



Health & Safety Policy

for

Glass Design / Gray &
McDonnell

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HEALTH AND SAFETY POLICY STATEMENT

This statement of intent should be read in conjunction with the full Health and Safety Policy which details the arrangements and responsibilities of our Occupational Health and Safety Management System.

It is our aim to ensure, so far as is reasonably practicable, the health and safety of our employees and third parties who may be affected by our work activities. We are committed to:

- complying with all legal and other applicable requirements
- the prevention of injury and ill health, and
- continually improving our occupational health and safety management and performance.

Progress towards these objectives will be monitored and subject to periodic review by management.

The Senior Management Team leads by example and supports a positive health and safety culture where everyone meets their responsibilities for the safety and health of themselves and others. The Director Responsible for Safety has ultimate responsibility for health and safety.

Nominated employees have been assigned duties as Health and Safety Co-ordinators and specific responsibilities for health and safety matters have been assigned to line managers.


Communication between all levels of employees within the Company is paramount. We will ensure that all employees have the knowledge and competence they need to meet their individual and collective responsibilities. All our employees will be given adequate supervision, information, instruction and training as is necessary to carry out their duties on behalf of the company.

We will identify significant hazards and plan for their elimination, reduction and control by conducting risk assessments at regular intervals, the results of which will be communicated to our employees.

We will ensure that the resources necessary to achieve the objectives of this policy are made available.

An annual review of this policy and associated procedures will be carried out to ensure their continued effectiveness and where necessary amended. Any amendments will be brought to the attention of all persons that need to know.

The full Health and Safety Policy is available on request to interested parties.

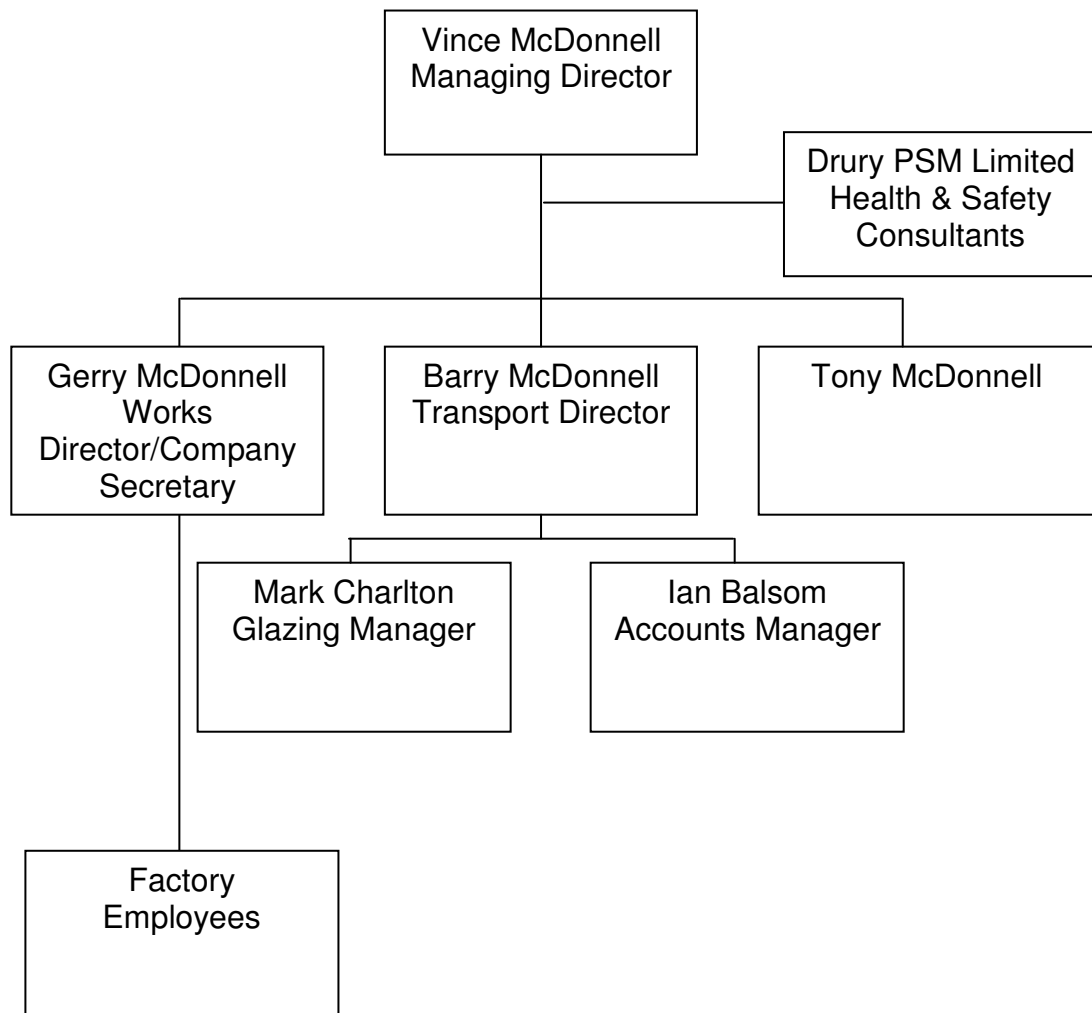
Signed.....

Date.....1st May 2017

Title.....Managing Director

(Director Responsible for Safety)

MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY



All staff, particularly management, have a specific legal duty to ensure the safety of all persons' compliance with the general and specific duties listed within the Policy. Those appointed with specific duties will need the complete co-operation of all persons to fulfil them and as such are to be given every assistance.

APPOINTMENT OF SPECIFIC HEALTH AND SAFETY DUTIES

	Name	Position
Health and Safety Co-ordinator	Gerry McDonnell	Works Director
Risk Assessment and Management of Health & Safety at Work Co-ordinator	Gerry McDonnell	Works Director
Consultation with Employees Co-ordinator	Gerry McDonnell	Works Director
Safety Training Co-ordinator	Barry McDonnell	Transport Director
Welfare Co-ordinator	Gerry McDonnell	Works Director
First Aid & Accident Investigation Co-ordinator	Joe Boyle	Driller
Fire & Emergency Evacuation Co-ordinator	Gerry McDonnell	Works Director
Display Screen Equipment Co-ordinator	Amin	I T
Control of Hazardous Substances Co-ordinator	Gerry McDonnell	Works Director
Electrical Safety Co-ordinator	Gerry McDonnell	Works Director
Control of Smoking at Work Co-ordinator	Gerry McDonnell	Works Director
Manual Handling Co-ordinator	Barry McDonnell	Works Director
Noise at Work Co-ordinator	Gerry McDonnell	Works Director
Control of Vibration at Work Co-ordinator	Gerry McDonnell	Works Director
Gas Safety Co-ordinator	Gerry McDonnell	Works Director
Transport Co-ordinator	Barry McDonnell	Works Director
Personal Protective Equipment Co-ordinator	Gerry McDonnell	Works Director
Pressure Systems Co-ordinator	Gerry McDonnell	Works Director
Mobile Elevating Working Platforms Co-ordinator	Alistaire Berry	Contracts Manager

APPOINTMENT OF SPECIFIC HEALTH AND SAFETY DUTIES CONTINUED

	Name	Position
Work Equipment Co-ordinator	Gerry McDonnell	Works Director
Work Related Stress Co-ordinator	Gerry McDonnell	Works Director
Violence, Aggression & Challenging Behaviour at Work Co-ordinator	Gerry McDonnell	Works Director
Working at Height Co-ordinator	Alistaire Berry	Contracts Manager
Construction Work Co-ordinator (CDM)	Alistaire Berry	Contracts Manager
Control of Contractors Co-ordinator	Mark Charlton	Glazing Manager

1. ORGANISATION

- 1.1 To ensure that the spirit and the letter of the law is upheld we have appointed specific people or groups of people to be responsible for the implementation of certain key aspects of our health and safety policy.
- 1.2 This list is reproduced and displayed at various points throughout the Company to ensure that all employees are aware of exactly who is responsible for which aspects of our health and safety policy.
- 1.3 Those people listed as having specific health and safety duties are given a responsibility folder which contains documentation and guidance to assist them with their duties.
- 1.4 Within each of the arrangements sections of the policy there is a monitoring checklist which the appointed duty holder will complete from time to time but at least annually and return to the Health and Safety Co-ordinator to enable an action plan to be formulated and implemented.

2. As Managing Director I will ensure that:

- Health and Safety is on the agenda of every management meeting.
- All employees take a proactive role in health and safety to ensure that risks are effectively controlled.
- All employees are aware of their responsibilities for ensuring the health and safety of themselves and others who may be affected by their acts or omissions.
- Full account is taken in respect of any safety representatives.
- Professional Health and Safety assistance is maintained as required by the Management of Health and Safety at Work Regulations.
- Effective communication is maintained with all employees in order to promote a culture which recognises that controlling health and safety risks is an essential part of everyone's daily life.
- Adequate funds, materials, equipment and human resources are provided to meet all health and safety requirements
- Adequate contingency funds are available to address any unforeseen/unexpected health and safe issues that may arise.
- That prime consideration is given to health and safety in all forward planning.

3. The Directors will ensure that :

- The health and safety policy and procedures are monitored and that any changes necessary are made and maintained throughout the Company.
- Support is given to all employees to enable implementation of all aspects of the health and safety policy and procedures.
- Health and safety training is provided for all employees.
- Health and safety meetings are held when required.
- Health and Safety is given prime consideration in all forward planning.
- Appropriate insurance cover is in place and maintained for all aspects of Company activities.
- Adequate funds are made available to meet the health and safety needs of the Company.
- Effective channels of communication are maintained so that information concerning safety matters can be communicated to all employees.

4. Managers will ensure that:

- All employees under their direction fully understand and observe all aspects of the Company's health and safety policy and procedures.
- Information regarding health and safety issues is communicated to and understood by all employees under their direction.
- Any health and safety issue raised by any employee under their direction is either effectively managed by themselves or communicated to the relevant specific health and safety duty holder as detailed with the health and safety policy.
- All employees under their direction receive sufficient information instruction and training regarding the risks to which they are exposed whilst at work.
- No tasks, duties or activities will take place which may present a risk to employees or any other person until such time as a full assessment has taken place and any resultant control measures identified have been implemented.
- All employees under their direction fully understand their duties in relation to all relevant health and safety requirements.

- All employees attend health and safety meetings as and when requested.
- All employees provide full cooperation regarding health and safety matters to enable those individuals with specific or general duties to discharge them.
- All employees under their direction are instructed in relation to any safe systems of work.
- That all personal protective equipment is used and maintained as required.
- All accidents, dangerous occurrences or near misses which occur in their area of responsibility are investigated, recorded and where necessary reported as per the requirements detailed within the policy.
- All plant, equipment and facilities under their control are maintained in safe working order without risk to health and that any statutory or in house inspecting and testing regime is complied with.
- All defective plant, equipment or facilities are repaired or replaced where necessary and that these items are taken out of use until such time as the repair or replacement has been carried out.
- Routine monitoring of all policies and procedures applicable to their areas of work is undertaken.
- Procedures are in place to ensure the health and safety of all employees under their control who are potentially exposed to any hazardous substances.

5. All Employees will ensure:-

- Compliance and co-operation with any reasonable request made to permit the Company to discharge its legal and moral duties in respect of health and safety matters.
- Any hazard which cannot be rectified immediately is reported to the appropriate person for action and if necessary take immediate remedial action to temporarily safe guard against the risk of injury or damage.
- Any accident, near miss or dangerous occurrence is reported as per the requirements detailed within the policy documentation.
- No new equipment, plant or substances are brought onto Company premises and used before permission has been granted and any necessary assessments have been conducted.

6. HEALTH AND SAFETY POLICY REVIEW

- 6.1 To ensure continuing compliance with legislation and best practice our Health and Safety Policy will be reviewed periodically and at least annually.
- 6.2 The Health and Safety Co-ordinator will ensure that reviews take place with the co-operation of those individuals with specific health and safety duties.
- 6.3 The Health and Safety Co-ordinator will ensure that all necessary amendments to the policy are made and will ensure that suitable information instruction and training is provided for those affected by the amendments.

Date of Policy Review	H & S Co-ordinators Signature	Brief Description of Changes

HEALTH AND SAFETY

CODE OF CONDUCT

AND

EMERGENCY PROCEDURES

HEALTH AND SAFETY POLICY STATEMENT

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COMMUNICATING THE HEALTH AND SAFETY POLICY

The company has established a comprehensive Health, Safety and Welfare Policy in compliance with current legislation. Within the Policy all levels of management have general and where applicable, specific responsibilities to enable the company to comply with its legal obligations. Of necessity, it is a large, working document and as such it is impractical and unnecessary for everyone to read it. However, all the relevant sections for ensuring your health and safety will be communicated to you and, where applicable, written safe systems of work and assessments will be provided, together with appropriate training and safety equipment.

On the preceding page and on official notice boards you will see displayed our general Health and Safety Policy Statement. This statement is based on accident prevention and is required for compliance with health and safety legislation. It is very important that you understand and comply with the statement.

To enable the company to fulfil our legal obligations, your co-operation, assistance and involvement is of the utmost importance.

You have a legal duty to:

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

For your own health and safety you **MUST** follow this code of conduct. Any deviation from it may lead to personal or the company's prosecution by the enforcing authority and may necessitate appropriate disciplinary procedures against an individual, by the company.

To implement the Health and Safety Policy, we are required to identify hazards and take effective measures to reduce and control the risks. Your suggestions and experience will be an important contribution in determining the actions necessary to achieve this. You should not carry out any task which means deviating from the agreed methods of work.

Finally, please follow the guidance provided within this booklet and advise your Line Manager of any health and safety problems.

CODE OF CONDUCT AND EMERGENCY PROCEDURES

Please Report:

- Anything which may be hazardous to you or anyone else.
- Equipment malfunctions and electrical defects.
- The discharge of any fire extinguisher.
- Any medical condition which may affect your or others safety at work.
- All accidents no matter how small and ensure they are recorded in the accident book.
- All incidents including near-misses regardless of any lack of damage or injury.
- Any damaged equipment which you become aware of.

General

Please ensure that you:

- Comply with safety signs and follow any warnings which may be given.
- Keep your work place clean and tidy.
- Mop up or report spillages.

Please Don't

- Leave equipment in a condition or position where it may later injure you or someone else.
- Let any person operate work equipment for which you are responsible unless they are competent to do so.

Hygiene

Please ensure that you:

- Wash your hands before and after using the toilet.
- Wash your hands and remove all safety equipment before eating.

Please Don't

- Eat or drink in any area where dust, dirt or fumes are present.
- Leave toilets, washbasins or eating areas in an unclean, untidy or dirty condition.

Electrical

Please ensure that you:

- Know the location of your equipment's electrical switches.
- Inspect portable electrical equipment for signs of misuse, damage or wear prior to use.
- Unplug/switch off electrical equipment when not in use.

Please Don't

- Bring any personal electrical equipment onto the premises unless authorisation has been given by company management.
- Leave trailing cables which you or others may trip over.
- Use 240 Volt equipment outside or in wet environments.
- Remove or open equipment casings which will expose mains voltages or attempt to repair, modify or maintain any equipment for which you are not authorised and competent to do so.

Work Equipment

Please Don't

- Drive or operate any vehicle unless you are competent and have been authorised to do so.
- Ignore or remove guards.
- Operate, clean, modify, maintain or repair any equipment, plant or item unless you are competent and authorised to do so.
- Wear gloves when using machinery with exposed rotating parts.
- Use tools that are damaged or incorrect for the task.
- Operate any work equipment whilst under the influence of drink or drugs, which also includes prescribed drugs if those prescribed drugs may affect your judgement or co-ordination i.e. drowsiness.
- Use any equipment without wearing the appropriate specified personal protective equipment.
- Wear loose clothing, long hair, rings or necklaces which may become entangled in the equipment (where rings cannot be removed they should be taped over).

First Aid

Please ensure that you:

- Know who the first aiders are.
- Report any accident to the first aider who will record it in the accident book.
- Report to the first aider anything used from the first aid kits.

Please Don't:

- Use the first aid cabinets to store any medicines, ointments, tablets etc.
- Use the pins, bandages, plasters etc. for any other purpose.

Substances

Please ensure that you:

- Return left over or unused substances to their correct and safe storage area.
- Follow the procedures for the safe use, transportation, handling and storage of chemicals given in the COSHH assessments provided.
- Keep all lids on substances between applications and when not in use.
- Use fume/dust extraction equipment where provided and wear all necessary personal protective equipment issued to you.
- Report all faults with extraction and personal protective equipment.
- Do not empty any hazardous substance down the drains.

Personal Protective Equipment

Please ensure that you:

- Wear items of protective clothing/equipment provided. In particular these may include, eye, head, hearing, feet, gloves and personal respiratory equipment that are appropriate to your duties.
- Maintain all protective clothing and equipment properly and inform the company of any loss or damage to such clothing and equipment.
- Store protective clothing/equipment properly and do not remove it from the premises unless authorised to do so.

Safe Access

Please Don't:

- Work at height unless you have safe access equipment, are authorised to do so, and the work is undertaken in a safe, pre-planned manner.
- Climb racking or any structure or stand on chairs or other unsuitable equipment or surfaces.

Fire

Please ensure that you:

- Know your fire escape routes and the relevant evacuation procedures.
- Know where the extinguishers are and how to use them.
- Raise the alarm on discovering a fire.
- Report to the assembly point on hearing the fire alarm or any person shouting 'Fire'!
- Know the correct type and operation of extinguishers.
- Keep fire exits clear of all obstructions.
- Report any suspected fire hazards to the Fire Safety Co-ordinator.
- Know your Fire Wardens.

Please Don't

- Smoke in unauthorised areas.
- Tackle a fire **BEFORE** sounding the alarm and only then if you are trained and confident that you can put it out without endangering yourself or others.
- Re-enter a building after a fire until authorised to do so.

Remember - You must accept responsibility for your own health and safety whilst at work by co-operating with the company

If you do not understand any part of this health and safety code of conduct, please contact the Health and Safety Co-ordinator.

This Code of Conduct booklet is to be kept at work for your reference

FURTHER INFORMATION

Stress

Our personnel are our most valuable asset and where pressures at work could cause high and long-lasting levels of stress the risk will be assessed and appropriate measures taken to control, reduce or eliminate the causes. Tackling work-related stress at source requires a partnership approach with staff and representatives based on openness, honesty and trust. Systems will be in place locally to encourage Managers to support their staff and to support their colleagues.

We recognise that non-work problems can make it difficult for people to cope with the pressures of work. All employees are encouraged to discuss any matters that may affect their work with their Manager or senior staff with whom they feel comfortable. If we are aware that someone is particularly vulnerable because of their circumstances we may be able to find ways to relieve the pressures at work so that they do not become excessive.

Violence at work

The company aims to foster good working relationships and encourages a sense of humour to enhance morale amongst all those working for the company but most importantly to take care of their own health and safety and that of others.

Any form of bullying, verbal or physical, will not be tolerated in any form and we will take appropriate measures necessary for its eradication. Measures are in place to prevent, so far as is reasonably practicable, any physical or mental ill treatment by or to our staff, or person's visiting/working on our premises.





If you feel you are being subjected to any such treatment you should contact any Manager to whom you can relate and with whom you feel comfortable. Where possible, all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

Ideas and Suggestions





You are encouraged to submit ideas for improving the health, safety, welfare and efficiency of the company

CHEMICAL HAZARD CLASSIFICATION SYMBOLS






These are the older hazard symbols that are being replaced. You may still see these on older product labels for the next few years

	TOXIC/VERY TOXIC May cause serious health risk or even death if inhaled, ingested or if it penetrates the skin
	CORROSIVE May on contact cause destruction of living tissue or burns
	HARMFUL May cause limited health risk if inhaled or ingested or if it penetrates the skin
	IRRITANT May cause inflammation and irritation on immediate or repeated or prolonged contact with the skin or if inhaled

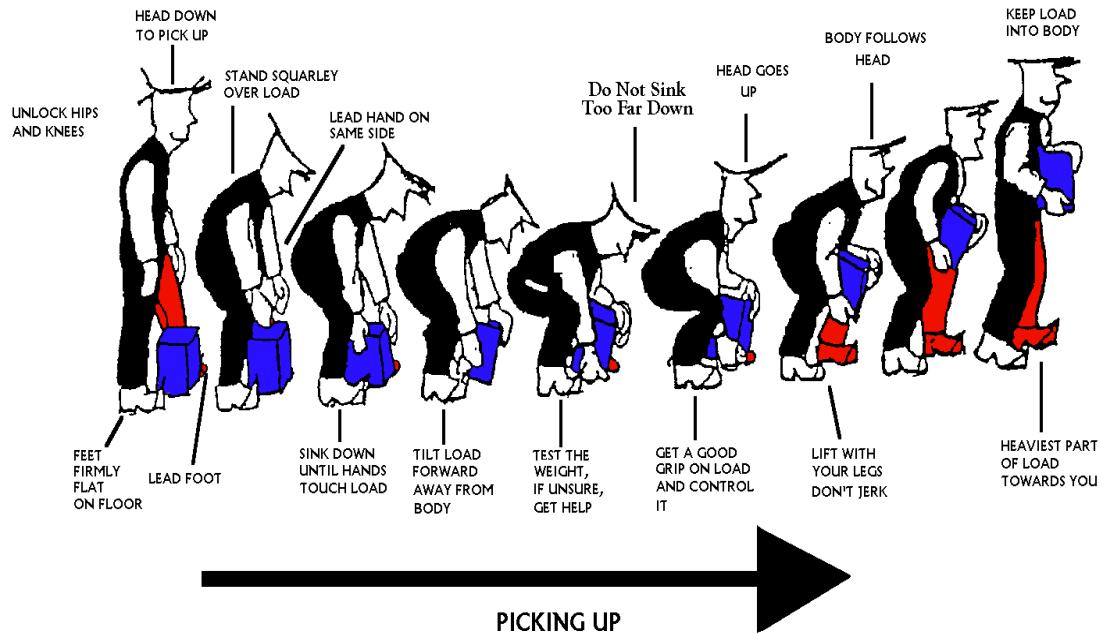
These are the new symbols that will be appearing on product labels and will replace the older symbols completely within the next few years

	ACUTE LETHAL TOXICITY Materials which in low quantities may cause death or serious damage to health
	CHRONIC TOXICITY Chronic health effects. Germ cell mutagenicity. Carcinogenicity. Reproductive toxicity. Aspiration hazard. Respiratory sensitisation
	CORROSIVE EFFECTS Materials which on contact with living tissues may destroy them
	OTHER HEALTH EFFECTS Lower level acute toxicity. Skin, respiratory and eye irritation. Skin sensitisation

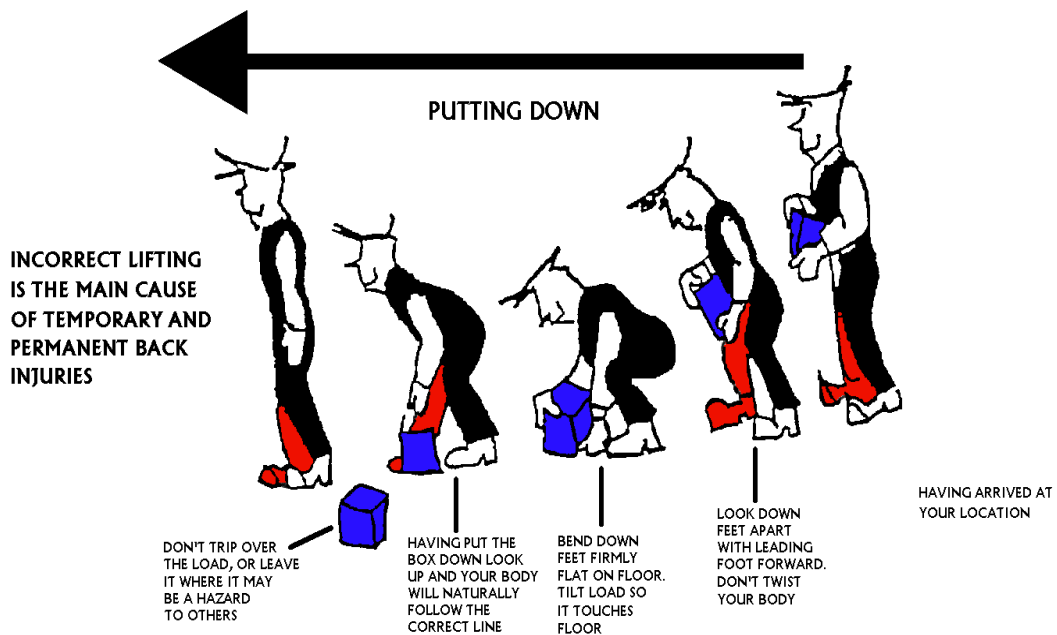
Other new hazard symbols unrelated to COSHH are as follows:

				
Self Reactives. Organic peroxides	Oxidising gases. Liquids and solids	Flammable gases, aerosols, liquids or solids	Compressed gasses	Hazardous to the Aquatic environment

**DO YOU NEED TO LIFT?
CAN YOU USE MECHANICAL MEANS?
IF YOU ARE IN DOUBT GET HELP!
CONTROL THE LOAD, DO NOT LET IT CONTROL YOU!**



**IT IS YOUR RESPONSIBILITY TO LIFT CORRECTLY
AND TO SEEK ASSISTANCE IF IN DOUBT**



CONSULTATION WITH EMPLOYEES

Policy

We recognise the importance and benefits to be gained by consultation with our employees on all health and safety matters. We will ensure that arrangements are in place to consult our employees on the introduction of any measure at the workplace which may substantially affect the health and safety of those employees, our arrangements for appointing a competent person, the planning and organisation of health and safety training and the consequences of introducing new technology into the workplace. We will ensure that all employees with whom we consult (or their representatives) are provided with sufficient information to enable them to fully and effectively carry out their functions. We will provide employee representatives with information on reportable accidents and allow them to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace. We will allow employee representatives to consult with inspectors from the enforcing authority and ensure that they are adequately trained to fulfil their role. We will meet any reasonable costs associated with such training and allow time off with pay to enable the representative to perform their functions. We will deliver information to workers who do not speak or read English through a translator or we will use visual presentations, rather than delivering written or oral instructions. We will also make use of photographs and diagrams in our work instructions etc. Where the use of safety signs and signals are necessary, within the workplace, changes will be made where necessary.

1. ARRANGEMENTS FOR CONSULTATION WITH EMPLOYEES

The Consultation with Employees Co-ordinator will ensure that:

- 1.1 Arrangements are in place to consult employees or their representatives on health and safety issues.
- 1.2 Consultation takes place on the arrangements for appointing a competent person.
- 1.3 Employee representatives are provided with sufficient information and training to enable them to carry out their functions effectively.
- 1.4 Employee representatives are provided with information on reportable accidents.
- 1.5 Employee representatives are encouraged to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace.
- 1.6 Employee representatives are allowed to consult with inspectors from the Enforcing Authority.
- 1.7 Employee representatives are allowed sufficient time off from their normal work to allow them to perform their functions.
- 1.8 Where workers do not speak or read English, effective arrangements are established, such as a translator or translated or graphic documents and signs, to successfully communicate our requirements, particularly for health and safety.

2. CONSULTATION WITH EMPLOYEES MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Are arrangements in place to consult employees or their representatives on health and safety issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has consultation taken place on the arrangements for appointing a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are employee representatives provided with sufficient information and training to enable them to carry out their functions effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are employee representatives provided with information on reportable accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are employee representatives encouraged to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are employee representatives allowed to consult with inspectors from the Enforcing Authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are employee representatives allowed sufficient time off from their normal work to allow them to perform their functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Where workers do not speak or read English, are effective arrangements in place, such as a translator or translated or graphic documents and signs, to successfully communicate health and safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. CONSULTATION WITH EMPLOYEES MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	

Date:

Completed by:

Signed:

SAFETY TRAINING ARRANGEMENTS

Policy

We will ensure that the capabilities of our employees with regard to health and safety are taken into account when carrying out their work. We will ensure that adequate health and safety training is provided for all employees on commencement of their employment and on their being exposed to new or increased risks because of a change to their responsibilities, the introduction of new work equipment, changes to existing equipment, the introduction of new technology, changes to existing systems of work or the introduction of new ones. All training will be repeated periodically where appropriate, be adapted to take into account new or changed risks to the health and safety of the employees concerned and will take place during working hours. All training will be reviewed regularly and updated to comply with the introduction of new legal requirements as they occur. Comprehensive training records will be maintained for all employees.

1. ARRANGEMENTS FOR SAFETY INFORMATION, INSTRUCTION AND TRAINING

The Health and Safety Training Co-ordinator will ensure that:

- 1.1 The training needs of all employees are assessed and formal training plans are documented.
- 1.2 New employees are given induction training and are issued with our Code of Conduct booklet as soon as is practicable following commencement of their employment.
- 1.3 Particular attention is given to the needs of young, inexperienced or vulnerable employees.
- 1.4 Suitable and sufficient information, instruction and training is given to temporary employees such as agency staff, those on work placement and youth training schemes.
- 1.5 Managers, supervisors and other persons with designated roles for co-ordinating health and safety receive adequate information, instruction and training to enable them to fulfil their duties.
- 1.6 No-one is asked, to undertake tasks for which they have not been adequately trained and are not competent.
- 1.7 Effectiveness of training is measured by continual assessment.
- 1.8 Training needs are monitored and refresher training provided periodically to maintain levels of competency.
- 1.9 Comprehensive training records are in place for all employees.

2. INFORMATION, INSTRUCTION AND TRAINING MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Have the training needs of all employees been assessed and are formal training plans in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has induction training and the issue of the Code of Conduct booklets been completed satisfactorily for all new employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Have appropriate arrangements been made for the specific needs of young, inexperienced or otherwise more vulnerable employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has the information provided to temporary employees been sufficient to ensure the health and safety of themselves and others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Have managers, supervisors and others with designated roles for health and safety had appropriate information, instruction and training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are rules in place to prevent anyone undertaking tasks for which they have not been trained and are not competent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is the effectiveness of training evaluated and monitored by continual assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are training needs being monitored and does additional or refresher training need to be organised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are comprehensive training records in place for all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. INFORMATION, INSTRUCTION AND TRAINING MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	

Date: _____

Completed by: _____

Signed: _____

WELFARE

Policy

We will provide welfare facilities in accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations as a minimum. Suitable and sufficient facilities will be provided, taking into account the number of people and the tasks or work they will be undertaking. We will ensure that all facilities provided are effectively maintained in a clean and orderly condition at all times and that they are suitable for the purpose for which they are intended. We will repair any defects or damage to welfare facilities and will provide all employees with suitable information relating to welfare facilities.

1. ARRANGEMENTS FOR WELFARE FACILITIES

The Welfare Co-ordinator will ensure that:

- 1.1 There are provisions for wholesome drinking water and a means of consuming it (cups or drinking fountain).
- 1.2 Arrangements are in place for heating food and providing adequate facilities for making hot drinks.
- 1.3 Adequate numbers of tables and chairs are provided for persons to rest.
- 1.4 Arrangements are in place to ensure adequate heating and ventilation of the workplace.
- 1.5 Arrangements are in place for the adequate cleaning and maintenance of our premises including toilets, washing, changing and drying facilities.
- 1.6 Sufficient sanitary and washing facilities are provided for the number of employees likely to be permanently occupying the premises.
- 1.7 Separate changing facilities are available, where necessary, for men and women and adequate facilities for the storage of clothing is provided.
- 1.8 Arrangements are in place for the effective means of disposal of sanitary waste from female toilets.
- 1.9 Adequate lighting is provided and maintained throughout the premises.
- 1.10 There is sufficient room and space available for each employee to carry out their duties safely.
- 1.11 Workstations and seating are provided and arranged to allow tasks to be carried out safely and comfortably.
- 1.12 Suitable and effective arrangements are in place for the maintenance of the workplace and of equipment, devices and systems provided.
- 1.13 Adequate arrangements are in place for controlling the movement of vehicles and pedestrians such that both can circulate in a safe manner.

2. WELFARE FACILITIES MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Are there provisions for wholesome drinking water and a means of consuming it (cups or drinking fountain)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are arrangements in place for heating food and providing adequate facilities for making hot drinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are there adequate numbers of tables and chairs provided for persons to rest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are arrangements in place for adequately heating and ventilating of the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are adequate arrangements in place for the cleaning and maintenance of the premises including toilets, washing, changing & drying facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are sufficient sanitary and washing facilities provided for the number of employees likely to be permanently occupying the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is separate changing facilities available where necessary for men and women?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are arrangements in place for the effective means of disposal of sanitary waste from female toilets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is adequate lighting provided and maintained throughout the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is there sufficient room and space available for each employee to carry out their duties safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are workstations and seating provided and arranged to allow tasks to be carried out safely and comfortably?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are suitable and effective arrangements in place for the maintenance of the workplace, equipment, devices and systems provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are adequate arrangements in place for controlling the movement of vehicles and pedestrians so that both can circulate in a safe manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. WELFARE FACILITIES MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

THE MANAGEMENT OF INCIDENTS (FIRST AID)

Policy

We will provide sufficient numbers of qualified first aiders or appointed persons as appropriate to our undertaking. We will also provide adequate first aid facilities for the treatment of any injuries sustained by our employees. We will instigate and maintain procedures to enable the reporting and recording of incidents at work. All incidents will be investigated to determine causation. Wherever possible, improvements will be implemented to prevent a recurrence of such incidents.

For the purposes of this policy, incidents include all the following definitions:

Accident

An accident is an undesired event that results in an injury to a person or damage to property.

Dangerous Occurrence

Dangerous occurrences are specified RIDDOR reportable near-miss events.

Occupational Disease

Certain diseases contracted by employees, where the specified disease occurs to an individual engaged in the specified work activity.

Near Miss

A near miss is an event which could have resulted in injury or damage but by chance did not.

1. ARRANGEMENTS FOR THE MANAGEMENT OF INCIDENTS

The Incident Co-ordinator will ensure that:

- 1.1 There are sufficient numbers of trained first aiders or appointed persons within the company.
- 1.2 Adequate first aid equipment and facilities are provided and maintained at all our places of work.
- 1.3 Employees are provided with information regarding the provision of first aid, and the location of first aid equipment and facilities.
- 1.4 An accident book is available for the recording of injuries, and that a procedure is in place to ensure the confidentiality of such records.
- 1.5 A procedure is in place to enable the reporting of all incidents.
- 1.6 All incidents are investigated to identify causation and to enable remedial action to be taken.
- 1.7 Incident statistics are maintained to identify trends.

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date:

		Yes	No	n/a
1.1	Are there sufficient numbers of trained first aiders or appointed persons with the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are adequate first aid facilities provided and maintained at all our places of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are employees provided with information regarding the provision of first aid and the location of first aid equipment and facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is an accident book available for recording of injuries along with an effective procedure to ensure confidentiality of records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is an effective procedure in place to enable the reporting of incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are incidents investigated to identify causation and to enable remedial action to be taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are incident statistics maintained to identify trends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. THE MANAGEMENT OF INCIDENTS MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

FIRE AND EMERGENCY EVACUATION

Policy

We recognise the continual risk of fire to our premises, whether caused by accident or by malicious intent. We will undertake a fire risk assessment to ensure that we provide and maintain such precautions as are necessary to safeguard those who use our workplace. We will identify those persons who might be especially at risk in case of a fire and provide information, instruction and training for all employees about the fire precautions in our workplace. We will produce an emergency plan and nominate and train specific employees to undertake special roles under the plan. We will consult our employees about all aspects of fire safety and ensure that we co-operate with other employers at our premises. We will ensure that fire detection and warning systems are installed and maintained effectively and that there is an effective system in place for contacting the emergency services.

1. ARRANGEMENTS FOR FIRE AND EMERGENCY EVACUATION

The Fire and Emergency Evacuation Co-ordinator will ensure that:

- 1.1 A fire risk assessment is conducted and appropriate measures to reduce the risks are implemented.
- 1.2 A suitable system is in place to detect a fire, to warn people that there is an emergency situation and that the system is suitably tested and maintained.
- 1.3 There are suitable means of extinguishing a fire which are maintained throughout the entire company and that there are a sufficient number of suitably trained persons available to tackle a fire should the need arise.
- 1.4 Fire drills are undertaken on a regular basis and ensure all records are maintained.
- 1.5 All fire escape routes are suitably maintained and kept clear of obstructions at all times.
- 1.6 Suitable waste containers are provided and waste is removed frequently.
- 1.7 Dangerous substances are only used as set out in specific risk assessments with adequate precautions against fire and explosion.
- 1.8 Sources of ignition are controlled effectively.
- 1.9 Visitors to the premises are made aware of the fire rules and procedures.
- 1.10 Contractors are informed of fire procedures and asked for information on how they intend to control any fire hazards associated with their work.
- 1.11 Employees are trained and instructed on fire prevention and procedures.

2. FIRE SAFETY MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Has a fire risk assessment been conducted and appropriate measures to reduce the risks implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is a suitable system in place to detect a fire, to warn people that there is an emergency situation and is the system suitably tested and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are there suitable means of extinguishing a fire which are maintained throughout the entire company and is there a sufficient number of suitably trained persons available to tackle a fire should the need arise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are fire drills undertaken on a regular basis and are records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are all fire escape routes suitably maintained and kept clear of obstructions at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are suitable waste containers provided and is waste removed frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are dangerous substances only used as set out in specific risk assessments with adequate precautions against fire and explosion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are sources of ignition controlled effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are visitors to the premises made aware of the fire rules and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are contractors informed of fire procedures and asked for information on how they intend to control any fire hazards associated with their work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are employees trained and instructed on fire prevention and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. FIRE SAFETY MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

RISK ASSESSMENTS AND MANAGING HEALTH AND SAFETY AT WORK

Policy

We will examine all workplaces and activities under our control to assess the risks to the health and safety of employees or others who may be adversely affected by our activities. We will ensure that the significant findings of the assessments are recorded and the control measures identified are fully implemented. We will review and amend all assessments where necessary. We will apply the principals of prevention of risk detailed in the regulations to all assessments and ensure that effective arrangements are in place for the planning, organisation, control, monitoring and review of the preventative and protective measures. We will ensure that health surveillance is provided for all employees where required and that procedures are in place for serious and imminent danger. We will appoint a competent person to provide health and safety assistance to enable compliance with the requirements of the Regulations and ensure that contact with external services are arranged. We will ensure that all employees are given comprehensive and relevant information on the results of the risk assessments and the requirements of the Regulations. We will ensure co-operation and co-ordination with other employers regarding the requirements of the Regulations and ensure that the employees of those employers are provided with appropriate health and safety information. We will ensure that all employees are competent to undertake their duties and are provided with appropriate information, instruction and training. We will ensure that all employees comply with their duties under the Regulations and that specific arrangements are in place to ensure the health and safety of temporary workers. Specific assessments of the risks to new and expectant mothers will be carried out where required and arrangements for the protection of young persons will be implemented as necessary.

1. ARRANGEMENTS FOR RISK ASSESSMENTS

The Risk Assessment Co-ordinator will ensure that:

- 1.1 An initial audit is carried out to identify significant hazards, determine the adequacy of existing control measures and highlight areas where further assessment is required.
- 1.2 Significant findings of risk assessments are recorded to show how the risks arise and how they impact on those affected, that a proper check has been made and to assist in future monitoring and review.
- 1.3 Implementation of control measures are scheduled on an action plan and sufficient time and resources allowed for their completion.
- 1.4 Sufficient guidance, training and support are given to those in charge of activities to ensure their competence to assess risk, and their awareness of the requirements of relevant legislation.
- 1.5 Information on risks and the preventative and protective measures are communicated to employees in a clear and easily understood manner, limited to what is relevant and necessary to ensure health and safety. Consideration is given to any employees with specific needs such as a language, visual impairment, hearing deficiencies or learning difficulties.
- 1.6 Co-operation and co-ordination of activities takes place where our activities and those of other people interact to ensure that respective obligations are met. Relevant information on hazards and precautionary measures are exchanged and arrangements for ensuring health and safety agreed prior to the work or activity commencing.
- 1.7 Levels of competence required for activities are identified through risk assessment and any training needs are met.
- 1.8 The control measures implemented are monitored, including fire precautions and emergency measures, to maintain their effectiveness.
- 1.9 Risk assessments are reviewed and revised at appropriate intervals.
- 1.10 Competent technical advice on health and safety matters is provided to assist in the effective management of health, safety and welfare matters.

2. RISK MANAGEMENT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Has an initial audit been carried out to identify significant hazards, determine the adequacy of existing controls and highlight areas where further assessment is required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are the significant findings of the assessments recorded to show how they arise, impact on those affected? Has a proper check been made and to assist in future monitoring and review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Has an action plan been scheduled that allows reasonable timescales and sufficient resources to address inadequacies and implement control measures to eliminate or reduce the risk to as low a level as is reasonably practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is sufficient guidance, training and support in hazard identification, risk assessment and the requirements of relevant legislation provided for nominated employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is the information required by employees to ensure their health and safety relevant and communicated to them in a comprehensible manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Where our activities interact with others are the arrangements for co-operation and co-ordination, communication and supervision effective in controlling the risks to health and safety of all who may be affected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have levels of competence been established and training needs identified and met with records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are the implementation and the effectiveness of the control measures monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are risk assessments reviewed at appropriate intervals to ensure they remain valid and 'suitable and sufficient'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is proper use made of the specialist advice and assistance available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. RISK MANAGEMENT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

DISPLAY SCREEN EQUIPMENT

Policy

We will ensure that the risks to the health and safety of our employees from the use of display screen equipment are adequately controlled. All users will be identified and workstations assessed to ensure that they meet the requirements of the Regulations. All users will take regular breaks or changes in activity to reduce their workload at display screen equipment. Eye and eyesight tests by a competent person will be provided for all users at their request and will be repeated at regular intervals. Where the results of such a test show that the user needs special corrective appliances when using display screen equipment, we will ensure that they are provided. Training and information on the use of display screen equipment, the findings of the workstation assessment, the health risks from display screen equipment, the measures taken to reduce the risks, the need to plan the work routine and to take regular short breaks and the availability of eye and eyesight tests will be provided for all users. Training will also include reference to the organisational arrangements for reporting medical symptoms or problems with equipment to management.

1. ARRANGEMENTS FOR DISPLAY SCREEN EQUIPMENT (DSE) SAFETY

The Display Screen Equipment Co-ordinator will ensure that:

- 1.1 A comprehensive assessment of each workstation is undertaken as required by the DSE Regulations.
- 1.2 Appropriate action to correct any risks highlighted as a result of the assessment are implemented.
- 1.3 Where appropriate, work routines will be modified to prevent intensive periods of DSE activity.
- 1.4 Software is suitable for the task and is not unnecessarily complicated.
- 1.5 Employees using DSE are informed of their entitlement to eye and eyesight tests and that procedures are in place for employees to avail themselves of such tests.
- 1.6 Where required specifically for working with display screen equipment, the provision of special corrective spectacles at the company's expense.
- 1.7 Employees working or intending to work with display screen equipment are advised on the associated risks to health and how these are to be avoided.
- 1.8 Adequate information, instruction and training on all aspects of DSE work is provided.

2. DISPLAY SCREEN EQUIPMENT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Has a comprehensive assessment been carried out on all workstations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has appropriate action been taken to control the risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Where necessary are work routines modified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is the software suitable for the tasks being undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are eye and eyesight tests offered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are corrective appliances provided to users where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are employees advised on the risks associated with DSE and how to avoid them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees trained on all aspects of DSE work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. DISPLAY SCREEN EQUIPMENT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Policy

We will assess the potential health effects associated with exposure to hazardous substances and take appropriate action to eliminate or adequately control them. We will regularly review and, where necessary, modify our assessments especially where there are reasons to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates. Where reasonably practicable we will eliminate the use of hazardous substances. Where this is not possible we will ensure that such substances are replaced by less hazardous alternatives. Control of exposure will be achieved by the use of appropriate safe systems of work and engineering controls and the provision of suitable work equipment and materials. Where possible, exposure will be controlled at source by using adequate ventilation and safe systems of work. The use of personal protective equipment will only be used as a control measure as a last resort and in addition to the measures described. Where required, special arrangements will be made for all work involving potential exposure to known carcinogens and biological agents. All control measures will be properly used, adequately maintained and thoroughly examined and tested as required. Where necessary for ensuring the maintenance of adequate control measures or protecting the health of staff, monitoring of workplace exposure and health surveillance will be carried out and appropriate records kept. Suitable and sufficient information, instruction and training on the findings of the assessments will be provided for all staff who are likely to be exposed to hazardous substances. Emergency plans will be produced where required.

1. ARRANGEMENTS FOR THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Co-ordinator will ensure that:

- 1.1 An inventory of all hazardous substances used, handled, stored or disposed of is compiled. This inventory shall include not only commercial products but also any identified exposure to dusts, fumes, etc.
- 1.2 Information from safety data sheets is used to assess the potential health risks for commercial products in the circumstances in which occupational exposure may occur. The potential health risks for occupational exposure to dusts, fumes, etc. shall be identified from competent reliable sources.
- 1.3 The results of the COSHH assessments, appropriate control measures and safe systems of work identified are communicated to the staff in a comprehensible manner.
- 1.4 Where possible the use of hazardous substances is eliminated, e.g. by selecting non-hazardous alternatives.
- 1.5 Where the elimination of a hazardous substance is not possible, every effort is made to find a less hazardous suitable alternative.
- 1.6 Where it is not reasonably practicable to either eliminate or substitute the use of a hazardous substance, measures are taken to control the risk of exposure by engineering means.
- 1.7 Staff do not bring unauthorised substances into the workplace and do not use any substance for which an assessment has not been undertaken.
- 1.8 Staff, and others affected, receive adequate information, instruction and training in the safe use, handling, storage and disposal of substances which they may use or encounter.
- 1.9 Engineering controls are examined, tested and adequately maintained at appropriate intervals to meet statutory requirements and to ensure that they continue to function effectively.
- 1.10 The use of personal protective equipment (PPE) is reserved as a 'last resort' for controlling exposure to a residual risk.
- 1.11 Safe working procedures are monitored to ensure that they remain effective.
- 1.12 Health surveillance is carried out when required.
- 1.13 Contractors provide evidence of suitable and sufficient assessments and adequate control measures for the control of hazardous substances whilst working on our behalf and their activities are monitored.

2. COSHH MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Is the COSHH inventory up-to-date and are safety data sheets available for all commercial substances / hazard information for other substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has the information on data sheets or from other sources been used to assess the substances taking into account the circumstances in which exposure may occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Have the potential risks and precautionary measures been communicated to the staff and been understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has sufficient effort been made to find ways of achieving the same result through different means and eliminating the hazardous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has sufficient effort been made to substitute with less hazardous alternatives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Where it is not possible to eliminate or substitute hazardous substances have engineering methods been employed to best effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are there any substances, for which assessments have not yet been undertaken, present on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Have the results of assessments been brought to the attention of all relevant staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is there documentary evidence of statutory examinations and adequate maintenance to ensure effective functioning of engineering controls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is personal protective equipment provided only as a last resort and is it suitable for its use, used correctly and is its use enforced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are safe systems of work monitored to ensure their effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Is health surveillance required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Do contractors provide evidence of adequate control over hazardous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. COSHH ACTION PLAN

Confirm action taken and supporting evidence. List outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

ELECTRICAL SAFETY

Policy

We will ensure that all electrical systems and equipment are provided and maintained in a safe condition. All work on or near electrical systems will be carried out in a safe manner and all equipment provided for protecting employees working on or near electrical equipment will be suitable for such use and adequately maintained. All electrical equipment will be of sufficient strength and capability for its intended use and of such construction or adequately protected to prevent danger arising from the conditions of its use. All electrical equipment will be suitably insulated and protected to prevent danger. Arrangements for earthing and ensuring the integrity of referenced conductors will be made. All electrical connections will be mechanically and electrically safe. Suitable means for protecting electrical circuits from excess current and the isolation of equipment will be provided and maintained. Work on electrical systems will only be carried out by Competent Persons. Safe systems of work will be followed at all times. Live working will be subject to a Permit to Work system and only be allowed where the criteria described in the Electricity at Work Regulations are met. Safe access and adequate lighting will be provided to enable work on electrical systems to be performed safely. All portable electrical equipment will be maintained in a safe condition and inspected and tested regularly.

1. ARRANGEMENTS FOR ELECTRICAL SAFETY

The Electricity at Work Co-ordinator will ensure that:

- 1.1 The fixed mains installation is installed, inspected and tested periodically by a competent person in accordance with the IEE Wiring Regulations 17th Edition.
- 1.2 Suitable means for isolating electrical equipment, including the identification of individual circuits, are provided and maintained.
- 1.3 Work on electrical systems is only carried out by Competent Persons following safe systems.
- 1.4 Live working is not carried out unless a Permit to Work system is in place and the criteria in the Electricity at Work Regulations are met.
- 1.5 Safe access is provided for competent persons (both in-house and external) maintaining electrical systems or work equipment.
- 1.6 An inventory of portable electrical equipment is compiled covering all workplaces and equipment under our control, including employee owned equipment where its use has been authorised.
- 1.7 Portable electrical equipment is inspected for safety prior to first issue.
- 1.8 Routine combined inspection and testing is undertaken at intervals recommended by a competent person according to the type of use.
- 1.9 Employees are instructed in safe systems of work and carry out simple checks of equipment prior to each use for visible defects and damage.
- 1.10 More detailed formal inspections by a responsible person are undertaken to supplement the visual checks, at frequencies determined by assessment.
- 1.11 A procedure is in place to report damaged or defective equipment and that such equipment is removed from service immediately by the person discovering the fault.
- 1.12 Employees are instructed to report damaged or defective equipment or dangerous conditions.
- 1.13 Contractors using electrical equipment in a workplace under our control provide evidence of its safety prior to commencement of work.
- 1.14 Privately owned electrical equipment is not used in the workplace without authorisation from management, its safety being confirmed, an entry made on the inventory and it being included in the inspection and testing programme.

2. ELECTRICAL SAFETY MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Does the fixed mains installation comply with the requirements of the 17 th Edition of the IEE Regulations and is the next periodic inspection and test planned and budgeted for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are suitable means for isolating electrical equipment, including the identification of individual circuits, provided and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is work on electrical systems only carried out by competent persons following safe systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is live working only carried out where a Permit to Work system is in place and the criteria in the Electricity at Work Regulations are met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is safe access provided for those carrying out maintenance to all parts of the electrical installation or work equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has all portable electrical equipment in all areas been individually identified and entered onto an inventory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is all portable electrical equipment inspected for safety prior to its first use in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is combined inspection and testing undertaken at appropriate intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Have employees been made aware of the risks and safe systems of work and do they check equipment before use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are formal inspections undertaken by a responsible person to supplement the visual checks by users at appropriate intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Is a procedure in place for reporting damaged or defective equipment and for ensuring such equipment is removed from service immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Do employees report damaged or defective equipment and follow the procedures for removing such items from service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Do contractors provide evidence of safe electrical equipment prior to commencing work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Is all personal equipment permitted in the workplace included on the inventory and inspection and testing programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. ELECTRICAL SAFETY MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

CONTROL OF SMOKING AT WORK POLICY (ENGLAND)

Policy

The company recognises that it has both a moral and a legal duty to ensure, as far as is reasonably practicable, that employees, contractors, customers and visitors to the company have the right to work or visit without being exposed to tobacco smoke. Therefore smoking will be prohibited throughout the entire workplace. We will ensure that at least one legible no smoking sign is displayed. All employees and visitors to the site will be given relevant information regarding our smoking policy. Smoking will not be permitted in company vehicles, and we will ensure that at least one legible no smoking sign is displayed in each of the company vehicles. Procedures for dealing with those who do not comply with the smoking policy are in place within the normal disciplinary system. We will provide support and advice, on request, for smokers who wish to stop smoking.

1. ARRANGEMENTS FOR THE CONTROL OF SMOKING AT WORK

The Control of Smoking at Work Co-ordinator will ensure that:

- 1.1 All existing employees are informed of the company smoking policy and where relevant their role in the implementation and monitoring of the policy.
- 1.2 Any prospective employee is made aware of the smoking policy before being offered a position within the company.
- 1.3 Any new employees receive a copy of the policy on recruitment/induction.
- 1.4 At least one legible no-smoking sign is displayed in the premises.
- 1.5 All company vehicles, other than company cars where express agreement has been given to permit smoking, have at least one legible no smoking sign within the vehicle.
- 1.6 Support and advice are provided for employees who wish to stop smoking.
- 1.7 Appropriate disciplinary procedures are in place to deal with persons who do not comply with this policy.
- 1.8 Employees are aware of the procedure to follow should a visitor to the site fail to comply with the policy.

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date: _____

		Yes	No	n/a
1.1	Have all existing employees received information regarding the 'No Smoking' policy and are the relevant persons aware of their roles to implement and monitor the policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are prospective employees made aware of the smoking policy before offered a position within the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Do all new employees receive a copy of the 'No Smoking' policy on induction to the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is at least one legible no-smoking sign displayed in the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Do all company vehicles display at least one legible no smoking sign?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are support and advice available for employees who wish to stop smoking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have disciplinary procedures been implemented to deal with the employees who smoke on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees aware of the action to be taken if a visitor to the site fails to comply with the 'No Smoking' policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action 				

3. CONTROL OF SMOKING AT WORK MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

MANUAL HANDLING

Policy

We will, so far as is reasonably practicable, avoid the need for any employee to undertake any manual handling operations which involve a risk of their being injured. Where this is not reasonably practicable, we will carry out a suitable and sufficient assessment of all such operations and take appropriate steps to reduce the risk of injury to the lowest level that is reasonably practicable. We will provide information to our employees on the weight and centre of gravity of the loads they are required to handle and will ensure that all employees who carry out manual handling operations are provided with information on the findings of the assessments and are trained in safe lifting and handling techniques and the use of lifting equipment. We will ensure that all employees make full and proper use of any systems of work provided. We will review the assessments regularly and, in particular, when there is a significant change in the operations to which they relate or if there is any reason to suspect that they are no longer valid.

1. ARRANGEMENTS FOR MANUAL HANDLING

The Manual Handling Co-ordinator will ensure that:

- 1.1 Where manual handling activities cannot be avoided by elimination, mechanisation or automation, initial manual handling assessments are conducted to identify those areas which require further in-depth assessment.
- 1.2 In-depth assessments are undertaken for those tasks that pose a significant risk such that they may be eliminated or mechanised.
- 1.3 Risks are reduced by using safe systems of work for those tasks which cannot be completed without manual handling.
- 1.4 An action plan is drawn up and a budget set, where necessary, for any new measures that are required.
- 1.5 Information, practical instruction and training on safe lifting techniques is provided for all persons identified in the assessment process as potentially being at risk.
- 1.6 Assessments are recorded, maintained and reviewed on a regular basis to ensure compliance with current legislation and best practice.
- 1.7 Loads delivered to the company are correctly packaged, labelled with the weight, secured in strong containers and provided in such condition as to enable the safe removal, placement, loading, unloading and handling of the load.
- 1.8 Employees are fit to undertake the work they do.
- 1.9 Adequate information, instruction and training is provided for the use of any equipment that may be necessary to conduct particular tasks.
- 1.10 External competent persons are consulted, where necessary, to assist with assessments, developing codes of practice and health surveillance.
- 1.11 Procedures are in place for ensuring the health and safety of those persons at increased risk from manual handling operations, e.g. new and expectant mothers and those with particular medical conditions.

2. MANUAL HANDLING POLICY MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Have initial manual handling assessments been conducted to identify those areas which require further in-depth assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Have in-depth assessments been undertaken for those tasks that pose a significant risk such that they may be eliminated or mechanised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are risks reduced by using safe systems of work for those tasks which cannot be completed without manual handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has an action plan been drawn up and a budget set, where necessary, for any new measures that are required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has information, practical instruction and training on safe lifting techniques been provided for all persons identified in the assessment process as potentially being at risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are assessments recorded, maintained and reviewed on a regular basis to ensure compliance with current legislation and best practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are loads delivered to the company correctly packaged, labelled with the weight, secured in strong containers and provided in such condition as to enable the safe removal, placement, loading, unloading and handling of the load?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees fit to undertake the work they do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is adequate information, instruction and training provided for the use of any equipment that may be necessary to conduct particular tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are competent persons consulted, where necessary, to assist with assessments, developing codes of practice and health surveillance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are procedures are in place for ensuring the health and safety of those persons at increased risk from manual handling operations, e.g. new and expectant mothers and those with particular medical conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. MANUAL HANDLING MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

CONTROL OF NOISE AT WORK

Policy

We will secure the health and safety of all persons, so far as is reasonably practicable, from the hazards of noise in the workplace wherever it is reasonably practicable to do so. We will eliminate risks from noise exposure completely and where this is not possible we will reduce risk to the lowest level reasonably practicable. We will assess risks due to noise, evaluate them and develop a plan to control them. The findings will be recorded and the assessment reviewed when necessary. We will ensure the legal limits on noise exposure are not exceeded. A formal programme of measures, including health surveillance, will be introduced whenever an employee's exposure to noise is likely to exceed the upper exposure action values. Where practicable the views of employees will be taken into consideration during any investigation of noise problems, any modification of the workplace or the introduction of safety equipment. A review of the policy and arrangements will be made whenever there are changes in work practices, changes in noise exposures or there are new ways of reducing the risks.

1. ARRANGEMENTS FOR NOISE AT WORK

The Control of Noise at Work Co-ordinator will ensure that:

- 1.1 There is a written and valid noise risk assessment and action plan available.
- 1.2 Measures are in place to eliminate or control noise risks at source.
- 1.3 All management are aware of, and comply with their duties in respect of noise.
- 1.4 Adequate information, instruction and training is provided for all employees.
- 1.5 All employees and visitors/contractors are provided with suitable hearing protection where needed.
- 1.6 Noise-control equipment and hearing protection is maintained adequately.
- 1.7 Recent or imminent changes to work practices, noise exposures, or new ways to reduce risks that would require a review of existing arrangements are identified.
- 1.8 Competent external advice is sought where necessary.
- 1.9 Employees co-operate with management and use the noise control equipment provided to protect their hearing including the mandatory use of hearing protection.
- 1.10 A procedure is in place to permit employees to report defects in safety equipment or arrangements.
- 1.11 Facilities are in place for employees identified as being at risk to have hearing checks (audiometry) conducted.
- 1.12 Any measures that can be taken to further reduce noise to as low a level as is reasonably practicable are taken.

2. NOISE AT WORK MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Is there a written and valid noise risk assessment and action plan available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are measures in place to eliminate or control noise risks at source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are the nominated responsible persons aware of, and complying with their duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has adequate information, instruction and training been given to workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are all employees and visitors/contractors provided with suitable hearing protection where needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is noise-control equipment and hearing protection adequately maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are there recent or imminent changes to work practices, noise exposures, or new ways to reduce risks that would require a review of existing arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is competent external advice necessary and if so has it been sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Do employees co-operate with management and use the noise control equipment provided to protect their hearing including the mandatory use of hearing protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is a procedure in place to point employees to report defects in safety equipment or arrangements and are these procedures used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are facilities in place for employees identified as being at risk to have hearing checks (audiometry) conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are there any measures that can be taken to further reduce noise to as low a level as is reasonably practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action:				

3. NOISE AT WORK MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

CONTROL OF VIBRATION AT WORK

Policy

We will assess the potential exposure to vibration of our employees and take appropriate action to ensure adequate control measures are in place to prevent ill-health. We will ensure the Exposure Limit Value (ELV) is not exceeded. We will regularly review and where necessary modify our assessments especially where we have reason to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates. Wherever possible we will use alternative methods of work that eliminate or reduce exposure to vibration. Equipment will be selected with the lowest vibration level or high efficiency equipment which if the latter will result in less exposure time due to high efficiency of the equipment. We will ensure that when purchasing new equipment that due consideration is given to the vibration levels and the tasks the equipment will be used for. All equipment will be maintained in good working order to minimise vibration levels. Employees exposed to regular and frequent vibration levels will be given adequate and sufficient information, instruction and training. Where any of our employees are likely to be exposed to vibration levels above the Exposure Action Level (EAL), health surveillance will be carried out.

1. ARRANGEMENTS FOR THE CONTROL OF VIBRATION AT WORK

The Control of Vibration at Work Co-ordinator will ensure that:

- 1.1 All employees likely to be exposed to vibration at work are identified.
- 1.2 All equipment likely to cause ill-health through vibration is identified.
- 1.3 Information regarding the vibration levels and risks is obtained from manufacturing and suppliers.
- 1.4 The tasks that expose employees to vibration are identified and listed.
- 1.5 The exposure of each employee to vibration is assessed as accurately as possible and the Exposure Limit Value (ELV) will not be exceeded.
- 1.6 Consultation with employees regarding the vibration levels produced by work equipment and any problems they may have when using it takes place.
- 1.7 Work activities are grouped into high, medium and low risk categories.
- 1.8 Where possible equipment is selected with the lowest vibration level or highest efficiency.
- 1.9 Adequate control measures are implemented to prevent ill-health.
- 1.10 Employees that are exposed to vibration are given adequate information, instruction and training.
- 1.11 Where necessary health surveillance is introduced for those employees who are regularly exposed to vibration levels above the Exposure Action Value (EAV).
- 1.12 Equipment is maintained in good working order in line with manufacturers' recommendations.
- 1.13 Control measures are maintained to ensure they remain effective.
- 1.14 A purchasing policy is in place to ensure that consideration is given to the vibration levels and the tasks the equipment will be used for.

2. VIBRATION MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Have all employees likely to be exposed to vibration at work been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has all equipment likely to cause ill-health through vibration been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Has information regarding vibration levels and risks been obtained from manufacturers and suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Have the tasks that expose employees to vibration been identified and listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has the exposure of each employee to vibration been assessed as accurately as possible, so as to ensure the Exposure Limit Value (ELV) is not exceeded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has consultation with employees regarding vibration levels produced by equipment and any other problems they may have when using it taken place and is this on-going?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have work activities been grouped into high, medium and low risk categories?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Where possible is equipment selected with the lowest vibration levels or highest efficiency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Have adequate control measures been implemented to prevent ill-health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Have employees exposed to vibration been given adequate information, instruction and training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Where necessary has health surveillance been introduced for those employees who are regularly exposed to vibration levels above the Exposure Action Value (EAV)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Is equipment maintained in good working order in line with manufacturers' recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are control measures monitored to ensure they remain effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Is a purchasing policy in place to ensure that consideration is given to the vibration levels and tasks the equipment will be used for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. VIBRATION ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

GAS SAFETY

Policy

We will ensure that all gas appliances, installations, pipe work or flues installed at our workplace are maintained in a safe condition to prevent risk of injury to any person and that all work on gas installations and appliances, including maintenance, is undertaken by a company/person approved by the Health and Safety Executive (HSE) e.g. registered with Gas Safe Register™.

1. ARRANGEMENTS FOR ENSURING GAS SAFETY

The Gas Safety Co-ordinator will ensure that:

- 1.1 Any work on gas installations and appliances is carried out by a competent person approved by the Health and Safety Executive (HSE) e.g. registered with Gas Safe Register™.
- 1.2 Gas systems and appliances are identified at the general risk assessment stage and those in charge of areas made aware of their location.
- 1.3 Regular maintenance is undertaken to ensure that systems and appliances are in a safe condition.
- 1.4 Employees are instructed on what constitutes an emergency, shown where to turn off the gas supply and who to contact.
- 1.5 The telephone number for the supplier's emergency service is clearly legible and unobscured on a notice near the main gas isolation valve.
- 1.6 Employees are instructed not to use or tamper with, or allow to be used, any gas appliance they suspect might pose a danger, such as fire or explosion arising from gas leakage or carbon monoxide poisoning.
- 1.7 In-house or unauthorised repairs or modifications are forbidden and procedures for reporting immediately suspected faults to line management are in place.

2. GAS SAFETY MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Has an approved class of person been appointed to carry out the installation and maintenance of gas systems and appliances? e.g. Gas Safe Register™ registered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are those in charge of the workplace aware of the location and type of gas systems and appliances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is there regular maintenance to keep systems and appliances in a safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Where appropriate have employees been instructed on what constitutes an emergency, how to turn off the gas supply and who to contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is the supplier's emergency contact number clearly displayed, unobscured and legible, and brought to the attention of relevant employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are employees instructed not to use or tamper with, or allow to be used, any gas appliance they suspect might pose a danger, such as fire or explosion arising from gas leakage or carbon monoxide poisoning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have employees been instructed not to attempt repairs or modifications and how to report all suspected faults?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. GAS SAFETY MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

PERSONAL PROTECTIVE EQUIPMENT

Policy

We will identify and assess all activities our employees may be required to undertake during the course of their employment with us. We will only specify personal protective equipment as the last means of defence should we be unable to otherwise eliminate the risk to our employees. We will, as far as is reasonably practicable, implement the hierarchy of control measures. Personal protective equipment will only be provided if the risk to our employees cannot be adequately controlled after the hierarchy of control measures has been exhausted. If and when we do provide personal protective equipment, we will ensure it is fit for the purpose and environment it is to be used in and that it fits the wearer correctly to give the level of protection the equipment was so designed for. We will ensure employees are consulted on the type of personal protective equipment to be used and that they are given adequate and sufficient information, instruction and guidance on the use, storage and maintenance of such equipment. We acknowledge our duty to provide personal protective equipment to our employees as may be necessary and that such equipment will be free of charge. Where it is identified that an employee's well-being may be affected due to exposure to a specific hazard or hazards, a medical questionnaire will be completed. We will ensure where necessary that regular health surveillance is provided where the risk of harm to our employees is controlled by the use of personal protective equipment.

1. ARRANGEMENTS FOR PERSONAL PROTECTIVE EQUIPMENT

The Personal Protective Equipment Co-ordinator will ensure that:

- 1.1 All activities our employees may be required to undertake during the course of their employment are identified and assessed to determine the need for Personal Protective Equipment (PPE).
- 1.2 As far as is reasonably practicable, the hierarchy of control measures i.e. elimination, reduction, substitution, isolation or engineering controls, is followed to control the hazards that have been identified.
- 1.3 PPE is specified as a last form of defence only when the hierarchy of controls has been exhausted.
- 1.4 Where PPE is provided, it is fit for the purpose and the environment it is to be used in and it fits the wearer correctly.
- 1.5 Individuals or groups of people whose well-being may be affected due to exposure to a specific hazard or hazards are identified and a medical questionnaire is completed prior to any person commencing work in such an environment which may present a risk to them.
- 1.6 Where identified by the medical questionnaire, or where necessary due to the identification that the risk of harm is controlled by the use of PPE, health surveillance is provided at regular intervals.
- 1.7 Where PPE is required, it is provided free of charge.
- 1.8 Employees are consulted on the type of PPE to be used.
- 1.9 All employees required to wear PPE are given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment.
- 1.10 A procedure is in place to allow PPE provided to be maintained in good working order and/or adequate stocks of equipment are available to replace as necessary any damaged or worn equipment.
- 1.11 Suitable and sufficient facilities are provided to enable employees to store any PPE provided to them whilst not in use.
- 1.12 Where necessary, suitable and sufficient facilities are provided to permit employees to change from (and store) their normal clothing to specified personal protective clothing.

¹ Medical questionnaires cannot be issued pre-employment but can be issued post engagement.

2. PERSONAL PROTECTIVE EQUIPMENT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Have all activities our employees may be required to undertake during the course of their employment been identified and assessed to determine the need for PPE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has the hierarchy of control measures been followed and exhausted to control the hazards that have been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is PPE specified as a last form of defence only when the hierarchy of controls has been exhausted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Where PPE is provided is it fit for the purpose and the environments it is used in and does it fit the wearer correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are individuals or groups of people whose well-being may be affected due to exposure to a specific hazard or hazards been identified and have medical questionnaires been completed prior to those persons commencing work in such environments which may present a risk to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Where necessary, is health surveillance provided at regular intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Where PPE is provided, is it free of charge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are employees consulted on the type of PPE to be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are employees who are required to wear PPE given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is a procedure in place to permit the maintenance or replacement of PPE as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are suitable facilities provided to enable employees to store their PPE when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Where necessary have suitable and sufficient facilities been provided to permit employees to change and store their normal clothing to specified personal protective clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

¹ Medical questionnaires cannot be issued pre-employment but can be issued post engagement.

3. PERSONAL PROTECTIVE EQUIPMENT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

PRESSURE SYSTEMS

Policy

We recognise that Pressure Systems have the potential to cause significant injury or damage to property in the event of system or component failure resulting in unexpected release of stored energy. We further recognise that it is extremely important that the system is correctly installed and used, maintained, and subject to thorough examination and test.

We will ensure that pressure systems are installed by, a competent person and in positions that would minimise injury and damage in the event of unexpected releases of stored energy, and that the safe operating limits of pressure systems are established prior to first use and are clearly marked on the system. All operators will be given adequate and suitable instruction on the safe operation of pressure systems and any emergency procedures.

We will ensure that a competent person prepares a written scheme of examination for systems above 0.5 bar, including pipe work, where steam or fluid is stored. This will also be done for a compressed air receiver, and the associated pipework, where the product of the pressure in bars multiplied by the internal capacity in litres of the receiver is equal to or greater than **250** bar litres, and other applicable systems.

A competent person will carry out all maintenance, thorough examinations and tests as prescribed in the written scheme of examination.

Any necessary repairs arising from any reports on the condition of the systems or from any fault reporting system will be completed without delay. Any systems that are not subject to a written scheme of examination will be maintained in accordance with the manufacturer's recommendations. We will ensure that all relevant records e.g., manufacturers safety information, written schemes of examination, examination reports etc, are retained for inspection.

1. ARRANGEMENTS FOR THE SAFE USE OF PRESSURE SYSTEMS

The Pressure Systems co-ordinator will ensure that:

- 1.1 Pressure systems are installed by, a competent person and in positions that would minimise injury and damage in the event of unexpected releases of stored energy.
- 1.2 The safe operating limits of pressure systems are established prior to first use and that they are clearly marked on the system.
- 1.3 All operators are given adequate and suitable instruction on the safe operation of pressure systems and any emergency procedures.
- 1.4 A competent person prepares a written scheme of examination for systems above 0.5 bar, including pipe work, where steam or relevant fluid is stored.
- 1.5 A competent person carries out all maintenance, thorough examinations and tests as prescribed in the written scheme of examination.
- 1.6 Any necessary repairs arising from any reports on the condition of the systems or from any fault reporting system are completed without delay.
- 1.7 Any systems that are not subject to a written scheme of examination are maintained in accordance with the manufacturer's recommendations.
- 1.8 All relevant records e.g., manufacturers safety information, written schemes of examination, examination reports etc, are retained for inspection.

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date: _____

		Yes	No	n/a
1.1	Has a competent person installed all pressure systems in positions that would minimise injury and damage in the event of unexpected releases of stored energy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are the safe operating limits of pressure systems established prior first use and are they marked on the system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Have all operators been given adequate and suitable instruction on the safe operation of pressure systems and any emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Has a competent person prepared a written scheme of examination for systems above 0.5 bar, including pipe work, where steam or relevant fluid is stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Has the above also been done for a compressed air receiver, and the associated pipework, where the product of the pressure in bars multiplied by the internal capacity in litres of the receiver is equal to or greater than 250 bar litres.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has a competent person carried out all maintenance, thorough examinations and tests as prescribed in the written scheme of examination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are any necessary repairs arising from any reports on the condition of the systems or from any fault reporting system completed without delay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are any systems that are not subject to a written scheme of examination maintained in accordance with the manufacturer's recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are all relevant records e.g., manufacturers safety information, written schemes of examination, examination reports etc, retained for inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/further action

3. PRESSURE SYSTEMS MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

MOBILE ELEVATING WORK PLATFORMS

Policy

Mobile elevating work platforms (MEWPs) are classified as lifting equipment for lifting persons and we will therefore ensure that all such equipment is thoroughly examined by a competent person every six months and that they will be inspected at the periods specified in the thorough examination scheme. We will ensure that all such equipment is maintained in accordance with the manufacturers' recommendations or instructions and that daily pre use checks are carried out with records maintained. We will ensure that the correct type of MEWP is specified for the type and location of works we are to undertake. All persons who are required to operate MEWPs will be given sufficient information, training and instruction relevant to the class of machines they may be required to operate during the performance of their work activities. Persons who are required to work from but not operate MEWPs will be given adequate training, instruction and information to enable them to work safely from the MEWP without causing risks to themselves or others.

1. ARRANGEMENTS FOR MOBILE ELEVATING WORK PLATFORMS

The Mobile Elevating Work Platform Co-ordinator will ensure that:

- 1.1 All MEWPs are thoroughly examined every six months.
- 1.2 Inspection of MEWPs are carried out and recorded in line with the periods specified in the scheme of examination.
- 1.3 Pre use checks of MEWPs are carried out and records maintained.
- 1.4 All MEWPs are maintained in line with the manufacturers' recommendations or instructions.
- 1.5 The correct most suitable type of MEWP is utilised for the type and location of works to be undertaken.
- 1.6 A working from height risk assessment is undertaken prior to any such works being carried out.
- 1.7 All persons who operate MEWPs have been given adequate information, instruction and training relevant to the class of machine they are required to operate.
- 1.8 All persons who may be required to work from but not operate a MEWP are given adequate information, instruction and training to enable them to work safely without risk to themselves or others.

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date: _____

		Yes	No	n/a
1.1	Are all MEWPs thoroughly examined every six months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are inspections of MEWPs carried out and recorded in line with the periods specified in the scheme of examination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are pre use checks carried out and records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are all MEWPs maintained in line with the manufacturer's recommendations and instructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is the correct most suitable type of MEWP utilised for the type and location of works being undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is a working from height risk assessment conducted prior to any such works being carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Have all persons who operate MEWPs been given adequate information, instruction and training relevant to the class of machine they are required to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Have all persons who work from but do not operate MEWPs been given adequate information, instruction and training to enable them to work safely without risk to themselves or others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. MOBILE ELEVATING WORK PLATFORMS MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

USE AND CONTROL OF CONTRACTORS

Policy

From time to time it will be necessary for us to employ contractors to carry out work on our premises. We will ensure that only those contractors who are deemed competent to undertake such work will be engaged to do so. All contractors will be assessed to ensure that they are able to allocate sufficient resources to ensure that all works are completed safely and will be provided with and agree to comply with our company code of practice. Contractors will only be able to subcontract any part of the works to a third party with the express permission of the company and will ensure that all such sub-contractors are suitably competent. Risk assessments and method statements will be prepared where necessary and the control measures identified will be monitored to ensure that they are being complied with. Certain high risk tasks will be controlled by the use of a permit to work system administered by the company. All contractor employees will be provided with induction training on first arrival at our site and will be adequately supervised throughout the duration of the contract. First aid and accident investigation arrangements will be made with the contractor. Non-compliance with agreed standards will result in suspension of the work and may result in removal from the approved contractor list. Continuous improvement in the management of contractors on our site will be achieved by reviewing the performance of each contractor at the end of the job and ensuring that poor practice is eliminated and good practice repeated.

1. ARRANGEMENTS FOR THE USE AND CONTROL OF CONTRACTORS

The Contractor's Co-ordinator will ensure that:

- 1.1 All contractors and sub contractors are competent to carry out the work they have been appointed to do.
- 1.2 All contractors and sub contractors are provided with an up to date copy of the company code of practice and have completed and returned the contractor certificate contained in the rear of the code of practice prior to work commencing on site.
- 1.3 No contractor appoints a sub contractor without express authorisation.
- 1.4 Assessments of the risks both created by the work carried out by the contractor and by our activities on site are carried out and agreed prior to work commencing.
- 1.5 Where required method statements based on the control measures identified by the risk assessment are in place prior to work commencing.
- 1.6 The Permit to Work (Contractors) has been completed.
- 1.7 A Permit to Work system is in place to control the risks from high risk activities such as roof work, live electrical work, confined space entry, hot work and work at height etc.
- 1.8 Arrangements are in place to ensure that all contractors and sub contractors have received adequate health and safety induction training and are properly supervised when on site.
- 1.9 The activities of all contractors when on site are effectively monitored to ensure they are complying with the risk assessments and method statements provided.
- 1.10 Procedures are in place to suspend the activities of contractors if unsafe working practices are observed.
- 1.11 Arrangements are in place for the provision of first aid for all contractors when on site.
- 1.12 Arrangements are in place for the recording, investigation and, where necessary, reporting of accidents to contractors on site.
- 1.13 Contractor review meetings are held at the end of the work to ensure that good performance is repeated and poor performance is improved.

2. USE AND CONTROL OF CONTRACTORS' MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Are all contractors and sub contractors competent to carry out the work they have been appointed to do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are all contractors and sub contractors provided with an up to date copy of the company code of practice and have they completed and returned the certificate prior to work commencing on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are contractors only allowed to appoint sub contractors following express authorisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are assessments of the risks both created by the work carried out by the contractor and by our activities on site carried out and agreed prior to work commencing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are method statements based on the control measures identified by the risk assessment in place prior to work commencing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Has the Permit to Work (Contractors) been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Is a Permit to Work system in place to control the risks from high risk activities such as roof work, live electrical work, confined space entry, hot work and work at height etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are arrangements in place to ensure that all contractors and sub contractors have received adequate health and safety induction training and are properly supervised when on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Are the activities of all contractors effectively monitored to ensure they are complying with the risk assessments and method statements provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are procedures in place to suspend the activities of contractors if unsafe working practices are observed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are arrangements in place for the provision of first aid for all contractors when on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are arrangements in place for the recording, investigation and, where necessary, reporting of accidents to contractors on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are contractor review meetings held at the end of the work to ensure that good performance is repeated and poor performance is improved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. USE AND CONTROL OF CONTRACTORS' MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

PROVISION AND USE OF WORK EQUIPMENT

Policy

We will ensure that all work equipment is suitable for the purpose for which it is to be used and is maintained in good working order and where necessary an up to date maintenance log is available. We will ensure that all work equipment is installed correctly and is inspected at suitable intervals to ensure it remains safe and that appropriate records of inspection are maintained. Where the use of work equipment is likely to involve a specific risk to health and safety we will ensure that the equipment is only used, repaired, modified maintained and serviced by authorised competent persons. Appropriate health and safety information, instruction and training will be provided for all employees who either use or manage the use of work equipment. We will ensure that all work equipment provided for use after 31st December 1992 complies with the appropriate EU directives. Access to dangerous parts of machinery will be effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained. We will take all necessary measures to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures. We will ensure that all work equipment is provided with suitable controls and control systems for starting stopping and changing operating conditions, including those for use in an emergency situation. Where appropriate all work equipment will be provided with suitable means to isolate it from its sources of energy. All work equipment will be stable, adequately lit, clearly marked for reasons of health and safety and incorporate appropriate warnings or warning devices. Maintenance of work equipment will only be carried out where suitable measures have been taken to effectively control the risks.

1. ARRANGEMENTS FOR THE PROVISION AND USE OF WORK EQUIPMENT

The Provision and Use of Work Equipment Co-ordinator will ensure that:

- 1.1 All work equipment is suitable for the purpose for which it is to be used and is maintained in good working order and where necessary an up to date maintenance log is available.
- 1.2 All work equipment is installed correctly and is inspected at suitable intervals to ensure it remains safe and that appropriate records of inspection are maintained.
- 1.3 Where the use of work equipment is likely to involve a specific risk to health and safety, the equipment is only used, repaired, modified maintained and serviced by authorised competent persons.
- 1.4 Appropriate health and safety information, instruction and training are provided for all employees who either use or manage the use of work equipment.
- 1.5 All work equipment provided for use after 31st December 1992 complies with the appropriate EU directives.
- 1.6 Access to dangerous parts of machinery is effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained.
- 1.7 All necessary measures are taken to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures.
- 1.8 All work equipment is provided with suitable controls and control systems for starting, stopping and changing operating conditions, including those for use in an emergency situation.
- 1.9 Where appropriate all work equipment is provided with suitable means to isolate it from its sources of energy.
- 1.10 All work equipment is stable, adequately lit, clearly marked for reasons of health and safety and incorporates appropriate warnings or warning devices.
- 1.11 Maintenance of work equipment is only to be carried out where suitable measures have been taken to effectively control the risks.

2. PROVISION AND USE OF WORK EQUIPMENT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Is all work equipment suitable for the purpose for which it is used, and maintained in good working order and where necessary is an up to date maintenance log available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is all work equipment installed correctly and inspected at suitable intervals to ensure it remains safe and are appropriate records of inspection maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Where the use of work equipment is likely to involve a specific risk to health and safety is the equipment only used, repaired, modified, maintained and serviced by authorised competent persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is appropriate health and safety information, instruction and training provided for all employees who either use or manage the use of work equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Does all work equipment provided for use after 31 st December 1992 comply with the appropriate EU directives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is access to dangerous parts of machinery effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are all necessary measures taken to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is all work equipment provided with suitable controls and control systems for starting, stopping and changing operating conditions, including those for use in an emergency situation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Where appropriate all work equipment is provided with suitable means to isolate it from its sources of energy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is all work equipment stable, adequately lit, clearly marked for reasons of health and safety and does it incorporate appropriate warnings or warning devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Is maintenance of work equipment only carried out where suitable measures have been taken to effectively control the risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. PROVISION AND USE OF WORK EQUIPMENT ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

VIOLENCE, AGGRESSION AND CHALLENGING BEHAVIOUR AT WORK

Policy

We will identify all situations which may expose our employees to violence or challenging behaviour and also identify those employees who may be at greater risk of such circumstances occurring or developing. We will ensure arrangements are in place to protect our employees from violence or challenging behaviour whilst conducting their various tasks on behalf of the Company. We will implement procedures to ensure the safety of employees who are required to work alone or unsupervised for significant periods of time. Training, information and instruction will be given to all employees to ensure they fully understand the arrangements and procedures in place to protect them. Action will be taken immediately should a report of violence or challenging behaviour be reported. These arrangements and procedures will be maintained to ensure adequacy and suitability and will be amended or developed as necessary to ensure the wellbeing of our employees.

1. ARRANGEMENTS FOR VIOLENCE & AGGRESSION AT WORK

The Violence at Work Co-ordinator will ensure that:

- 1.1 All persons who may be at risk from violence or challenging behaviour are identified and receive appropriate training to deal with such situations.
- 1.2 All situations which may expose our employees to violence at work are assessed and appropriate measures to protect those employees are implemented.
- 1.3 Action on reports of violence at work is taken immediately.
- 1.4 Where appropriate, support/counselling is offered to any employee who is subjected to violence at work.
- 1.5 Procedures are in place to deal with emergency situations.
- 1.6 A formal system for reporting incidents is initiated and maintained.
- 1.7 All employees are aware of the procedure for reporting violent or potentially violent incidents.

Negative answers should have corresponding entries on the Action Plan
Positive answers should cross-reference supporting material
Any questions answered as N/A must be qualified

Date: _____

		Yes	No	n/a
1.1	Have all persons who may be at risk from violence at work been identified and given appropriate training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Have assessments been carried out covering all the situations which may expose our employees to violence at work, with appropriate procedures and measures implemented to protect those employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is action on reports of violence at work immediately taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are arrangements in place to offer support or counselling, where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are procedures in place to deal with emergency situations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is there a formal reporting procedure in place for reporting any acts of violence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are employees aware of the procedure for reporting violent or potentially violent incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action 				

3. VIOLENCE AT WORK MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

WORK RELATED STRESS

Policy

Our personnel are our most valuable asset and where pressures at work could cause high and long-lasting levels of stress the risk will be assessed and appropriate measures taken to control, reduce or eliminate the causes. Tackling work-related stress at source requires a partnership approach with all employees and their representatives based on openness, honesty and trust. Systems will be in place locally to encourage managers to support their staff and colleagues. We recognise that non-work problems can make it difficult for people to cope with the pressures of work. Employees are encouraged to discuss any matters that may affect their work with their manager or senior staff with whom they feel comfortable. If we are aware that someone is particularly vulnerable because of their circumstances we may be able to find ways to relieve the pressures at work so that they do not become excessive.

1. ARRANGEMENTS FOR WORK RELATED STRESS

The Work Related Stress Co-ordinator will ensure that:

- 1.1 The risks from stress are effectively controlled by the identification and assessment of all potential work related stressors.
- 1.2 Effective communication takes place between management and employees particularly where there are organisational and/or procedural changes.
- 1.3 Training and guidance is provided to all managers and employees in good management practice.
- 1.4 Employees are adequately trained, understand their roles and responsibilities and have sufficient information for the tasks they are to undertake.
- 1.5 Encourage employees to use their skills and initiative and where possible to develop new skills.
- 1.6 Employees are given adequate and achievable demands in relation to agreed hours of work.
- 1.7 Employees are consulted on work patterns, the work environment and on all proposed action relating to the prevention of work related stress.
- 1.8 Employees affected by stress are treated with understanding and confidentiality and are told what will happen with any information collected.
- 1.9 Individuals who have been absent with stress are supported and consulted on a planned return to work.
- 1.10 The source(s) of stress are addressed as far as is reasonably practicable and the effectiveness of measures to reduce stress is monitored.
- 1.11 Positive behaviours to avoid conflict and ensure fairness are promoted.

2. WORK RELATED STRESS MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name: _____

Date: _____

		Yes	No	n/a
1.1	Have risk assessments been undertaken to identify potential areas of work-related stress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is there effective two-way communication, including feedback, between management and employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are all managers competent to supervise employees reporting to them and applying good management practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Do employees have sufficient information and are they adequately trained for their tasks, fully understanding their roles and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are employees encouraged to use their skills and initiative and provided with opportunities to develop new skills where possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are demands placed on employees both adequate and achievable within the agreed hours of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are employees consulted on work patterns, the work environment and their suggestions considered in relation to the prevention of work-related stress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Have employees affected by stress been treated sensitively, been consulted and informed of action to be taken and their confidentiality maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Has anyone absent with stress been consulted on a planned return to work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are the measures implemented to address the sources of stress monitored to ensure their effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Is positive behaviour promoted at all levels to avoid conflict and ensure fairness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. WORK RELATED STRESS, MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: _____

Completed by: _____

Signed: _____

WORKING AT HEIGHT

Policy

We will, so far as is reasonably practicable, avoid the need to work at heights by the effective planning of works. Where this is not reasonably practicable we will carry out suitable and sufficient assessments of all such tasks and take appropriate steps to reduce the risk of injury. All works at height will be properly planned and appropriately supervised. The most suitable methods of work will be selected along with the most suitable work equipment. We will ensure that all employees are competent to undertake their duties and are provided with appropriate instruction, information and training. We will ensure that all equipment provided for working at height is properly maintained.

1. ARRANGEMENTS FOR WORKING AT HEIGHT

The Working at Height Co-ordinator will ensure that:

- 1.1 Where possible the need to work at height is eliminated.
- 1.2 Where work at height cannot be eliminated a risk assessment is conducted to identify suitable control measures to prevent any person from falling a distance likely to cause personal injury.
- 1.3 The risk assessment takes account of the distance and consequences of a fall, and the duration and frequency of the task.
- 1.4 Where work equipment is necessary to ensure safe working at height, the equipment is suitable for the task at hand, taking into account the risk of use, installation and removal of such equipment.
- 1.5 If ladders or step ladders are specified as a control measure, the assessment justifies their use, i.e. that the risk is low, the task is of short duration (15-30 minutes) or the working space/conditions dictate.
- 1.6 Levels of competence required for working at height activities are identified and any training needs are met.
- 1.7 Where identified in the risk assessment, a rescue plan is in place before work at height commences. This plan will be reviewed throughout the lifetime of the project and updated if there are any substantial changes to the work being carried out. The plan will take account of possible risks to the rescuers.
- 1.8 Where the activity affects or may affect others in the vicinity we will inform and discuss with these people how we plan to carry out the work.
- 1.9 The risk assessment and planning arrangements take into account the effects that the weather can have on outdoor work at height.
- 1.10 The risks posed by fragile surfaces (i.e. surfaces where there is a risk of a person or object falling through, these surfaces may be either close to or part of the structure on which work is to be done and will include vertical or inclined surfaces) are managed.
- 1.11 Permanent fencing, guards or other permanent measures to prevent falls are put in place for work requiring regular access, including where there is a fragile surface.
- 1.12 Steps are taken to ensure that falling material or work equipment is prevented. Loads and equipment are stored correctly so they do not collapse or fall at any time and cause injury.

- 1.13 Equipment for work at height is regularly inspected to ensure that it is safe to use. The equipment is marked to ensure that it is obvious when the next inspection is due.

Pre-use checks are made before work equipment for work at height is used.

Note: The purpose of the inspection is to identify whether the equipment is fit for purpose and can be used safely and that any deterioration is detected and remedied before it results in unacceptable risks.

- 1.14 The provision of supervision is proportionate to the findings of the risk assessment and the experience and capability of the people involved in the work.

2. WORKING AT HEIGHT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Is work at height eliminated wherever possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	When work at height cannot be eliminated is a suitable and sufficient risk assessment undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Does the risk assessment take account of the distance and frequency of a fall, and the duration and frequency of the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	When work equipment is used to ensure safe working at height, is it suitable for the task and is the risk of use, installation and removal of such equipment taken into account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	If ladders or steps are specified for use, does the assessment justify their use i.e. low risk, short duration or because working space/conditions dictate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are levels of competence required for working at height activities identified and are any training needs met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Where identified in the risk assessment, is a rescue plan in place before work at height takes place and is it kept under review for the lifetime of the project and updated as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Where activities affect or may affect others, are those parties informed of how the planned work will be carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Do the risk assessment and planning arrangements take account of weather conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are the risks posed by working on fragile surfaces effectively managed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Where regular access is required has permanent fencing, guards or other measures to prevent falls been put in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are steps taken to ensure falling material or equipment is prevented and that such items are stored correctly to prevent collapse of the structure on which work is undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Is all work equipment for work at height regularly inspected and marked to show when the next inspection is due?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Is the level of supervision provided proportionate to the findings of the risk assessment and the experience and capabilities of the people undertaking the work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. WORKING AT HEIGHT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

TRANSPORT

Policy

We as users of transport recognise our duties to protect our employees and others who may be affected by our activities, and as such will undertake assessments of our activities in relation to Company transport. We will take appropriate action to adequately control the risks identified by such assessments. We will ensure that all persons required to drive any of our vehicles are suitably trained and competent to undertake the duties placed on them, and where necessary ensure a valid driving licence is held by individuals appropriate to the type and class of vehicle they may be required to operate. All Company vehicles will be regularly inspected and serviced in accordance with manufacturers' recommendations and where necessary tested in line with the legislative requirements prevailing at the time. Where vehicles are required to travel on the public highway they will be adequately insured and display an appropriate road fund licence. All control measures and procedures will be regularly monitored to ensure they remain effective.

1. ARRANGEMENTS FOR TRANSPORT SAFETY

The Transport Co-ordinator will ensure that:

- 1.1 All Company transport systems are identified and assessments are conducted.
- 1.2 Suitable and sufficient control measures are implemented to ensure the continued use of transport systems both on our premises and on the public highway.
- 1.3 Procedures are in place to ensure only trained competent persons, who are fit to drive, operate our vehicles.
- 1.4 Where required, drivers hold a current valid licence for the type and class of vehicle they may be required to operate.
- 1.5 Employees are reminded of the need to adhere to the Highway Code and all current relevant legislation for the country in which they are driving.
- 1.6 Procedures are in place for all Company vehicles to be inspected and serviced in accordance with manufacturers' recommendations.
- 1.7 Where required by specific legislation, vehicles are tested at the required intervals.
- 1.8 Procedures are in place for the identification, reporting and rectification of defects.
- 1.9 Training, information and instruction is provided for all vehicle operators along with refresher training as may be required from time to time.
- 1.10 Relevant insurance cover is provided and maintained for vehicles under the Company's control.
- 1.11 Procedures are in place for drivers to correctly record driving hours and that these are monitored by the Company.
- 1.12 Traffic routes are planned to best utilise drivers' time and where necessary arrangements are in place to allow for rest breaks and overnight stop-overs as may be required by the drivers.
- 1.13 Procedures are in place to ensure vehicles display the correct placards.
- 1.14 A qualified Dangerous Goods Safety Adviser (DGSA) is appointed when dangerous goods are regularly handled, processed or transported.
- 1.15 Measures are in place to ensure compliance with ADR and CDG (Carriage of Dangerous Goods) requirements where applicable.

2. TRANSPORT MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Have all transport systems been identified and assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Have suitable and sufficient control measures been implemented to ensure safe use of transport on and off site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are procedures in place to ensure only trained competent persons, who are fit to drive, operate our vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Where required, do drivers hold a current valid licence for the type and class of vehicle they may be required to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are employees reminded of the need to adhere to the Highway Code and all current relevant legislation for the country in which they are driving?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are procedures in place for all Company vehicles to be inspected and serviced in accordance with manufacturers' recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are vehicles tested at the required intervals where required by specific legislation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Are effective procedures in place for the identification, reporting and rectification of defects to vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is training, information and instruction provided for all vehicle operators including refresher training where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Is relevant insurance cover provided and maintained for vehicles under the Company's control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are effective procedures in place for drivers' hours to be accurately recorded and are these monitored by the Company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are traffic routes planned to best utilise drivers and where necessary are arrangements in place to allow for rest breaks and overnight stops as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Are effective procedures in place to ensure vehicles display the correct placards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Where dangerous goods are regularly handled, processed or transported, has a qualified Dangerous Goods Safety Adviser (DGSA) been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	n/a
1.15	Where applicable, are adequate measures in place to ensure compliance with ADR and CDG (Carriage of Dangerous Goods) requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment/further action				

3. TRANSPORT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date:

Completed by:

Signed:

CONSTRUCTION (DESIGN AND MANAGEMENT)

Policy

We will ensure that when undertaking any construction work the requirements of the Construction (Design and Management) Regulations 2015 are met.

We will satisfy ourselves that any contractors or designers we engage have the necessary skills, knowledge and experience to carry out the work in a way that secures health and safety and if an organisation, that they have the appropriate organisational capability.

We will ensure co-operation with any other person working on or in relation to the project to the extent necessary to enable them to fulfil their duties or functions under the regulations.

We will ensure that as a 'duty holder' under the regulations we will comply with the general duties contained under regulation 8 and any other applicable duties as necessary for clients, principal designers, designers, principal contractors or contractors.

1. ARRANGEMENTS FOR CONSTRUCTION (DESIGN AND MANAGEMENT)

The Construction Work Co-ordinator will ensure that:

- 1.1 Arrangements are in place to ensure that any contractors or designers engaged have the necessary skills, knowledge and experience and, if they are an organisation, the organisational capability, that secures the health and safety of any person affected by the project.
- 1.2 Arrangements are in place so that co-operation takes place between all members of the project team as necessary.
- 1.3 Arrangements are in place so that construction work is planned, managed and monitored to ensure work is carried out safely.
- 1.4 Arrangements are in place for controlling risks during construction work and risk assessments with method statements (RAMS) are prepared as required.
- 1.5 Arrangements are in place for relevant information is distributed to all relevant parties about the health and safety risks created by the works.
- 1.6 Arrangements are in place for relevant information and training is provided to employees, including site induction training.
- 1.7 Arrangements are in place for relevant information to be provided to the principal designer and/or contractors e.g. pre-construction information.
- 1.8 Arrangements are in place to ensure that a construction phase health and safety plan is developed in good time before the commencement of construction work.
- 1.9 Arrangements are in place for the appointment of a principal designer and principal contractor when more than one contractor will be working on the site at the same time.
- 1.10 Arrangements are in place to notify the HSE of the work if the relevant thresholds are met.
- 1.11 Arrangements are in place for the production and handing over to the client of a health and safety file (as required)
- 1.12 Arrangements are in place for the provision of suitable and adequate welfare facilities throughout the construction phase.

2. CONSTRUCTION (DESIGN AND MANAGEMENT) MONITORING AND REVIEW CHECKLIST

Negative answers should have corresponding entries on the Action Plan

Positive answers should cross-reference supporting material

Any questions answered as N/A must be qualified

Name:

Date:

		Yes	No	n/a
1.1	Are arrangements in place to ensure the necessary skills, knowledge and experience of any contractors or designers engaged and that they have adequate organisational capability with regard to health and safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are procedures in place to ensure that co-operation takes place between all members of the project team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Are arrangements in place to ensure construction work is planned, managed and monitored so as to ensure work is carried out safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Are arrangements in place for controlling risks during construction work and risk assessments with method statements (RAMS) are prepared when necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Is information distributed to all relevant parties about the risks created by the works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Is information and training, including induction training, provided to site employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are arrangements in place for relevant information to be provided to the principal designer and contractors as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is the construction phase health and safety plan developed in good time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Have the principal designer and principal contractor been appointed in writing (as necessary)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Have the works been notified to the HSE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Are arrangements in place for producing and handing over a health and safety file to the client? (as required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Are arrangements in place for the provision of suitable welfare facilities throughout the construction phase?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/further action				

3. CONSTRUCTION (DESIGN AND MANAGEMENT) MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Completed by:

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CDM CLIENT RESPONSIBILITIES

Introduction

The client is an organisation or individual for whom construction work is being carried out. Clients have significant influence over the way projects are managed. Under the CDM Regulations clients are accountable for the impact their approach has on the health and safety of those working on or affected by the project. It is recognised that not all clients will have sufficient construction knowledge to effectively identify and manage all the potential risks. Subsequently their duty is to ensure that various measures are in place but not necessarily to implement them themselves.

Definition of Clients

“Client” means any person for whom a project is carried out.

“Project” means a project which includes or is intended to include construction work and includes all planning, design, management or other work involved in a project until the end of the construction phase.

CDM 2015 defines a client as anyone for whom a construction project is carried out (see regulation 2(1)). This definition includes both **non-domestic** (or ‘commercial’) clients and ‘**domestic**’ clients (i.e. clients for whom a construction project is carried out which is not done in connection with a business).

The Regulations apply in full to commercial clients, but do not for domestic clients - regulation 7 passes the domestic client duties on to other dutyholders e.g. Principal Contractor, Contractor or Principal Designer.

In some circumstances it may not be clear who the client is under CDM 2015. In this case, any uncertainty should be resolved as early as possible by considering who:

- ultimately decides what is to be constructed, where, when and by whom;
- commissions the design and construction work (the employer in contract terminology);
- initiates the work;
- is at the head of the procurement chain; and
- appoints contractors (including the principal contractor) and designers (including the principal designer).

If there is still doubt as to who the client is, regulation 4(8) allows all the possible clients to agree that one or more of them is treated as the client for the purposes of CDM 2015. It is in the interests of all those involved to identify and agree who should be the client. If not, they may all be considered to have client duties under CDM 2015.

Client duties

Clients are obliged to ensure that adequate arrangements are in place to ensure that:

- Suitable arrangements for managing a project are in place, including the allocation of sufficient time and other resources.
- Ensure that the people and organisations they appoint have the necessary skills, knowledge, experience
- Pre-construction information is provided as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.
- Before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor;
- Where appointed, the principal designer prepares a health and safety file for the project
- Where necessary, the health and safety file is revised from time to time as appropriate to incorporate any relevant new information; and is kept available for inspection by any person who may need it to comply with the relevant legal requirements.
- If a client disposes of their interest in the structure, the client provides the health and safety file to the person who acquires the structure and ensures that that person is aware of the nature and purpose of the file.
- The client is required to appoint, in writing, a principal designer and a principal contractor for projects involving more than one contractor.
- The appointments must be made as soon as is practicable, and in any event, before the construction phase begins. If the client fails to appoint, then client must fulfil the duties of the principal contractor.

Client obligations for notifiable projects

For notifiable projects, those lasting more than 30 days and having more than 20 workers working simultaneously at any point in the project or involving more than 500 person days of work, the following duties apply,

- Where a construction project must be notified, the client must submit a notice in writing to the relevant enforcing authority (HSE, Office of Rail Regulation (ORR) or Office for Nuclear Regulation (ONR)) (regulation 6(2), (4) and (5) respectively).
- The client must submit the notice as soon as practicable before the construction phase begins. The client can request someone else do this on

their behalf. Any modifications or updates to the notification should be sent making clear that they relate to an earlier notification.

- The client must ensure that an up-to-date copy of the notice is displayed in the construction site office so that it is accessible to anyone working on the site and in a form that can be easily understood. The client can either do this themselves, or ask the principal contractor or contractor to do so.

Making suitable arrangements for managing a project

Most clients, particularly those who only occasionally commission construction work, will not be experts in the construction process and for this reason they are not required to take an active role in managing the work. However, the client is required to make suitable arrangements for managing the project so that health, safety and welfare is secured.

To be suitable, the arrangements should focus on the needs of the particular project and be proportionate to the size of the project and risks arising from the work. Arrangements should include:

- assembling the project team - appointing designers (including a principal designer) and contractors (including a principal contractor);
- ensuring the roles, functions and responsibilities of the project team are clear;
- ensuring sufficient resources and time are allocated for each stage of the project – from concept to completion;
- ensuring effective mechanisms are in place for members of the project team to communicate and cooperate with each other and coordinate their activities;
- how the client will take reasonable steps to ensure that any appointed principal designer and principal contractor comply with their separate duties. This could take place at project progress meetings or via written updates;
- setting out the means to ensure that the health and safety performance of designers and contractors is maintained throughout;
- ensuring that workers are provided with suitable welfare facilities for the duration of construction work.

Appointing principal designers and principal contractors

The principal designer should be appointed as early as possible in the design process, if practicable at the concept stage. Appointing the principal designer early will provide the client with help in matters such as pulling together the pre-construction information and giving the principal designer enough time to carry out their duties.

The duration of the principal designer's appointment should take into account any design work which may continue into the construction phase or any issues that may arise during construction involving the need to make suitable modifications to the designs.

The principal contractor should be appointed early enough in the pre-construction phase to help the client meet their duty to ensure a construction phase plan is drawn up before the construction phase starts. An early appointment also gives the

principal contractor time to carry out their duties such as preparing the construction phase plan and to liaise with the principal designer in sharing any information that may be relevant for health and safety.

Where a principal designer's appointment finishes before the end of the project, the client should ensure that the principal contractor is fully briefed on any matters arising from designs relevant to any subsequent construction work. The client should also make sure that the principal designer passes the health and safety file to the principal contractor so that it can be revised during the remainder of the project if necessary.

If a client fails to appoint either the principal designer or principal contractor, then the client must carry out their duties.

Checking capabilities of duty holders appointed

The extent of the checks a client must make into the capabilities of dutyholders they appoint will depend on the complexity of the project and the range and nature of risks to health and safety involved.

Anyone appointing a designer or a contractor to work on a project must take reasonable steps to satisfy themselves that those who will carry out the work have the necessary skills, knowledge, experience, and, where they are an organisation, the organisational capability to carry out the work in a way that secures health and safety.

This means a designer or contractor should be capable of understanding how to:

- identify the significant risks likely to arise during either the design process or construction work; and
- prevent those risks or manage or control them to acceptable levels.

Organisational capability is effectively the policies and systems that an organisation has in place to set acceptable health and safety standards which comply with the law, and the resources and people to ensure the standards are delivered.

When looking to appoint a designer or a contractor, sensible enquiries should be made about their organisational capability to carry out the work involved. Those making appointments will find the questions that are incorporated in Publicly Available Specification 91, 2013: Construction related procurement - Prequalification Questionnaires (PAS 91) a useful aid. PAS 91 sets out standardised pre-qualification questions that include health and safety questions along with other question sets on matters such as financial information. This is one way of assessing organisational capability.

In addition to carrying out pre-qualification checks on organisations, those responsible for making appointments should also check that the designer or contractor has sufficient experience and a good track record in managing the health and safety risks involved in the project. These checks are ideally carried out at the final stage after pre-qualification checks have been completed and before appointments are made.

When considering the requirements for designers, architects and other construction professionals, due weight should also be given to membership of an established professional institution or body. For example, bodies that have arrangements in place which provide some reassurance that health and safety has formed part of their route to membership of their profession. However, questions should be asked of individuals to ensure that they have sufficient skills, knowledge, and experience to carry out the work involved, and how they keep those capabilities up to date.

Pre-Construction Information

Pre-construction information is information which is already in the client's possession (such as any existing health and safety file, an asbestos survey, structural drawing etc.) or which is reasonable to obtain through sensible enquiry (regulation 2(1)).

The information must be relevant to the project, have an appropriate level of detail and be proportionate given the nature of the health or safety risks.

The client has the main duty for providing pre-construction information. This must be provided as soon as practicable to each designer (including the principal designer) and contractor (including the principal contractor) who is bidding for work on the project or has already been appointed (regulation 4(4)).

For projects involving more than one contractor, the client should expect the principal designer to help in bringing the pre-construction information together and provide it to the designers and contractors involved.

Construction Phase Plans

The client must ensure that a construction phase plan for the project is prepared before the construction phase begins (regulation 4(5)(a)).

The plan outlines the health and safety arrangements, site rules and specific measures concerning any work involving the particular risks listed in Schedule 3 of CDM 2015.

For single-contractor projects, the contractor must ensure the plan is prepared. For projects involving more than one contractor, it is the principal contractor's duty.

Health & Safety File

A health and safety file is only required for projects involving more than one contractor.

The client must ensure that the principal designer prepares a health and safety file for their project. Its purpose is to ensure that, at the end of the project, the client has information about health and safety risks that anyone carrying out subsequent construction work on the building will need to know about.

In order to ensure that an appropriate health and safety file is produced at the end of the project, the client must:

- provide the principal designer with any existing file produced as part of an earlier project to enable the information it contains to be used to plan the pre-construction phase of the current project;
- ensure the principal designer prepares a new file (or revises any existing one);
- ensure the principal designer reviews and revises the file at sufficiently regular intervals and passes the completed file back at the end of the project;
- if the principal designer's appointment finishes before the end of the project, the client should ensure the file is handed to the principal contractor;
- ensure the file is kept available for anyone who needs it to enable them to comply with relevant legal requirements; and
- pass the file to whoever takes over the building and takes on the client duties should the client decide to dispose of their interest in it

CDM CONTRACTOR RESPONSIBILITIES

Introduction

Contractors means any person (including a non-domestic client) who, in the course or furtherance of a business, carries out, manages or controls construction work; they can be organisations or self-employed individuals that engage workers to coordinate or complete construction work and can also be organisations that use their own workforce to complete construction work on their own premises.

Contractor obligations

Contractors must ensure:

- They do not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.
- They do not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.
- They plan, manage and monitor construction work carried out either by the contractor or by workers under the contractor's control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- They comply with any directions given by the principal designer or the principal contractor (where appointed)
- Where a Principal Contractor is appointed, they comply with the parts of the construction phase plan that are relevant to that contractor's work on the project.
- They take account of the general principles of prevention when planning and estimating the amount of time required to complete the work or work stages;
- If there is only one contractor working on the project, the contractor must draw up a construction phase plan, or make arrangements for a construction phase

plan to be drawn up, as soon as is practicable prior to setting up a construction site.

- They provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.

This must include providing workers with:

- a suitable site induction, where not already provided by the principal contractor;
 - the procedures to be followed in the event of serious and imminent danger to health and safety;
 - information on risks to health and safety identified by risk assessment, arising out of the conduct of another contractor's undertaking any other information necessary to enable the worker to comply with the relevant statutory provisions
- They do not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
 - That the requirements of Schedule 2 (welfare provisions) are complied with so far as they affect the contractor or any worker under that contractor's control.

Making clients aware of their duties

Contractors must not carry out any construction work on a project unless they are satisfied that the client is aware of the duties the client has under CDM 2015 (regulation 15(1)).

In cases where the contractor is the only one involved, they must liaise directly with the client to establish this. Liaison can be done as part of routine business during early meetings with the client to discuss the project. Contractors should make sure they have a sufficient knowledge of client duties as they affect the project so they can give proper advice. The level of advice will depend on the knowledge and experience of the client and the complexities of the project.

Planning, managing and monitoring construction work

Contractors are required to plan, manage and monitor the construction work under their control so that it is carried out in a way that controls the risks to health and safety (regulation 15(2)). The effort devoted to planning, managing and monitoring should be proportionate to the size and complexity of the project and the nature of risks involved.

On projects involving more than one contractor, this will involve the contractor co-ordinating the planning, management and monitoring of their own work with that of the principal contractor and other contractors, and where appropriate the principal designer. Such coordination could involve regular progress meetings with other dutyholders to ensure that the contractor's arrangements for planning, managing and

monitoring their own work can feed into, and remain consistent with, the project-wide arrangements. For single contractor projects, the arrangements to plan, manage and monitor the construction phase will normally be simpler.

Planning

In planning the work, the contractor must take into account the risks to those who may be affected e.g. members of the public, and those carrying out the construction work.

On projects involving more than one contractor, each contractor must plan their own work so that it is consistent with the project-wide arrangements. Contractors should expect help from other dutyholders, for example the client who must provide the pre-construction information.

On single contractor projects, the contractor is responsible for planning the construction phase and for drawing up the construction phase plan before setting up the construction site. The client must provide any relevant pre-construction information they possess and the time and other resources to help the contractor do this.

Managing

To manage the construction phase, contractors must ensure that:

- those engaged to carry out the work are capable of doing so;
- effective, preventative and protective measures are put in place to control the risks; and
- the right plant, equipment and tools are provided to carry out the work involved.

Monitoring

Standards should be checked regularly given the rapidly changing nature of a construction site. Effective monitoring involves:

- time and effort (with sufficient resource having been set aside for this at the planning stage);
- treating health and safety in the same way as other important aspects of the business;
- taking prompt action where necessary; and
- using a mix of performance measures - both active and reactive in nature such as:

Active - routine checks of site access and work areas and plant and equipment, or health risk management to prevent harm;

Reactive – investigating near-miss incidents and injuries as well as monitoring cases of ill-health.

On projects involving more than one contractor, as part of the duty to cooperate with other dutyholders, the contractor should provide the principal contractor with any relevant information that stems from their own monitoring so that the principal contractor can monitor the management of health and safety at a project-wide level.

Complying with directions and construction phase plan

For projects involving more than one contractor, the contractor is required to comply with any directions to secure health and safety given to them by the principal designer or principal contractor (regulation 15(3)(a)).

They are also required to comply with the parts of the construction phase plan that are relevant to their work (regulation 15(3)(b)), including the site rules.

Drawing up a construction phase plan

For single contractor projects, the contractor must ensure a construction phase plan is drawn up as soon as practicable before the construction site is set up (regulation 15(5)).

Construction phase health and safety plan

The construction phase health and safety plan should set out the arrangements for securing the health and safety of everyone carrying out the construction work and all others who may be affected by it. It should deal with:

- The arrangements for the management of health and safety of the construction work.
- The monitoring systems for checking that the health and safety plan is being followed.
- Health and safety risks to those at work, and others, arising from the construction work, and from other work in premises where construction work may be carried out.

The plan must be site specific. Documents of a generic nature do not add any real value and are unlikely to satisfy the requirements of the Regulations.

Not all information relating to the project may be available to fully develop the health and safety plan before the start of construction. The initial draft of the health and safety plan should incorporate all information relevant to the start of construction and outline activities that will require careful consideration at later stages.

A construction phase plan must ideally record the following:

- health and safety arrangements for the construction phase;
- site rules; and
- where relevant, specific measures concerning work that falls within one or more of the categories listed in Schedule 3.

The following list of topics should be considered when drawing up the plan:

- a description of the project such as key dates and details of key members of the project team;
- the health and safety aims for the project;
- the site rules;
- arrangements to ensure cooperation between project team members and coordination of their work e.g. regular site meetings;
- arrangements for involving workers;
- site induction;
- welfare facilities; and
- fire and emergency procedures;
- the control of any of the specific site risks listed in Schedule 3 below where they are relevant to the work involved.
 1. Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site;
 2. Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring;
 3. Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999;
 4. Work near high voltage power lines;
 5. Work exposing workers to the risk of drowning;
 6. Work on wells, underground earthworks and tunnels;
 7. Work carried out by divers having a system of air supply;
 8. Work carried out by workers in caissons with a compressed air atmosphere;
 9. Work involving the use of explosives;

10. Work involving the assembly or dismantling of heavy prefabricated components.

Further guidance, including a template for a construction phase plan, is provided for contractors working on small scale, routine and domestic projects on HSE's website. A smartphone "app" providing a template for a construction phase plan is also available from the Construction Industry Training Board website.

Appointing and employing workers

Appointing workers

When a contractor employs or appoints an individual to work on a construction site, they should make enquiries that the individual:

- has the necessary skills, knowledge, training and experience to carry out the work they will be employed to do in a way that secures health and safety for anyone working on the site; or
- are in the process of obtaining them.

Reliance should not be placed solely on an industry certification card or similar being presented to them as evidence that a worker has the necessary qualities. Nationally recognised qualifications (such as NVQs and SVQs) will provide contractors with assurance that the holder has the necessary skills, knowledge, training and experience to carry out a task in such a way.

Contractors should recognise that training on its own is not enough. Newly trained individuals need to be supervised and given the opportunity to gain positive experience of working in a range of conditions.

Training

Assessing training needs should be an on-going process throughout the duration of the project. Further training may be required if:

- the risks to which people are exposed alter due to a change in their working tasks;
- new technology or equipment is introduced; or
- the system of work changes.

Skills can also decline if they are not used regularly. Particular attention should be paid to people who deputise for others on an occasional basis – they may need more frequent further training, than those who do the work regularly.

This assessment should take account of the training required by other health and safety legislation as well as that needed to meet the requirements of CDM 2015.

Providing supervision

A contractor who employs workers or manages workers under their control must ensure that appropriate supervision is provided (regulation 15(8)).

The level of supervision provided will depend on the risks to health and safety involved, and the skills, knowledge, training and experience of the workers concerned.

Providing information and instructions

Contractors should provide their employees and workers under their control, the information and instructions they need to carry out their work without risk to health and safety (regulation 15(9)).

This must include:

- suitable site induction where this has not been provided by the principal contractor;
- the procedures to be followed in the event of serious and imminent danger to health and safety. These should make clear that any worker exposed to any such danger should stop work immediately, report it to the contractor and go to a place of safety.
- information on the hazards present on the site that are relevant to their work (e.g. site traffic), the risks associated with those hazards and the control measures put in place (e.g. the arrangements for managing site traffic).

Preventing unauthorised access to the site

A contractor must not begin work on a construction site unless reasonable steps have been taken to prevent unauthorised access to the site (regulation 15(10)).

On projects involving more than one contractor, carrying out this duty must involve the contractors liaising with the principal contractor who is required to ensure reasonable steps are taken in this respect. This can be done via a phone call before the contractor starts work on site or at an early meeting.

For projects involving only one contractor, the contractor must do whatever is proportionate to prevent unauthorised access before starting work on the site.

Providing welfare facilities

Contractors are required to provide welfare facilities which meet the minimum requirements set out in Schedule 2 (regulation 15(11)).

This duty only extends to the provision of welfare facilities for the contractor's own employees who are working on a construction site or anyone else working under their control.

Guidance on what is proportionate in providing welfare facilities on construction sites is contained in HSE's Construction Information Sheet – Provision of welfare facilities during construction work (CIS 59)4.

On projects involving more than one contractor, meeting this duty will involve discussing and agreeing with the principal contractor who has a similar duty to provide welfare facilities. For projects involving only one contractor, the contractor themselves must ensure that suitable welfare facilities are available.

CDM DESIGNER RESPONSIBILITIES

Introduction

Designers are organisations or individuals who prepare or modify a design for a construction project or arrange for, or instruct somebody else to do so.

This can include architects, consulting engineers, quantity surveyors, chartered surveyors, technicians, principal contractors and specialist contractors. The definition of design under CDM includes drawings, design details, specifications, bills of quantity and temporary works. Where multiple designers contribute to a project it is appropriate for the client to designate in writing a principal designer to coordinate design works and the health and safety during the pre-construction phase of the project.

The designers play a key role within the construction project in ensuring the health and safety of those who are to construct, maintain or repair a structure is considered for the whole life of the structure. Designers are obliged to avoid foreseeable significant hazards and subsequent risks so far as is reasonably practicable.

Designer duties apply whenever design work is undertaken regardless of whether the project was notifiable to the HSE. Subsequently CDM obligations need to be taken into account whether the work is of a concept nature, competition, bid for funding, modification or feasibility study. Designer obligations are to be met whether or not the scheme is for a domestic or commercial client and planning permission or funding has been obtained.

Local authority or government officials may give advice and instruction on designs meeting statutory requirements (e.g. the Building Regulations), but this does not make them designers. A designer may have no choice but to comply with these requirements which are a 'design constraint'. However, if statutory bodies ask for particular features to be included or excluded which go beyond what the law requires, (e.g. stipulating the absence of edge protection on flat roofs where there is no basis in planning law or policies), then they may become designers under CDM 2015 and must comply with its requirements.

The person who selects products for use in construction is a designer and must take account of health and safety issues arising from its use. If a product is purpose-built, the person who prepares the specification is a designer and so are manufacturers if they develop a detailed design. The manufacturers of standard products that can be

used in any project are not required to comply with CDM although they may have other duties under supply legislation.

Designers' obligations

Designers should must:

Make clients aware of their duties

A designer must not start any design work unless they are satisfied that the client is aware of the duties that client has under CDM 2015 (regulation 9(1)).

This duty can be fulfilled as part of routine business - for example, in early meetings or liaison with the client to discuss the project. A designer should have a sufficient knowledge of client duties so they can give sufficient advice about the project. The level of advice will depend on the knowledge and experience of the client and the complexities of the project.

On projects involving more than one contractor, the task of informing the client of their duties should normally fall to the principal designer. Any other designers appointed can seek confirmation from the principal designer that the client has been made aware of their duties.

Preparing or modifying designs

When preparing or modifying designs, a designer must take account of the general principles of prevention, and the pre-construction information provided to them, with the aim, as far as reasonably practicable, of eliminating foreseeable risks.

Where this is not possible they must take reasonably practicable steps to reduce the risks or control them through the design process, and provide information about the remaining risks to other dutyholders.

The general principles of prevention provide a framework within which designers must consider their designs and any potential risks to health or safety which may affect:

- workers or anyone else (e.g. members of the public) who may be affected during construction;
- those who may maintain or clean the building once it is built; or
- those who use the building as a workplace.

Designs prepared for places of work also need to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 (the Workplace Regulations), so designs need to take account of factors such as lighting and the layout of traffic routes.

The general principles of prevention

- avoid risks;
- evaluate the risks which cannot be avoided;
- combat the risks at source;
- adapt the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
- adapt to technical progress;
- replace the dangerous by the non-dangerous or the less dangerous;
- develop a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- give collective protective measures priority over individual protective measures; and
- give appropriate instructions to employees

Health and safety risks need to be considered alongside other factors that influence the design such as cost, fitness for purpose, aesthetics and environmental impact, which may be considered as 'design constraints'.

Once the risks have been considered and taken into account, the level of detail in the information provided to those who need it should be proportionate to the risks remaining (residual risks). Insignificant risks can usually be ignored, as can those arising from routine construction activities (e.g. those risks that a knowledgeable and experienced contractor should recognise), unless the design worsens or significantly alters these risks.

Taking account of pre-construction information

A designer must take account of pre-construction information the client or principal designer provides when making decisions about the extent to which they can eliminate foreseeable risks through the designs they produce; and, where these risks cannot be eliminated, the steps they take to reduce or control them.

Eliminating, reducing or controlling foreseeable risks through design

When designing, a designer must consider the risks to which people may be exposed through the course of both constructing a building and using it once it is constructed.

If risks cannot be eliminated altogether, a designer should apply the principles below in deciding how to reduce or control the remaining risks - if possible, in the following order:

- provide a less risky option e.g. switch to using paving that is lighter in weight to reduce musculoskeletal disorders such as back problems;
- make provisions so that the work can be organised to reduce exposure to hazards e.g. make provision for traffic routes so that barriers can be provided between pedestrians and traffic;
- ensure that those responsible for planning and managing the work are given the information that they will need to manage remaining risks e.g. tell them about loads that will be particularly heavy or elements of the building that could become unstable. This can be achieved through providing key information on drawings or within models e.g. by using Building Information Modelling (BIM).

When addressing health and safety risks, a designer is expected to do as much as is reasonable at the time the design is prepared. Hazards that cannot be addressed at the initial stage of a project may need to be reviewed later on during detailed design. On projects involving more than one contractor, the principal designer will lead in managing the review process.

Providing design information

A designer must provide information to other dutyholders using or implementing the design (regulations 9(3) and (4)).

This includes information for:

- the principal designer:
 - about significant risks associated with the design that cannot be eliminated so that it can form part of the pre-construction information;
 - towards the preparation or revision of the health and safety file;
- the principal contractor (or the contractor on a single-contractor project) who has responsibility for preparing, reviewing and revising the construction phase plan for the project; and
- contractors who construct the design.

The designer should agree with the principal designer the arrangements for the sharing of information to avoid omissions or duplicated effort. Those who need the information should be given it at the right time.

Cooperating with other dutyholders

Designers should liaise with any other designers, including the principal designer, so that work can be coordinated to establish how different aspects of designs interact and influence health and safety.

Designers must also cooperate with contractors and principal contractors so that their knowledge and experience in matters such as the practicalities of building the design is taken into account.

Depending on the nature and extent of design work, there may be a need to carry out design reviews. Reviews enable the project team to focus on health and safety matters alongside other key aspects of the project. This can be done as part and parcel of the normal design process. The need for such reviews is likely to continue throughout the project although their frequency and the level of detail covered should remain proportionate to the scale and complexity of the design work.

CDM PRINCIPAL CONTRACTOR RESPONSIBILITIES

Introduction

The principal contractor is responsible for coordinating and managing the construction phase to ensure the health and safety of all those affected by the project. Early appointment allows the principal contractor and other specialists to contribute to ensuring that construction and long-term maintenance is adequately considered.

The principal contractor should be afforded sufficient time to develop the construction phase health and safety plan and to arrange the necessary resources. As part of the pre-construction information they should be informed of the minimum period given for planning and preparation before commencing works on site.

The client may only appoint one principal contractor at any given time. To help ensure continuity clients should try to retain the same principal contractor for the whole project.

Principal contractor obligations

Principal contractors should ensure that:

- Clients are aware of their duties, that a Principal Designer has been appointed and that the project has been notified to the HSE where necessary.
- They are competent and adequately resourced to address the health and safety aspects of the project.
- The construction phase is appropriately planned, managed and monitored, with adequate resources and competent site management.
- Sufficient time is allocated and notified to sub contractors to allow them to plan and prepare prior to commencement of work on site.
- Sub contractors are provided with relevant health and safety information with sufficient time plan and to enable them to carry out their work safely and without risk.

- There is coordination and cooperation between contractors.
- The construction phase health and safety plan is prepared before work commences, developed in conjunction with designers and contractors, implemented and updated as work progresses.
- Contractors and designers they employ are competent and adequately resourced.
- Adequate welfare arrangements are available for the duration of construction works.
- All reasonable steps are taken to prevent unauthorised access to site.
- Site rules are prepared and enforced.
- The Principal Designer is involved in design decisions of either temporary or permanent nature throughout the construction phase.
- The Principal Designer is provided with relevant information for inclusion in the health and safety file in the agreed format.
- All workers on the site have received appropriate health and safety induction, information and training.
- The workforce is consulted on health and safety matters.
- The HSE project notification is displayed.

Construction phase health and safety plan

The construction phase health and safety plan should set out the arrangements for securing the health and safety of everyone carrying out the construction work and all others who may be affected by it. It should deal with:

- The arrangements for the management of health and safety of the construction work.
- The monitoring systems for checking that the health and safety plan is being followed.
- Health and safety risks to those at work, and others, arising from the construction work, and from other work in premises where construction work may be carried out.

The plan must be site specific and should not contain generic risk assessments, record how decisions have been made or detailed method statements. Documents of a generic nature do not add value and are unlikely to satisfy the requirements of the Regulations.

Not all information relating to the project may be available to fully develop the health and safety plan before the start of construction. The initial draft of the health and safety plan should incorporate all information relevant to the start of construction and outline activities that will require careful consideration at later stages.

Implementing and monitoring the health and safety plan

The construction phase health and safety plan should not be treated as a paper exercise but a practical tool for the management of health and safety on site. Principal contractors are tasked with monitoring application of the plan to ensure that the document works in practice. Monitoring arrangements need to be established and agreed with the client.

Where application of the plan is not practical or being applied principal contractors are obliged to take appropriate action to deal with the risk. Principal contractors are responsible for ensuring the health and safety of all those working on site. Everyone on site has an obligation to cooperate with the main contractor in discharging this duty. Where plans are found to be inadequate and subsequently revised the principal contractor must ensure such changes are brought to the attention of those affected.

Site rules

Rules deemed necessary by the principal contractor should be incorporated into the health and safety plan. Site rules may address specific risks and working restrictions as identified by the client, designers or other contractors. The rules should be written, understandable, brought to the attention of those working on the site, and enforced.

Copies should be displayed in appropriate locations on the site.

Controlling access

The Regulations stipulate that principal contractors must take reasonable steps to prevent access by unauthorised persons to site. The level of control and arrangements should be relevant to the risks and location of the work. The effectiveness of the arrangements should be assessed and reviewed as works progress.

Induction, information and training

Principal contractors are obliged to ensure, so far as is reasonably practicable, that every worker has suitable and relevant induction and any additional training and instruction needed for the site and activities.

Principal contractors are not obliged to train every person that attends site; this duty rests with individual contractors.

Inductions should not simply provide general health and safety information but provide those working on projects with specific information relating to risks, control measures and site rules.

Involving the workforce

Worker engagement and communication is essential to help manage, reduce and control risks. Consultation and worker engagement will help the project delivery team determine effective and efficient methods of working, improve controls and manage site risks. Principal contractors have specific duties to establish arrangements for effective cooperation and consultation between contractors and workers. Effective participation relies on the workforce having sufficient knowledge and confidence to provide feedback. Active participation can be encouraged by:

- effective training, such as safety representative training, toolbox talks, etc
- knowledge of reporting procedures and evidence of prompt action following feedback
- open review of relevant method statements prior to work commencement
- management commitment to provide resources, set targets, etc
- management facilitating communication and cooperation
- evidence that mechanisms are effective and cooperation successful.

Worker information

All those controlling construction works are required to provide workers with information required to complete work safely without risk to health, site specific induction, site rules, and details of the individual with overall responsibility for safety and health.

Workers should be reminded of their duty to report any activity that is likely to endanger the health and safety of themselves or others.

Special provision will be required for workers who have little or no understanding of English. Information may need to be presented in alternative formats such as pictograms or translated. Interpreters may be required for verbal instruction.

CDM HEALTH, SAFETY AND WELFARE ON CONSTRUCTION SITES

Introduction

Every contractor carrying out construction work is required to comply with the provisions set out within part 4 and schedule 2 of the CDM 2015 regulations so far as they affect the contractor, or any worker under the control of the contractor or relate to matters within the contractors control. These are as follows:

Safe place of work

Suitable and sufficient safe access and egress shall be provided to and from every place of work and to any other place provided for the use of any person while at work. The access and egress shall be without risks to health and properly maintained. Every place of work shall be made and kept safe for, and without risks to health to, any person at work there.

Suitable and sufficient steps shall be taken to ensure, so far as is reasonably practicable, that no person gains access to any place that does not comply with these requirements.

Every place of work shall have sufficient working space and be so arranged that it is suitable for any person who is working or who is likely to work there.

Good order and security

Every part of a construction site shall be kept in good order and every part of a construction site that is used as a place of work shall be kept in a reasonable state of cleanliness.

Where necessary and in the interests of health and safety every construction site shall either have its perimeter identified by suitable signs and be arranged so its extent is clearly identified, or be fenced.

No timber or other material with projecting nails shall be used in any work or be allowed to remain in place if the protrusions are a source of danger to any person.

Stability of structures

All practicable steps shall be taken, where necessary to prevent danger to any person, to ensure that any new or existing structure or any part of such structure that may become unstable or in a temporary state of weakness or instability due to the

carrying out of construction work (including any excavation work) does not collapse accidentally.

Any buttress, temporary support or temporary structure must be designed, installed and maintained to withstand foreseeable loads and must only be used for its intended purpose.

No part of any structure may be loaded to render itself unsafe to any person.

Demolition or dismantling

The demolition or dismantling of any structure should be planned and undertaken to prevent or reduce danger to as low a level as reasonably practicable. The arrangements for carrying out such demolition or dismantling must be recorded in writing before work commences.

Explosives

Explosives should be stored, transported and used safely and securely and an explosive charge shall be used or fired only if suitable and sufficient steps have been taken to ensure that no person is exposed to risk of injury from the explosion or from projected or flying material.

Excavations

All practicable steps shall be taken to prevent danger to any person including the provision of supports or battering to ensure that:

- any part of an excavation does not collapse.
- no adjacent material or structure is dislodged and subsequently falls.
- no person may be trapped or buried if material is dislodged or falls.

Control measures shall be taken to prevent any person, vehicle or plant and equipment, or any accumulation of earth or other material, from falling into any excavation.

Suitable and sufficient controls should be established to prevent and part of an excavation or adjacent ground from being overloaded by work equipment.

Construction work may not be carried out within a supported excavation unless work equipment and materials that may affect its safety have been inspected by a competent person at the start of the shift, or after any event likely to effect stability or after any unintentional fall of material and the competent person is satisfied that work can be completed safely.

Where the competent person has identified matters of concern, no work may be carried out until the matters have been satisfactorily remedied.

Cofferdams and caissons

Every cofferdam or caisson shall be of suitable design and construction, of suitable and sound material and of sufficient strength and capacity for the purpose for which it is used, and shall be properly maintained.

The construction, installation, alteration or dismantling of a cofferdam or caisson shall only take place under the supervision of a competent person.

Inspections and reports

Excavations, cofferdams and caissons shall be inspected before any person carries out work at the start of every shift and after any event likely to have affected strength or stability or any part of it.

If the person who has carried out an inspection is not satisfied that work can safely be carried out he must inform the site manager. The place of work shall not be used until the matters identified have been satisfactorily remedied.

The person who carries out inspections shall, before the end of the shift within which the inspection is completed, prepare a report which shall include:

- Name and address of the person on whose behalf the inspection was carried out.
- Location of the place of work inspected.
- Description of the place of work or part of that place inspected (including any plant and equipment and materials, if any).
- Date and time of the inspection.
- Details of any matter identified that could give rise to a risk to the health or safety of any person.
- Details of any action taken as a result of any matter identified.
- Details of any further action considered necessary.
- Name and position of the person making report.

The person undertaking the inspection must provide the site manager a report within 24 hours of completing the inspection.

A copy of the report shall be kept at the site where the inspection was carried out until the works are completed. Once that work is completed a copy of the report shall be retained for a period of three months and be available for inspection by any enforcement officer.

Reports must be produced at intervals not exceeding seven days.

Energy distribution installations

In order to prevent danger, energy distribution installations shall be located, checked and indicated.

Where there is risk from electricity supply cables they should be relocated or made safe. If this is not reasonably practicable then suitable warning notices should be erected and:

- barriers erected to exclude work equipment.
- suspended protection in areas where vehicles need to pass beneath overhead supplies.
- alternative measures providing an equal level of protection.

No construction work shall be carried out unless suitable and sufficient steps have been taken to identify and, so far as is reasonably practicable, prevent any risk of injury, damage or disturbance of or from any underground service.

Prevention of drowning

Where any person is liable to fall into water or other liquid with a risk of drowning, suitable and sufficient steps shall be taken:

- to prevent the person falling.
- to minimise the risk of drowning in the event of a fall.
- to ensure that suitable rescue equipment is provided, maintained and, when necessary, used so that the person may be promptly rescued.

Suitable and sufficient steps shall be taken to ensure the safe transport of any person conveyed by water to or from any place of work. Any vessel used to convey any person by water to or from a place of work shall not be overcrowded or overloaded.

Traffic routes

Every construction site shall be organised in such a way that pedestrians and vehicles can move safely and without risks to health. Traffic routes shall be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size and shall not satisfy these requirements unless suitable and sufficient steps are taken to ensure that:

- pedestrians or vehicles may use a traffic route without causing danger to the health or safety of persons near it.
- any door or gate used or intended to be used by pedestrians and which leads onto a traffic route is sufficiently separated to enable them to see any approaching vehicle.

- there is sufficient separation between vehicles and pedestrians to ensure safety or, where this is not reasonably practicable there are provided other means for the protection of pedestrians, and there are effective arrangements for warning any person liable to be crushed or trapped of its approach.
- any loading bay has at least one exit point for the exclusive use of pedestrians.
- where it is unsafe for pedestrians to use any gate intended primarily for vehicles, one or more doors for pedestrians is provided in the immediate vicinity of any such gate, and shall be clearly marked and kept free from obstruction.

Where necessary for health or safety every traffic route shall be indicated by suitable signs, regularly checked and properly maintained.

Vehicles

Suitable and sufficient steps shall be taken to prevent or control the unintended movement of any vehicle and where any person may be endangered by the movement of any vehicle, the person having effective control of the vehicle shall give warning to any person who is liable to be at risk from the movement of the vehicle.

Any vehicle being used for the purposes of construction work shall, when being driven, operated or towed be driven, operated or towed in such a manner as is safe in the circumstances, and be loaded in such a way that it can be driven, operated or towed safely.

No person shall ride on any vehicle being used for the purposes of construction work unless in a safe place provided for that purpose and no person shall remain on any vehicle during the loading or unloading of any loose material unless a safe place of work is provided and maintained.

Where any vehicle is used for excavating or handling (including tipping) materials, suitable and sufficient measures shall be taken to prevent the vehicle from falling into any excavation or pit, or into water, or overrunning the edge of any embankment or earthwork.

Prevention of risk from fire

Suitable and sufficient steps shall be taken to prevent the risk of injury to any person from fire or explosion, flooding or any substance liable to cause asphyxiation.

Emergency procedures

Suitable and sufficient arrangements shall be prepared and, when necessary, implemented for dealing with any foreseeable emergency including fire. The arrangements shall include procedures for any necessary evacuation of the site. Emergency arrangements should take account of the type of work, the characteristics and size of the site, number and type of items of work equipment in use, the number of people working on the site and the physical properties of any substance or material being used on the site. All persons who may be affected by the arrangements need to be made familiar with them and the effectiveness of the arrangements needs to be tested at suitable intervals and properly maintained.

Emergency routes and exits

Where necessary in the interests of the health and safety of any person on a construction site, a sufficient number of suitable emergency routes and exits shall be provided to enable any person to reach a place of safety quickly in the event of danger. Such routes shall lead as directly as possible to the safe area, shall be indicated by suitable signs and shall be kept clear and free from obstruction, and, where necessary, provided with emergency lighting so they may be used at any time.

Fire detection and fire fighting

Where necessary in the interests of health and safety there shall be appropriately located suitable and sufficient fire fighting equipment, fire detection and alarm systems. All fire fighting equipment and systems shall be suitably inspected and maintained. Every person at work on the site shall be instructed in the correct operation and use of the fire fighting equipment. Signs should suitably indicate the location of fire fighting equipment.

Where a work activity may increase the risk of fire persons should be suitably instructed in safe working methods.

Fresh air

Suitable and sufficient steps shall be taken to ensure that every workplace or approach to it has sufficient fresh or purified air to ensure there are no risks to health. Any plant used to comply with this requirement shall, where necessary for reasons of health or safety, include an effective device to give visible or audible warning of any failure of the plant.

Temperature and weather protection

Suitable and sufficient steps shall be taken to ensure that during working hours the temperature at any indoor place of work is reasonable having regard to the purpose for which that place is used.

Every place of work outdoors shall be so arranged that, so far as is reasonably practicable and having regard to the purpose for which that place is used and any protective clothing or equipment provided for the use of any person at work there, it provides protection from adverse weather.

Lighting

There shall be suitable and sufficient lighting in respect of every place of work and approach to it and every traffic route, preferably natural light.

The colour of any artificial lighting provided shall not adversely affect or change the perception of any sign or signal provided for health and safety.

Suitable and sufficient secondary lighting shall be provided where there would be a risk to the health or safety in the event of failure of primary artificial lighting.

Sanitary conveniences

Rooms containing sanitary conveniences shall be adequately ventilated and lit and shall be kept in a clean and orderly condition. Separate rooms containing sanitary conveniences shall be provided for men and women, except where each convenience is in a separate room and the door is capable of being secured from the inside.

Washing facilities

Suitable and sufficient washing facilities, including showers if required by the nature of work, shall be provided or made available at readily accessible places.

Washing facilities shall be provided in the immediate vicinity of every sanitary convenience and changing room, whether or not provided elsewhere, and shall include:

- a supply of clean hot and cold or warm water.
- soap or other suitable means of cleaning.
- towels or other suitable means of drying.

Rooms containing washing facilities shall be sufficiently ventilated and lit, and washing facilities and the rooms containing them shall be kept in a clean and orderly condition.

Unless washing facilities are provided for washing hands, forearms and face only then separate washing facilities shall be provided for men and women except where they are provided in a room where the door is capable of being secured from inside and the facilities in each such room are intended to be used by only one person at a time.

Drinking water

A suitable and sufficient supply of wholesome drinking water shall be provided or made available at readily accessible places. An appropriate sign shall conspicuously mark every supply of drinking water, where necessary for reasons of health and safety.

Where a supply of drinking water is provided, there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

Changing rooms and lockers

Suitable and sufficient accommodation shall be provided or made available for the clothing of any person at work on a construction site and which is not worn during working hours and for special clothing which is worn but which is not taken home.

Suitable and sufficient facilities shall be provided or made available to change clothing where a person has to wear special clothing for the purpose of his work and cannot, for reasons of health or propriety, be expected to change elsewhere.

Accommodation for clothing shall include or allow for facilities for drying clothing.

Facilities for changing clothing shall be separate for men and women where necessary for reasons of propriety.

Facilities for rest

Suitable and sufficient facilities for rest shall be provided or made available at readily accessible places and shall:

- include rest rooms or rest areas with suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke.
- be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at one time.
- include suitable arrangements to ensure that meals can be prepared and eaten.
- include rest facilities provided in one or more rest rooms or rest areas.
- where necessary, include suitable facilities for any person at work who is a pregnant woman or nursing mother to rest lying down.
- include the means for boiling water.
- be maintained at an appropriate temperature.