

Health and Safety Policy



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Amendment Record

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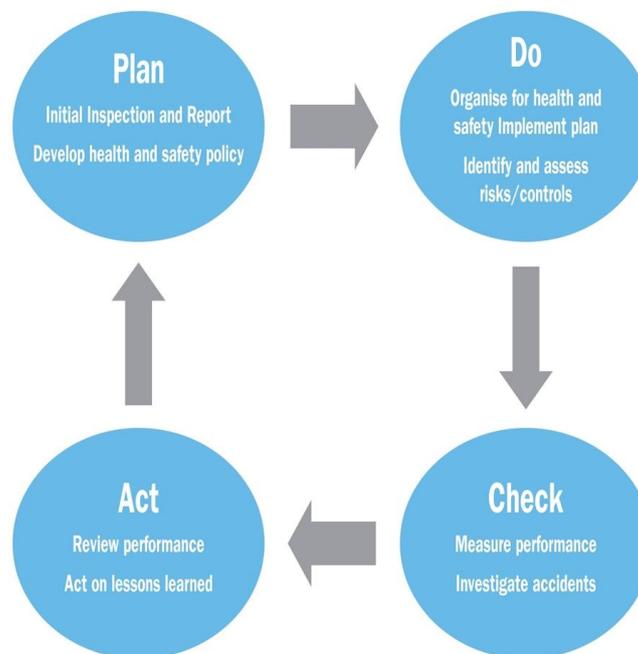
Health And Safety Management System

The Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the Company. The arrangements when implemented however, will depend on the size and nature of the business and will require the following factors to be considered when integrating them into any management system: –

- Plan
- Do
- Check
- Act.

This health and safety policy includes a management structure and arrangements developed for the Company to ensure compliance with the law; its format enables it to be integrated with any existing management systems.

Guidance is provided to show how this policy can be used as part of an effective Health and Safety Management System to ensure compliance and control in a logical manner, by describing the service provided by Citation Ltd and the contributions required by the company.



The flow diagram above provides a pictorial representation of good management practices in line with the HSE's normative standards; each step is explained further overleaf.

1. **Plan** - *Initial inspection and report, develop a health and safety policy*

Initial inspection/report - a visit by a Citation Ltd Health and Safety Consultant who will complete a questionnaire, inspect the premises and provide a written report. The report will identify the current practical, physical and procedural weaknesses in complying with regulations.

The policy will be developed and installed to the client by the Health and Safety Consultant. The installation visit will include an explanation of the system, advice on how to comply with legislation and an introduction to risk assessments. The Company's 'statements of intent' are contained within the policy, these should be signed and dated by the person with overall responsibility for health and safety.

2. **Do** - *Organise for health and safety and implement plan*

The organisational structure will be established along with individual responsibilities with regards to health and safety management within the Company. Management leading by example is essential to fostering a positive health and safety culture.

Silverback Access Limited commit to adhering to the policy arrangements including identifying hazards and completing risk assessments. Implementing actions from the health and safety inspection report will assist in compliance with regulations.

Implementation of the plan should include: –

- Establish and prioritise preventative and protective measures to eliminate or reduce risks, and implement
- Allocation of sufficient resources (manpower, time, funds and competent advice)
- Provision and maintenance of the correct tools and equipment to do the job
- Consult, train and instruct, to ensure everyone is competent to carry out their work
- Supervise to make sure that arrangements are followed.

3. **Check** - *Measure performance*

Monitoring will establish where problems may exist within the management system and will help understand what causes them and what remedial actions are required.

Monitoring can include:

- routine inspections of premises, plant and equipment by operatives
- health surveillance to prevent harm to health
- planned function check regimes for key pieces of plant
- investigating accidents and incidents

- monitoring cases of ill health and sickness absence records.
4. **Act** – *Review performance, act on lessons learned*
- Health surveillance to prevent harm to health
 - Conducting accident investigations and reviewing statistics
 - Monitoring cases of ill health and sickness absence
 - Compliance with regulations.

Silverback Access Limited will carry out an internal review of health and safety systems to establish if they require updating or improving.

To support clients in the review process, Citation Ltd conduct an annual inspection. This will be carried out by a Citation Ltd, Health and Safety Consultant and includes a workplace inspection, review of documentation and arrangements in place and progress on assessments. On completion, a written report will be forwarded along with any required policy amendments. The outcomes of the review will become the next part of the health and safety plan to continue the loop.

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 Company, 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 Company 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, operatives 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 operatives 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 Health and Safety (OHS) 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.

Signature: -

Date: -

Position: -

Review: -

Environmental Statement

Silverback Access Limited is 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 operatives 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.

Signature: -

Date: -

Position: -

Review: -

Health & Safety Organisation Chart



Health & Safety Responsibilities

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy that includes details of responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

Tier 1

The Directors will ensure that :-

- The main requirements of the Construction (Design and Management) Regulations are understood and applied according to the work undertaken.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- Health and safety is integrated into the company's management systems.
- The same management standards are applied to health and safety as to other management functions.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The organisational structure is appropriate in order to manage health and safety.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of all equipment.

- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely for the organisation.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.

Fire Responsibilities

The Directors will ensure that:

- All operatives receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure
- A register of operatives is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll
- The requirements for employee training in fire safety are adhered to
- A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept
- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook
- Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded
- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the local authority fire brigade
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

General Responsibilities

As employers we have a duty to all employees, 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 employees
- 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 employees
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner
- Provide health surveillance to employees where it is deemed necessary
- Appoint competent persons to help comply with health and safety law
- Provide employees 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.

Employee's Responsibilities

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

- Every employee has a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of himself/herself 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 employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment
- Employees 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.

Employees 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 employees 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 Company'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 the Company 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.

Employee Information

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

- Employees 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 operatives.
- Management and employees 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 employees 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 employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employee's 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 Company will recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

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 employees.

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.

The Working Time Regulations

The Working Time Regulations set minimum standards for working hours, rests and holidays. Except for young workers, defined as those over school leaving age but below age 18, the Regulations do not apply to workers in certain occupations and the Regulations have limited application to certain workers in the transport sector, and to other groups of workers that are partially exempt.

There are special rules for night workers and for 'other special cases', which include the following: –

- Those whose place of work is distant from their home or whose places of work are distant from one another
- Those who work in security or surveillance activities requiring a permanent presence in order to protect property and persons
- Those whose work activities require continuity of service or production, including hospitals, residential institutions, docks, airports, media and continuous processes
- Those whose work is seasonal, including tourism
- Those whose activities are affected by 'force majeure', which includes unusual or unforeseen circumstances or exceptional events beyond the control of their employer or where there is an accident or the imminent risk of an accident.

Information on night workers and on 'other special cases' can be obtained from Citation's Health & Safety Helpline.

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).

Employers Responsibilities

Silverback Access Limited will ensure that a risk assessment identifies: -

- Significant hazards and risks arising from the operation
- Persons at risk
- The appropriate controls to be implemented.

In addition, Silverback Access Limited will: -

- Monitor the effectiveness of the arrangements and review these arrangements periodically
- Ensure that all operators are properly trained in the safe use of grinding machines and that manufacturer's instructions are followed

- Ensure that the mounting and dressing of abrasive wheels is only undertaken by appropriately trained people
- Provide suitable local exhaust ventilation, LEV for the type and level of dusts/fumes generated and ensure LEV systems are maintained by competent people. Inspect and thoroughly examine the equipment at the required statutory intervals
- Provide personal protective equipment (PPE) including eye, face and hearing protection, close fitting overalls, skin creams and respiratory protective equipment, (RPE) as identified through risk assessment. If RPE is required, ensure that face fit testing is undertaken
- Ensure that transparent screens are fitted to fixed bench or stand-mounted machines, to intercept sparks and particles
- Maintain the floor area immediately around grinding machines in a good condition, and free from obstruction
- Ensure that appropriate wheel guards are secured in position and properly adjusted, before the wheel is run
- Ensure that grinding operations (especially cutting) are carried out in such a manner as to not introduce a risk of fire and manage this operation, where necessary, with a hot work permit system
- Monitor the maximum speed of the wheels against the RPM of the grinding machine
- Ensure that all equipment used is fit for purpose and is inspected and maintained by competent people on a regular basis
- Store abrasive wheels as per the manufacturer's instructions
- Use, where fitted, the side handle on hand held grinders
- Undertake portable appliance testing on electric grinders
- Ensure that statutory vibration exposure limit levels and action values are complied with, in order to control the risk of hand arm vibration, HAVs
- Provide health surveillance, where required by risk assessment, e.g. for occupational dermatitis, HAVs.

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

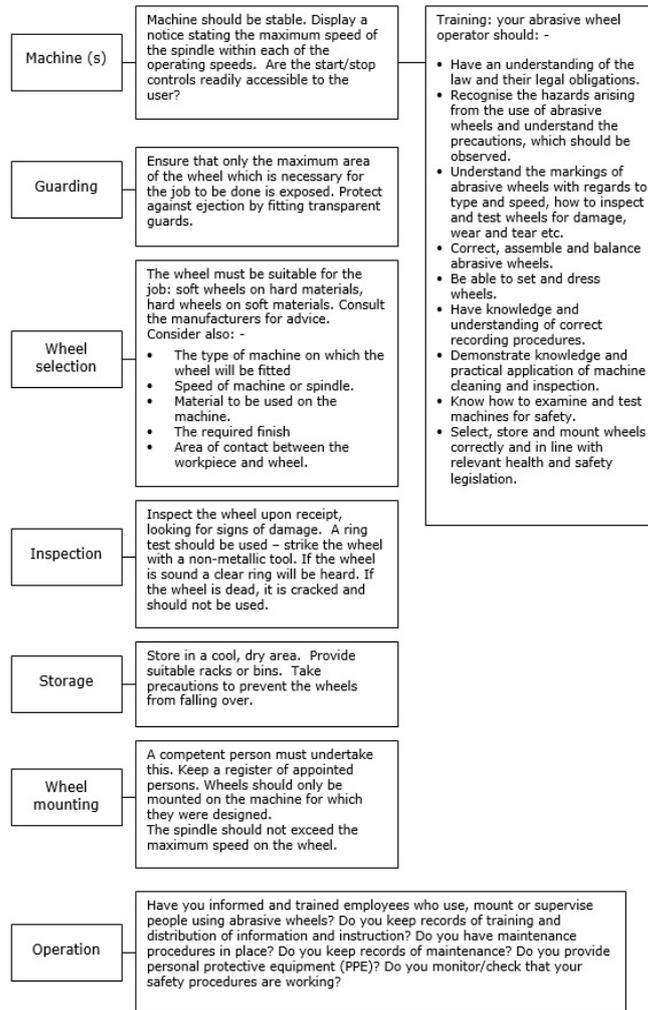
- Inspect the work equipment before use
- Check skin for dryness or soreness every six months
- Report immediately to their line manager any hazardous or dangerous situations or when suffering ill health
- Co-operate with management arrangements for health and safety.

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

- Vehicle movement
- Uneven, worn or damaged surfaces including interior floors and external paths and parking areas, where applicable
- Snow, ice, leaves, algae, polished floors, wet floors potentially causing slips, trips and falls
- Falling objects
- Obstructed floor, e.g. furniture, equipment
- Trailing cables, loose flooring coverings
- Opening in the floor/ground
- Unsuitable/insufficient lighting
- Breaches of security.

Employer's Responsibilities

Silverback Access Limited will ensure that: -

- A risk assessment is carried out for safe access, egress and movement within and around the premises and grounds
- Suitable control measures are implemented to minimise harm, and operatives and visitors are informed of the applicable procedures
- Suitable security measures are provided to prevent unauthorised access to the premises
- Arrangements and procedures are in place to ensure pedestrian safety and pedestrian/vehicle segregation where possible
- External public areas, paths and car parks are maintained in a safe condition
- 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
- Floor coverings/walkways are in good condition and free from slipping, fall and tripping hazards

- Reasonable steps are taken to prevent slips, e.g. not over-buffing floors, removal of algae, applying de-icers/grit in winter, supplying and installing slip resistant surfaces, etc
- Cables are positioned away from pedestrian routes or suitable cable covers are provided
- The edges of steps and stairs are clearly marked and stairways, passageways and working areas are well lit with suitable handrails fitted to stairways
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk e.g. kitchen and laundry are met
- Suitable covers are provided and placed over any openings in floors/in grounds, or suitable safety fencing (rigid material – flexible chains not acceptable) is placed around such openings
- Materials and liquids are stored correctly and spillages or leaks are cleaned up immediately
- Regular cleaning is undertaken and good housekeeping is maintained
- Waste is correctly and regularly disposed of
- Sub-contractors wear appropriate footwear
- Lighting is sufficient to enable safe and easy access in the workplace and that it is regularly maintained
- All contractors are closely monitored to ensure that they do not hinder safe access/egress of operatives and other personnel when working at the premises.

Sub-contractors Responsibilities

- Remain vigilant and immediately report any suspected breaches of security
- Report to management, any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken
- Regularly check that there is sufficient space to move about their work area freely and where necessary report any problems
- Follow advice and information given by the employer in relation to safe access and egress
- Keep areas clean and tidy
- Not leave trailing cables, rubbish or any other trip hazard that arises from work activities
- Wear appropriate footwear
- Take care when walking around the premises.

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 operatives, 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.

Employer's Responsibilities

Silverback Access Limited will ensure that:

- Suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded
- Appropriate First Aid procedures are followed in the event of an accident or incident resulting in injury
- All operatives are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention
- A nominated person notifies the Health and Safety Executive (HSE), using the appropriate online RIDDOR reporting form via www.hse.gov.uk/riddor/report.htm, of any relevant accident, dangerous occurrence and/or instance of work related ill-health that falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Incident Contact Centre can alternatively be contacted on 0845 300 99 23 if there is a work related accident where:

- Sub-contractors or a self-employed person, working for or on behalf of Silverback Access Limited is killed or suffers a specified injury (including as a result of physical violence)
- A member of the public or other person not at work is killed.

RIDDOR reportable instances include those described below. This list is not exhaustive and Silverback Access Limited will contact Citation Ltd's advice line for further guidance, support and clarification.

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 27 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 operatives 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 alcohol, or drug use or misuse, can reduce personal performance and potentially increase absence rates. Any form of 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
- Heightened sense, and use of aggression towards others
- Overconfidence in potentially dangerous situations.

Employer's Responsibilities

Silverback Access Limited will:

- Seek to identify problems at an early stage and thus minimise the risk posed to the health and safety of operatives and others
- Ensure that appropriate arrangements are in place to minimise the likelihood of alcohol, drugs and substance abuse occurring
- Recognise that drug and alcohol problems are medical conditions that are potentially treatable
- Treat all information in the strictest of confidence.

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 Silverback Access Limiteds 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 will:

- Inform your line manager if you are taking any prescription medications that may affect your ability to safely operate vehicles, equipment or 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 Asbestos Licensing

Description

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

Associated Diseases

- Asbestosis
- Mesothelioma
- Lung cancer.

These diseases may 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 licensed 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-Licensable Work (NNLW): Certain non-licensable works are 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.

Asbestos Licensing And Scaffolding

An ancillary asbestos scaffolding licence is required when working with or likely to work with asbestos, e.g. where scaffolding is used as part of a licensed asbestos removal task, in a live asbestos enclosure, etc.

Employer's Responsibilities

- Ensure that the Asbestos Ancillary Licence is current prior to any work being carried out

- Before commencing any works liaise with those in charge of the premises, e.g. the owner, occupier, principal contractor (working with designers), contractor or client, the location or likely location of asbestos containing materials on those premises. Obtain a copy of the relevant parts of the premises asbestos register, if applicable, for the details of any asbestos containing materials or suspected asbestos containing materials
- Carry out a risk assessment of the whole task, record the findings and control measures
- Prepare a written plan of work prior to any work starting containing the following:
 - Nature and duration of the work
 - Number of persons carrying out the work
 - Location of the work carried out
 - Methods to be used to prevent or reduce exposure
 - Type of personal protective equipment (PPE) and respiratory protective equipment RPE
 - Decontamination equipment and methods
 - Emergency plan
 - Site layout and location of the asbestos that will be disturbed by the work
 - How the asbestos zone will be established and the routes to decontamination units
 - Scaffold design and inspection details
 - Ensure that relevant operatives have been trained specifically for licensed work
 - Provide suitable RPE, e.g. power assisted respirators, full face masks and filters), including face-fit testing, suitable disposable overalls, and safety footwear. Ensure that workers are competent and trained to use such equipment
 - Provide health surveillance records for all operatives carrying out the licensed work and keep the health records for at least 40 years
 - Exclude unauthorized persons from the work area by using, e.g. barriers and signage
 - Undertake regular inspections of the area during the work and on completion, check that the area is acceptable for reuse
 - Implement procedures for cleaning down equipment at the end of the work and prevent cross contamination

- Make suitable arrangements for the disposal of any asbestos waste produced including used PPE. Double-bag and label the asbestos waste.

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.

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 - 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.

Employer's Responsibilities

Silverback Access Limited will:

- Carry out a suitable risk assessment to identify the significant hazards associated with the use of compressed air
- Implement suitable control measures to eliminate or minimise the significant hazards associated with the use of compressed air
- Where required, provide sucking equipment such as vacuum cleaners for cleaning plant, equipment and surfaces instead of compressed air blowing
- Communicate the hazards and controls to all affected operatives
- Provide information, instruction, training and supervision in respect of the use of compressed air
- Ensure all pipe connections are appropriate for high-pressure work and are secure
- Permit competent and trained operatives only to work with compressed air
- Ensure that pre-start inspections of air tools are undertaken to check that the hose connections are in good condition and that the lines are free from dirt
- Position equipment on firm and level ground and maintain clear access for its use, isolation and maintenance
- Ensure that all compressors undergo regular inspection, thorough examinations and maintenance. A compressor must be checked in accordance with its Written Scheme of Examination under the Pressure Systems Safety Regulations
- Ensure compressors are fitted with a pressure gauge and safety valve. With large bore, high pressure or long hoses consider the use of self-venting connectors
- Ensure all operatives are provided with and wear appropriate CE and UKCA marked PPE and where applicable is inspected on a regular basis and replaced as necessary.

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.**

Client's Responsibilities

Clients are defined as companies, organisations or individuals for whom a construction project is carried out.

For all projects, Clients will:

- Appoint Designers and Contractors with appropriate skills, knowledge, experience and who are adequately resourced. If they are an organisation, they should have suitable organisational capabilities
- Take reasonable steps to ensure duty holders carry out their relevant duties before and during the construction phase
- Ensure so far as reasonably practicable that the construction work is carried out without risks to health and safety
- Ensure the HSE are notified of the project for 'notifiable' projects
- Make suitable arrangements for managing, maintaining and reviewing the project for its duration with regular liaison with all duty holders. This should include allocating sufficient time to assess risks, creating the project team, ensuring roles and responsibilities are clear, stipulating that regular meetings are held, or regular progress reports are issued, and requiring co-operation, communication and co-ordination between parties
- Appoint competent / specialist persons to advise on managing health and safety risks for the project, where needed
- Ensure that adequate welfare facilities are in place before the commencement of a project and are available throughout the construction phase
- Provide information ('Pre-Construction Information') about, e.g. the site's hazards, site rules, Client's brief, as soon as possible to duty holders who are designing, bidding and planning for the work. If information is not available, the Client must take reasonable steps to acquire such information
- If there is only one Contractor involved with the project, ensure a Construction Phase Plan is drawn up by the Contractor.

For projects which involves more than one Contractor working on the project at any one-time Clients will additionally:

- Appoint, as soon as possible in the design process, a Principal Designer to control the pre-construction phase and appoint a Principal Contractor as soon as practicable before the construction phase begins to control the work. Clients should regularly liaise with these duty holders throughout the duration of the project and take reasonable steps to ensure they comply with their duties
- Provide information ('Pre-Construction Information'), as early as possible, to the Principal Designer and Principal Contractor

- Ensure that work does not start before the Construction Phase Plan has been prepared by the Principal Contractor
- Ensure the Principal Designer prepares, regularly reviews and revises a Health and Safety File whilst they are employed. This duty passes to the Principal Contractor if the Principal Designer's contract has ended
- Retain and revise the Health and Safety File as new information becomes available, including after project completion, and provide access to others e.g. new owners and those who undertake further works on the site.

Notes:

If the client does not appoint a Principal Contractor or Principal Designer, the Client (not a Domestic Client) must assume these duty holders' roles and liabilities.

Where a project has more than one Client, then it is recommended that one of the parties accepts, by contract, to fulfil the role of the Client as defined by CDM.

Principal Designer's Responsibilities

This position is appointed by the Client for projects which involve more than one Contractor. The Principal Designer is the Designer with overall control of the pre-construction phase of the project and can either be an organisation or an individual. This role requires good technical knowledge of the construction industry relevant to the project and a level of understanding, knowledge, experience, and skills to manage and coordinate the pre-construction phase and any design work during construction. If this role is undertaken by an organisation, then appropriate organisational capability will also have to be demonstrated.

Principal Designer will:

- Advise the Client on their 'Client' CDM health and safety duties and help identify and collect suitable Pre-Construction Information and distribute relevant information to other interested parties
- Where the Principal Designer appoints Designers, check that they have sufficient skills, knowledge, experience and organisational capabilities (if an organisation)
- Plan, manage, monitor and coordinate health and safety during the pre-construction phase of the project and estimate the time required to complete the work
- Identify, design out or control foreseeable risks that could occur during or even after construction, e.g. during maintenance
- Provide relevant information, e.g. Pre-Construction Information, information from previous Health and Safety Files, to other duty holders

- Co-ordinate the health and safety aspects of the design work whilst ensuring continued communication and co-operation between Designers. Provide information to assist Designers with their work and ensure they exchange relevant information and drawings
- Be satisfied that the designs and process address the hazards and risks associated with the work and structure and that other Designers comply with their CDM duties
- Facilitate good communications and co-operation between Designers, Client, Principal Contractor and Contractors
- Liaise (whilst they are employed) with the Principal Contractor on any design issues during the planning, management, monitoring and coordination of the construction phase. Provide relevant information to the Principal Contractor which will assist them with the development of the Construction Phase Plan
- Prepare and regularly update the Health and Safety File as the construction phase continues
- If required and relevant, take on the role of a Client as defined by CDM, by written agreement, when working for a Domestic client.

Designer's Responsibilities

The definition of design and Designer is very wide within CDM. Designers can be an organisation or an individual who, e.g. prepares or alters drawings, selects materials or substances, prepares bills of quantities or makes calculations. Therefore, designs and Designers will arise at many stages during the construction process, from the initial design through to actual construction (including temporary works). Designers could be architects, quantity surveyors, surveyors, civil or structural engineers, consultants, Principal Contractors or even Contractors.

For all Projects, Designers will:

- Not start designs unless they are satisfied the Client is aware of their 'Client' CDM responsibilities
- Ensure designers they appoint have the necessary skills, knowledge and experience and organisational capabilities (if an organisation)
- Highlight to other duty holder's health and safety hazards early and design out or minimise/control foreseeable risks that could occur during or even after construction, e.g. during maintenance, cleaning, refurbishment, demolition
- Provide information to the Client for the Pre-Construction Information and use existing Pre-Construction Information when preparing or modifying designs
- Provide relevant design instructions and information to other designers and contractors, e.g. via notes on design drawings, such as, risks that cannot be designed out for the construction or for the maintenance of the structure

- Co-ordinate their own design work and co-operate with other designers, project members, exchanging drawings and information, where necessary
- Take account of the provisions of the Workplace (Health, Safety and Welfare) Regulations which relate to the design of, or materials used in the building / structure.

For projects which are likely to involve more than one Contractor, Designers will additionally:

- Make the Client aware of the requirements to appoint a Principal Designer and Principal Contractor before work commences
- Provide information for the Health and Safety File, e.g. design drawings
- Co-operate with the Principal Designer during the design process and inform the Principal Designer of risks that cannot be designed out or cannot be reduced or controlled
- Where relevant, if a Domestic client fails to appoint a Principal Designer then the Designer in control of the pre-construction phase of the project will assume Principal Designer duties.

Principal Contractor's Responsibilities

Clients appoint Principal Contractors only for construction projects that are scheduled to involve more than one contractor. Principal Contractors are normally the main contractor and have the overall responsibility, with the support of Contractors, for planning, coordinating, managing and monitoring health and safety during the construction phase. The Principal Contractor can be an organisation or person and must have the necessary skills, knowledge, experience and organisational capabilities (if an organisation), leadership skills and experience to fulfil the role based on the nature and complexity of the project. There should only be one Principal Contractor per project at any one time.

Principal Contractors will:

- Plan, manage, monitor and coordinate health and safety of the construction phase whilst liaising with the Client and Principal Designer and estimate the time required to plan the work or work stages
- Develop, implement and keep up to date the Construction Phase Plan and provide Contractors with access to relevant parts of the plan
- Utilise information contained in the Pre-Construction information, site rules, Client's brief, etc. for planning and managing the project
- Liaise with other duty holders in identifying significant risks of the work and determining the suitable control measures that need to be implemented

- Check that anyone they appoint has the necessary skills, knowledge, experience and organisational capabilities (if an organisation) to undertake the work safely. Also ensure that workers have received an adequate level of training for the planned tasks
- Ensure sufficient resources, suitable plant and equipment
- Ensure suitable welfare facilities are available at the start of the project and ensure their continued availability and maintenance during the project
- Ensure that all workers have site inductions and any further information required to undertake the work safely
- Consult with workers on health and safety issues during the project by, e.g. holding meetings, when required
- For notifiable projects, display the F10 form in the site office
- Ensure co-operation between duty holders. This includes co-operation of contractors whilst coordinating their work, and encouraging a teamwork approach
- Ensure there is effective and suitable site supervision and that the construction work is adequately monitored
- Take reasonable steps to prevent unauthorised access
- Provide the Principal Designer with information for the Health and Safety File
- Take over the preparation and maintenance of the Health and Safety File if the services of the Principal Designer have finished
- Where relevant, take on the duties of a Client as defined by CDM, for Domestic clients
- Follow the technical requirements of Part 4 and Schedule 2 of the CDM Regulations.

Contractor's Responsibilities

Contractors are those organisations or individuals who do the actual work and can be either an individual or an organisation. Alternatively, Contractors can be defined as organisations or individuals who directly employ or engage construction workers or manage construction work.

For all Construction Projects, Contractors will:

- Check that the Client is aware of their 'Client' CDM duties
- Plan, manage and monitor the health and safety under their control

- Where there is only one Contractor involved with the project, the Contractor must ensure a construction phase plan is developed before the work begins and that it is updated during the project
- Provide relevant risk assessments and method statements
- Seek specialist support, where necessary
- Ensure sufficient resources, suitable plant and equipment
- Check that sub-contractors and other people they appoint have suitable skills, knowledge, training and experience. Ensure that they are adequately resourced, supervised and inducted
- Provide relevant information to workers under their control, particularly hazards and control measures, through inductions, training or meetings
- Ensure that the workers are properly consulted regarding health and safety
- Co-operate with duty holders and others. Co-ordinate work between all parties
- Take reasonable steps to prevent unauthorised access to the works
- Report any accidents and manage the emergency arrangements
- Provide adequate welfare facilities to their own operatives and anyone under their control
- Where relevant for notifiable projects display the HSE notification details in the construction site office where it can be read by workers. The notice must be updated where necessary
- If there is only one Contractor involved with the project for a Domestic client, take on the role of the Client as defined by CDM
- Follow the technical specific requirements of Part 4 and Schedule 2 of the CDM Regulations.
- For Projects Which Are Likely to Involve More Than One Contractor, Contractors Will Additionally:
 - Co-operate with the Principal Contractor, Principal Designer and others working on the project
 - Follow reasonable directions from the Principal Contractor and from the applicable requirements detailed in the Construction Phase Plan. Liaise with the Principal Contractor on the provision of welfare facilities during the works
 - Plan their own work but in coordination and cooperation with other duty holders
 - Communicate to the Principal Contractor, any accidents or incidents, risks to others from their work and any queries arising from the effectiveness of the Construction Phase Plan

- Where relevant, if a Domestic client fails to appoint a Principal Contractor then the Contractor in control of the construction phase of the project takes on the Principal Contractor's duties.

Individuals Responsibilities

Considered to be 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, including self employed workers, may be employed to undertake a variety of jobs on our behalf including maintenance, repairs, installation, construction, window cleaning. 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 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.

Employer's Responsibilities

Silverback Access Limited will ensure that competent contractors are selected and appointed having regard to: -

- Hazards on site
- Site rules and safety procedures
- The need for and selection of protective clothing
- Any special equipment required
- Information, instruction and training.

Other issues to be addressed are to: -

- Ensure that risks associated with the work are assessed and suitable controls are in place
- Manage, supervise, co-operate with and co-ordinate contractors when on site

- Ensure that contractors provide and use safe plant and equipment and all necessary personal protective equipment, PPE
- Include contractor's operations in all safety audits/inspections, paying special attention to access and egress
- Inform staff whenever, and where, contractors are working in their particular area
- Ensure that contractors provide and use safe plant and equipment and all necessary PPE
- Check that work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.

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 person in charge of the site 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)
- Shall undertake electrical work and work involving the use of electrical tools and equipment in accordance with the appropriate regulations and industrial guidance
- 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.

Sub-contractors Responsibilities

Sub-contractors will: -

- Immediately report any unsafe practices or concerns to the senior person present.

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.

Employer's Responsibilities

Silverback Access Limited recognises its responsibilities in the provision of a safe working environment in relation to the management of potentially hazardous substances and shall: -

- Identify and list those hazardous substances that are used or stored within company premises
- Identify all work activities likely to produce or generate hazardous substances
- Obtain Safety Data Sheets from suppliers or other sources

- Identify who may be affected by the use of such substances, e.g. operatives, contractors, public
- Appoint a competent person to complete and record the COSHH assessments and review the assessment regularly.
- Provide training in safe use of substance
- Report any harmful exposure to the relevant authority

Where reasonably practicable, the company will prevent exposure by: -

- Changing the process so that a hazardous substance is not required or generated
- Replacing the hazardous substance with a less hazardous substance
- Using the substance in a safer form.

If prevention is not practicable, the company will adequately control* the risk of exposure by: -

- Total enclosure of the process/isolation of the activity, where reasonably practicable or partial enclosure and installation of extraction (Local Exhaust Ventilation, LEV)
- Providing suitable storage and transport facilities for hazardous substances following manufacturer's guidance and ensuring containers are correctly labelled
- Using a system of work that minimises the potential for leaks, spills and escape of the hazardous substance
- Ensuring that control measures, e.g. LEV remain effective by inspection, testing, thorough examination and maintenance of plant and equipment where appropriate
- Providing information, instruction, training and supervision in the safe use and handling of hazardous substances
- Providing operatives with suitable personal protective equipment (PPE) and or Respiratory Protective Equipment (RPE) as required by risk assessment and ensuring that they are trained to use and handle the equipment. Where RPE is used, ensure that face fit testing is undertaken
- Ensuring emergency procedures are in place and that arrangements to dispose of waste are implemented
- Determining the need to monitor operatives exposure or if health or medical surveillance is required

- Recording the findings in a COSHH assessment and reviewing the assessment regularly or if it is deemed no longer valid
- Providing a copy of each relevant COSHH assessment to those persons considered at risk
- Preparing and implementing, by a competent person, a suitable and sufficient risk assessment that complies with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR), where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace
- Regularly monitor compliance to the control measures implemented.

Silverback Access Limited will consider the risks to other persons who may come into contact with hazardous substances, particularly vulnerable groups, e.g. visiting children and women of childbearing age, and will implement the necessary controls to minimise or eliminate harm.

Note*: controls need to include not exceeding any assigned legal Workplace Exposure Limits (WEL) or that exposure to asthmagens, carcinogens and mutagens are reduced to as low as is reasonably practicable.

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
- Use the 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).

Employers Responsibilities

Silverback Access Limited will:

- Not open or operate if on the current list of prohibited businesses as declared by the Government and ensure that prior to opening that the organisation is adequately prepared to manage Covid-19 and other health and safety risks
- Implement adequate controls to mitigate local tier restrictions in the workplace
- Ensure they operate within the most up to date Government Guidance to remain compliant
- Operate remotely where at all possible to avoid the need for employees to travel into the workplace
- Consult with the workforce on the management of Covid-19 within the organisation
- Support those who may be more at risk from Covid-19 infection or its complications to ensure they are adequately protected with the application of reasonable adjustments to their work/operation where required
- Carry out a Covid-19 secure risk assessment of work activities and workspaces to ensure that there are adequate control measures in place and share the findings with the workforce and other relevant parties
- Carry out monitoring of the Covid-19 management to ensure controls are effective
- Review risk assessments and the management of Covid-19 in response to incidents, feedback, any changes in circumstances and in response to updated Government guidance
- Ensure the relevant social distancing measures are implemented in the workplace as identified in the Covid-19 risk assessment
- Ensure that mitigation measures are in place where social distancing cannot be maintained
- Ensure that there are sufficient provisions in place for hand and respiratory hygiene such as increased hand washing facilities, provision of sanitiser as identified through the Covid-19 Secure Risk Assessment
- Ensure that the cleaning regime for the workplace reflects the level of risk identified in the Covid-19 Risk Assessment. This will include the use of appropriate substances and a suitable frequency for the site, with increased frequency for higher risk areas such as common areas and common touch

points such as door handles and handrails etc., ensuring all eventualities can be evidenced

- Where required, will liaise with relevant Heating Ventilation Air Conditioning (HVAC) engineer to ensure that the ventilation arrangements for the premises are suitable to reduce transmission of Covid-19
- Not permit persons into the premises who should be self-isolating because either they have symptoms or reside with someone with symptoms or have been requested to isolate following contact from an appropriate testing and tracing provider, or have been required to quarantine in line with current Government guidance on travel into the UK
- Have an emergency response procedure in place to deal with suspected infected individuals on site which will include them leaving the site directly or waiting in suitable isolation away from others until collected and subsequent appropriate cleaning of the location with appropriate PPE provided
- Ensure employees can attend Covid-19 tests where they are required
- Carry out confidential GDPR compliant Return to Work Interviews / Questionnaires with employees to establish if there are suspected / confirmed Covid-19 infections either for the employee or their household or to identify if there are health conditions which may make them at increased risk of further complications
- Have a management procedure in place for any suspected or confirmed diagnosis of Covid-19 in the workplace including staff reporting procedures, informing the workforce of suspected or confirmed cases and liaison with relevant Local Health Protection Authority for any further action required
- Investigate all Covid-19 related incidents and implement any actions identified as necessary to prevent a recurrence. Monitor the effectiveness of the action
- Report to the Enforcing Authority as required by the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any instances where a member of staff receives written confirmation of a Work-Related Covid-19 infection from a medical practitioner
- Ensure that employees receive relevant instruction information and training of the management of Covid-19 within the organisation
- Support employees who wish to wear face coverings in the workplace and provide advice on safe and effective use
- Provide the correct suitable Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) for required work hazards as identified within the relevant risk assessment including any infection control where appropriate
- Ensure that employees are trained in the safe and effective use of PPE and RPE including storage, usage and disposal

- Where RPE is required to be worn ensure Face Fit Testing is undertaken where appropriate.

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 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.

Employer's Responsibilities

Silverback Access Limited will:

- As part of the risk assessments process, in accordance with the Control of Substances Hazardous to Health Regulations (COSHH), identify all substances likely to generate the risk of dermatitis and those persons who are at risk of work-related developing dermatitis
- Where reasonably practicable, eliminate the use of substances that are likely to cause dermatitis
- Where relevant, replace substances likely to cause dermatitis with less harmful substances
- Establish control measures and safe systems of work to prevent and/or minimise skin contact with hazardous substances
- Provide suitable personal protective equipment (PPE), skin care products and adequate washing facilities
- Provide suitable personal protective equipment storage and disposal facilities
- Encourage operatives to carry out regular skin checks to identify signs of dermatitis
- Introduce health surveillance for all operatives likely to be at risk of developing dermatitis
- Provide operatives with information, instruction and training in relation to hazardous substances, use of PPE and skin care products
- Consult with operatives and their representatives in relation to skin care, skin care products and personal protective equipment
- Record and investigate any diagnosed cases of dermatitis and follow RIDDOR reporting procedures, where appropriate.

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:

- Scaffolder (Tube and Fitting)
- Scaffolder (System)
- Advanced Scaffolder
- Trainee Scaffolder
- 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.

Employers Responsibilities

In the development of our safe systems of work and safe working practices in considering the erection, dismantling and any potential alteration, we shall adhere to all current relevant guidance and regulation to ensure that we have considered and implemented the following:

Site Planning

An assessment of the proposed site activities will be undertaken prior to commencement of work by a competent person to consider foreseeable hazards, such as:

- Site location, nature of ground/ supporting structure and environmental considerations
- Any restrictions as to erection, altering, dismantling process (e.g., time or road restrictions, local pedestrian, and vehicle considerations, etc)
- Any local authority licences required
- Information as to any supportive structure to be secured against
- Time scaffold required to be in place and its intended usage (e.g., access for roof work, refurbishment, emergency protection, dangerous building access, etc.)
- Height, length, critical dimensions, number of boarded lifts required
- Means of access types (e.g., staircase, ladder bay, external ladder, etc.)
- Details of additional elements required such as beamed bridges, fans, loading bays, brick guards, netting, sheeting, etc.
- Specific requirements or provision for pedestrian walkways, restriction on tie locations or means to provide mechanical handling/ lifting provisions (e.g., hoist, bumpers, etc.)
- Requirements for interaction with other access means, such as mast climbers, etc.
- Maximum working loads and maximum number of people using the scaffold at one time
- Arrangements for emergencies and rescue from height are considered, assessed, and formulated.

Scaffold Assembly, Dismantling and Alterations

All scaffolding assembly, dismantling and alterations will be undertaken in accordance with design requirements of NASC TG20 Design Guide and/ or specified bespoke design and be erected, dismantled and altered in a safe manner in compliance with NASC SG4: Preventing Falls in Scaffolding Operations for tube and fitting scaffolds, or by following any separate guidance provided by the manufacturers of System Scaffold by:

- Full consideration shall be given to the Work at Height Regulations hierarchy of controls to consider:
 - Avoidance of Work at Height (not normally an option for scaffold works)
 - Prevention of falls: giving Collective fall protection priority over Personal fall protection
 - Establishment of Scaffolders Safe Zones with boarded platforms and guardrail protection – assessed as per scaffold requirement in accordance with NASC SG4 Section 3, 4 and 5
 - Mitigate the distance and consequence of any fall by consideration and provision of collective protections (e.g., soft-landing bags, air bags, safety netting, etc.).
 - Provision of Personal Fall Protection equipment* (e.g., Harnesses, Lanyards, Energy Absorbers, Line Systems, Inertia Reels, Connectors and Anchorage Points) as assessed as required
 - Provision of suitable anchor points for use with personal fall protection systems (safety harnesses) in accordance with NASC TG4 Anchorage Systems
 - Ensure that arrangements are in place for emergencies and rescue from height including means of effective communication.
- Completing documented risk assessment and method statement (RAMS) detailing the steps required to safely assemble, dismantle, and undertake any required alterations in accordance with the Work at Height Regulations, NASC SG4, and NASC SG7 Risk Assessments and Method Statements
- Completion of a Rescue Plan in compliance with the Work at Height Regulations and guidance contained within NASC SG19 A Guide to Formulating a Rescue Plan
- Provision of any rescue kit assessed as being required and suitable instruction and training in its use.
- Ensuring that all fall arrest, rescue equipment and lifting equipment is regularly maintained and inspected in accordance with Operations and Lifting Equipment Regulations (LOLER) and subject to Thorough Examination as required
- Ensuring that all scaffolding operatives, and any others involved in the assembly, dismantling or alteration of the scaffold has the required

competence, capability, and experience relevant to the works being undertaken

- Ensuring that all scaffolder operatives have current CISRS certification and that refresher training is provided no less than every five years. Trainee scaffolders shall always work under the direct supervision of a trained and competent scaffolder
- Ensuring that all scaffold operatives are kept up to date with the latest changes to safety guidance and best practice within the industry by way of provision of job specific pre-start briefings as required
- Provision of appropriate levels of supervision commensurate with the complexity of works and levels of training and competence of operatives involved in the works
- Completing a Handover/ Before First Use Inspection Certificate in accordance with NASC SG35 Guidance on the Handover of Scaffold Structures by a competent person
- As requested by the User or Hirer, undertake any additional seven-day scaffold inspection certification, after major alteration or after periods of inclement weather or actual or supposed damaged. Inspection reports shall detail any defects identified, remedial actions required, and any subsequent actions taken to rectify such defects
- Visibly identify any scaffold structure as safe to use, or not use, by way of Scafftag indicator (or similar).

*Standards of Personal Protective Equipment (PPE) for scaffolders, as part of fall arrest equipment, shall be assessed as part of the Safe System of Work, but are suggested to be, as a minimum, inclusive of:

- Fall arrest harness complete with rear dorsal ring to BS EN 361 to offer user maximum protection
- Fall arrest lanyard to BS EN 354 incorporating an energy absorber to BS EN 355 to reduce forces imposed on the body in the event of a fall
- 55mm scaffold connector for one handed operation to BS EN 362 – refer to NASC SG4 Section 6.

Designers Responsibilities

Where necessary, should any proposed scaffold assembly fall out with the scope of NASC TG20, or relevant separate Manufacturers Guidance for System Scaffolds, or any proposed or required alteration to any existing in scope TG20 structure falls out with such scope, a competent and experience scaffold designer shall be appointed to:

- Undertake a site requirement assessment to determine scaffold assembly or alteration requirements

- Undertake and document strength and stability calculations for the proposed scaffold structure in full accordance with European standard BS EN 12811 – Temporary Work Equipment - Scaffolds
- Co-operate and liaise with the employer to ensure that a safe place of work with safe access is provided and maintained, suitable for the work being undertaken or proposed.

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.

Employer's Responsibilities

Sub-contractors of Silverback Access Limited may be dismissed for gross misconduct if, after investigation the Company believes that they have acted in any of the following ways:

- Deliberately breaking any written safety rules such as using a naked flame in a non-designated area etc
- Removed or misused any piece or item of equipment, label, sign or warning device that is provided by the Company (or its agents) for the protection and safety of its operatives.

or failed to follow procedures for:

- Flammable / hazardous substances or toxic materials
- Items of lifting equipment / plant or machinery
- Behaved in any manner that could lead to accidents or injury, including horseplay, practical jokes etc
- Undertook any action that could interfere with an accident investigation.

Silverback Access Limited will ensure that contact is made with the Advice Line at Citation Ltd prior to undertaking any disciplinary action.

Sub-contractors Responsibilities

Sub-contractors will:

- Co-operate with their employer and conduct themselves in a way that does not create risk of harm to themselves and others
- Not misuse or interfere with anything provided for health, safety and welfare
- Report any identified hazards to their employer
- Comply with clearly indicated and specific safety rules
- 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 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 Health Issues

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

Employer's Responsibilities

Silverback Access Limited is committed to ensuring that operatives are not subjected to adverse health effects as a result of the use of display screen equipment. For the purpose of this policy, a user is defined as someone who is required to use DSE equipment for a significant part of his/her working day.

Silverback Access Limited will:

- Identify all DSE users as defined by regulations
- Undertake workstation risk assessments with the involvement of operatives
- Reduce the risks associated with DSE use to the lowest reasonably practicable level
- Provide suitable work equipment
- Provide all DSE users with sufficient information, instruction, training and supervision
- Incorporate task changes within the working day in order to prevent intensive periods of on-screen activity. Ensure arrangements for regular breaks

- Arrange and pay for eye and eyesight tests on request by identified DSE 'Users'
- Contribute towards corrective appliances (glasses), where recognised 'Users' require these solely and specifically for working with DSE.

Silverback Access Limited will ensure that, where required all new-starters complete a DSE assessment questionnaire.

Where a user raises a matter related to health and safety in the use of display screen equipment, Silverback Access Limited will:

- Take all necessary steps to investigate the circumstances
- Review the DSE risk assessment and implement any additional control measures required
- Ensure appropriate corrective measures are taken
- Advise the user of the actions taken.

Sub-contractors Responsibilities

Sub-contractors will:

- Inform their Line Manager in confidence as soon as possible, if a health problem arises through the use of display screen equipment
- Work in accordance with any advice or guidance given by the Company
- 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.

Employer's Responsibilities

Silverback Access Limited will ensure that:

- Risk assessments are carried out for all work related driving activities
- Appropriate control measures are implemented and communicated to operatives
- Drivers are competent to drive, hold a valid driving licence, are suitably insured, are familiar with the vehicle, understand the risk assessment findings and control measures and have received appropriate training, as necessary
- Journeys are planned. Scheduling will take into account routes, times, distances and weather conditions
- Drivers are instructed on the need to carry out basic safety checks and instructed on what to do in the event of an emergency
- Vehicles are fit for the task and regularly maintained in a roadworthy condition. Privately owned vehicles will not be used for work purposes unless insured for business use and have a MOT certificate, where required
- Company vehicles carry suitable equipment, based on risk assessment, to aid in an emergency, breakdown or bad weather conditions. Equipment may include First aid kits, mobile phones, de-icing equipment, personal protective equipment (PPE), etc
- Any persons, equipment, chemicals or medicines carried in the vehicle are properly secured following, where relevant, manufacturer's recommendations.

Mobile Telephones

The Road Safety Act sets fixed penalty fines and points for using a hand-held phone whilst 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.

Where necessary, hands-free kits will be provided to operatives who are required to use mobile telephones whilst working away from the premises.

Under no circumstances are operatives permitted to use hand-held telephones other than via hands free kits, or similar hand-held devices whilst driving. The prohibition also applies when stationary at traffic lights or other delays that may occur.

Mobile Phone Use

If mobile phones are used whilst driving it is important that the phone is held in a cradle.

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
- 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. Only use the mobile phone when it is essential to do so and do not talk longer than is necessary
- Whenever possible, drivers should not make outgoing calls whilst driving
- When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak.

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 or power source
- 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 are female and 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.

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.

Employer's Responsibilities

With regard to fixed installations Silverback Access Limited will: -

- Consider the design, construction and selection of electrical equipment for use in the workplace
- Ensure that electrical installations and equipment are installed, maintained, and inspected in accordance with BS 7671 – The IET Wiring Regulations (as amended)
- Review recommendations made by inspecting engineers
- Exchange safety information with contractors to enable compliance with the company's health and safety arrangements
- Identify all main circuit breakers/isolators to ensure relevant persons understand how to isolate the equipment or building services safely in the event of an emergency
- Promote and implement a safe system of work such as a lock-off procedure for isolation of electrical supplies during maintenance, inspection and testing
- Where it is considered necessary, ensure that the design and construction of structures and systems include protection against lightning
- Monitor the condition of electrical equipment, plant and accessories and take appropriate action to prevent danger if faults are identified
- Provide appropriate work equipment such as 110v plant and power tools for harsh environments

- Ensure that operatives who carry out electrical work are trained and competent to do so
- Provide suitable personal protective equipment as necessary, maintain it in good condition and replace damaged or lost items as necessary
- Ensure that tools and equipment meet relevant standards, are CE and UKCA marked and are suitable and adequate for electrical working
- Maintain secure access to electrical cupboards and fuse boards and keep the areas free of flammable or combustible materials.

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.

Employer's Responsibilities

- Undertake risk assessments for significant workplace activities and develop emergency plans and procedures before work commences
- Assign responsibilities for controlling and dealing with emergencies ensuring that responsible people are trained and competent in their role
- Where applicable, liaise with principal contractors, client representatives, safety representatives, external emergency services, and local authorities, regarding the emergency and rescue plans
- Provide clear systems for contacting the emergency services
- Provide information, instruction and training to operatives and contractors on the emergency arrangements including escape routes, muster points, (and alternative muster points used in the event of a bomb threat) and shut down procedures etc.
- Make arrangements to recover and treat injured people
- Undertake emergency practice drills

- Ensure that any equipment used as part of the emergency plan such as first aid, fire fighting, fire detection, alarms, gas release detection, communication systems, lighting, signage and rescue equipment are maintained and that persons are trained and competent in using such equipment
- Ensure that emergency routes are clearly defined, kept clear, well-lit and that there is suitable access for emergency services
- Investigate all emergency situations
- Develop a strategy for dealing with the media.

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.

Employer's Responsibilities

Silverback Access Limited will ensure that: -

- All operatives receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place to facilitate a safe evacuation
- A fire risk assessment for the relevant premises* is undertaken (and regularly reviewed) which clearly sets out identified control measures.

* Note: either employers or persons in control of the premises have a duty to carry out a fire risk assessment

- A register of operatives is kept up-to-date and will be taken to the fire assembly point in the event of an evacuation
- It takes account of people with disabilities when determining fire safety arrangements and evacuation procedures for buildings under its control
- The requirements for employee training in fire safety are adhered to
- A fire logbook is kept up-to-date and that it is available, on request, to the enforcement agencies
- The fire alarm and all associated equipment is tested in line with current guidance and tests are recorded in the fire logbook

- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept
- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the enforcing authorities
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

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.

Employer's Responsibilities

Silverback Access Limited will:-

- Carry out a first aid risk assessment for each workplace to identify: –
 - The level of first aid cover required, e.g. 'First-Aiders' (i.e. those who have either a First Aid at Work or Emergency First Aid at Work certificate) or 'Appointed Persons'. Consideration will be given to cover annual leave, sickness etc
 - First aid equipment and facilities
 - Emergency procedures.
- Ensure operatives are aware and kept aware of the first aid arrangements for each workplace including in vehicles and on third party premises
- Provide the minimum numbers of first aid personnel at all times
- Display the names of trained first aiders and the location of first aid kits
- Regularly monitor the contents of first aid kits and replenish stock
- Provide training and refresher training of First Aiders and Appointed Persons
- Dispose of contaminated waste properly.

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 with requalification after 3 years from initial completion
- 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 or obstructed emergency exit routes.

Note - This list of hazards is not exhaustive.

Employer's Responsibilities

- Silverback Access Limited accepts that some of its work activities could, unless properly controlled, create hazards to operatives and other people. To reduce the likelihood of injury or loss we will take all reasonable steps to reduce the risks to an acceptable level.
- Consequently, Silverback Access Limited will inform operatives of likely hazards by means of risk assessments, information, instruction, signage, training and documentation.
- To aid the recording of hazardous situations Silverback Access Limited has implemented a hazard reporting procedure for operatives, this will encourage safety awareness in the workplace. By encouraging the workforce to use these systems, accidents should be reduced which will lead to a safer working environment and more positive safety culture. In turn, this should improve the attitude of the workforce towards safety.

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

Description

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.

Employer's Responsibilities

Silverback Access Limited will:

- Carry out a risk assessment of each job (including lone working) to determine whether there are any significant health and safety risks, considering individual circumstances
- Ensure all operatives complete a health screening questionnaire on starting with the Company
- Introduce the appropriate control measures to remove the risk or manage it
- Meet the cost of making reasonable adjustments, depending on the nature of the adjustment
- Permit operatives with an underlying health condition to liaise with Silverback Access Limited and organise their work area and work time accordingly and in line with guidance/supervision, except in exceptional cases where it is operationally impossible
- Allow more time and greater flexibility for induction training and choose the location for this carefully
- Establish procedures for dealing with the underlying health conditions in conjunction with any affected operatives
- Allow agreed leave for counselling, supervision, management sessions, eye examinations or treatment
- Identify any specific training needs of the individual
- Make provision for operatives with underlying health conditions within the arrangements for first aid, fire and emergency evacuation. This may include appointing another individual to ensure affected operatives are supervised through evacuation.

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 their Cancer could have an adverse effect on their 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 their health and safety or that of others.
- Notify the employer and DVLA if their doctor says they might not be fit to drive, or their medication causes side effects which could affect their 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 the employer if they need access to a fridge or cold flask for storing insulin
- Inform the employer if they need a private area in which to check blood sugar levels

- Inform the employer if they need to maintain a check on blood sugar levels throughout the day and to take regular breaks
- Inform the employer if they need access to the services of their G.P. or diabetic nurse during the working day.

Epilepsy:

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

- Alert the employer if their epilepsy is having an adverse effect on their 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 their 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 their bleeding disorder is going to affect their ability to do their job or if they need specialised equipment or work wear.
- To be as prepared as possible for a bleed at work
- Inform the employer if they need a private place at work where they can administer their own treatment if the need arises.

Hypertension:

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

- Notify the employer if they experience any symptoms that could affect their ability to operate plant or machinery.

Inform DVLA if driving a group 2 vehicle (bus, coach, or lorry)

- They must stop driving if a doctor says they have malignant hypertension. They can only drive again when both the following apply:
- a doctor confirms that their condition is well controlled
- their 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 they experience any symptoms that could affect their ability to drive or put their safety and the safety of those around them at risk, such as cognitive issues affecting their ability to concentrate
- If they are asked if they are disabled for the purposes of the Equality Act or the Disability Discrimination Act, they must answer yes, regardless of whether they consider themselves to be disabled.

Mental health disorders:

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

- Notify the employer if their mental health disorder is having an adverse effect on their 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 their 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 the employer and the DVLA. If they are unsure they 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 their multiple sclerosis is having an adverse effect on their 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 their job includes driving, to notify the employer and the DVLA. Notification to the DVLA is a strict legal requirement
- If they are asked if they are disabled for the purposes of the Equality Act or the Disability Discrimination Act, they must answer yes, regardless of whether they consider themselves 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 their musculo-skeletal disorder is having an adverse effect on their 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 their 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 the employer and the DVLA. If they are unsure they 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 that 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

Employer's Responsibilities

Silverback Access Limited will: -

- Carry out a risk assessment to ensure appropriate risk assessments take into account health surveillance requirements to identify the health hazards within the workplace and communicate the findings to appropriate operatives
- Ensure that resources are available for health surveillance needs
- Appoint competent people to assist with health surveillance
- Take any necessary measures to remedy any risks found as a result of the assessment
- Ensure that all operatives, including new operatives are included in health surveillance programmes
- Ensure that operatives transferring to different work activities are included in the health surveillance programme if required
- Provide operatives with relevant information, instruction and training
- Communicate the results of health surveillance to relevant operatives
- Ensure that operatives and their representatives are consulted on the need and procedures for health surveillance
- Ensure that personal files are kept up-to-date
- Ensure that operatives attend the health surveillance programme
- Ensure that sickness absence is monitored, and operatives are referred to management if the reason for absence is thought to be work-related
- Provide personal protective equipment where required
- Monitor and review the effectiveness of the arrangements
- All occupational health issues should be reported to senior manager for escalation.

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

Employer's Responsibilities

Silverback Access Limited realise that there may be concerns surrounding homeworking, to allay these fears we will:

- Produce a suitable and sufficient assessment of the risks to the health and safety of these operatives and others who may be affected and communicate such risk assessments to operatives
- Identify the preventative and protective measures needed, so far as is reasonably practicable
- Provide suitable DSE training to operatives so to enable those operatives to carry out their own Display screen equipment assessments
- Review completed DSE assessments and supply and maintain suitable equipment, where necessary, to allow operatives to work safely

- Encourage staff to maintain good housekeeping so to prevent slips, trips and falls and fires
- Encourage staff to test battery powered fire detection systems regularly
- Provide employees with suitable equipment, where required, to enable effective communication, such as: computer, phone and video conferencing equipment
- Ensure regular consultations are arranged to prevent these operatives feeling isolated from the rest of the business
- Check that lone workers have no medical conditions, which make them unsuitable for homeworking
- Supervision of lone workers will be provided which will be based upon the findings of the risk assessment
- Establish risk assessments and emergency procedures in consultation with operatives
- Provide access to first aid facilities as identified by the work activity risk assessment
- Establish an emergency point of contact and communicate this contact to our operatives
- Ensure that appropriate support is given to staff following an incident
- Ensure homeworkers are covered by the Employer's Liability Insurance cover.

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 The 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.

Employer's Responsibilities

Silverback Access Limited will: -

- Carry out a risk assessment in relation to housekeeping within the company and its off-site activities, set housekeeping standards and introduce control measures as appropriate
- Take any necessary measures to remedy any risks found as a result of the assessment
- Implement steps for the maintenance, cleaning and repair of the premises
- Train operatives to be aware of their responsibilities for ensuring that hazards are not created from their work or equipment
- Inform relevant operatives of the risks which exist and the relevant standards and control measures
- Re-assess housekeeping as necessary if work processes change.

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.

Employer's Responsibilities

- Consult with relevant persons to identify the information, instruction, supervision and training required taking into account the level of skills, knowledge and experience required, the risks identified in the workplace and any relevant, specific individual needs
- Undertake a training needs assessment for all operatives and provide the necessary training identified
- Ensure that the demands of the job do not exceed the operatives ability to carry out their work without risks to themselves and others
- Provide and prioritise information, instruction, training and supervision based on risk assessment and to ensure that any high risk needs are met first
- Determine the most suitable method for delivery of the information, instruction and training, including the use of internal and external providers
- Assess the suitability of the information, instruction, supervision and training and its effect on the employee and/or the business to enable changes, modifications or additions to be made if required
- Use competent operatives in the erection, dismantling and alteration of scaffold structures/systems, e.g. those holding a valid Construction Industry Scaffolders Record Scheme (CISRS) Card.

Specifically, Silverback Access Limited will provide information, instruction, supervision and training for operatives: -

- On recruitment/induction
- When moving persons to another task or promotion
- When the workplace environment, process, equipment or system of work is changed

- If a review of risk assessments, safe systems of work and training needs determines a refresher program is required.

Suitable records will be maintained of all information, instruction and training provided.

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.

Employer's Responsibilities

All reasonable actions will be taken by Silverback Access Limited to ensure the safety of operatives who work with ladders.

Silverback Access Limited will, in consultation with operatives and their representatives:

-

- Carry out a risk assessment of work activities involving the use of ladders, including consideration of: length, width and height of the scaffold, the number of tiers and people using the scaffold at any one time, duration of scaffold hire, type of work undertaken on the scaffold, emergency and evacuation procedures
- Take all necessary measures to reduce any risks found as a result of the assessment
- Ensure that all ladders supplied are of good construction, sound material and are suitable for the tasks to be performed

- Ensure that all ladders used are clearly identified, regularly inspected and maintained
- Maintain a records system, which identifies each ladder and logs each inspection, repair and maintenance procedure undertaken
- Provide appropriate information and training to operatives who use ladders, including additional information and training where the ladder is used in a high-risk environment or in a way which increases the risks involved
- Ensure ladders are stored in a way that does not lead to warping, defects or reduction in strength
- Implement a reporting system, so that any concerns, problems, risks or defects encountered while using the ladders can be reported to a responsible person and the appropriate action taken.

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.

Legionella

Description

Legionellosis is a collective term for those diseases caused by legionella bacteria including the most serious, Legionnaire's disease as well as the less serious Pontiac fever and Lochgoilhead fever.

Legionellosis can affect anyone who inhales small droplets of water (aerosols) from water systems, e.g. showers that are contaminated with legionella bacteria.

The Health and Safety Executives (HSE)'s Approved Code of Practice defines the following responsibilities: –

Duty Holder

A Duty Holder may be:-

- The employer, where the risk from their undertaking is to their employees or others
- A self-employed person, where there is a risk from their work activities to themselves or others
- The person in control of the premises (or systems in connection with work), where there is a risk from the systems in the building e.g. where a building is let to tenants but the landlord keeps responsibility for its maintenance.

The Responsible Person

This is the person(s) appointed by the Duty Holder, to help them carry out the risk assessment and the day-to-day operational procedures to control the risks from Legionella bacteria. They will have sufficient authority, competence and knowledge of the water systems and installation.

The Risk Of Someone Contracting Legionellosis Depends On:

The presence of Legionella bacteria: the conditions that encourage Legionella bacteria to multiply include poorly maintained systems, ineffective control measures, presence of rust, sludge, scale, etc. and water temperatures between 20 – 45 deg C.

The means of creating and disseminating breathable aerosols, e.g. from spas, showers, taps, fire sprinkler systems, water jets, hose pipes, fountains and hot water systems, etc.

The person: The disease/fever can affect anyone however some people are at higher risk than others e.g. those people over 50, smokers, heavy drinkers, diabetics, those with respiratory problems and immune system impairments.

The Duty Holder's Responsibilities

Silverback Access Limited will ensure that: -

- A suitable and sufficient risk assessment is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and water systems under their remit
- A Written Scheme is produced and implemented, where a reasonably foreseeable risk of exposure exists, for preventing or controlling the risks
- A Responsible Person is appointed to help the Duty Holder manage the day-to-day operational control procedures in accordance with the Written Scheme
- Steps are taken to check that equipment supplied for water systems are designed to minimise the growth of legionella bacteria and are installed in compliance with relevant water related regulations
- Persons working with water systems are appropriately supervised and have been provided suitable information, instruction and training including the significant findings of risk assessments
- The risk of Legionella is eliminated, where reasonable practicable, through improved engineering design of water systems, e.g. by removing dead legs or removing unused showers where water can stagnate
- Regular cleaning, treating, maintaining and operating of water systems at predetermined intervals
- Regular monitoring, inspecting, testing, e.g. water temperatures and Legionella bacteria levels, if needed and reviewing of the water system's control measures, risk assessments and the Written Scheme to check their effectiveness
- The risks from scalding are minimised.
- Records are kept of the: -
 - Appointed responsible people for conducting the risk assessment, managing and implementing the Written Scheme
 - Significant findings of the risk assessment
 - Written Scheme and its implementation
 - State of operation of the water system (working or not).
- Results of any monitoring, inspections, tests or checks carried out including dates
- Where relevant, the requirements of the Reporting Injuries and Dangerous Occurrences Regulations, RIDDOR is complied with.

The Directors will ensure that: –

- With the assistance of a competent person, carry out a risk assessment, develop a Written Scheme and seek/implement advice on prevention and control procedures.

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 disease diagnosed as Legionnaires' Disease
- Report to the Directors any hazardous or dangerous situations.

Leptospirosis

Description

Two types of Leptospirosis can affect operatives 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

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

Employer's Responsibilities

In line with our other procedures, Silverback Access Limited will: -

- Carry out a risk assessment of work activities that may put operatives at risk of contracting the disease
- Take any necessary measures to remedy any risks found as a result of the assessment and inform operatives of the findings
- Consider eliminating the rat population by using pest control measures
- Ensure operatives are issued with and wear suitable and appropriate PPE
- Introduce safe systems of work after removing PPE, for handling any animal, or any contaminated clothing or other materials, and always before eating, drinking or smoking
- Notify the Incident Contact Centre at Caerphilly should an employee contract the disease.

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.

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.

Employer's Responsibilities

As part of our work activity involves the use of lifting equipment we will ensure that: -

- Competent people carry out lifting operations in a well-planned and supervised manner
- All lifting equipment is thoroughly examined before being used for the first time and at regular intervals thereafter. Formal checks and servicing are recorded
- All lifting equipment is examined in line with the manufacturer's recommendations and applicable legislation
- Equipment used for lifting people e.g. mobile elevating work platforms, hoists and lifts are thoroughly examined every six months
- Lifting accessories such as chains, slings, ropes, eyebolts and shackles are also thoroughly examined every six months
- Lifting equipment is clearly marked with its safe working load
- Relevant operatives are trained in the safe use and operation of lifting equipment.

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.

Employer's Responsibilities

To safeguard operatives and visitors from the potential hazards presented by inadequate lighting, Silverback Access Limited will:

- Carry out an assessment of lighting in the workplace to determine whether it is suitable. This will take into account operatives with visual limitations together with the needs of older people
- Take any necessary measures to remedy any risks found as a result of the assessment
- Train operatives on how to adjust for proper lighting in their jobs to prevent visual fatigue
- Ensure that work is carried out by natural light wherever possible
- Take precautions against glare
- Ensure that lights are positioned to avoid risks to health and safety (fire etc)
- Ensure that supplementary lighting is provided, as necessary
- Ensure that safe access is provided in order to clean or replace the lights or windows
- Develop safe systems of work for such cleaning or replacement.

The following recommended standards may be adopted by Silverback Access Limited:

- Outdoor lighting, especially where personal security is an issue - 20 lux, constantly maintained

- Loading bays and outdoor work areas - 50 lux
- Work requiring limited perception of detail - 100 lux
- Local lighting at individual workstations - 200-500 lux with no sources of glare (i.e. direct sunlight, unshaded light-bulbs etc)
- Staircases and escalators - 300 lux, lit to provide good contrast between the treads and risers of the steps
- Cellars and storerooms - 300 lux
- Crossing points on traffic routes - 300 lux, constantly maintained.

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

Lone Working

Description

Lone workers can be anyone who works by his/herself 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 and 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.

Employer's Responsibilities

Silverback Access Limited realise that there may be concerns surrounding lone working, to allay these fears we will: -

- Identify all operatives who are lone workers
- Make a suitable and sufficient assessment of the risk to the health and safety of these operatives and others who may be affected
- Identify the preventative and protective measures needed, so far as is reasonably practicable
- Provide adequate security for lone workers, e.g. locks, CCTV
- Ensure that mechanisms are in place to account for and trace the whereabouts of operatives who work alone and that these systems are regularly checked
- Ensure that training in interpersonal skills, managing aggression and personal safety, that emphasises prevention and the continual assessment of risk is in place and available to operatives

- Check that lone workers have no medical conditions, which make them unsuitable for working alone
- Supervision of lone workers will be provided which will be based upon the findings of the risk assessment
- Establish emergency procedures in consultation with operatives
- Consider installing or providing devices to raise an alarm in the event of an emergency, e.g. mobile phones, panic alarms, 'man- down' systems
- Provide access to first aid facilities as identified by the work activity risk assessment
- Ensure that appropriate support is given to operatives following an incident
- Ensure lone workers are covered by the Employer's liability insurance cover.

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 operatives, 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 operatives
- Static or spark discharge during maintenance in an intrinsically safe zone
- Poor communication between maintenance operatives and operatives
- Lack of knowledge by maintenance operatives 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 operatives performing maintenance functions
- Failure to re-commission plant correctly after maintenance to ensure that operations are not adversely affected in terms of safety considerations.

Employer's Responsibilities

Silverback Access Limited will:

- Undertake suitable and sufficient risk assessments, identifying how equipment should be isolated prior to carrying out any maintenance work and which identify how heavy parts of machinery will be moved
- Implement the appropriate measures for the protection of anyone undertaking maintenance operations when the assessment has indicated that the task involves significant risk to health or safety
- Ensure that all work equipment is maintained and kept in good working order and where necessary, a written maintenance log kept up-to-date
- Ensure that all persons who maintain, supervise or manage maintenance work are competent to do so

- Establish safety rules for how maintenance tasks are performed
- Ensure the use of extension tools that preclude employee exposure to moving parts of machinery whilst cleaning, unjamming, lubricating etc. Silverback Access Limited will also provide training in their use
- Ensure that all operatives are fully aware of reporting procedures so that a responsible person can be informed of any problems or implement any necessary remedial action
- Seek assurance of exclusivity of control if the machinery must be energised during adjustment, unjamming or other maintenance
- Supply all necessary personal protective equipment that is required to be worn when the maintenance work is being undertaken
- Ensure that lockout procedures are in place, which require that all sources of electrical, mechanical, hydraulic or pneumatic energy are isolated from the machine by physically locking out and applying warning signs or tags
- Ensure that operatives are trained and qualified to use the lockout procedure.

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.

Employer's Responsibilities

Silverback Access Limited will ensure that: -

- Manual handling operations that present a risk of injury are identified
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation
- Refer to appropriate NASC guidance (SG6:15) in planning for manual handling activities
- Those operations that cannot be avoided are assessed using an ergonomic approach that considers the Task, Individual capacity, Load and Environment (TILE) elements to determine the level of risk. The assessment will be recorded to show that it has taken place and to allow for easy review if circumstances change
- Measures required to eliminate the risk, or reduce it to the lowest level that is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work
- Suitable, fit for purpose equipment including personal protective equipment (PPE) is provided to minimise harm from manual handling tasks
- Any new work that might involve manual handling operations is assessed and safe systems of work are implemented before the work commences

- Annual reviews of assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation have changed
- Incidents that result in musculoskeletal injury to staff are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents
- Staff recruited to posts involving manual handling are suitable for the work they are required to undertake, that job descriptions sent to applicants for employment include details of manual handling tasks where these are part of requirement of the post, and that staff in post continue to be suitable for the work
- Suitable information, training and supervision is provided for all employees engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed
- Sufficient information about loads and environment is given to other employers who have control of workers on the premises and to self-employed contractors that will enable them to meet their responsibilities under the regulations
- Premises outside the regular workplace at which employees may have to perform manual handling operations are taken into consideration when undertaking a manual handling assessment
- Any specific arrangements for complying with the Regulations that are introduced are documented and incorporated into the safety policy.

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.

Employer's Responsibilities

Silverback Access Limited may feel it necessary to compile method statements for all site work activities including scaffold work in order to demonstrate how the work activity is to be controlled.

The statement will include: -

- Scope, location and description of the work
- Full description of the structure (inc. size, number of boarded and working lifts, sheeting status and loading classification in line with TG 20)
- Plant and equipment to be used during the works
- Operatives and Supervision allocated and details of their competence
- Phasing plans (as required) for the construction and dismantling of the structure/system
- Emergency evacuation and rescue plans
- How falls are to be prevented (collective and personal fall protection)
- How danger to those below and to the public from falling objects are to be controlled

- How risks, identified at the planning stage, are to be controlled
- How variations in the work are to be managed
- Monitoring systems in place to ensure that all risks are being effectively controlled
- Handover and statutory inspections procedures
- Health protection, such as the use of local exhaust ventilation and respiratory protection, where hazardous dusts and fumes could be created
- Any training needs for contractor's employees
- The use of competent persons.

The method statements will be brought to the attention of all operatives who undertake the work.

Following the completion of a risk assessment Silverback Access Limited may feel it necessary to also compile a method statement to further control the work activity. The statement may include: -

- Working systems and methods of control to be used and details of how information is communicated
- Arrangements for access, e.g. to fragile surfaces
- Methods for safeguarding existing structures and avoiding overhead cables etc
- Structural stability precautions, e.g. temporary shoring arrangements
- Arrangements for the safety of members of the public
- Plant and equipment to be used including personal protective equipment
- Health protection, such as the use of local exhaust ventilation and respiratory protection, where hazardous dusts and fumes could be created
- Procedures to ensure compliance with legal requirements
- Any training needs for contractor's employees and the use of competent persons
- Welfare facility arrangements.

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 operatives 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 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.

Employer's Responsibilities are to:

- Prepare and implement a plan for regular monitoring and inspection of health and safety arrangements
- Arrange with Citation Ltd for annual inspections of the workplace and processes to be undertaken
- Monitor operatives health requirements and fitness to work, where applicable, e.g. eye tests, effects of noise and vibration, general fitness etc., as required by risk assessment
- Ensure competent persons regularly inspect, examine and test equipment, where applicable, following manufacturer's recommendations and at intervals, where set by statutory requirements
- Regularly inspect the workplace and activities to ensure a safe working environment
- Regularly check progress in complying with health and safety plans
- Regularly check employee and contractor competence during work activities to ensure they are working safely and are following the requirements of the employee handbooks, instructions, etc
- Review risk assessments at least annually, or where there has been a significant change in tasks, premises layout, equipment or personnel

- Record results of inspections and monitoring that is undertaken, e.g. using Citation stationery templates
- Gather and analyse data about injuries, cases of ill health (including monitoring of sickness absence records) and incidents with the potential to cause injury, ill health or loss. This data provides information about health and safety failures and gives the opportunity to learn from mistakes and to prevent recurrence
- Take any necessary remedial actions to safeguard the health and safety of operatives, contractors, public or visitors where hazards, faults, omissions, non-compliances, lack of training, unsafe activities or conditions are found through complaints, inspection, monitoring and review
- Prioritise when, how and who implements any actions required
- Periodically review the whole of the health and safety management system including the elements of planning, organisation, control and monitoring to ensure that the whole system remains effective and legally compliant.

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

Description

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.

Employer's Responsibilities

- Carry out risk assessments and implement control measures to reduce the risk
- Provide appropriate safe systems of work and training suited to the working environment
- Provision of handling equipment such as tongs and puncture resistant gloves
- Offer immunisation for tetanus and hepatitis B
- Provide and communicate a "Needle find" reporting system
- Make available, suitable tamper proof storage and disposal facilities
- All incidents will be treated in the strictest confidence. Any employee who receives a needle injury will be provided counselling and access to an occupational health physician.

Puncture wounds from contaminated needles will be reported as dangerous occurrences.

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).

Employer's Responsibilities

To safeguard the health and safety of new and expectant mothers, Silverback Access Limited will:

- Consider, in general workplace assessments, any risks to the health and safety of female employees of childbearing age and, in particular, risks to new and expectant mothers
- Encourage operatives to inform their Manager, as early as possible, if they become pregnant, are breastfeeding or have given birth in the previous six months
- Once notified, carry out a 'new and expectant mother' risk assessment in conjunction with the employee, reviewing the general risk assessments as part of that process, to identify any significant risks that need to be controlled or eliminated to ensure a safe working environment for the employee and her unborn baby
- Regularly review the 'new and expectant mother' risk assessment, taking into account any additional or heightened risks that may occur at different stages throughout the pregnancy and after her return to work. Incorporate into the assessment any advice provided by the operatives GP or midwife
- Provide information, including the results of risk assessments, instruction, training and supervision to, and monitoring of, all new and expectant mothers
- Arrange for frequent rest breaks to be taken by the new or expectant mother
- Provide appropriate facilities for expectant and breastfeeding mothers to rest e.g. rest room equipped with a comfortable chair

- Allow the new or expectant mother to temporarily change her working conditions or hours of work, if necessary, to minimise the risks
- If, despite all practicable measures being taken, Silverback Access Limited considers that there is an unacceptable risk to a new or expectant mother, or her unborn baby, Silverback Access Limited will take all reasonably practicable steps to find suitable and appropriate alternative work for her. If none is available, the employee will be medically suspended from employment in accordance with the terms of the Employment Rights Act.

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.

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.

Employer's Responsibilities

Silverback Access Limited will:

- Identify work equipment and workplace areas where there may be a risk of noise exposure and if necessary, engage the services of a competent person to carry out a noise risk assessment
- Identify those operatives and other workers, who are likely to be at risk from noise exposure particularly new and expectant mothers and young workers
- Not expose operatives above the exposure limit values (ELV)
- If the lower exposure action values are being exceeded make appropriate hearing protection available to operatives
- If the upper exposure action value is being or likely to be reached or exceeded:

- develop and implement a formal action plan to reduce the risk to as low as reasonably practicable
 - minimise the noise at source, e.g. modify equipment
 - reduce noise exposure times, e.g. by task planning, job rotation
 - isolate noisy areas, e.g. with use of sound proofing
 - designate hearing protection zones, using specific signage (e.g. as shown below), restrict access and ensure that appropriate hearing protection is being worn in these areas
- Purchase work equipment with the lowest noise levels, where reasonably practicable
 - Regularly inspect and maintain work equipment including personal protective equipment (PPE)
 - Provide operatives with information, instruction, training and supervision on noise, including its effects on health, control measures, safe systems of work, maintenance of equipment, health surveillance and hearing protection
 - Record the findings of noise assessments, including those for which no action was required
 - Regularly monitor and review the assessment. Undertake further noise measurements, if necessary, particularly where new equipment or processes, or layout of the workplace change
 - Provide hearing checks for all operatives who are regularly exposed to noise levels above the upper exposure action value, or to those who, e.g. have prior partial hearing loss. Maintain records of any hearing checks undertaken
 - Identify any likely detrimental health effects arising from synergistic effects or interaction between noise and other agents e.g. vibration.

Sub-contractors Responsibilities

Sub-contractors will:

- Comply with signs and notices that identify hearing protection zones
- 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
- Report any noisy areas or equipment to management.

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.

Employer's Responsibilities

If our work activity is in the vicinity of overhead power lines we will: -

- Consider if work beneath or near to overhead power lines (OHPL) can be avoided
- Conduct a risk assessment of the activity and implement safe systems of work, for example 'Permit to Work', to minimise risks to persons and equipment
- Communicate to all affected persons, the findings of the risk assessments for the activity and applicable control measures
- Plan all activities adjacent to the OHPL and consult with the owners of the lines and land. Arrange for power to be isolated or diverted, if applicable
- Liaise with the owner of the power lines to confirm safe working distances from the OHPL
- Ensure that equipment is suitable for the activity and is regularly inspected and maintained by competent persons

- Train operatives in the relevant safe systems of work
- Ensure that all safety zones are maintained
- Supervise the movement of all vehicles, plant and people
- Document and communicate an emergency plan.

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.

Employer's Responsibilities

Silverback Access Limited will: -

- Provide written safe systems of work for all operations where there is a significant risk of injury or where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, in spite of all reasonable control measures being implemented a substantial risk remains
- Identify all such processes and ensure that suitable written systems are produced, operatives trained and records kept

- Instruct operatives in the safe system of work and keep records of training
- Monitor and review the systems that have been introduced
- Ensure there is a handover procedure where necessary such as a change of shift.

Silverback Access Limited Responsibilities

Observe and understand the rules and report any circumstances to management, which prevents compliance with the system or undermines its effectiveness. Sub-contractors are encouraged to make suggestions during the formulation of written systems or suggest any improvements.

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

Description

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.

Associated Hazards

- Bodily injuries: - blows, impact, crushing, stabs, cuts, grazes, scalds
- Falls from height, suspension trauma
- Health hazards: - dust, fumes, vapours, gases, bacteria, viruses, fungi
- Noise
- Vibration
- Slipping/falling over
- Electrical hazards
- Non-ionising radiation.

Employer's Responsibilities

It is the intention of the company to ensure, through the proper use of PPE, that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some operatives may have genuine reservations and concerns. Silverback Access Limited will seek to give information and training to enable a fuller understanding of these issues.

The implementation of this policy requires the total co-operation of all members of management and operatives. There will be full consultation with employee representatives through existing channels of communication.

In addition, Silverback Access Limited will:-

- Carry out an assessment of proposed PPE to determine whether it is suitable
- Train operatives in the safe use of PPE, which includes the identification and use of suitable anchor points when using personal fall arrest systems, and inform them of any residual risks
- Take any necessary measures to remedy any risks found as a result of the assessment

- Consider the hierarchy of control measures before working at height, e.g. using safety nets, air bags, safety decking before using PPE
- Ensure that a rescue plan is in place before commencement of working at height where fall restraint or arrest equipment is used
- Ensure that where two or more items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately
- Arrange for adequate accommodation for correct storage of the PPE
- Implement steps for the maintenance, cleaning and repair of PPE
- Maintain and replace PPE that has been provided to meet a statutory obligation, as necessary, and at no cost to the operatives.

Sub-contractors Responsibilities

Sub-contractors must:-

- Make full and proper use of all PPE that has been issued to them, which includes the identification and use of suitable anchor points when using personal fall arrest systems
- The minimum PPE to be worn at all times, by scaffold operatives, whilst working on site is:
 - Safety helmet (hard hat)
 - Safety footwear
 - Hi-viz vest
 - Gloves
 - Fall arrest harness with rear dorsal ring
 - Fall arrest lanyard c/w 55 opening scaffold connectors
- 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.

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.

Employer's Responsibilities

- Undertake a risk assessment for using the applicable portable electrical appliance for the task required and implement suitable safe systems of work to control the risks
- Ensure that trained and competent persons undertake the work
- For equipment connected to power sources either use "double insulated" or earthed cables and ensure cables are protected against damage
- Ensure that equipment is regularly maintained by following the manufacturer's instructions
- Ensure users visually check equipment before and during use
- Regularly undertake, by trained appointed persons, formal visual inspections of the equipment including inspection of the plug and its assembly
- Carry out combined inspection and testing by electrically competent persons at frequencies required by the risk assessment. A register of such inspections will be kept
- Remove from use or arrange for the repair of any appliance that fails any inspection, test or other checks
- Where required by risk assessment, provide additional precautions such as suitably robust residual current devices (RCD's), 110v reduced voltage equipment, etc
- Ensure that the power supply is within the operating range of the appliance

- Ensure that, where provided, guards and protective covers are in place and kept in good condition.

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.

Employers Responsibilities

To reduce the likelihood of being exposed to RCS Silverback Access Limited will: -

- Check which materials being worked with contain silica and then assess the risk of exposure to RCS dust during work activities, as part of the requirement under the Control of Substances Hazardous to Health Regulations (COSHH)
- Consider substituting the product with a material that has no or less silica content
- Implement suitable control measures to minimise the risk of exposure to RCS and ensure that the legal Workplace Exposure Limit (WEL) of 0.1 mg/m³ respirable dust, averaged over 8 hours is not exceeded, and consider the need for air monitoring
- Use dust suppression systems or local exhaust ventilation systems (LEV) where appropriate. Where LEV systems are used ensure they are regularly serviced, tested and thoroughly examined
- Provide suitable Personal Protective Equipment (PPE) and Respirable Protective Equipment (RPE) as required by risk assessment, and ensure operatives are trained in their use. Face fit testing of RPE will be undertaken
- Ensure regular maintenance of equipment is undertaken by competent people, including PPE/RPE used when there is a risk from airbourne silica containing material
- Develop emergency procedures for incidents of RCS dust being accidentally released
- Promote awareness of the risks of RCS through training and induction of operatives
- Ensure that anyone, including contractors, working with silica based products are adequately trained and competent to carry out the work safely
- Ensure that sub-contractors have suitable arrangements, prior to commencing and during work, to control exposure to RCS
- Ensure suitable arrangements are in place for the disposal of any RCS dust waste, including used PPE/RPE
- Undertake regular monitoring, and provide adequate levels of supervision
- Undertake suitable health surveillance where required by risk assessment.

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 & 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.

Employer's Responsibilities

Silverback Access Limited will ensure that:

- Sub-contractors undertaking risk assessments are competent to do so, having undergone suitable training in the risk assessment process
- Identify all hazards with the potential to cause harm to operatives and others who may be affected by our undertaking
- Evaluate the probability and severity of potential injury or damage
- Identify the options for eliminating, reducing or controlling the identified risks and taking the necessary action
- Provide operatives with any additional training identified within the risk assessment process as being a necessary control measure
- Review the risk assessments annually, where they may no longer be valid, or where there has been a significant change in work activities or processes

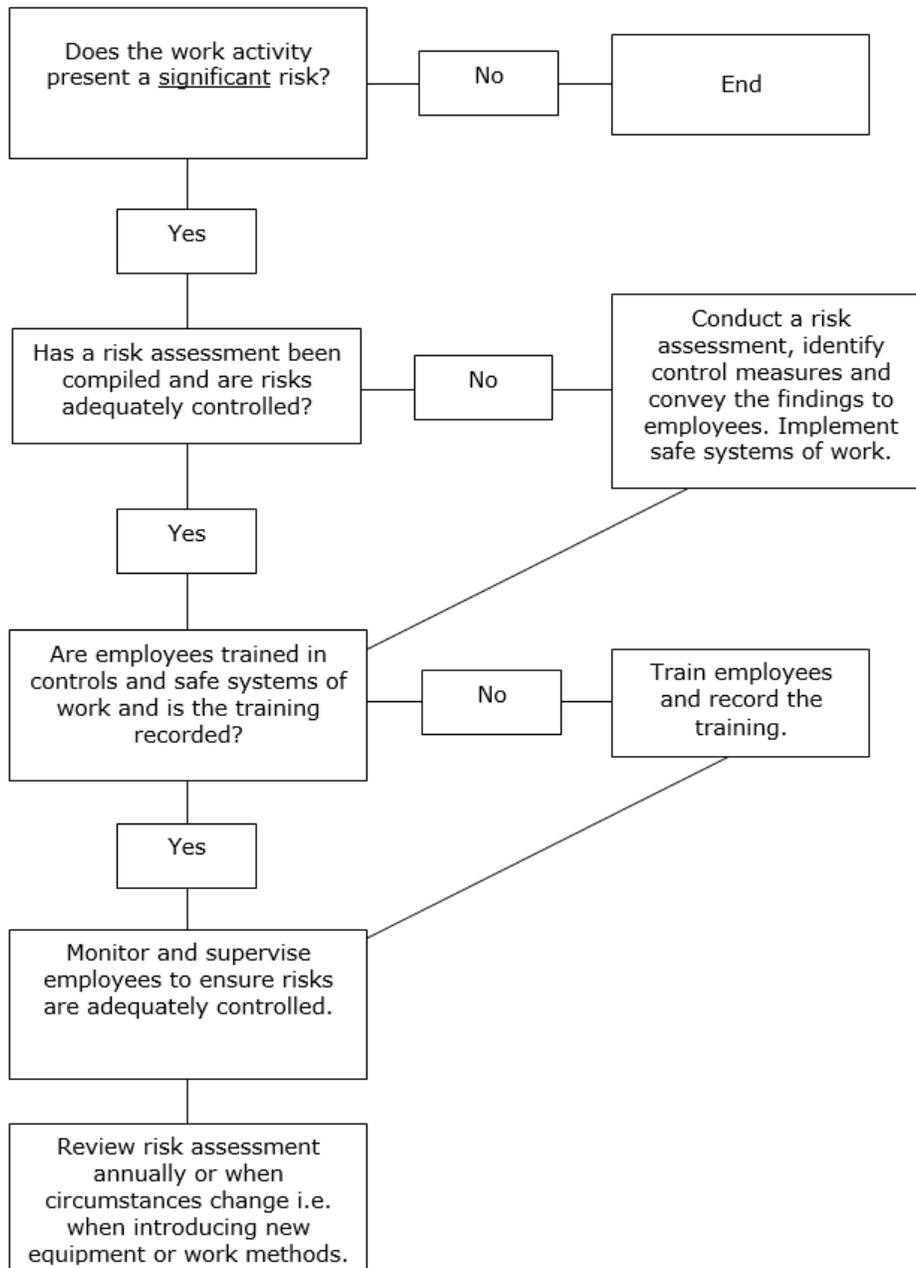
- Keep records of the significant findings of the risk assessments and identify operatives who may be especially at risk
- Provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to the work activity
- Provide operatives and operatives of other employers working on the premises with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

Sub-contractors Responsibilities

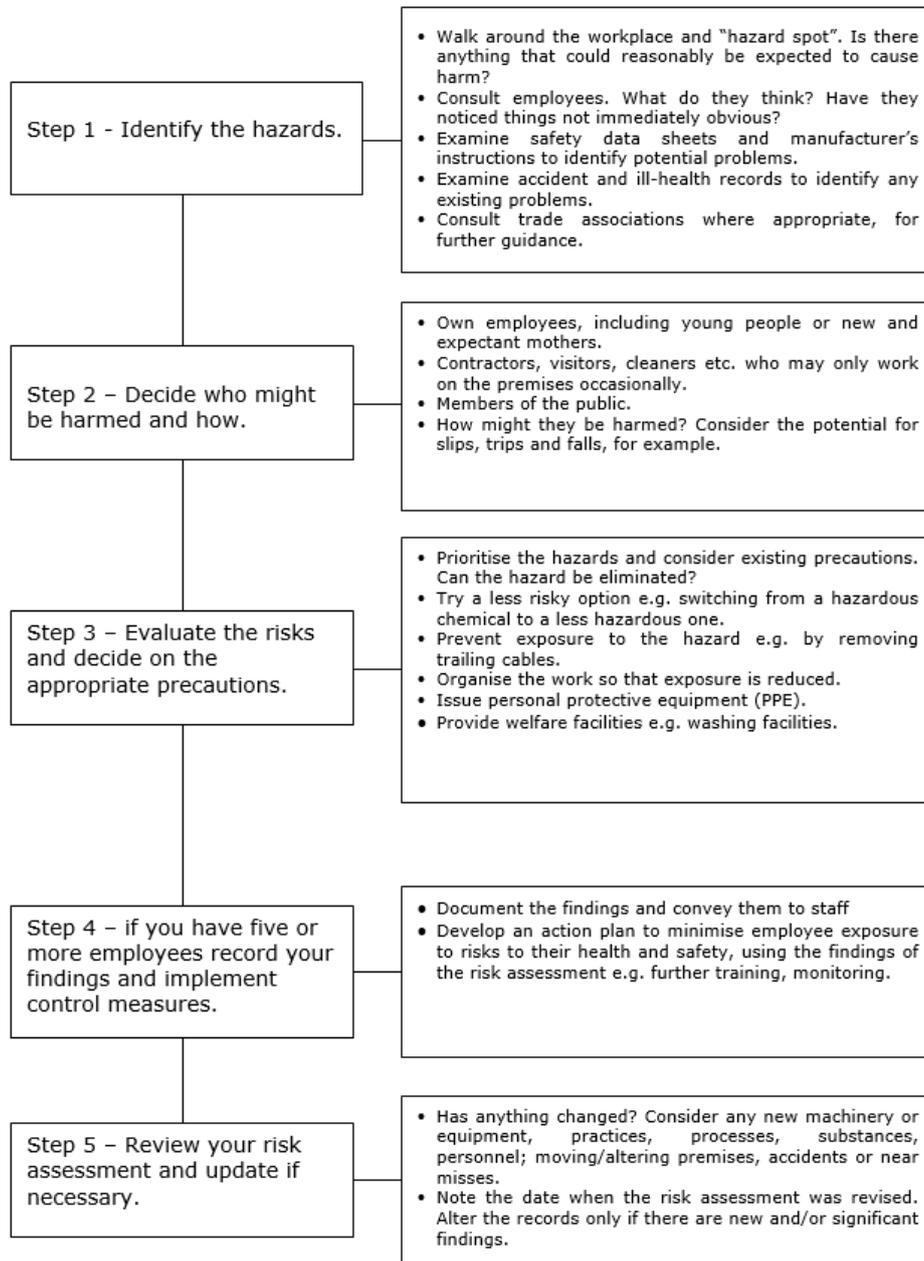
Sub-contractors must:

- Co-operate with management arrangements in respect of workplace risk assessments
- Follow any training, information, guidance and instruction given by the 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 provide.

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. restricted access, no smoking etc)
- Blue signs indicate that it is **MANDATORY** to carry out an action (e.g. the wearing of personal protective equipment etc)
- A triangular sign with black edging and a yellow background indicates **WARNING** of a hazard and would normally contain a black pictogram (e.g. falling materials etc)
- Green signs identify or locate safety equipment (e.g. the first aid station) as well as marking emergency escape routes to be taken (e.g. in the event of a fire etc).

Employer's Responsibilities

The company acknowledge that signs must comply with the regulations, however where necessary we may design specific signs to maintain a safe environment (e.g. maximum load weights of loading bays).

It is our policy to ensure that any signs that are provided for safety reasons are: -

- Maintained in a good condition
- Positioned in the correct location
- Explained to all members of operatives to ensure that they are aware of the meaning of the signs and the correct actions to be taken.

Sub-contractors 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 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.).

Employer's Responsibilities

Silverback Access Limited will:

- Ensure that all scaffold structures and systems carry "DO NOT USE" notices, affixed at prominent places to the scaffold (e.g. the access points) to restrict access until inspected and handed over for use
- When each structure/system is completed, ensure that competent operatives inspect the scaffold for compliance with the approved design and current regulations, Approved Codes of Practice and all relevant standards before completing a Handover Certificate
- Ensure that scaffolds structures and systems are inspected in accordance with the relevant legislation and are identified as per the inspection findings
- Provide operatives with the appropriate means and information to contact emergency services at all times and ensure they do not work alone
- Ensure that only competent – trained and certified persons are engaged for any scaffold inspection work and keep their competence under review.

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.

Employer's Responsibilities

Silverback Access Limited shall ensure that a risk assessment will identify:

- Persons at risk from smoking in the workplace
- Significant risk(s) arising from smoking in the workplace
- Appropriate controls to be implemented.

Silverback Access Limited are committed to its statement on Health and Safety at Work to take such steps as are reasonably practicable to provide a working environment which is safe and without risks to health.

To help achieve this, Silverback Access Limited recognises the health issues connected with smoking, not only for smokers, but also for non-smokers affected by inhaling tobacco smoke in the course of their work. To permit exposure where we can control it is contrary to our health and safety philosophy.

Silverback Access Limited will seek to achieve this objective by applying a series of control measures put forward in the Health and Safety Commission's proposals for an Approved Code of Practice on smoking at work.

The hierarchy of control measures are as follows:

- Completely banning smoking at work
- Banning smoking except in designated areas
- Having separate smoking and non-smoking areas
- Providing adequate ventilation or adopting a safe system of work.

Silverback Access Limited will manage the risks arising from smoking in the workplace by:

- Prohibiting the creation of tobacco smoke. Local employee attitudes and cultures should determine whether to extend the concept of a "smoke-free" environment to a "tobacco-free" environment (e.g. chewing tobacco)
- Endeavouring to provide reasonable assistance and support to operatives who wish to stop smoking e.g. by publicising or making available self-help guides and other health education guidance or promotional material
- Designating specific areas or locations with suitable receptacles to dispose of extinguished smoking materials where smoking is permitted
- Incorporating policy information into new operatives induction
- Consulting with trade unions, safety representatives and operatives to contribute to the provision of a safe and healthy working environment
- Ensuring agreement between smokers and non-smokers. If smokers and non-smokers cannot agree on a common outcome, then in the event of a conflict of interests, non-smokers shall have priority.

In addition, Silverback Access Limited will manage the risks associated with smoking in the workplace by:

- Monitoring the effectiveness of the arrangements
- Reviewing these arrangements periodically, and as necessary
- Ensuring that visitors/contractors are made aware of the policy.

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'.

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 distance of 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 mitigate the risk.

As social distancing is the primary control for managing the risk of 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. Where this is not possible additional mitigating measures to reduce the risk, such as the wearing of PPE/RPE will need to be implemented.

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.

Employers Responsibilities

Silverback Access Limited will:

- Not open or operate if on the current list of prohibited businesses as declared by the Government
- Not permit persons into the premises who should be self-isolating because either they have symptoms or reside with someone with symptoms. Duration of isolation should be determined from up to date government information

- Support those who are at higher risk from Covid-19 infection and its complications due to their age, underlying health conditions, because they are pregnant or if they come from a Black Asian, Ethnic Minority (BAME) background
- Operate remotely where at all possible to avoid the need for employees to travel into the workplace
- Carry out a risk assessment of all work activities and workspaces to ensure social distancing can be implemented and maintained effectively. Control measures may include:-
 - Remote Working where at all possible
 - Staggered work patterns to reduce the number of personnel on site at any one time
 - Restricted access to common areas
 - Control of visitors and contractors to site
 - Adaption of tasks to allow for one-person completion
 - Prevention of shared of vehicle, workstations and equipment.
- Will implement further control measures where social distancing cannot be successfully implemented or maintained effectively. This may include:-
 - Documented work planning for how task will be carried out to reduce the risk
 - Minimising the time spent within safe social distance
 - Minimising the number of people, where the social distancing is breached
- Provide adequate Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) as identified in the risk assessment with training on its safe and effective use, storage and disposal
- Review risk assessments and work plans in response to any changes in Government advice to ensure all working practices adhere to the most recent guidelines
- Ensure all employees receive information, instruction, training and supervision to ensure awareness and adherence to the social distancing Control Measures
- Ensure that social distancing is supported by other effective control measures such as hand hygiene and respiratory hygiene and will make the relevant provisions for these to be effective. This may include:
 - Provision of adequate hand washing facilities and sanitiser
 - Arrangements and provisions for regular cleaning and disinfection of workplaces and equipment

- Report to the enforcing authority as required by the Reportable Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any instances where a member of staff receives written confirmation of a Work-Related Covid-19 infection from a medical practitioner
- Investigate all Covid-19 related incidents and implement any action identified as necessary to prevent a recurrence. Monitor the effectiveness of the actions
- Ensure employees can attend Covid-19 tests where they are required.

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 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
- Overloaded shelves leading to collapse
- 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.

Employer's Responsibilities

To help manage the safe installation and use of racking and storage systems, Silverback Access Limited will ensure that: -

- Risk assessments are undertaken in respect of the use of storage systems to ensure that they are correctly designed, installed, maintained and organised in aisles to allow for safe access to goods and materials
- The findings of the risk assessments are communicated to operatives and others who may be affected by work activities
- Racking/storage systems are protected against mechanical damage
- Where the design of the system requires it to be secured, only methods, which have been "proved" by structural calculations, will be used
- Where necessary (i.e. where forklift trucks or other mechanical handling equipment is used), racking will be securely fixed to the floor
- Sub-contractors are trained in safe methods of storage and retrieval
- If pallets or containers are used they will be regularly inspected for damage

- As racking is considered work equipment under PUWER, in house visual inspections of racking/storage systems will be undertaken and recorded by the nominated Person Responsible for Racking Safety (PRRS)
- A competent person e.g. SEMA (Storage Equipment Manufacturers Association) approved racking inspector will carry out an annual "expert" safety inspection of company racking that is loaded with a fork lift truck. A formal record of the inspection will be maintained
- Hazard-reporting procedures are followed
- Ensure that scaffolding boards have a regular flow of air if stored for more than 3 months
- Racking/storage systems will be affixed with a notice stating the maximum working load, together with any specified load configurations.

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
- 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 the 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.

Employer's responsibilities

Silverback Access Limited will:

- Carry out a risk assessment in conjunction with operatives to identify sources of stress and the associated risks and gather information, such as completed health questionnaires, sickness absence records and exit interview notes to assist in this process.
- Take steps to reduce the risks from work-related stress, as far as is reasonably practicable.
- Put in place a system so that operatives can raise, with their line manager, a health and safety representative or colleague, if they are experiencing work-

related stress or have any concerns about their work environment or instances of unacceptable behaviour.

- Consult with, and communicate to, operatives over any proposed changes to their work patterns or proposed changes to the working environment.
- Encourage operatives to develop new skills to help them achieve their goals.
- Provide operatives with access to support, such as an Employee Assistance Programme/counselling service, advice or training to help reduce work-related stress.

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, 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.

Employer's Responsibilities

- Undertake a risk assessment of the hazards created by moving vehicles and plant and develop procedures to protect all persons, equipment and structures on site. Review the assessment when significant changes to the site layout or activities occur and implement new control measures accordingly
- Ensure that drivers and operators are trained, competent and hold appropriate licences
- Provide information, instruction and training to all persons relating to the requirements of the traffic plan
- Ensure there is adequate supervision of site traffic
- Only allow access to vehicles and plant that are suitable for the working environment and ensure vehicles have optimal driver vision
- Provide safe systems of work for loading and unloading operations

- All reversing vehicles must be controlled by, for example, trained and competent banksmen, use of mirrors, reversing alarms and vision aids. Where possible, use a turning area to avoid unnecessary reversing
- Plan for emergencies and ensure there is access for emergency vehicles
- Ensure that vehicles and plant are regularly checked, inspected and maintained by trained and competent persons, according to manufacturer's instructions. Keep records of inspections of plant and equipment
- Ensure no illegal riding on site vehicles
- Provide personal protective equipment including high-visibility clothing.

Where applicable, the company will: -

- Minimise the amount of vehicular movement by controlling access and egress to and from site, use of parking areas and allocating suitable storage areas
- Plan and manage traffic routes using, for example, one-way systems, traffic lights, road markings, speed control, signallers, suitable lighting and signage
- Ensure that traffic routes are well constructed with firm and even surfaces, of suitable width, well maintained and clear of obstructions
- Design routes, where possible, to avoid blind spots and sharp bends, overhead power lines, excavations, structures, water and other hazards
- Where possible, provide separate site entrances for pedestrians and vehicles
- Separate pedestrians and vehicles on site using, for example, barriers, kerbs, fences, walkways, signallers, authorised access and road crossings
- Where pedestrians use doors or gates leading to a traffic route, ensure that they can see approaching vehicles
- Regularly inspect the workplace to ensure that the traffic related hazards are adequately controlled
- Consider the provision of a wheel-washing unit to ensure debris from the site is not passed on to the public roads.

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). It is possible to suffer from HAVS when using powered equipment, e.g. strimmers or mowers, depending on their design, condition and exposure period. The first sign of VWF is often when fingertips become white, or feel 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 Health Issues

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

Employer's Responsibilities

Silverback Access Limited will:

- Assess the risks to operatives health from use of vibrating tools
- Determine if operatives are likely to be exposed above the specified EAV and if they are:
 - introduce control measures to eliminate the risk or reduce the risk to as low as is reasonably practicable
 - provide health surveillance to those who continue to be exposed above the EAV

- Determine if operatives are likely to be exposed above the specified ELV and if they are, take immediate action to reduce their exposure below the ELV
- Provide information, instruction and training to operatives with regards to the health risks and the action to be taken to reduce these risks
- Keep records of risk assessments, control measures and health surveillance
- Regularly review the vibration risk assessment.

Typical risk reduction measures will include:

- Considering alternative work methods that eliminate or reduce exposure, e.g. mechanisation or automation
- Assessing the suitability of the tool before purchase, to ensure that the calculated vibration emitted is the lowest possible and suitable for the required tasks
- Ensuring that wherever possible, anti-vibration devices are incorporated within the tool design, taking into consideration current technology
- Ensuring that all tools are maintained through a planned maintenance scheduling system
- Not allowing the use of blunt consumable items, e.g. abrasive wheels, breakers, drill bits, etc which increase the force needed and the time taken to carry out the work
- Improving the design of working areas/workstations to reduce loads on arms, wrists, etc. caused by poor posture
- Using systems to reduce the amount of force operators need to grip tools
- Introducing rotas to limit time operatives are exposed to vibration, i.e. use several short periods instead of continuous periods
- Providing protective clothing to keep operatives warm and dry as this encourages good blood circulation. Gloves can be used to keep hands warm but should not be relied upon to provide protection from vibration risk
- Encouraging the reporting of equipment faults and removal of defective equipment from use until repaired or replaced
- Encouraging regular breaks where equipment which produces high vibration levels is used.

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
- Report all defective equipment to management.

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.

This may result in:

- Bodily injury
- Anxiety or stress
- Low morale
- Depression.

Employer's Responsibilities

Silverback Access Limited will:

- Carry out a risk assessment in respect of the potential for violence in the workplace. This will be undertaken in consultation with operatives and their representatives, where appropriate
- Instruction and training regarding violence at work will be given to operatives on induction and during other workplace training sessions
- Record all physical and verbal threats to operatives
- Classify all incidents in accordance with HSE's guidelines, using headings such as place, time, type of incident, potential severity, who was involved and possible causes. The company will investigate all complaints, which relate to violence at work
- A risk evaluation will be taken which takes into account the level of training and information provided, the environment and design of the job. The significant findings of the assessment will be recorded

- If there is a violent incident involving operatives, we will provide them with full support, including debriefing, time off work and legal help, where necessary
- Should an employee request a transfer to other duties, such a request should be considered sympathetically, taking into account all the circumstances
- Report the matter to the Police at the operatives request
- Establish monitoring arrangements and if a violent or aggressive incident occurs, risk assessments will be reviewed immediately to take into account the circumstances surrounding the incident to prevent or minimise the risk of a further occurrence.

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, operatives 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 adequately with
- Substantial legal contravention, where there has been a serious accident or a case of ill health.

Employer's Responsibilities

Silverback Access Limited recognises the importance of co-operation with enforcement officers. For this reason, it is imperative that all relevant documentation associated with our business and work activity is maintained and kept up-to-date. Such documentation includes: –

- This health and safety policy
- All relevant risk assessments
- Induction and training records
- Maintenance, test and inspection records
- Health records
- Emergency plans etc.

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.

Employer's Responsibilities

Silverback Access Limited will: –

- Identify all waste that has the potential to be removed from the premises
- Establish contracts with appropriate waste disposal companies to ensure that waste is removed from the premises safely
- Confirm with the waste disposal companies the specific items which can or cannot be placed in the receptacles provided
- Provide suitable waste collection receptacles dependent upon the waste to be disposed and where relevant label or sign the receptacles to easily identify the disposal of waste
- Ensure that any chemical waste or unknown substances are stored in their original containers until an authorised waste disposal Company can remove them from the company premises
- Maintain any copies of waste transfer notes on site for a minimum of two years for future reference
- Instruct all operatives in the correct disposal of waste and maintain records of instruction and training on file.

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 worksites.

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.

Employer's Responsibilities

We have responsibility to assess and provide, adequate welfare facilities for operatives and other persons using the premises and take account of the general working environment to include:-

- Ventilation
- Indoor temperature and the impact of working in hot and cold environments
- Lighting
- The provision of adequate room and space in which to complete the work activities
- The safe and frequent removal of waste and the cleaning of the workplace
- The provision of suitable workstations and seating for the activity being undertaken.

Assessing the safety requirements of the workplace with regard to: –

- The floors and traffic routes providing suitable standing for vehicles and persons
- The position, integrity and visibility of transparent windows, doors, gates etc
- The safe use and maintenance of lifts and equipment to move persons
- Sanitary conveniences and washing facilities
- The provision of potable drinking water
- Accommodation for clothing and changing facilities
- Providing suitable facilities to rest, drink and eat meals away from sources of contamination.

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.

Employer's Responsibilities

Silverback Access Limited will: -

- Ensure that all work equipment is maintained, inspected and quarantined (if necessary) as required by the manufacturer's instructions and industry standards. Records will be kept of all inspections
- Ensure that operatives are provided with sufficient information, instruction, training and supervision when using or maintaining the equipment. All training will be documented on the employee's personnel file
- Ensure that work equipment is selected which is suitable, by design, construction or adaptation, for its intended purpose in its particular place of use and is suitable for the process and conditions of use
- Ensure that quarantined work equipment is subject to proper repairs carried out by persons competent for the work in accordance with manufacturers' instructions and industry standards
- Ensure that all appropriate work equipment is identified/colour coded in order for operatives to be able to use only the work equipment that belongs to the organisation
- Ensure that unserviceable work equipment is taken out of the workplace and put beyond use.

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
- Incorrectly erected and/or poorly designed, maintained scaffold system
- Collapse of work equipment.

Employer's Responsibilities

To avoid work at height:

- Identify e.g. with clients, designers, opportunities to avoid working at height
- Promote, to clients and interested parties, innovations in the industry that can avoid working at height
- Comply with The Work at Height (Amendment) Regulations 2007 and will ensure the work is properly planned, supervised and carried out by competent persons.

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 / SG25:20) 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 a "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.

Employer's Responsibilities

Silverback Access Limited will ensure that suitable controls are in place to safeguard operatives, visitors and contractors from the hazards associated with the following: -

- Internal and external vehicle movements
- Reversing vehicles by minimising the need for reversing
- Site layout
- Loading and unloading procedures
- Falls from vehicles by avoiding the need for climbing onto trailers
- Parking
- Pedestrian movement.

To do this Silverback Access Limited Testing Site will compile suitable risk assessments for all areas under their control along with good housekeeping, monitoring and inspections of the workplace this should make for a safer working environment.

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.

Employer's Responsibilities

Silverback Access Limited will complete a risk assessment specifically relating to the employment of young people before employing them. The risk assessment will give particular consideration to the:

- Immaturity and inexperience of the young person and any consequential lack of awareness of risks

- Health & safety training to be given to the young person
- Extent of exposure to any chemical, biological or physical agents
- Nature and layout of the work area
- Types of equipment, methods of use and work activities to be undertaken.

Where a Child or Young Person is on work experience, communicate the findings of the risk assessment, together with protective and preventative measures to be taken, to a person having parental responsibility or rights for the child (e.g. parent or guardian, etc.) and to the school/college/training provider where applicable.

If young people were considered in previous risk assessments then there will be no requirement to repeat the process, except as part of the normal review/revision of risk assessments.

In addition, Silverback Access Limited will ensure that young people are not exposed to risks at work that arise because of their lack of maturity or experience and any consequential lack of awareness of potentially dangerous situations. A young person will not be expected to do any of the following: -

- Work beyond their physical or psychological capabilities
- Perform work which involves harmful exposure to radiation
- Perform work which involves risks to health from noise, vibration or extreme heat or cold
- Perform work which involves harmful exposure to any agents which can chronically affect health, including those with toxic or carcinogenic effects or those causing genetic damage or harm to an unborn child.

Silverback Access Limited will also:

- Ensure adequate training and supervision is provided to enable the young person to undertake their job safely
- Provide and train in its use, whatever personal protective equipment is needed to safeguard the employee e.g. ear and eye protection, helmet and footwear etc.
- Introduce health checks if there is a danger of ill health arising from the work.

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 member of operatives 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 member of operatives.