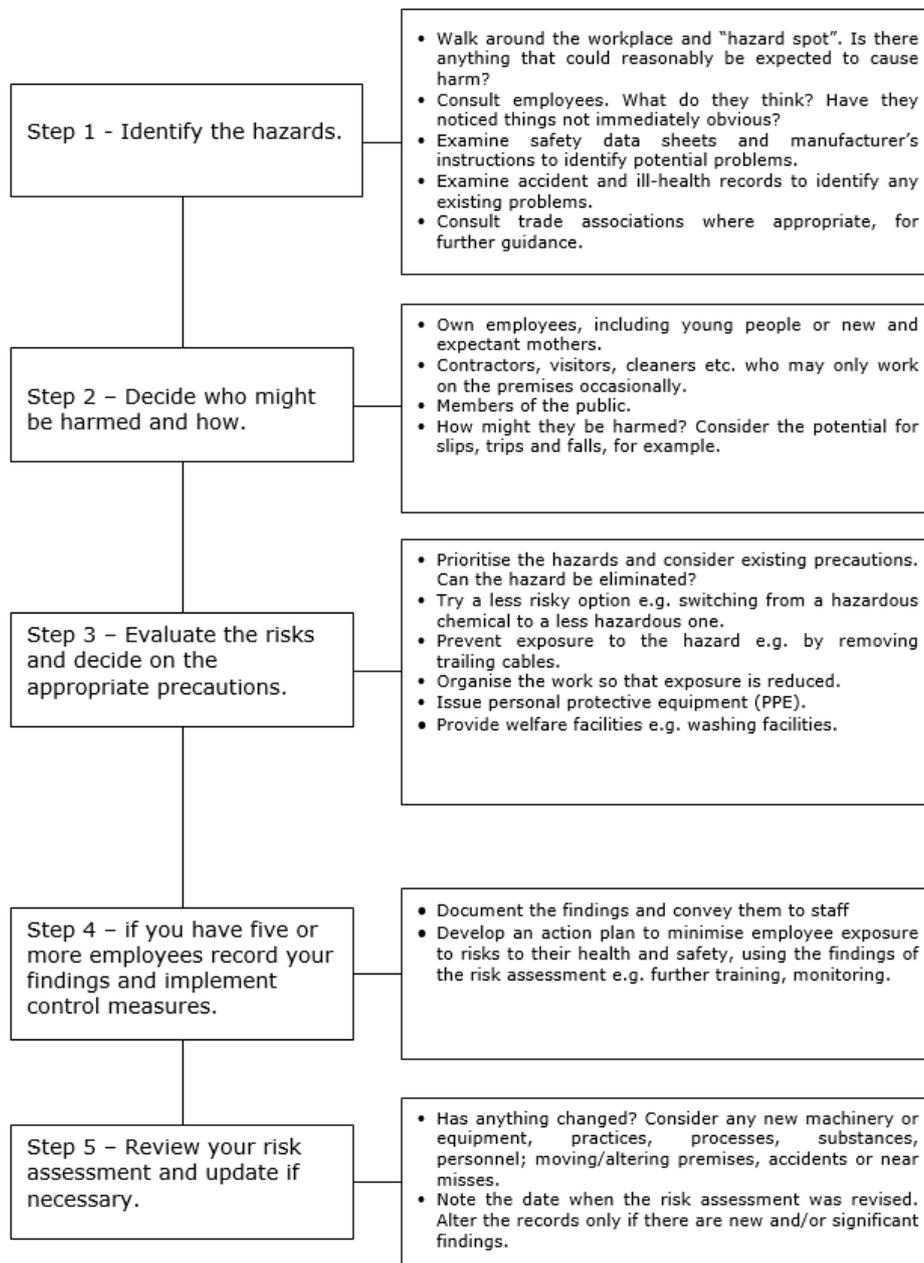
Sub-contractors must:

- Co-operate with management arrangements in respect of workplace risk assessments
- Follow any training, information, guidance and instructions given by employer
- Comply with any control measures laid down within risk assessments
- Report any hazards or defects to the employer immediately
- Make full and proper use of any PPE provided.

Risk Assessment Flow Chart



Risk Assessment Process



Safety Signs

Description

Safety signs include the use of illuminated signs, hand and acoustic signals (e.g. fire alarms), spoken communication and the marking of pipe work containing dangerous substances. Traditional signboards such as prohibition and warning signs may need to be supplemented to comply with more specific legislation e.g. photo luminescent signs for fire exits and fire-fighting equipment.

Silverback Access Limited will provide specific safety signs to indicate potential hazards, obstacles or conditions that require special attention that may not be readily apparent or whenever there is a risk that cannot be avoided or controlled by other means, for instance by engineering controls and safe systems of work. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign.

All safety signs are colour coded and each colour has a meaning, for example: -

- White circle with red edging and a diagonal line indicates **PROHIBITED** e.g. no smoking



- Blue signs indicate that it is **MANDATORY** to carry out an action, e.g. the wearing of personal protective equipment



- A triangular sign with black edging and a yellow background indicates **WARNING** of a hazard and would normally contain a black pictogram, e.g. radiation



- Green signs identify or locate safety equipment as well as marking emergency escape routes.



Employee's Responsibilities

- Familiarise yourself and comply with any signs and notices that are displayed
- Bring any defects to the employer's attention
- Follow safe operating procedures
- Wear relevant personal protective equipment as identified.

Scaffold Structures Handover – Inspections

Description

Handover Certification and Inspection

While there is no statutory requirement for the issue of a Handover Certificate, it is considered best and expected practice. The issue of such is used as a mechanism to advise the User or Hirer that the scaffold has been built to their specification, has been left in a condition suitable to perform its intended function, in accordance with statutory regulations and any local authority requirements, and was structurally sound and in a condition safe for use.

Handover Certificates should further (where necessary) refer to any relevant drawings, loadings on scaffolds and platforms and any restrictions on its usage. It further serves to demonstrate that the User or Hirer has accepted the scaffold as fit for purpose and acknowledged their responsibility to inspect and maintain the scaffold, and to follow any advised loading limitation or usage restrictions.

Upon the erection of any scaffold system a Handover Certificate should be issued to the User or Hirer as a means to fulfil the requirements of the Handover/ Before First Use inspection in accordance with NASC SG35 Guidance on the Handover of Scaffold Structures.

Wherever possible, to maintain independence, the Handover should be completed by someone who did not erect the structure.

It is the responsibility of the USER or HIRER of the scaffolding to ensure that scaffolding, including all working platforms and edge protection are inspected at the following intervals:

- Following installation and Before First Use (commonly undertaken by commissioning scaffolder).
- Following significant alteration.
- At least every seven days from the date of any previous inspection.
- Following adverse weather or any event likely to have affected its strength or stability (e.g. high winds, vehicle collisions, subsidence, etc.)

All inspections must be recorded in accordance with the Work at Height Regulations 12, 13 and Schedule 7. Completion of the NASC scaffolders Handover Certificate can fulfil the requirements of a "First Use Inspection" as it meets the requirements of Schedule 7 of the Work at Height Regulations. Where any defects are identified the documented inspection must further identify the required remedial actions required to remedy such defects – followed by a further joint inspection prior to issue of Handover Certificate.

Until such times as any further inspection can be undertaken, or for any other reason the scaffold structure is unsafe to use due to incompleteness, or any other reason, this must be clearly identified with warning signage to prevent any person from using it, in accordance with Schedule 7 of the Work at Height Regulations. Visual Warning/ Tagging systems will be used for this purpose, such as Scafftag or similar.

Note: Where anchors are used, they must be installed and tested by a competent person, and a report recording the results kept on appropriate documentation. *Refer to TG4 Anchorage Systems for Scaffolding.*

Note: A CISCR card may be used as a means to demonstrate competence in scaffolding inspection. However, individuals may also have been given appropriate instruction or training on specific types of scaffolding systems by the manufacturer or supplier. In such instances, they are not permitted to inspect differing types of scaffolds. Non-scaffolders may also be deemed competent to inspect a **basic** scaffold structure where they have attended a suitable scaffold inspection course.

Associated Hazards

- Falls of persons and materials due to incomplete hand rails, scaffolding in place, poor access, incomplete scaffold boarding, damaged/rotten components and/or appropriate guarding not in place
- Incorrect use or overloading of the scaffold
- Use of work equipment
- Manual Handling
- Collapse of scaffolding structure, due to incorrect design – installation or weather conditions
- Electrocution / Electric Shock (working near overhead power lines etc.).

CISRS Scaffolder (Basic Structures Only) And CISRS Advanced Scaffolder Responsibilities

- Ensure that the scaffold is inspected for compliance with the approved design, current regulations, Approved Codes of Practices and all relevant standards and then complete a Handover Certificate
- Record the inspection in the scaffold register and update any Scaff Tag system used
- Follow training, guidance and instruction to prevent injury or ill health
- Use protective and safety equipment provided
- Co-operate with management arrangements for health and safety
- Ensure appropriate PPE is worn and stored correctly
- Collate Emergency Rescue procedures and develop all associated safety rescue documentation with all parties associated with works and a rescue plan in place BEFORE any works are commenced – this will encompass rescue equipment necessary and appropriate persons are trained in rescue procedures.

Smoking In The Workplace

Description

Second-hand or passive smoking has now been shown to cause lung cancer and heart disease in non-smokers. In addition, tobacco smoke is a cause of discomfort and irritation to many people, particularly those suffering from respiratory illnesses such as asthma, and may lead to increased absence.

Silverback Access Limited will comply with statutory duties in respect of smoking in the workplace and, in particular, fulfil obligations to assess the risks associated with smoking in the workplace. Effective measures to prevent or control any ill health effects or accidents arising from such activity will be applied.

This policy is not concerned with the right of individuals to smoke but with where they smoke whilst on Silverback Access Limited's premises and with due regard to the effects this may have upon the health and wellbeing of others.

Associated Hazards

- Health risks including stroke, cancers and heart disease
- Fire damage to building and associated risks to those in and around the premises.

Note: the above list of hazards associated with smoking is not exhaustive.

Sub-contractors Responsibilities

In order for Silverback Access Limited to control the hazards associated with the effects of second hand smoke on non-smokers and to reduce the risks of fire, compliance with our arrangements for smoking is critical to the safety of everyone.

Sub-contractors must:

- Adhere to our arrangements for smoking, follow instructions and comply with 'No Smoking' signage
- Not smoke in any area or vehicle that is designated as 'Non-Smoking'
- To take reasonable care for the health and safety of themselves and others.

Any employee who refuses to comply with the smoking policy may be in breach of employment law and subject to disciplinary action.

Social Distancing

Description

Social distancing is a Public Health measure introduced to reduce the spread of the highly infectious Covid-19 virus which is the causative agent in the current global pandemic.

Social Distancing measures are in place throughout the whole of society, but it is the responsibility of Silverback Access Limited to ensure that social distancing measures can be implemented and maintained wherever possible throughout the workplace and across all work activities.

Adherence to social distancing measures is one of the primary means of controlling the risk of transmission of this infection alongside effective hand and respiratory hygiene measures.

It involves keeping a safe social distance from other persons at all times where possible. In circumstances where it is not possible to maintain this safe social distance there must be further controls in place to reduce the risk.

As social distancing is the primary control for managing Covid-19 transmission, interactions with other people should be eliminated or reduced as much as possible. Where able to, a 2m distance should be maintained between people and where this is not possible the distance should be as far as possible and will require additional measures to reduce the risk of transmission.

The required social distance for businesses is regularly reviewed by the relevant Governments and it is vital that this is reflected in reviewed risk assessments and working practices.

Associated Hazards

Whilst the full extent of the consequences of acquiring the Covid-19 infection are not yet known the range of outcomes include- mild flu-like symptoms such as cough, fever, aches and malaise, (loss of sense of taste or smell) through to serious respiratory distress syndrome, organ failure and death.

Sub-contractors Responsibilities

- To take care of themselves where activities both in and outside of the workplace, give rise the potential of COVID 19 infection
- Adhere to social distancing at all times by following instructions, signage, markings and training
- Observe good hygiene practices at all times with frequent hand washing or sanitising for at least 20 seconds- including before and after eating, touching the face, touching common touched surfaces such as buttons, dials, handrail and handles, coughing and sneezing

- Carry out good respiratory hygiene practices including catching coughs and sneezes in tissues which are disposed of correctly followed by good hand hygiene afterwards
- Follow the further controls in the risk assessment and work plan methods to ensure that where social distancing cannot be maintained the risk is reduced by other means
- Use, store and dispose of the appropriate PPE and RPE in accordance with training and manufacturers guidelines
- Report if they feel unwell at work with any of the Covid-19 symptoms and go directly home and follow the current Government / NHS guidance. <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
- Not attend work if they should be self-isolating due to displaying symptoms or residing with someone who is displaying symptoms, if they have been contacted by NHS Test and Trace and asked to isolate or if they are required to due to recent travel and quarantine requirements. Duration of isolation should be determined from up to date government information
- Report any concerns or issues relating to non-conformance with social distancing in the workplace
- Attend Covid-19 tests where there is a requirement to do so.

Stacking, Racking And Storage

Description

There have been many accidents associated with the stacking and storage of goods including falls involving people, goods or materials or even the complete collapse of the shelving or racking structure. The term racking is used to describe a skeleton framework of fixed or adjustable design to support loads without the use of shelves. Common types of racking include adjustable pallet racking, mobile racking, cantilever racking and live storage racking.

Associated Hazards

- Falling goods
- Collapse, e.g., overloaded shelves, unsafe racking
- Unsafe methods of stock retrieval (e.g. ladders/stepladders, climbing, riding on the forks of lift trucks)
- Impact damage caused by forklift trucks or other vehicles
- Decay to scaffolding boards if left "close piled" for more than 3 months
- Stacking tubes and boards against existing structure whilst assembling and dismantling
- Incorrect installation and assembly of racking system
- Protruding objects.

Sub-contractors Responsibilities

Sub-contractors are duty bound to: -

- Not attempt to access, place goods on, or retrieve goods or materials from the racking/storage system in an unsafe manner e.g. climbing up the racking
- Co-operate with the employer in management arrangements for the safe use of racking/storage systems
- Follow any training, instruction and information given by the employer
- Report any minor damage or safety defects to the Person Responsible for Racking Safety (PRRS) immediately
- Make full and proper use of any personal protective equipment issued by the employer
- Do not stack or store tubes and/or boards upright against existing structure.

Stress

Description

Stress is not a weakness and can affect anyone. Silverback Access Limited recognises that there is a difference between pressure and stress at work and that taking action to reduce the risk of ill-health, because of work-related stress, leads to the creation of a good working environment and a healthy workforce.

Although a certain amount of pressure can be motivational and enable operatives to perform at their best, it is when too much pressure is experienced, leaving operatives unable to cope, that stress can result.

The Health and Safety Executive has defined stress as 'the adverse reaction a person has to excessive pressure or other types of demand placed upon them'.

Work-related stress can be tackled by Company and its operatives working together to identify sources of stress and how those can be managed.

Sources of stress can include:

- Demands of the role, leading to an unmanageable workload
- Being under challenged or having no autonomy, leading to a lack of job satisfaction or low esteem
- Environmental factors, such as noise, temperature, lone working
- Lack of support from management or colleagues
- Organisational changes and how those are communicated and managed
- Relationships and being subjected to unacceptable behaviours, such as bullying.

Sub-contractors responsibilities

Sub-contractors will:

- Follow Silverback Access Limited reporting procedures if they are experiencing work-related stress. It will be beneficial to do this at an early stage, to prevent a situation from getting worse
- Contribute to the development of any work-related stress risk assessment carried out by the employer
- Read all communications from the employer that concern work related changes and the reasons behind those
- Attend any counselling or stress management training sessions provided by the employer.

Traffic Management

Description

In order to minimise the potential dangers from moving vehicles and mobile plant, a suitable traffic management plan needs to be developed and implemented for each site.

Vehicles and mobile plant that need to be controlled include cars, vans, lorries, dumper trucks, fork lift trucks, cranes, tele-handlers, scissor lifts etc.

From site to site, logistical and environmental conditions can vary, it is recommended that all drivers receive induction training and copies of any local rules that may be in place.

Associated Hazards

- Collision with pedestrians
- Collision with structures
- Collision with other vehicles
- Overturning of vehicles
- Overhead power lines
- Excavations
- Blind spots or poor visibility.

Sub-contractors Responsibilities

- Follow site rules including the wearing of personal protective equipment e.g. Hi-visibility clothing
- Be aware of the hazards presented by pedestrians, fixed structures and other vehicles
- Only operate equipment that you have been trained, instructed and authorised to use
- Report any defects or problems with vehicles, plant or the traffic management plan
- Never use vehicles or plant that are faulty or damaged and never modify such equipment
- Always seek help in reversing a vehicle in any area that has limited or restricted vision, where possible avoid reversing manoeuvres

- Always immobilise and remove ignition keys from vehicles and plant when not in use, only park in authorised places
- Never carry passengers unless the equipment is designed for such purpose and that permission has been given.

Vibrating Tools

Description

Vibration White Finger (VWF) is the most common symptom of Hand-Arm Vibration Syndrome (HAVS) and is frequently associated with operating road drills, compactors, power hammers, angle grinders, polishers, strimmers, chain saws, etc. The first sign of VWF is often when fingertips become white, or numb.

For HAVS there are prescribed legal Exposure Action Values (EAV) and Exposure Limit Values (ELV) where:

- EAV is the amount of daily exposure (8 hours) to vibration which if reached or exceeded, employers are required to take action to reduce the risk
- ELV is the maximum amount of vibration an employee may be exposed to in any single day (8 hours).

The legal values and levels for HAVS are:

- Exposure Action Value (EAV) is **2.5 m/s² A (8)** (e.g. 2.5 metres per second squared over an 8 hour working period).
- Exposure Limit Value (ELV) is **5.0 m/s² A (8)** (e.g. 5.0 metres per second squared over an 8 hour working period).

Associated Hazards

- Damage to blood cells
- Reduced circulation
- Nerve damage to the hands/fingers
- Loss of manual dexterity, grip, strength, etc.

Sub-contractors Responsibilities

Sub-contractors using hand held power tools capable of contributing to HAVS and VWF should be aware of any possible risk they may inadvertently be working under and should always:

- Look for tingling and numbness in the fingers
- Watch for and report if fingers go white or are very painful
- Report any loss of manual dexterity
- Report any loss of strength in the affected parts

- Use low vibration equipment
- Ensure that consumable blades, drill bits, etc. are not worn
- Avoid over gripping tools
- Keep fingers and hands warm
- Reduce the amount of time spent using vibrating equipment.

Violence And Aggression

Description

Silverback Access Limited recognises the difficulties in managing violence and aggression at work and aims to put in place steps to identify and minimise risks to support operatives and monitor incidents to help address any potential problems.

The Health and Safety Executive's definition of work-related violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. Sub-contractors whose job requires them to deal with the public can be at risk from violence.

Associated Hazards

- Physical attacks
- Verbal abuse
- Low morale
- Depression
- Stress.

Sub-contractors Responsibilities

Sub-contractors will:

- Attend appropriate training sessions if they are deemed to be at risk at work from violence or aggression
- Report any incidents of violent or threatening behaviour to the employer
- After any violent incident, operatives are advised to complete an incident report form regarding the event. This form outlines who has been involved along with details of the situation that lead to the incident occurring
- Co-operate with management arrangements for dealing with violence and aggression at work.

Visit By An Enforcement Officer

The Health and Safety at Work etc. Act 1974 and associated legislation conveys powers on inspectors who are appointed by the relevant enforcing authority, in order that they ensure statutory requirements are being complied with.

Most dealings with those on whom the law places duties (employers, the self employed, employees and others) are informal - inspectors offer information, advice and support, both face to face and in writing. They may also use formal enforcement mechanisms, as set out in health and safety law, including improvement notices where a contravention needs to be remedied and prohibition notices where there is a risk of serious personal injury, or ultimately prosecution.

Non-compliance can lead to prosecution but this is always seen as the last step in the process, except for:

- Failure to comply with an Improvement or Prohibition Notice
- Breach of the law that has significant potential for harm, regardless of whether it caused an injury
- Reckless disregard for the health and safety of workers or others
- Repeated breaches of legal requirements where it appears that management is neither willing nor structured to deal with adequately
- Substantial legal contravention, where there has been a serious accident or a case of ill health.

Sub-contractors Responsibilities Include:

- Not obstructing any reasonable request made by an Enforcement Officer
- Complying and co-operating with requests by the officer
- Follow instruction and guidance given by your employer.

Waste Disposal

Description

This arrangement covers the general waste generated by the company in the carrying out of workplace activities but not those related to the disposal of waste food by retail premises.

Associated Hazards

- Build up of combustibles presenting a fire hazard
- Health hazard due to possible vermin infestation
- Poor housekeeping presents a tripping hazard.

Sub-contractors Responsibilities

- To dispose of waste as instructed
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal
- Not to climb onto skips or other waste receptacles
- To inform management if waste receptacles are full and need emptying
- Not to remove items from waste receptacles and take or use for personal use.

Welfare

Description

The provision of welfare in the workplace should be taken seriously, it applies to all areas including the common parts of shared buildings, private roads and paths on industrial estates, business parks and temporary work sites.

Welfare provisions will also be provided for those people who are not operatives but may use the premises on an infrequent basis e.g. visitors and contractors.

For disabled persons it may be necessary to specifically make parts of the workplace accessible for their use e.g. toilets, washbasins, doors, passageways etc.

Sub-contractors Responsibilities

The welfare facilities provided and maintained by Silverback Access Limited are for the benefit of all operatives and visitors. Sub-contractors have a responsibility to use the facilities in a proper manner and not damage or misuse any equipment that is provided.

Personal responsibility should be taken for clearing your own waste and cleaning any utensils when eating or drinking on the premises. Any damage or defects should be reported immediately to enable attention and repair.

Work Equipment

Description

The work equipment specific to the scaffolding industry is considered safety critical and most will fall under a designated standard to ensure that it is safe and fit for purpose.

Associated Hazards

- Scaffold tubes that are bent or showing other signs of damage
- Scaffold boards that are warped, cupped, bent, cracked, notched, split, sawn, rotten, heavily knotted or showing other signs of damage
- Couplers and fittings that are rusty or showing other signs of damage
- Torn or ripped debris netting
- Broken or ruptured brick guards
- End plates missing or peeling off
- Nail plates missing from joints/repairs
- Damaged access ladders
- Loading bay limit signs damaged
- Incorrectly rigged and damaged safety netting
- Using another company's work equipment.

Minimum requirements for scaffolding work equipment

Scaffold tubes – should be galvanised for protection from the elements and comply with BS EN 39 or BS EN 10210-1.

Scaffold boards – comply with BS 2482.

Scaffold fittings – comply with current industry standards, e.g. BS EN 74, etc.

Loading bays – provided with brick guards (or similar protection) to the perimeter with clear signage as to the safe working loads.

Brick guards – complete with no signs or rupture complying with the relevant industry standard, e.g. EN 13374.

Debris netting – in good state of repair with no holes, tears or splits that complies with the industry standards, e.g. BS 8093, BS8410, BS 7955, etc.

Temporary Edge Protection Systems – comply with EN 13374 and/or EN 12811 (dependant upon surface incline protected).

Ladders – comply with British Standards, e.g. BS 2037 Class 1 and/or European Standards, BS EN 131. Domestic equipment will not be used.

Safety Nets – comply with BS EN 1236-1 and rigged to the requirements of the relevant industry standards and code of practices, e.g. BS EN 1263-2, BS EN 8411, etc.

Sub-contractors Responsibilities

Sub-contractors will: -

- Use work equipment safely and in accordance with the information, instruction and training provided by the employer
- Only use the equipment that has been passed for use and that they are trained on
- Visually check and carry out other checks, required by risk assessment, prior to and during use and report any faults and unsafe conditions to the employer
- Take reasonable care of themselves and others who may be affected by their actions
- Co-operate with the employer in the management arrangements for the provision and use of work equipment
- Only use work equipment that is identified/colour coded for the organisation to ensure that only the company's work equipment is being used
- Make full and proper use of any personal protective equipment provided by the employer.

Working at Height and the Prevention of Falls on Scaffolding

Description

Working at height is considered to be work in any place where there is a risk of falling and causing personal injury, even if it is below ground. In the UK, falls from height account for the largest cause of fatalities and are one of the main causes of major injury.

The Work at Height Regulations require that all work at height is to be planned and that the planning must take into account a hierarchy of protective and preventative measures.

- To avoid work at height
- Prevent falls from height
- Mitigate the distances and consequences of a fall from height.

Associated Hazards and Risks

- Falls of persons and materials
- Collapse of work equipment.

To prevent falls from height

- Ensure all work at height is properly planned, providing recognized safe systems of work (e.g. National Access and Scaffolding Association SG4 Preventing Falls in Scaffolding Operations) including suitable methods for creating the scaffolders "Safe Zone"
- Ensure the most suitable equipment for the creation of the scaffolders' "Safe Zone" is used (e.g. a boarded working platform with a minimum single guardrail protection at 950mm above the platform, advance guardrail systems, MEWPS, etc.) whenever it is possible
- Ensure that priority is given to collective fall protection for the creation of the "Safe Zone" before resorting to personal fall protection.

To mitigate the distances and consequences of a fall from height.

- Ensure collective fall protection (e.g. air bags, safety nets) are given priority over personal fall protection systems
- Ensure personal fall arrest systems (e.g. safety harnesses) are worn and attached to a suitable anchor point when at risk from a fall
- Ensure that there is a plan for emergencies and rescue at height.

General responsibilities for working at height

- Assess the significant risks
- Use only trained and competent persons to work at height
- Provide relevant information, instruction and supervision to those persons undertaking the work (e.g. to be able to create an "Safe Zone")
- Ensure all equipment is appropriately inspected and maintained by competent persons and reported within the required company and statutory timescales
- Keep records of inspections
- Ensure all systems are in place to prevent objects falling or being thrown from height
- Work will be postponed if weather (e.g. high winds, lightening, snow, ice etc.) poses a threat to safety.

Sub-contractors Responsibilities

- Do not access height unless you are suitably trained and competent
- Do not attempt to work at height if affected by alcohol, drugs or any prescription medicine that may affect the ability to work safely.
- Inform the employer if you have any condition that may put you or others at risk whilst working at height.
- Understand and follow approved method statements and industry recognized safe systems of work (e.g. National Access and Scaffolding Association SG4 Preventing Falls in Scaffolding Operations) for creating scaffolders "Safe Zone"

Workplace Transport And Working From Vehicles

Description

The effective management of workplace transport is crucial as the potential risk of harm to pedestrians is high, the management of workplace traffic fall into three distinct categories: -

- Managing external traffic movement
- Managing internal traffic movement
- Managing pedestrian traffic.

Accidents occur when vehicles come into contact with pedestrians or collide with structures. This accounts for a high number of fatalities and serious injuries each year. In addition, many accidents are caused by persons falling from vehicles whilst carrying out activities such as sheeting, loading/unloading or just exiting the vehicle.

All persons who operate vehicles in the workplace must be medically fit and trained in the safe operation of the vehicles they will be using and follow the relevant safe procedures associated with the vehicle, e.g. loading and unloading, sheeting. The vehicles must be maintained in a safe condition with regular checks being carried out by the operator and a competent service engineer.

Sub-contractors Responsibilities Include

- Being vigilant and conscious of the presence of pedestrians and other vehicles
- Following instructions from management
- Adhering to signs and procedures relating to direction, speed, parking, reversing, loading and unloading, working from vehicles, etc
- Reporting to management any defects or fault with the practises in place
- Notifying management of any condition, medical or otherwise, that may have an impact on their entitlement or ability to drive safely.

Young Persons

Description

Most young people cannot wait to get their first job, be it a paper round, shop work or dog walking. But some young people may be unaware of the hazards the workplace may hold.

There are specific legal requirements and restrictions, on those who employ young people (and even more so, children).

A young person is defined as anyone under 18 years old.

A child is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday (often referred to as the minimum school leaving age (MSLA)).

Under health and safety law, employers must assess the risks to young people before they start work/work experience and tell them what the risks are.

After leaving school a Young Person must:

- Stay in full time education e.g. college, or
- Start an apprenticeship or traineeship, or
- Spend 20 hours or more per week working or volunteering while in part time education or training.

Associated Hazards

Some young people may be at particular risk because of:

- Their lack of awareness
- Unfamiliarity with their surroundings
- Being physically or psychologically less suited to certain tasks
- Their lack of skills and training.

Sub-contractors Responsibilities

Sub-contractors must:

- Co-operate with management arrangements for young people in the workplace
- Report any hazards to the employer
- Follow any guidance, information, instruction and training given by the employer.

Young people must:

- Ask the employer or senior individual if unsure about anything
- Make full and proper use of all PPE that has been issued to them
- Not undertake any tasks unless they have been trained
- Report any hazards or defects to the employer or a senior operatives.

Receipt of health and safety handbook is on the next page

Receipt Of Health And Safety Handbook

Silverback Access Limited have compiled a health and safety policy as legally required under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations, the full policy is available for inspection upon request.

To assist with the communication of information, the organisation will issue each employee with a reduced copy of the health and safety policy, this is in the form of a handbook. It is important that the contents of the handbook are read and understood prior to returning this acknowledgement slip.

I confirm that I have read and understand the employee health and safety handbook and will comply with all rules that are imposed in the interest of safety.

I acknowledge receipt of this Employee Handbook, which is the property of the Company, and which forms an integral part of my Contract of Employment. I agree that if I have been issued a hard copy version of the document, that there may be a charge incurred if not returned on leaving the business.

Name:-
Signature:-
Date:-
Email address:-

Please return this form to the Directors