



Health and Safety Policy

Compiled and Updated by



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ISO9001



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Ver: 2	Tim Woodcock	20/06/17	Robert Tuffin	20/06/17

Statement of Intent

It is the stated intention of LST Projects to manage our affairs in such a manner that the safety and health of our workforce is ensured to the greatest extent possible. We encourage a culture of openness and cooperation within our workforce at all levels to ensure that practical, achievable safety standards are agreed to and maintained by everyone within the organisation.

Good safety management begins with the commitment of senior management to ensure that the responsibilities and arrangements detailed within this document are carried out fully.

It is our commitment that when making changes, that these changes will be for the better and will result in improved standards of safety and health for our workforce. This commitment extends to the procurement of new plant and equipment, new chemicals or products, new means of access or egress and new training for personnel at all levels within LST Projects.

Senior management accept that keeping up to date on matters of health and safety is an essential part of their role.

Our duty extends to the public, other contractors and anyone else who could be affected by our work, and we will consider all parties affected by our works when managing risk.

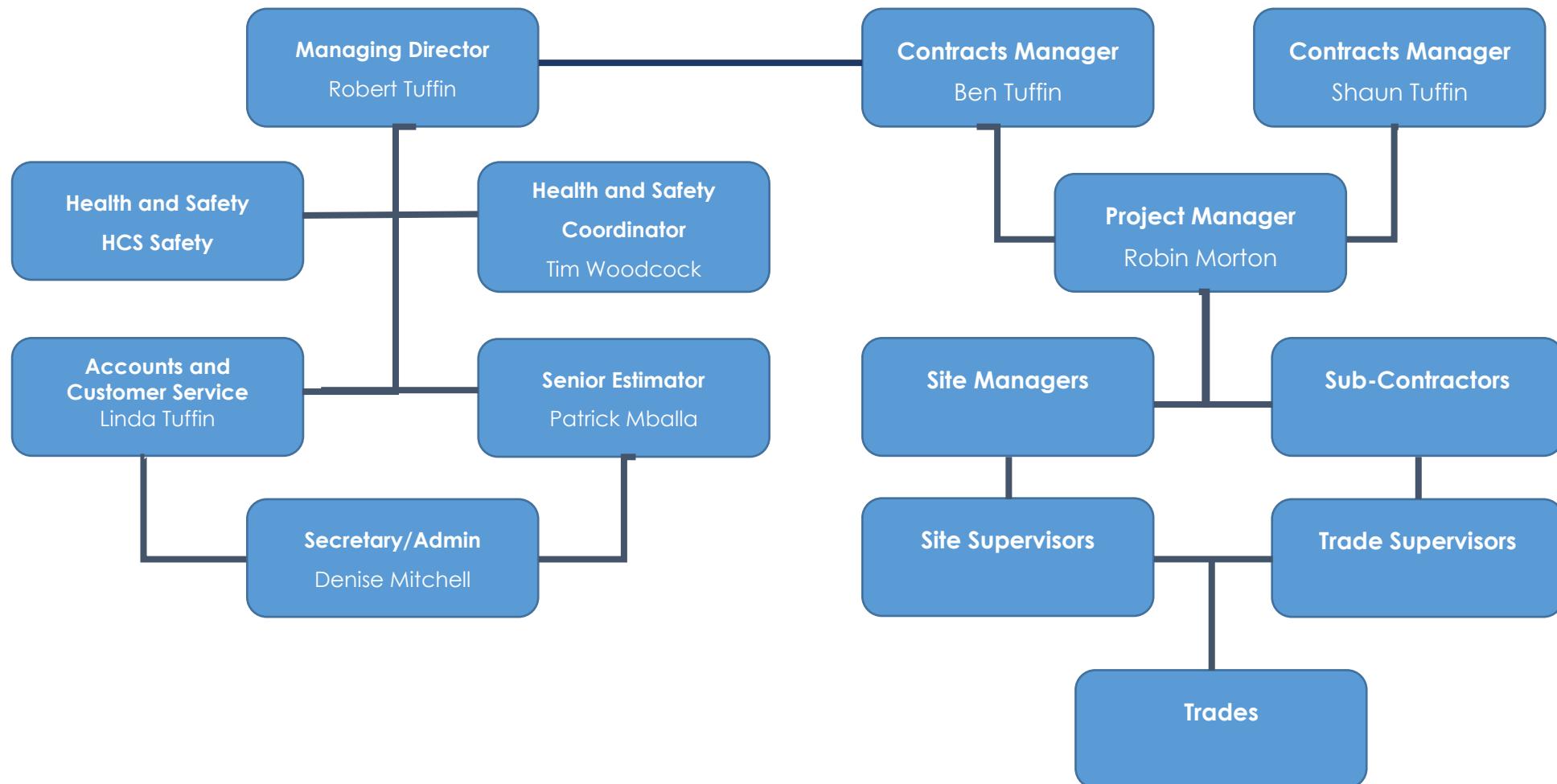
The Managing Director of LST Projects is Robert Tuffin.

The person within the organisation with overall responsibility for health & safety is Robert Tuffin.

Signature of Company Directors

Name	Position	Signature	Date
Robert Tuffin	Managing Director		21/06/2017

Organisational Structure Chart



Health and Safety Responsibilities

Directors

- To have full knowledge of all parts of this policy and how it relates to the management system.
- To provide adequate resources to secure compliance with the policy.
- To set a personal example in safety matters and acknowledge suggestions for improvement.
- To implement required training for staff at all levels.
- To initiate disciplinary action against staff who do not comply with their duties under the policy or statutory requirements.
- To ensure that all employees have knowledge of this policy and that they are updated when any changes are made.
- To seek the advice of the safety consultants whenever needed and heed the advice given.
- To inform the consultants in good time of work that they are required to do.
- To consult with the workforce over any changes that may affect health or safety.
- To ensure that any contractor appointed or self-employed person working on behalf of LST Projects is competent to do the work.
- To ensure that plant and machinery used by LST Projects is to a suitable standard.
- To keep records as required by legislation and retain documents for the appropriate time periods.
- To liaise with the Principle Designer, Principal Contractor and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 2015.

Robert Tuffin has been named as the person with overall responsibility for health and safety with the assistance of Tim Woodcock.

Their duties are as follows:

- To have full knowledge of all parts of this policy and how it relates to the management system.
- To fully use the services of the safety consultants within the scope of the membership agreement.
- To read the monthly newsletter and any other correspondence received and to distribute this to appropriate personnel.
- To seek the advice of the safety consultants over any queries that may arise.
- To allow sufficient time to attend the Annual Safety Review meeting with the safety consultants.
- To implement the advice given in the Annual Safety Review Report within the agreed timescales.
- To allow time to attend the Annual Safety Forum.
- To attend seminars if they are relevant or to allow other representatives of LST Projects to attend if appropriate.
- To ensure that all of the workforce have received a copy of the policy and have signed to indicate that they have read and understood it.
- To ensure the training matrix remains up to date and accurate.
- To organise training that is required before expiry and to give attendees sufficient notice to attend.
- To ensure that effective safety meetings are held regularly, that minutes are taken and points raised are actioned by the appropriate personnel within an agreed timescale.
- To ensure that toolbox talks or other in house training is carried out as required and that records are kept.
- To ensure that records are kept of competency checks on subcontractors and self-employed persons who work for LST Projects.
- To ensure that documentation related to safe working practices is produced and distributed to the appropriate personnel.
- To ensure that workplace safety inspections area carried out regularly by competent persons.
- To ensure that health questionnaires are completed by employees as required and that regular inspections of tools and equipment are carried out including Portable Appliance Testing.

- To report serious accidents immediately to the safety consultants and the directors and to heed advice given in investigation reports produced.

Contracts and Project Managers responsibilities

- To organise the contract or site to fully comply with company policy.
- To be familiar with and to observe all regulations applicable to the site process.
- To ensure all contractors / sub-contractors have, safe and healthy systems of work, low fire risks, proper use of shared facilities and co-operation between companies or allied trades in an unselfish and co-operative manner.
- To ensure that the integrity of the site is maintained through good security procedures.
- To establish and maintain an adequate first aid and reporting system in compliance with current legislation.
- To accompany any visiting HSE Inspector during their tour of inspection.
- To maintain a good working relationship with any appointed safety representative or safety committee.
- To release designated personnel as necessary for safety training.
- To ensure that work activities are only carried out by suitable and competent operatives, especially where mechanical equipment is used or installed.
- To instruct operatives in precise terms as to the work methods and by direct supervision to ensure compliance.
- To reprimand or discipline any person who is persistently careless in regard to their own or other's safety. To encourage and reward those persons who consistently show awareness and attention to safety related matters.
- To encourage by example and instruction to subordinates the use of protective equipment where there is a risk to health and safety.
- When written or verbal advice is given by safety personnel, to heed that advice.

Site Managers/Supervisors

- Ensure that all operatives have signed in and out of site and have received site induction.
- Take note of and enforce any site rules including ensuring that all operatives are wearing the appropriate PPE, following security procedures and using access routes as designed.
- To liaise with operatives, senior management and Scaffold Sub-contractors over adaptations required to scaffolding.
- To be familiar with the Client/host's health and safety policy, especially procedures for fire, first aid facilities and accident reporting.
- To report any defects in health and safety systems to the Site Manager or Project Manager as appropriate.
- Ensure that operatives are familiar with method statements and risk assessments, carrying out toolbox talks to ensure full understanding if necessary.
- To be aware of their responsibilities under section 7 of the Health & Safety at Work etc. Act 1974; to take reasonable care of themselves and those who may be affected by their acts and omissions.
- Ensure that operatives tidy away any debris, packaging materials, off cuts etc. that could cause a slipping or tripping hazard to themselves or other trades.
- Ensure that tools are checked before use and ensure that they are used only by those trained to do so.
- Take note of any comments on Health and Safety matters raised by site operatives and pass these on to Robert Tuffin as appropriate.

Tradesmen & Operatives

- To sign in and out of site and receive a safety induction.
- To be familiar with LST Projects procedures for fire, first aid facilities, welfare and accident reporting.
- Comply with all site rules, security arrangements and prescribed access routes.
- Read and follow all risk assessments for every task.
- To wear Personal Protective Equipment (PPE) as prescribed in the site rules, company policy and task specific risk assessments.
- Report any defects in health and safety systems to the site supervisor.
- Do not interfere with or operate any equipment unless competent to do so.
- Never interfere with scaffolding, particularly scaffold ties. If the scaffold needs to be adapted, this should be discussed with a Supervisor so that they can make arrangements.
- To be aware of their responsibilities under section 7 of the Health & Safety at Work etc. Act 1974; to take reasonable care of themselves and those who may be affected by their acts and omissions.
- Keep the work area tidy and free from trip hazards. Clear up any packaging materials and dispose of properly in order to minimise fire risk.
- Check their own tools before use and ensure that they are used only if trained to do so.
- Report defective tools to site supervisor.

Office based Employees

Employees are required to comply with the statutory requirements and company safety policy by:

- Working safely in the interest of themselves and other employees.
- To be familiar with LST Projects procedures for fire, first aid facilities, welfare and accident reporting.
- Report to senior management immediately all accidents, 'near-misses', defective equipment of all types, and unsafe conditions.
- Report any injury, however slight, if incurred at work to the First Aid Representative and to senior management.
- Ensure that Employees' work areas are kept in a good condition to promote positive housekeeping practices throughout LST Projects.

Health & Safety Arrangements

Health & Safety Assistance

LST Projects has formally appointed HCS Safety Ltd as their competent advisors on matters of Health and Safety under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

HCS Safety have provided a safety management system (SMS) which consists of a folder containing the elements as listed below.

1

Our Safety Advisors

- 1a Contact Details
- 1b Membership Services
- 1c Newsletters/ Correspondence
- 1d Diary Dates
- 1e Annual Safety Review Report

2

Our Policy

- 2a Signed Policy
- 2b Signed return sheets

3

Our Workforce

- 3a Training Matrix and Certificates
- 3b Minutes of Safety Meetings
- 3c Toolbox Talks and Memos
- 3d Our Subcontractors
- 3e Young Persons Risk Assessments

4

Working Safely

- 4a Risk Assessments/Method Statements
- 4b COSHH Assessments
- 4c Manual Handling Assessments
- 4d Company Vehicles
- 4e In the Office

5

Monitoring

- 5a Safety Inspections
- 5b Annual Health Questionnaires
- 5c Inspections of Plant and Equipment
- 5d Accident Reports

Reviews and Updates

LST Projects will undertake an Annual Safety Review with the consultants. The review will be attended by the consultants and at least one member of senior management. The review will involve discussion of the previous year's safety performance, including a check on compliance with the management system, any updates needed for this policy, future training requirements and any other safety or health needs that are relevant.

The Policy will be updated within a month of the Annual Safety Review taking place.

: Date of policy: **21st June 2017**

: Date of Policy Review **20th June 2018**

A copy of the Annual Safety Review report will be stored in section 1e of the SMS.

LST Projects will stay up to date on matters of health and safety by receiving a monthly newsletter from the consultants, attending an Annual Safety Forum with other member clients. In addition to these mandatory updates, seminars will be available to LST Projects through the year in addition to any other training and a suitable member of staff will attend the seminars as appropriate.

Newsletters can be stored in section 1c of the SMS and dates for the seminars and Annual Safety Forum can be stored in section 1d of the SMS.

Monitoring

Day to day safety of on-site works will be monitored by the Site Manager/Supervisor. Any problems that cannot be dealt with, should be referred to the Contracts Managers

Robert Tuffin and Contracts Managers will ensure that each work site is visited regularly and will liaise with the site manager over any safety issues that may arise.

On larger sites, e.g. notifiable under CDM 2015, and whenever requested, HCS Safety will carry out an independent safety inspection and provide a report.

Robert Tuffin will ensure that regular inspections of work sites are carried out. Both these reports can be stored in section 5a of the SMS.

Health Surveillance

It is the aim of LST Projects that all employees are able to carry out their working duties without risks to their health. In order to monitor the effectiveness of health protection systems surveillance will be undertaken.

All employees and self-employed labour of LST Projects will be provided with a questionnaire which should be completed and returned to Tim Woodcock.

All answers provided in the questionnaire will be held in confidence under the requirements of the Data Protection Act 1998.

Any issues identified during the surveillance process will be discussed with the employee in question and Robert Tuffin. Appropriate action will be taken to protect employees from further risk and where possible to arrange support services and medical care.

Completed health surveillance forms will be kept in section 5b of the SMS which may be stored separately for privacy reasons.

Consultation with the Workforce

Feedback from employees and subcontractors is welcomed by LST Projects management as it displays good interest and awareness of Health and Safety. Regular safety meetings with site managers/supervisors, contracts managers and administration staff will be held, during which any points raised by employees and subcontractors will be discussed. Site managers/supervisors will be responsible for gathering points that persons wish to make, although by arrangement, any person may attend the safety meetings in order to promote an open and healthy safety culture.

A guide of discussion will be:

- Accident records including near misses, ill health, and sickness absence.
- Results of any accident investigations and subsequent action.
- Results of inspections of the workplace.
- Matters of interest raised by the consultants.
- Matters of interest within the monthly newsletters.
- Risk assessments and method statements.
- Health and safety training requirements.
- Issues arising from working for different Principal Contractors.
- Any changes affecting the health, safety and welfare of employees and subcontractors.

Minutes of meetings can be stored in section 3b of the SMS.

Duties as a Contractor under CDM 2015

When undertaking the role of Contractor under the Construction (Design & Management) Regulations 2015, LST Projects will comply with their duties under Regulations 15 and 8 as follows:

For all projects

LST Projects will:

- Only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- Only undertake construction work once they are satisfied that the client is aware of their duties.
- Plan, manage and monitor their work and that of others under their control to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Not appoint a designer or contractor unless they have the necessary skills, experience, training and organisational capacity to carry out work safely.
- Not employ a person unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out tasks safely.
- Provide their workforce with appropriate supervision, instructions and information. This information will include a suitable site induction, (where not already provided), procedures to be followed in the event of serious and imminent danger and any other necessary information on risks to health and safety.
- Ensure that information is provided in a comprehensible form and as soon as is practicable.
- Cooperate with others involved in all projects in order to promote health and safety standards.
- Inform the workforce of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- Not begin work unless reasonable steps have been taken to prevent access by unauthorised persons to the site.
- Be satisfied that welfare facilities are provided as required under Schedule 2 of the Regulations.
- For multiple contractor projects where LST Projects is NOT Principal Contractor:

LST Projects will:

- Comply with any directions given by the Principal Designer or the Principal Contractor
- Adhere to relevant parts of the Construction Phase Plan.

For projects when LST Projects is the only contractor:

They will:

- Take account of the general principles of prevention when design, technical and organisational aspects are being decided in order to plan the various items or stages of work, as well as when estimating the period of time required to complete the work or work stages.
- Draw up, or make arrangements for a Construction Phase Plan to be drawn up, as soon as is practicable prior to setting up a construction site.
- Undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer.

Duties as Principal Contractor under CDM 2015

On projects with more than one contractor, LST Projects may be appointed by the Client to undertake the role of Principal Contractor under the Construction (Design & Management) Regulations 2015.

LST Projects will comply with their duties as Principal Contractor under Regulations 13 and 8 as follows. Project specific details on how these duties will be achieved will be found within their Construction Phase Plans.

Regulation 8 duties

LST Projects will:

- Only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- Not appoint a Designer or Contractor unless they have the necessary skills, experience, training and organisational capacity to carry out work safely.
- Cooperate with others involved in all projects in order to promote health and safety standards.
- Inform their workforce and all others on site of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- Ensure that information is provided in a comprehensible form and as soon as is practicable.
- Undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer.

Regulation 13 Duties

LST Projects will:

- Plan, manage, monitor and coordinate the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.
- Take into account the General Principles of Prevention when making decisions regarding the design, technical and organisational aspects of a project, when estimating time required and when programming work.

- Organise cooperation between contractors (including successive contractors on the same construction site).
- Coordinate implementation by the contractors of applicable legal requirements for health and safety.
- Ensure that employers and self-employed persons apply the general principles of prevention when undertaking their work.
- Ensure that employers and self-employed persons follow the construction phase plan.
- Provide a suitable site induction.
- Take the necessary steps to prevent access by unauthorised persons to the construction site.
- Provide suitable and sufficient welfare facilities throughout the construction phase.
- Liaise with the Principal Designer for the duration of his/her appointment and share information with the Principal Designer relevant to the planning, management and monitoring of the pre-construction phase, as well as the coordination of health and safety matters during the pre-construction phase.

Regulation 14 Duties

LST Projects will:

- Make the necessary arrangements for cooperation between themselves and all others involved in the work.
- Make the necessary arrangements to consult with the workforce on site in good time.
- Provide the facilities necessary to enable workers to take copies of relevant information.

Duties as a Designer under CDM 2015

When undertaking the role of Designer under the Construction (Design and Management) Regulations 2015, LST Projects will comply with their duties under Regulations 8, 9 and 10 as follows.

Project specific details will be found in their individual contributions to Pre-Construction Information and Health and Safety Files, the nature of which will vary depending on the project.

Regulation 8 Duties

LST Projects will:

- Only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- Only appoint Designers or Contractors who possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- Provide the necessary evidence to prove their abilities as above when requested by those that may appoint them.
- Cooperate with others involved in all projects in order to promote health and safety standards.
- Inform their workforce and all others on site of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- Ensure that information is provided in a comprehensible form and as soon as is practicable.

Regulation 9 Duties

LST Projects will:

- Not begin work on any project unless satisfied that the Client is aware of their duties.
- Take into account both the Pre-Construction Information and the general principles of prevention, as set out in the Management of Health & Safety at Work Regulations 1999, when efforts are made to eliminate and reduce risks that may be created by their designs.
- Consider the future safety and health of those involved in constructing, maintaining and using the buildings over which they have an influence through their designs.
- Provide information to the Principal Designer concerning the residual risk where LST Projects is unable to eliminate risks.
- Provide information on residual risks for the Health & Safety File.
- Along with designs, provide sufficient information to assist the Client, other Designers and Contractors to comply with their own duties under CDM.
- Ensure that should they ever require to engage the services of another Designer from outside the UK to work on their behalf that that Designer will comply with the duties specified above.

Cooperation and Coordination

LST Projects will comply with regulations 5 & 6 of CDM 2015 by cooperating with all other duty holders to ensure that the work is planned and carried out to coordinate with others.

Competence of Subcontract Companies

Specialist trade subcontract companies may be engaged by LST Projects when needed.

These organisations will be required to pass the core criteria for demonstrating competence as set out PAS91 (2013).

A questionnaire will be issued to these organisations which they must complete before working for LST Projects. Alternatively, if the contractor can demonstrate that they hold an accreditation with a member of the Safety Schemes in Procurement Forum, then this will exempt them from the questionnaire.

The person responsible for ensuring that subcontract companies comply with the criteria above is Robert Tuffin. Records of competency assessments and accreditations will be stored in section 3d of the SMS.

Competence of Self-Employed Labour

LST Projects will ensure the competence of self-employed subcontractors by ensuring the following:

- Each self-employed subcontractor engaged to work on site on behalf of LST Projects must hold a current CSCS/ECS/JIB card or an equivalent at an appropriate level and have the appropriate experience necessary to carry out the work. This will be established by Robert Tuffin before allowing the worker to start on site.
- Each self-employed subcontractor will be assessed by the Site Supervisor during the first 2 weeks to see if they are a suitable worker. The findings of the Supervisor will be discussed with Robert Tuffin before a final decision is made as to whether to continue with the engagement.
- Self-employed subcontractors will be expected to comply with all requirements of this policy when working on behalf of LST Projects.
- Self-employed subcontract labour will be expected to work to LST Projects risk assessment when working on behalf of LST Projects.

Welfare

As an employer, LST Projects is required to ensure that welfare facilities exist for the use of their employees. These may be provided by the Client in some cases, but it is the employer's duty under both S 2(2) e of the Health and Safety at Work Act and under CDM 2015 to ensure that work is not carried out in the absence of these facilities.

Schedule 2 of the CDM Regulations 2015 requires the following facilities to be in place, and maintained in a reasonable state.

- Sanitary conveniences.
- Chairs with backs.
- Washing facilities.
- Drinking water.
- Facilities for rest and eating food.
- Means of heating food and boiling water

Workers are expected to play their part in keeping the welfare facilities tidy and will report any defects with the facilities (such as malfunctioning water heaters or blocked toilets) to the Contracts Manager as soon as possible.

Suitable welfare facilities as detailed above will also be provided at company premises, in line with The Workplace (Health, Safety and Welfare) Regulations 1992.

If working in a domestic situation, an agreement may be made with the householder to allow use of the existing facilities, but if this is not possible, facilities will be arranged by LST Projects to meet the CDM criteria above.

Safety Training

A training matrix reflecting training already carried out and training planned for the future is to be found in section 3a of the SMS along with certificates.

Induction Training into LST Projects should include:

- LST Projects statement of intent contained within the Health and Safety Policy.
- Procedures for reporting of accidents and near misses.
- Risk assessments.
- First aid arrangements.
- Sources of health and safety information.
- Correct use of personal protective equipment where provided.
- The role and function of LST Projects health and safety consultant.
- The consultation procedures.

Induction training will be provided to all those working for or on behalf of LST Projects.

Safety Awareness Training:

LST Projects has adopted the CITB Site Safety Plus scheme for the provision of safety awareness training for employees at all levels with the exception of Directors:

- 5 day Site Management Safety Training Scheme for Site Managers, Contracts Managers and Project Managers.
- 2 day Site Supervisors Safety Training Scheme for Supervisors.
- 1 day Health and Safety Awareness for Operatives.
- Directors will undergo the IOSH directing safely course.

Specialist Training

Specific training will be given to those who require it. This may include:

- First Aid.
- Manual Handling.
- Asbestos Awareness. (UKATA or equivalent) (Mandatory for refurbishment works)
- PASMA scaffold tower training.
- Scaffold Inspection Training.
- Fire Marshall
- Abrasive Wheels.

Personal Protective Equipment

LST Projects shall ensure that suitable PPE is provided to their employees who may be exposed to a risk to their health and safety while at work.

PPE must be:

- Of a standard that will adequately protect the person from the risks.
- Replaced when worn out.
- Properly looked after by the person using it.
- Compatible with other PPE if more than one item is required.
- Regarded as the last resort in risk control.

Different standards of basic site PPE are required by different Principal Contractors or clients. LST Projects will comply with these requirements.

All employees, Contractors and Self-employed workers must adhere to the PPE policy. Any infringement of this policy may be met with disciplinary procedures, up to and including dismissal.

Examples of PPE required by our workforce are below:

Type	Standard	Requirement
Hard hat	BSEN 397	Mandatory/Risk Assessed
Light eye protection	BSEN 166 F	Risk Assessed
Goggles	BSEN 166 B	Risk Assessed
Ear defenders	EN 352 At least 30dB(A) attenuation	Risk Assessed
Gloves	EN 388 Nitrile	Mandatory
Gloves	EN374-2 Wet Work EN 374-3 Chemical	Risk assessed COSHH Assessment
Respiratory protection	FFP3 for silica dust/MDF/respirable hazards	Risk Assessment Face Fit Tested
High Viz jacket or vest	EN 471	Mandatory
Boots	EN 345 Steel toe caps and mid-soles	Mandatory

Fire Procedures

There is a fire risk assessment for LST Projects Office this will be reviewed at least annually. The person with responsibility for fire safety in the office is Ben Tuffin. This will include the testing of evacuation procedures and logging of any comments arising from the evacuation drill. Records will be kept in section 4e of the SMS.

Where LST Projects are the Principal Contractor the Fire risk assessments for individual sites will be. Robert Tuffin is responsible for ensuring that a sufficient number of trained staff are available on site to manage the situation in the event of a fire. This will include the testing of evacuation procedures and logging of any comments arising from the evacuation drill. Records will be kept on site for the duration of the project then returned to the office and kept in section 4e of the SMS.

Information regarding the identity of the fire wardens and the position of fire extinguishers and routes of escape is to be found on the safety notice boards.

Employees working on construction sites should be made aware of the fire plan for that site at the time of their induction. Any work carried out that increases the risk of fire should have a fire extinguisher nearby and is likely to require a hot works permit.

All personnel on site will co-operate with the Principal Contractor on all matters of fire management. These may include taking part in fire drills, signing in and out and informing the site manager if any fire exit signs need to be removed as part of preparation work.

Employees must only ever tackle a fire if it is safe to do so. The colour of labels on extinguishers refers to the contents. These are as follows:

Label Colour	What can it be used for and how does it work?
Water	Paper, wood, textiles – carbon based material Cools the fire.
Powder	Any type of fire including electrical up to 10,000v Blocks Oxygen.
Carbon Dioxide	Electrical fires, can be used on any fire Blasts Oxygen out of the way .
Foam	Flammable Liquids Blocks Oxygen

First Aid

The Named First aiders in the office are Linda Tuffin and Denise Mitchell.

The name of the First Aiders on site will be displayed on the safety notice board. The First Aiders will regularly check and replenish the first aid boxes when required. They will also be responsible for ensuring that accidents are recorded in the accident book and reported to Robert Tuffin. First aid information can be found in section 4e of the SMS.

A qualified First Aider is required to be present on all construction sites. If no employees of LST Projects are present on site who have received first aid training, then Robert Tuffin must ensure that a qualified First Aider is present on the site. The location of any first aid equipment should be brought to the attention of all site workers by the site manager at the time of their site induction.

Where LST Projects provide a First Aider it will be that individual's responsibility to ensure that boxes are checked regularly and replenished as necessary.

Hot Works

Hot works will be avoided wherever practicable, considering alternative materials and equipment first.

Nature of Hot Working

Application of heat by means of electric oxyacetylene or other welding or cutting equipment or angle grinders, blow lamps, blow torches, hot air guns or hot air strippers.

Procedures and Precautions

The following precautions must be taken with all hot works; if a hot works permit is required, this must also be adhered to:

- The area in the immediate vicinity of the work (including in the case of work carried out on one side of a wall or partition, the opposite side of the wall or partition) must be cleared of all loose combustible material; other combustible material must be covered by non-combustible material.
- All necessary firefighting equipment must be available and must have been checked and deemed suitable extinguishing media.
- A telephone available for emergency must be readily accessible from the work area.
- All unnecessary materials must be cleared away.
- Those carrying out hot works will cease not less than one hour before the end of each day and a thorough inspection must be carried out in vicinity of the work to ensure there is no risk of fire.

Gas bottles will be stored overnight only in designated areas or transported daily. Storage facilities and/or vehicles carrying the equipment will have suitable warning notices displayed advising of the presence of flammable gases, as will all vehicles used for transporting bottles to and from site. When in use gas bottles will be situated on a firm and level surface and hoses and nozzles routed to the point of lead welding.

Blow lamps and blow torches must be filled in the open and must not be lit until immediately before use and must be extinguished immediately after use. A person must be appointed to act as an observer to watch for signs of smoke or smouldering or flames.

When using asphalt, bitumen, tar, pitch or lead heaters, the heating must be carried out in the open in a vessel designed for the purpose. If carried out on a roof, the vessel must be placed on a non-combustible heat insulating base.

COSHH Procedures

Employees and self-employed workers of LST Projects will use a wide variety of manufactured chemicals during the course of their site activities.

COSHH Assessments will be provided to users of hazardous substances to inform them of hazards and how to use, handle and store them safely. Where information is available in the document EH40, the Workplace Exposure Limits will be stated on the COSHH Assessment.

COSHH Assessments will be stored in section 4b of the SMS.

Sub-Contractors will be expected to provide COSHH assessments for all of the hazardous substances they will use under their control. Where COSHH assessments are not provided LST Projects will restrict the activity using a Hazardous substance until one is provided or they reserve the right to charge the Sub-Contractor for providing them on their behalf.

Hazard warning markings on containers must also be heeded. An explanation of the common warning signs follows:

	Acute toxicity, Very toxic (fatal), Toxic etc.		Harmful to the environment
	Gasses under pressure		Oxidising gases, oxidising liquids, oxidising solids
	Harmful skin irritation, serious eye irritation		Respiratory sensitizer, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard
	Corrosive (causes severe skin burns and eye damage), serious eye damage		Flammable gasses, flammable liquids, flammable solids, flammable aerosols, organic peroxides, self-reactive, pyrophoric, self-heating, contact with water emits flammable gas
	Explosive, self-reactive, organic peroxide		

List of chemicals used by LST Projects.

Disease Hazards

In addition to manufactured substances, there are a number of diseases that can be contracted when working in affected areas. This is a site specific matter and attention should ALWAYS be drawn to these matters within the Construction Phase Plan.

Below is a brief list of some of the potential diseases. If in doubt over any of these issues, please call HCS Safety on 023 80 894695 for advice.

Disease	Causes of potential exposure
Anthrax	Contact with horsehair plaster, work with contaminated ground (e.g. former abattoirs).
Avian Chlamydiosis (including psittacosis)	Contact with pigeon faeces.
Hepatitis	Contact with human waste/blood.
Legionellosis	Contact with stored water such as tanks.
Leptospirosis	Contact with rat urine.
Lyme Disease	Work where ticks can inhabit (such as long grass).
Tetanus	Potential for cuts in areas where animal contamination may be present.
Aspergillus (extrinsic alveolitis)	Work with plaster showing black mould.

Accidents

All accidents on site must be entered in the accident book, and the Site Manager and Robert Tuffin informed as soon as possible.

- The office number is 023 8027 6344

Major Injuries or fatalities must be reported to the HSE immediately and may be notified by phone on 0345 300 9923.

Situations where the injured person is unable to carry out their normal work for 7 days or more must be reported to the HSE within 15 days of the injury being sustained via the internet at www.hse.gov.uk

If LST Projects are unsure whether an accident is reportable or not, they will contact HCS Safety immediately for advice.

Robert Tuffin will be responsible for informing the HSE of all reportable incidents.

Robert Tuffin will be responsible for informing HCS Safety of any serious accidents. Accidents that are reportable under RIDDOR will be investigated by HCS Safety and a report produced. This service forms part of the member services agreement and there is no additional charge for accident investigations that are reportable under RIDDOR.

Information on accidents that have occurred is to be found in section 5d of the SMS. This information must not contain personal details of those involved.

Accidents will be discussed at regular safety meetings and publicised to other employees if appropriate so that others can learn from these events.

On the following page is an outline of what injuries and dangerous occurrences are reportable under RIDDOR.

Incidents

Following any serious incident e.g. dangerous occurrence or HSE Visit/Enforcement notice, LST Projects will inform HCS Safety.

Reportable Injuries Diseases and Dangerous Occurrences 2013

Reportable Injuries/Diseases:	Dangerous Occurrences
<p>Deaths:</p> <p>All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.</p> <p>Specified injuries to workers:</p> <ul style="list-style-type: none"> ▪ A fracture, other than to fingers, thumbs and toes. ▪ Amputation of an arm, hand, finger, thumb, leg, foot or toe. ▪ Permanent loss of sight or reduction of sight; ▪ Crush injuries leading to internal organ damage. ▪ Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs). ▪ Scalpings (separation of skin from the head) which require hospital treatment. ▪ Unconsciousness caused by head injury or asphyxia. ▪ Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours. <p>Over-seven-day injuries to workers:</p> <p>This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).</p> <p>Reportable occupational diseases:</p> <ul style="list-style-type: none"> ▪ Carpal tunnel syndrome. ▪ Severe cramp of the hand or forearm. ▪ Occupational dermatitis. ▪ Hand-arm vibration syndrome. ▪ Occupational asthma. ▪ Tendonitis or tenosynovitis of the hand or forearm. ▪ Any occupational cancer. ▪ Any disease attributed to an occupational exposure to a biological agent. 	<p>Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:</p> <ul style="list-style-type: none"> ▪ The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment. ▪ Plant or equipment coming into contact with overhead power lines. ▪ Explosions or fires causing work to be stopped for more than 24 hours. ▪ The complete or partial collapse (including falling, buckling or overturning) of (a) a substantial part of any scaffold more than 5 metres in height; (b) any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or (c) any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold. ▪ Structural collapse- The collapse or partial collapse of any building involving over 5 tonnes of material, or a collapse of any false-work. ▪ Failure of a pressure vessel. ▪ Electrical incidents causing explosion or fire. Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either- (a) results in the stoppage of the plant involved for more than 24 hours; or (b) causes a significant risk of death. ▪ Explosion or fire - Any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours.

Manual Handling

All loading and unloading involves lifting and handling to some extent. Although mechanical equipment should be used whenever practicable, some of the work will inevitably continue to be carried out manually. The risk of injury can be greatly reduced by a knowledge and application of correct lifting and handling techniques.

LST Projects will take steps to reduce risks by carrying out the following:

- Highlighting the specification of heavy items at pre-contract stage if possible.
- The provision of mechanical means will be arranged as part of the site planning process. If at all possible, materials must be loaded out to the correct floor mechanically, and trolleys provided to transport individual boards and other materials to their place of use.
- Making maximum use of mechanical handling aids, including:
 - Forklifts.
 - Pallet trucks.
 - Sack trucks.
 - Barrow hoists.
- If manual handling cannot be avoided, an assessment must be made and included with the risk assessment for the task. Manual handling assessments can be found in section 4c of the SMS
- Providing training to staff in safe handling techniques.

Noise

Excessive noise can cause permanent damage to hearing. The damage is often gradual and is always irreversible. Even a small amount of hearing loss can have a debilitating effect on a person's quality of life. Operatives should therefore always wear their hearing protection if in doubt; wearing the protection that is the most comfortable to them and always wear it exactly as indicated on the packaging. Wearing hearing protection incorrectly will make it far less effective.

When selecting work equipment, information on the noise (and vibration) output of the machine will be sought from the manufacturer or Rental Company. Quieter machines (with lower vibration magnitude) will be selected over inferior equipment.



Even well designed equipment can still produce dangerous noise levels, and so ear defenders or ear plugs will be provided. These must have a suitable attenuation level in order to be effective. An

average 4 inch grinder produces around 87dB (A) which means hearing protection should be worn when using these items.

Employees will be provided with noise awareness training, and this will include:

- How the ears work and how damage occurs.
- Action levels and time limits.
- Choosing ear defenders.
- Estimating Noise levels.

At 85dB (A), employers are required to provide hearing protection and to attempt to reduce noise levels. If you have to shout to be heard by someone standing 2m away, the noise is probably over 85dB (A).

A general guide to selection of hearing protection can be found on the HSE website or by following the guidance below:

A-weighted noise level (dB):	Select a protector with an SNR of:
85- 90	20 or less
90-95	20-30
95-100	25-30
100-105	30 or more

Vibration

The information below is provided for reference. It is unlikely that one of our employees in normal circumstances using a variety of tools in the course of a day would exceed the Exposure Action Value of 100 points. It is important to note that the time limits referred to are 'trigger time' – that is the amount of time physically using the equipment.

Hand Arm Vibration Syndrome (HAVS) is a disorder which affects the blood vessels, nerves, muscles and joints of the hand, wrist and arm. The syndrome can become severely disabling if ignored. The best known form of HAVS is Vibration White Finger (VWF) which can result from the transmission of vibration from a vibrating implement (such as impact drills) to the hands, occurring as a result of several years of regular exposure. This condition is not treatable and therefore results in a permanent potentially life changing condition.

Exposure is measured on a points system (see below). If the daily exposure exceeds 100 points (the Exposure Action value), LST Projects must endeavour to reduce exposure, keep records of exposure and carry out health monitoring for those affected.

A typical impact drill will produce approximately 7m/s vibration magnitude although machinery varies enormously depending on the quality, design and how well maintained it is. This means that the tool should be used for no more than 60 minutes per day.

If using hired equipment, information on vibration magnitude (and noise) will be sought from the hire company, and the table below used to determine safe exposure times for employees.

	40	800									
	30	450	900								
	25	315	625	1250							
	20	200	400	800							
	19	180	360	720	1450						
	18	160	325	650	1300						
	17	145	290	580	1150						
	16	130	255	510	1000						
	15	115	225	450	900	1350					
	14	98	195	390	785	1200					
	13	85	170	340	675	1000	1350				
	12	72	145	290	575	865	1150	1450			
	11	61	120	240	485	725	970	1200	1450		
	10	50	100	200	400	600	800	1000	1200		
	9	41	81	160	325	485	650	810	970	1300	
	8	32	64	130	255	385	510	640	770	1000	1200
	7	25	49	98	195	295	390	490	590	785	865
	6	18	36	72	145	215	290	360	430	575	720
	5.5	15	30	61	120	180	240	305	365	485	605
	5	13	25	50	100	150	200	250	300	400	500
	4.5	10	20	41	81	120	160	205	245	325	405
	4	8	16	32	64	96	130	160	190	255	320
	3.5	6	12	25	49	74	98	125	145	195	245
	3	5	9	18	36	54	72	90	110	145	180
	2.5	3	6	13	25	38	50	63	75	100	125
	2	2	4	8	16	24	32	40	48	64	80
	1	1	1	2	4	6	8	10	12	16	20
	15m	30m	1h	2h	3h	4h	5h	6h	8h	10h	
	Daily exposure time										

Asbestos

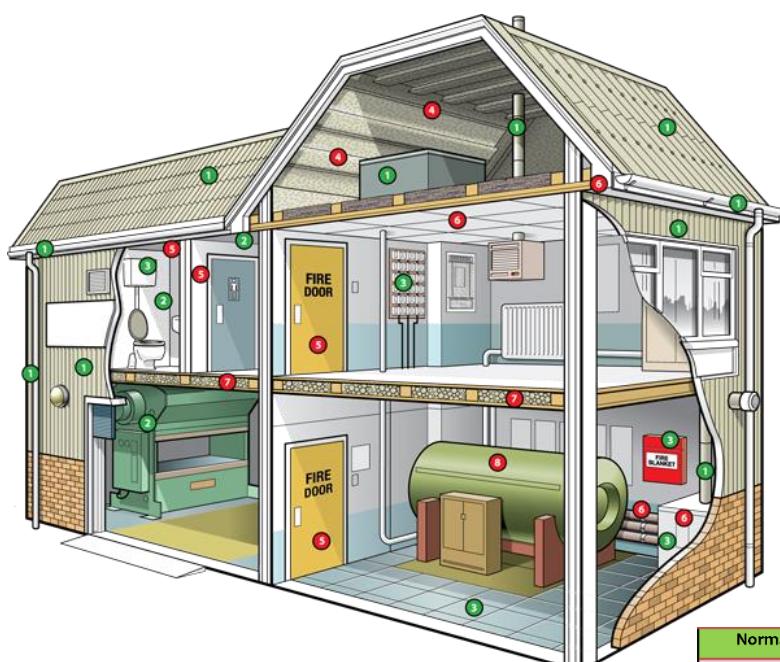
LST Projects premises was built prior to the year 2000. The property has had a survey carried out. A copy of the asbestos register can be found in section 5 of the SMS.

If any refurbishment work is required then a full Refurbishment and Demolition Survey will be carried out prior to work being undertaken

Asbestos is a fibrous mineral that can cause fatal lung diseases if inhaled. It was used extensively in buildings up to the early 1980's; it may have been used in buildings up to as late as 1999. The material cannot be easily identified by appearance only and is often concealed by other materials or coatings.

When working on refurbishment projects, it is important to be aware of the potential presence of asbestos.

Below is a simple diagram of some common locations of asbestos in existing buildings:



Normally Non-Licensed Materials	Normally Licensed Materials
① Asbestos Cement Products	④ Sprayed Coatings on Walls
② Textured Coatings	⑤ ATB
③ Floor Tiles, Textiles and Composites	⑥ Lagging
	⑦ Loose Asbestos in Ceiling or Floor Cavity

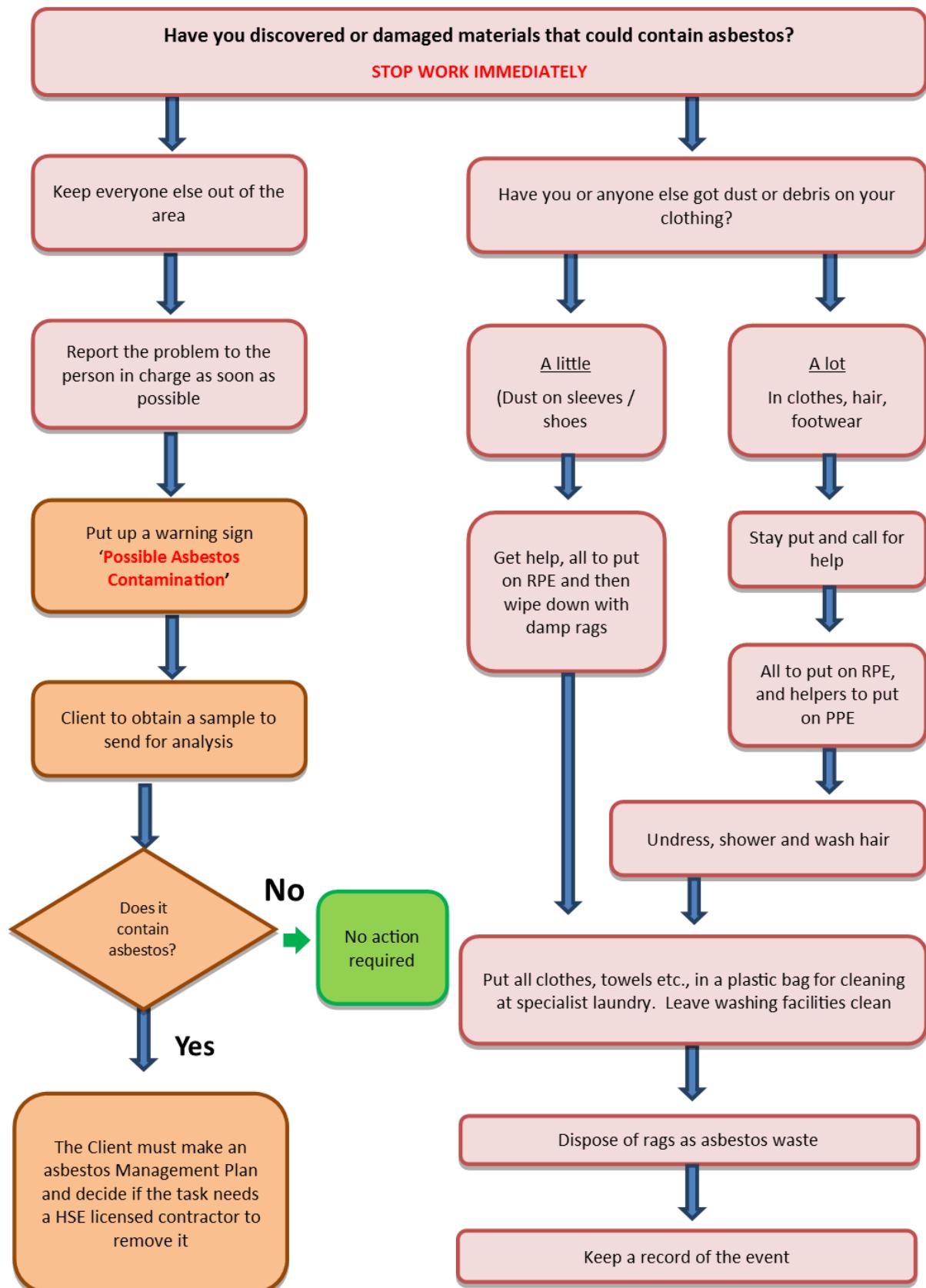
Before starting construction work the Client has a duty to provide information on the project. This will include having a survey carried out to identify any asbestos containing materials.

There is a chance that asbestos may remain within the building, however so all workers must be aware of the risks and of how to act on discovering the substance.

All employees and Sub-contractors could potentially disturb asbestos during their work, LST Projects will ensure that all employees and Sub-Contractors have appropriate training in Asbestos Awareness.

LST Projects may where required employ a specialist Sub-Contractor to carry out Asbestos removal work; however they will not be carrying out non-licensed work with asbestos themselves.

Procedure if asbestos is disturbed on site



Silica

Silica is otherwise known as quartz, the principal component of sand. It is an ingredient in many building products. The products and processes that would cause most concern for construction site works are:

- Bricks – when cut with a disc cutter.
- Blocks – when cut with a disc cutter.
- Mortars – when chasing out.
- Ceramic tiles – when cutting with abrasives such as angle grinders.
- Roof tiles – when cutting with disc cutters.
- Roofing slates – when cutting with disc cutters.
- Joint filling compounds – when sanding down.

When these products are cut, a mixture of inhalable (larger) and respirable (smaller) particles is released. Respirable Crystalline Silica dust is responsible for causing or increasing risk of a number of serious lung diseases including:

- Silicosis.
- COPD (Chronic Obstructive Pulmonary Disease).
- Tuberculosis.
- Lung Cancer.

The Maximum Exposure Limit for Silica dust is 0.1mg per m³ over an 8 hour period. In order to reduce exposure below this limit, the following precautions will need to be taken:

- Avoid producing the dust – at design stage, consider the use of alternative or pre-cut materials.
- Reduce the dust at source – by wetting down or providing extraction for the cutting operation.
- Issue the correct RPE – (Filtering Face piece Particulate) FFP3 masks will filter out 95% of the particulate.
- Make sure it is worn – by providing training and supervision.
- Make sure it works properly – by fit testing individuals.

Driving at Work

LST Projects understands that it has responsibilities to ensure safety of employees while they are driving on company business. LST Projects understands the advice given in the HSE/ Department of Transport document 'Driving at Work – Managing Work Related Road Safety'. The following are factors to be considered when assessing risks to drivers at work.

The driver

The driver is responsible for the safety and safe use of the vehicle. Safety checks will be carried out daily and a report will be provided to Robert Tuffin on a weekly basis this information will then be uploaded to the company's online fleet management system "Fleet Check". Any defects must be reported immediately and suitable arrangements will be made for the repair. Failure to notify any defects may result in disciplinary procedures.

Repairs by the driver should only be undertaken where it is the most basic repairs e.g. punctures, however these should only be repaired when the vehicle is in a safe location.

- Drivers must hold a current UK Drivers' Licence that covers the vehicle being driven (HGV, PSV if required).
- Drivers must also understand the policy on work related road safety and what is expected of them.
- High risk drivers (e.g. those with high annual mileage, poor accident records, or young drivers) need to be prepared to undergo further training.
- Drivers should know how to carry out routine safety checks such as those on lights, tyres and wheel fixings.
- Drivers should know how to correctly adjust safety equipment, e.g. seat belts and head restraints.
- Drivers should know how to check washer fluid levels before starting a journey.
- Drivers should know how to ensure safe load distribution, e.g. when delivering materials to site.
- Drivers should know what actions to take to ensure their own safety following the breakdown of their vehicle.
- Drivers should hold the safety handbook within their vehicles so that it is available when needed.
- Drivers should be aware of the dangers of fatigue and should know what they should do if they start to feel sleepy.
- Drivers must be able satisfy the eyesight requirements set out in the Highway Code.
- Drivers should not drive, or undertake other duties, while taking a course of medicine that might impair their judgment. In cases of doubt they should seek the view of their GP.

The Vehicle

- Vehicles must be fit for the purpose for which they are used.
- Privately owned vehicles should not be used for work purposes unless they are insured for business use and, where the vehicle is over three years old, they have a valid MOT certificate.
- Adequate maintenance arrangements should be in place and maintenance and repairs should be carried out to an acceptable standard.
- Planned/preventative maintenance should be carried out in accordance with manufacturers' recommendations. Remember an MOT certificate only checks for basic defects and does not guarantee the safety of a vehicle.
- Drivers should know how to carry out basic safety checks.
- Vehicles should not exceed maximum load weight.
- Goods and equipment which are to be carried in a vehicle must be properly secured, eg loose tools can distract the driver's attention if allowed to move around freely.
- Windscreen wipers must be inspected regularly and replaced as necessary.
- Safety equipment must be appropriate and in good working order.
- Seatbelts and head restraints must be fitted correctly and function properly.
- Users should be aware of:
 - Recommended tyre pressures.
 - How to adjust headlamp beam to compensate for load weight.
 - First Aid Kits should be available in all company vehicles.

The Journey

- Employees should plan routes to use the safest roads. Motorways are the safest routes and should be used where possible.
- Employees should take into account any overhead or width restrictions when planning their journey.
- Employees should never drive when they are tired. Sleep related accidents are most likely to occur between 2am – 6am and also 2pm and 4pm.
- Employees should not be driving for excessive periods of time or excessive distances without a break.
- Employees should not drive in dangerous weather conditions.

Drugs and Alcohol

- The consumption of illegal or non-medicinal drugs and alcohol is not permitted on company premises or other sites where work is being undertaken by LST Projects.
- Company vehicles must not be driven whilst under the influence of illegal drugs or non-medicinal drugs or alcohol.
- Any employee attending work whilst suffering from, or suspected of suffering from, the effects of illegal drugs or non-medicinal drugs or alcohol will be dismissed from the site.
- Employees taking prescribed or other medicinal drugs that may cause drowsiness or other side effects that may affect their ability to undertake work must inform their foreman.
- Persons taking prescribed or medicinal drugs that cause drowsiness must not operate plant or machinery.
- Employees are not permitted to bring illegal or non-medicinal drugs and alcohol on to LST Projects premises or other sites where work is being undertaken by LST Projects. Any employee found in possession of illegal drugs or non-medicinal drugs or alcohol will be dismissed from the site.
- Employees, Self-employed, agency workers and sub-contractors maybe working on other contractors/clients sites where mandatory D&A testing is carried out. All employees, self-employed, agency workers and sub-contractors are expected to comply with these requirements. If they refuse a D&A test or fail another's D&A test they will be subject to disciplinary procedures including dismissal.

Work at Height

Falls from height are the biggest cause of workplace deaths and one of the biggest causes of major injury. In construction work, falls from height are still common, and the result is often death or major injury.

Hierarchy of risk control measures

For every task that needs to be done at height LST Projects will assess the risk and put appropriate control measures in place. There is a hierarchy of control measures that LST Projects will follow. LST Projects will only move up the hierarchy when it is decided that the control is not practicable.

- Avoid the need to work at height, for example by using extending equipment from the ground.
- Prevent falls using appropriate access equipment such as work platforms or rope access.
- Reduce the distance and consequences of a fall should one occur.

Collective measures will be chosen to prevent falls (such as mobile elevating work platforms - MEWPs) before other measures that may only mitigate the distance and consequences of a fall (such as fall protection systems) or which may only provide personal protection from a fall.

Scaffolding

Scaffolding provided to LST Projects should be of an appropriate standard. Before working on any scaffold provided, the supervisors will check that the scaffold has been regularly inspected and that the scaffold register is up to date.

Where the scaffold is provided by others for the use of LST Projects, they will ensure that it is of an appropriate standard, they will ensure a design or TG20:13 compliance sheet is available and will inspect the scaffold using their own trained scaffold inspectors or employ an external scaffold inspector before they will accept handover.

A competent person will regularly inspect the scaffold in order to comply with the Work at Height Regulations 2005. This inspection will take place:

- Following completion of any section of scaffold.
- Following any event likely to have affected the stability of the scaffold structure, such as severe weather or being struck by plant.
- Following any addition or adaptation.
- Every 7 days.

Agreements should be made at pre-start meetings regarding lift heights and required adaptations, as we will need to factor these into our programme.

If LST Projects are providing shared access (scaffolding) for a number of trades, it must be adapted so that it is safe for each trade to use.

If the scaffolding is deemed to be unsafe or incomplete in any way, it should not be used. The supervisor should report to the site office immediately and ensure that the scaffold structure is made safe before use. This includes the clearance of debris left by other contractors, incorrect lift heights, missing toe-boards, brick-guards etc.

Other access equipment

When work at height is to be carried out from any other form of access equipment, a risk assessment must be carried out to determine what is suitable. The risk assessment for the work must state what access equipment is to be used. Risk assessments are to be found in section 4a of the SMS.

Access equipment for working at height will include:

- Scaffold towers.
- Podium steps.
- Stairsafe Systems.
- Oxford Landing Systems.
- Proprietary hop ups.
- Step ladders.
- Stilts.

The task risk assessment will state what has been deemed to be the most suitable equipment for the job. Where feasible, falls will be prevented by the use of working platforms with handrails.

Scaffold towers, Podium steps, Stairsafe systems and Oxford Landing systems must be in good order and used in accordance with the manufacturer's instructions. As these items are safety critical and are designed to prevent serious injury, the instructions for their use should be on site and available for inspection.

Stepladders will only be used where:

- They are the best means of access for the task.
- The overall risk will be increased by using other access equipment.
- The Client's policy does not prohibit their use.
- They are in good order and are erected correctly.
- The user does not need to gain height so that the top step is below waist height.

Stilts will only be used where:

- The floor area is clear of slip and trip hazards.
- There is a competent person using the stilts.
- The stilts are designed for the purpose and in good order.
- The person using the stilts is not working alone.
- The Client's policy does not prohibit their use.

Lifting Operations

LST Projects may use mobile cranes for tasks including:

- Installation of beam and block floors.
- Installation of timber frame structures.
- Installation of wide span floor beams/ steels.
- Installation of roof trusses.

The lifting operation must be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

Each lifting operation should be treated as unique and must be planned on an individual basis. LST Projects may be responsible for managing lifting operations, this must be clearly established before the project begins. A lifting plan will be written by a competent person (The Appointed Person) for each individual lift.

Items to be considered in the writing of a lifting plan will include the following broad categories:

- The load to be lifted.
- The equipment required.
- The environment in which the lift will take place.
- The competencies of the personnel involved.

If the author of the Lifting Plan cannot be on site to control the operation, a Lift Supervisor may undertake the role of ensuring that the lift is carried out according to the plan.

Use of Power Tools

The persons within LST Projects with responsibility to oversee the safety of tools is the site managers; however the owners of the tools directly must ensure the safe use, care and maintenance of their own equipment. Records of regular inspections of tools and other work equipment including access equipment are to be found in section 5c of the SMS.

Electrical Tools

- Only battery powered or 110v electrical tools are to be used on site.
- All tools must be inspected before use, and regularly whilst in use.
- All electrical tools should be tested and examined by a competent person every 6 months who should issue a certificate of safety.
- Site Managers are responsible for ensuring that portable appliance testing (PAT) is carried out on a regular basis. PAT records will be kept in section 5c of the SMS.
- All tools, other than 'double insulated' or 'all insulated', must be properly earthed.
- All cables, plugs and socket connections must be maintained in good condition.
- No unauthorised tampering with tools is to be permitted.
- Repairs must only be carried out by a qualified person familiar with that type of appliance.
- Where site transformers are connected to a 240 volt supply an RCD will be used between the supply and the equipment. RCDs will be inspected monthly by a competent person.

Hand Tools

Individual tradesmen are responsible for ensuring that their hand tools are kept in good order. They must take responsibility and ensure the following:

- Tools must always be kept in good working condition.
- Defective tools must not be used.
- Report any defects immediately to the site Supervisor/Manager
- Tools should be kept clean and ready for use and stored appropriately in toolboxes or racks with cutting edges protected.
- Always use the correct tool for the job. Never use substitutes.
- Check condition of tools frequently, handles secure, guards and covers in place.
- Always wear the appropriate PPE when using, sharpening or maintaining tools.

Compressed Air

The following rules must be followed to avoid injury from compressed air.

- Air hoses should be of the correct quality, regularly inspected and tested, (including connections).
- Air hoses should be protected from damage, e.g. by vehicles, preferably by running them off the ground. They must be suitably supported. They must not be subjected to extremes of heat.
- Always ensure that the hose is tightly secured to the tool before operating.
- Ensure whip checks are attached at both the tool end and the compressor.
- When an in line oiler is required ensure that it is operative.
- Ensure that the work piece is secure.
- Blow the airline out for 2-3 second before use. Extreme caution is to be exercised to ensure that this is done in a controlled manner.
- Always insert the bit or tool before connecting. Do not rely on the operating switch. Always isolate from air supply. The same applies when carrying out adjustments.
- When the job is finished shut the air supply valve then operates the tool to bleed the air pressure before disconnecting.
- Always clean the tool and accessories after use and store in the correct fashion.

Office Safety

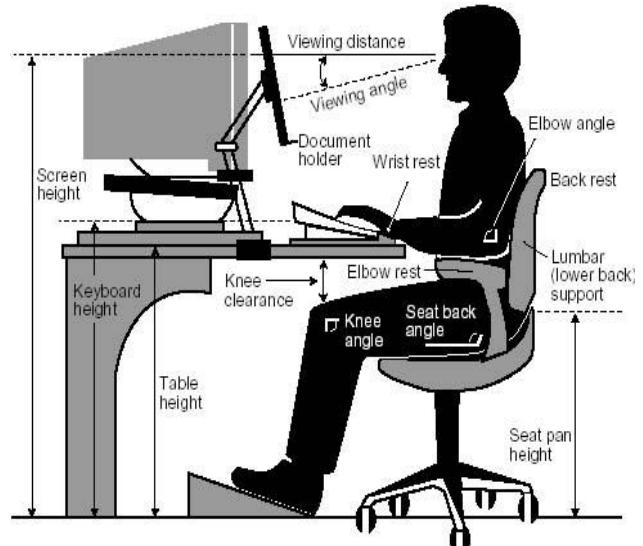
LST Projects are fully aware that accidents can happen in the office, as well as on site, and will endeavour to reduce the risk of such an accident by the following means:

- Waste paper bins and packing materials should be removed daily.
- Management of cables to defined routes, so that they do not present a trip hazard or an over-load to a circuit.
- Training of employees in the correct use of fire extinguishers.
- Check on lights and lighting levels to ensure they are suitable for the tasks being undertaken.
- Shelves and storage areas are to be such that stretching and awkward lifting is avoided.
- Cleaning chemicals kept away from foodstuffs in the kitchen area.

Display Screen Equipment

LST Projects complies with the provision of the Display Screen Equipment Regulations 1992 when required by ensuring the following:

- Work Stations will be analysed and assessed to reduce risks to health. Records of DSE assessments can be found in section 4d of the SMS.
- Workstations will comply with the requirements of schedule 1 of the regulations in relation to the equipment used. This will include the desk, chair, screen and other relevant items.
- The daily work routine of users allows for breaks away from the screen and/or changes in activity.
- Eye and eyesight tests carried out by a competent person are provided on a regular basis, for employees who use Display Screen Equipment.
- If deemed appropriate by the person carrying out the tests, corrective visual appliances will be provided by LST Projects, if this is required under the regulations.
- Training in the use of Display Screen Equipment will be provided to users.



Risk Assessments and Method Statements

Risk assessments should be carried out by the employer for tasks that involve significant risks to employees or others. Sub-Contractors are responsible for carrying out their own risk assessments, but LST Projects requires that self-employed tradesmen adhere to the Company's risk assessments when working on their behalf.

The person within LST Projects responsible for ensuring that risk assessments are carried out to a suitable and sufficient standard and updated on a regular basis is Robert Tuffin.

Risk assessments will be communicated to labour by means of toolbox talks and by distributing copies to individuals.

Method statements may be required in addition to risk assessments; method statements outline safe working procedures.

The following procedure will be used to write risk assessments:

- Identify hazards and who is affected.
- Evaluate risks taking into account the likelihood and severity.
- Control the risk using the hierarchy of risk control (see below).
- Monitor the effectiveness of the above.
- Review periodically and as necessary.

Methods of controlling risk will follow the hierarchy below:-

- Avoiding risks at source.
- Evaluating those risks which cannot be avoided.
- Combating risks at source.
- Adapting the work to the individual, especially with regard to the design of workplaces, and the choice of work equipment.
- Adapting to technical progress.
- Replacing the dangerous by the non-dangerous or less dangerous.
- Developing 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.
- Giving collective protective measures priority over individual protective measures.
- Giving appropriate instructions to employees.

Young Persons Risk Assessments

LST Projects do not employ Young Persons; however they understand that Young Persons are those who have left school but are under the age of 18. Employers are required under the Management

of Health & Safety at Work Regulations 1999 to have a specific risk assessment carried out for all young persons at work.

LST Projects would need to assess the risks that young people face, as there are special issues that can affect them as a result of lack of experience in the workplace, lack of awareness of risk, risk perception and physical vulnerability.

A young persons risk assessment will be undertaken on a personal basis with each young person that may be employed. The assessment will identify particular hazards, specify and name a mentor who will be responsible for the welfare of the young person and will also stipulate any restrictions on the work to be done.

Assistance will be sought from HCS Safety in producing a Young Persons risk assessment.

These documents will be stored in section 3e of the SMS.

Lone Working (Personal Safety)

The requirement for lone working should be reduced to as low as reasonably practicable and should not be allowed for any high risk activities. All lone workers should be subject to a risk assessment and steps taken to avoid or control risks wherever necessary. The risk assessment should help decide on whether the work should be carried out by a lone worker and if so, identify the right level of supervision and the appropriate level of training, instruction, and protective equipment to ensure their safety as far as is reasonably practicable.

Planning of Workplace Activities

Where work is planned for in remote areas, or where there are known security issues or history, the requirement for appropriate levels of lighting, security systems, first aid, welfare and communication systems should be planned and tendered for as far as reasonably practicable.

Where persons are to work in isolation, a specific lone working assessment should be produced in conjunction with the individual concerned and details of known medical conditions should be requested to identify additional risks. Control measures should include for normal work and foreseeable emergencies e.g. fire, equipment failure, illness and accidents.

The local police / housing / council authorities should be consulted if there is a known risk of personal safety risks from others due to the location of the site.

A system of communication and monitoring should be planned for, before work commences and establish suitable time intervals and closure appropriate to the risks.

Contractors

Where contractors are to be employed to carry out lone working, LST Projects should forward any known risks to the contractor and should review the contractor's lone working risk assessment.

Work Practices

The control measures in the lone workers risk assessment should be briefed to the employee and the supervisor should monitor and review the control measures to ensure that they remain adequate. All briefings should be carried out before the person commences the work and should be recorded.

Employees should take reasonable care of themselves by complying with their specific training and instructions and reporting any concerns to their line management.

If possible the routes to the place of work should be planned so that the access / egress distance to the actual work area is reduced to as low as reasonably practicable.

Communication and means for raising the alarm are important arrangements for lone workers and systems of communication should be regularly tested and maintained to ensure they remain effective.

Violent, anti-social behaviour or suspicious actions by others should be reported to the line manager and where appropriate the police. The risk assessment should be reviewed following any incident and additional controls introduced as necessary.

Where an employee's role is predominantly lone working, a generic risk assessment should be prepared with reviews of the controls taking place at quarterly intervals or following any concern or incident.

Record of Amendments to this Health and Safety Policy

Page Location	Amendment	Date	Authorised by
Page 4	Organisational Structure Chart – Health and Safety Co-Ordinator now Tim Woodcock	4 th April 2017	Robert Tuffin
Page 6 2 nd line	Changed Tim Reynolds to Tim Woodcock	4 th April 2017	Robert Tuffin
Page 1 and 41	Inserted new logo	1 st May 2017	Tim Woodcock
Full content	Annual Review	June 2017	Robert Tuffin
Page 27	Update HSE telephone number for RIDDOR	Jan 2018	Tim Woodcock
Page 24	Text amendment from MGP to LST Projects	Jan 2018	Tim Woodcock
Front Cover	Updated accreditation logos	Jan 2018	Tim Woodcock



2b

Safety Policy Communication

It is the duty of every employer to prepare and update as necessary a policy for Health, Safety and Welfare. It is also a duty for employers to communicate this policy to their employees.

For the purposes of ensuring safety on site, all employees and subcontractors working on behalf of LST Projects will be expected to read, understand and adhere to this policy.

It is important that you read through the policy carefully, as it will contain important information on company safety procedures and safe systems of work. It also contains responsibilities for you to undertake and comply with.

If you have any questions about the Safety Policy, please ask LST Projects. If you have any suggestions as to how safety could be improved for this company, please pass these on also.

After you have read through this safety policy, please detach this sheet, sign and date it and pass it back to LST Projects.

Name	
Date	
Occupation	
Signature	