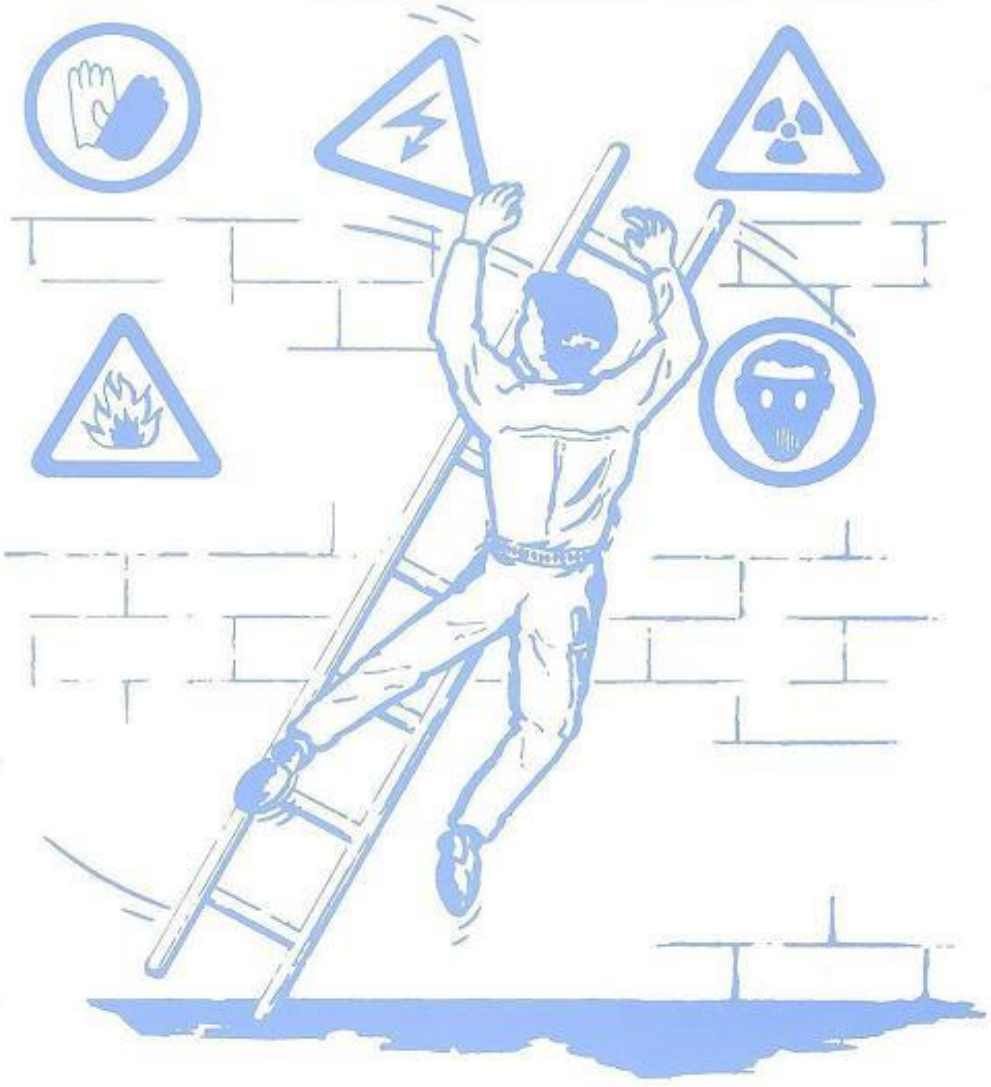
GMD ASSOCIATES

HEALTH & SAFETY TRAINING AND ADVISORY SERVICES LIMITED

CREATING A SAFER WORKING ENVIRONMENT

Digey Limited
Health & Safety
Policy Document
Part III
February 2020



ISO 9001
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1 GENERAL RISK ASSESSMENTS

1.0 PURPOSE:

1.1 To ensure the best working practices for general risk assessments are used by the Company.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work on sites at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 SAFE WORKING PROCEDURES:

3.1 INTRODUCTION

Many of the tasks carried out by employees of Digey Ltd during the course of a normal working day involve some degree of risk. Most of these are insignificant and require no special action but there are a few that may carry the possibility of serious consequence with respect to injury, damage, cost and/or legal action.

The Management of Health and Safety at Work Regulations 1999, together with the other statutory requirements places a duty on employers to carry out a Risk Assessment of all tasks and activities.

When carrying out risk assessments the five key elements of people, equipment, procedures, materials and workplace environment should be considered.

Health & Safety at work can be managed successfully by first identifying the hazards; measuring and evaluating the risks associated with the hazards; removing or controlling the risks, followed by educating all those exposed; implementing an action programme; and monitoring and reviewing the performance of control measures.

"HAZARD" is taken to mean any substance, article, material or practice which has the potential to cause harm to the health, safety or welfare of employees at work and others who may be affected by that work.

"RISK" is taken to mean the potential to cause harm in the actual circumstances of use and the likelihood of that potential being realised.

A uniform approach should be taken when carrying out suitable and sufficient risk assessments.

Additional technical information in respect of particular risks is contained in this Policy.

3.2 POLICY

The Company will carry out suitable and sufficient assessments of the risks to the Health & Safety of our employees and others affected by our work activities in compliance with the Management of Health & Safety at Work Regulations 1999. To ensure this is achieved the Company will:-

1 GENERAL RISK ASSESSMENTS

a. Identify all hazards with a potential to cause harm to our employees and others who may be affected.

b. Each risk identified should be assessed for severity, likelihood of occurrence and number of people exposed before any recommendations are considered.

c. Where we identify a risk of serious or imminent danger:

   i. Establish appropriate procedures, including the stopping and resumption of work, for controlling exposure to this special risk.
   ii. Nominate sufficient competent persons to implement the procedure for evacuation from the premises.
   iii. Restrict access to the danger area for all who have not received adequate instruction.

d. Analyse the options for eliminating, reducing or controlling the risks and then take the appropriate action.

e. Review the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in work activities, processes, etc.

f. Keep records in writing or electronic form of the significant findings of risk assessments and identify employees who may be especially at risk.

g. Provide appropriate health surveillance where there is an identifiable disease or potential adverse health effect related to work.

h. Appoint competent person(s) to assist in complying with statutory duties for Health & Safety.

i. Provide our employees and employees of other employers working on our premises with comprehensive and relevant information on risks, prevention and protective measures, emergency procedures and competent persons.

j. Where we share a workplace, co-operate, co-ordinate and share information relating to risks with other employers to enable each of us to comply with our statutory duties for Health & Safety.

In addition to the above it is the Company's policy to carry out specific risk assessments in accordance with the other Regulations and Codes of Practice as detailed in the Part III Policy Document.

3.3 RISK ASSESSMENT POLICY IMPLEMENTATION

In order to improve the Health, Safety and Welfare of all employees the Company undertakes to carry out Risk Assessments for all work activities.

1. Hazard identification inspections which will take place at least once a year or whenever there is a significant change in working practices.

2. The hazard identification inspections will be performed by our Appointed Health & Safety Consultant or other competent persons.

1 GENERAL RISK ASSESSMENTS

3.4 VISITORS/CONTRACTORS SAFETY

This statement underlines Digey Limited's belief in the importance of Health, Safety and Environmental Protection and its concern to maintain and provide a safe working environment and to eliminate or control health hazards.

To ensure, so far as reasonably practicable the Health and Safety of all people on its property by:

- Providing and maintaining buildings, plant, equipment, services and safe systems of work, where this responsibility falls on the Company;
- Arranging the safe use, handling, storage and transport of articles and substances;
- Providing sufficient information, instruction training and supervision to enable all employees to avoid hazards, and contribute positively to Safety and Health at Work;
- Ensuring that appropriate safety instructions, advice and guidance are given to contractors and visitors.

4.0 RISK ASSESSMENT PROCESS

4.1 Where risks are identified their likelihood of occurrence will be classed as 1 to 5 as follows:

1. VERY LOW	Very Unlikely to occur or less frequently than once in a ten year period
2. LOW	Unlikely to occur or single occurrence expected in a ten year period
3. MEDIUM	Likely to occur or occurrences expected every one to two years
4. HIGH	Very Likely to occur frequently or occurrence expected during the course of a year
5. VERY HIGH	Almost certain to occur or several occurrences expected during the course of a year

1 GENERAL RISK ASSESSMENTS

4.2 Where risks are identified they will further be assessed for potential severity as 2 to 10 as follows:

2. NEGLIGIBLE	Negligible Injury or Consequence – no first aid required
4. MINOR	Minor Injury requiring first aid or minor Consequence
6. SIGNIFICANT	Significant Injury i.e. 7 day absence or longer recovery or significant Consequence (financial/ reputation) to organisation
8. MAJOR	Major Injury - longer term recovery or Major Consequence
10. CRITICAL	Fatality or life changing injury or Critical Consequence

4.3 These will then be transposed to the Company Risk Assessment Form where each figure is multiplied by the other to assess risk before and after control measures are employed.

RISK RATING	**LIKELIHOOD X SEVERITY**
2 – 4	Negligible – no further action
5 – 8	Low – review may require action
9 – 16	Medium – review and put controls in place
17 – 30	High – action required possibly move to lower risk group
31 - 50	Very High – unacceptable urgent remedial action required

Risk ratings above 20 will require additional control measures to be put in place.

Those considered high risk (24) will require immediate action.

	Severity	**Negligible**	**Minor**	**Significant**	**Major**	**Critical**
Likelihood		**2**	**4**	**6**	**8**	**10**
Certain	**5**	10	20	30	40	50
Frequent	**4**	8	16	24	32	40
Probable	**3**	6	12	18	24	30
Possible	**2**	4	8	12	16	20
Remote	**1**	2	4	6	8	10

GENERAL RISK ASSESSMENTS

Site **EXAMPLE SHEET**	**Assessor**		**Date**

Serial	Hazard With No Control Measures Employed	Occurrence	Severity	Risk Assesst Index	Hazard With Control Measures Employed	Occurrence	Severity	Risk Assesst Index	Policy Reference Number Comments
1	Falls from height while working on ladders etc.	4	8	32	Use scaffold towers where practicable Train engineers Use correct safe working procedures Use mechanical means where practicable	2	8	16	Policy Nos. 8, 9, 10
2	Injury while manual handling	5	6	30	Train engineers Employee risk assessment procedure in Policy Wear appropriate PPE (Gloves/ Safety Boots)	2	6	12	Policy No. 32
3	Injury while working with electricity	4	8	32	Isolate supply in all cases Employ competent trained engineers Use appropriate PPE	2	6	12	Policy No. 35
4	Injury from incorrect use of handtools	4	4	16	Use safe procedure and risk assessment from Policy	2	4	8	Policy Nos. 25, 28, 29
5	Hot work injury or damage to property	4	6	24	Use safe working procedure and permit to work Keep extinguisher close by Do not leave unattended	2	6	12	Policy No. 39

2 HEALTH & SAFETY TRAINING

1.0 PURPOSE:

1.1 To ensure all staff are trained to a reasonable level in health and safety matters.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 SAFE WORKING PROCEDURES:

3.1 The Company will provide as much training as is necessary to ensure, so far as is reasonably practicable, the Health & Safety in the Company of all staff. This is the responsibility of the Appointed Health & Safety Person.

3.2 When employees arrive on a new site they will undergo induction training as organised by that site safety or in line with the Site Induction Training Card (Form 7) carried by all supervisors.

3.3 During staff induction and upon any job transfer, safety training will be provided to ensure that the staff are trained in Health & Safety matters to a level appropriate to their responsibilities. Company induction training will include the Health & Safety Policy, safety rules and regulations; first aid procedures; fire precautions and emergency arrangements. This will be done by issuing a policy document to each employee/sub-contractor.

3.4 Any training regarding special equipment, machinery guarding and personal protective equipment must be included in the supervisors briefing sessions. Details of competence will be maintained on the Company Training Form. (See Form 4)

3 SERIOUS OR IMMINENT DANGER

1.0 PURPOSE:

1.1 To ensure persons react correctly to circumstances of serious and imminent danger.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with Regulation 8 of the Management of Health & Safety at Work Regulations 1999.

4.0 SAFE WORKING PROCEDURES

4.1 It is the policy of the Company that no employee or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are regulations and procedures regarding serious or imminent danger.

Managers, Supervisors and Employees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without the correct levels of personal protective equipment, training and safety procedures being in place.

4.2 The Company authorises any employee to remove themselves to a relative place of safety when they have reason to believe they are at serious risk or in imminent danger. Work will not resume in that area until the problem has been neutralised.

4.3 Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for further guidance, for example in a fire. Employees must, on arrival at new sites, make themselves familiar with escape routes and location of firefighting equipment etc. prior to carrying out any work.

4.4 Under no circumstances will work activities take priority over safety considerations.

4 DRIVING

1.0 PURPOSE:

1.1 To ensure safe use, maintenance and driving of company vehicles.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 SAFE WORKING PROCEDURES:

3.1 All drivers must hold a valid licence for the class of vehicle they are required to drive.

3.2 It is the responsibility of employees to ensure that their vehicles are maintained in a serviceable condition and any malfunction relating to safe operation is to be attended to immediately. Under no circumstances are employees to drive a vehicle on Company business where its condition could be regarded as unsafe or where it does not meet legal requirements under the Road Traffic Act (i.e. road tax, insurance, etc.).

3.3 Particular care must be taken when manoeuvring vehicles as clients, their property and other pedestrians could be at risk.

3.4 Where a driver cannot see when reversing assistance from another competent person must be used.

3.5 Persons directing vehicles must not stand directly in front or behind or in a position to the side where they could become trapped if the driver lost control.

3.6 Employees are warned that tiredness can kill and driving while fatigued is dangerous.

3.7 Employees are warned that the use of hand held mobile telephones while driving is illegal and they should not be used by drivers in a moving vehicle. Where they must be used for operational reasons on Company business a hands-free attachment should be fitted to the vehicle. However, it is always preferable to stop and switch off the engine in a safe place to make or receive calls.

3.8 Additional offences for inappropriate driving have been introduced related to tailgating and continual inappropriate cruising in the middle lanes of motorways and outside lanes of dual carriageways.

As a rule to avoid tailgating, leave at least 5 car lengths to the vehicle in front at low speeds (40mph and below) and at least a 2 second gap at higher speeds. Remember, these distances should be at least double during poor weather conditions. In addition, treat the outside and central lane of motorways/dual carriageways as overtaking lanes only.

4 DRIVING

3.9 The Company expects employees to adopt a responsible attitude towards driving and they should not take unnecessary risks.

4.0 PERSONAL AND VEHICLE SECURITY

4.1 Employees are reminded that tools and equipment in use must never be left unattended even for a short while.

4.2 Where practicable valuable equipment should be removed from vehicles when parked overnight and they must always be locked. All equipment should be covered or out of sight at any time the vehicle is left unattended.

4.3 If you are faced with a threatening situation no attempt to resist should be made as this is likely to aggravate any incident.

4.4 At specific sites where the threat of personal attacks might be a significant factor the Company will attempt to send employees/sub-contractors in pairs to reduce the risks to acceptable levels.

5 ALCOHOL AND DRUG POLICIES

1.0 PURPOSE:

1.1 To ensure specific control for the misuse of Alcohol and Drugs is understood by employees.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 These policies are established within the following legal framework: -

- The Misuse of Drugs Act 1971
- Health and Safety at Work etc. Act 1974
- The Road Traffic act 1988
- The Management of Health and Safety at Work Regulations 1999
- The Transport and Works Act 1992

4.0 SAFE WORKING PROCEDURES:

4.1 An increasing number of organisations are introducing policies for managing alcohol and drug misuse in their workplaces. Many organisations are supporting their policies with alcohol and drug testing. There is also evidence that alcohol and/or drugs are a significant contributory factor in accidents at work.

4.2 These directions are intended to make clear Digey Ltd policy for complying with the legal requirements regarding drink or drug misuse whilst at work.

4.3 Employees of the Company should not drink or take drugs at work as many of the work functions undertaken are hazardous.

4.4 Drivers should not consume any alcoholic drink while at work or during work breaks, lunch times etc. where they might reasonably expect they may be asked to drive a vehicle.

4.5 The Company will not allow employees to drive vehicles where they are under or suspected as being under the influence of alcohol or drugs.

4.6 Failure to comply with the above requirements, or testing positive for a prohibited substance, will mean the employee will be suspended immediately and subject to a disciplinary interview with their manager.

4.7 Drugs and alcohol abuse is considered to be gross misconduct under the Company's discipline rules. However, Digey Ltd recognises that alcohol and drug misuse is an illness and thus encourages employees to seek help. Any employee or manager can consult with the Director Responsible for Health & Safety if they have concerns about their own or someone else's use of alcohol or drugs.

5 ALCOHOL AND DRUG POLICIES

4.8 Persons should not use prescription drugs or other legal substances for non-medical purposes, particularly where they are attempting to extend their attention span or remain alert to delay rest periods or sleep.

6 SMOKEFREE & E CIGARETTES POLICY

1.0 PURPOSE:

1.1 To protect persons from exposure to secondhand smoke and potentially hazardous vapour.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed, self-employed persons, visitors or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 The Health Act 2006 came into force in July 2007 prohibiting smoking in enclosed workplaces and public places.

3.2 The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended)

4.0 SAFE WORKING PROCEDURES:

4.1 Exposure to secondhand smoke increases the risk of lung cancer, heart disease, respiratory problems and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop exposure to potentially dangerous fumes.

4.2 E cigarettes contain a toxic substance and are addictive for users. Some studies suggest that the exhaled vapour can contain harmful substances and E cigarettes and chargers are a potential fire risk.

4.3 It is the policy of Digey Ltd that all our workplaces will be smokefree and all employees have a right to work in a smokefree environment. E cigarettes because of their potential health hazards and fire risk are also prohibited.

4.4 Statutory appropriate 'No Smoking' signage will be displayed at an appropriate place in the building.

4.5 The Director Responsible for Health & Safety will be responsible for implementing and enforcing the smokefree policy. Employees not complying with the smokefree policy will be subject to disciplinary action and may also be liable to a fixed penalty fine and possible criminal prosecution. Unauthorised smoking will be viewed as gross misconduct.

4.6 Help to stop smoking is available from the following free services.

Smoking Helpline – 0800 0224 332
www.quitwithhelp.co.uk
www.nhs.uk/smokefree

Or to find your local NHS stop smoking service text "GIVE UP" and your full postcode to 88088.

7 GUIDANCE ON CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 (CDM 2015)

1.0 PURPOSE:

1.1 To help employees understand the requirements of CDM Regulations 2015.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999 and the Construction Design and Management Regulations 2015 (CDM 2015).

3.2 Reference should be made to PAS 91:2013 Construction Prequalification Questionnaires when assessing contractor/ supplier competent.

3.3 Further guidance on The Construction (Design and Management) Regulations 2015 (CDM 2015) is available from HSE guidance L153.

4.0 APPLICATION

4.1 The requirements of CDM 2015 apply irrespective of whether or not the project is notifiable. Certain duties are placed on clients to ensure that fundamental decisions are made about any project which will affect health and safety during construction and subsequent work (e.g. maintenance and refurbishment).

4.2 The requirements of CDM 2015 apply to both commercial and domestic projects.

Where domestic properties are owned by landlords, local authorities, housing associations, charities and other businesses the client is **not** a domestic client.

4.3 The Regulations require that health and safety is addressed and co-ordinated from the earliest stages; that priorities and set objectives are identified and the necessary structure to accomplish this is put into place.

4.4 The Regulations apply to building, civil engineering and engineering construction work including:

i) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;

ii) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations) and the clearance or preparation of the site or structure for use or occupation its conclusion;

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iii) the assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before such disassembly, formed a structure;

iv) the removal of a structure or any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;

v) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,

4.5 Under the Regulations a number of appointments/positions are identified and given specific responsibilities:-

i) The Client: This is the person or organisation, which commissions work or requires construction to take place and applies to both commercial and domestic projects. A Client may appoint an agent to act on their behalf, but the legal responsibility cannot be passed from the client to any other person or organisation.

In domestic projects client responsibilities are transferred to the Principal Contractor or if not appointed the contractor in control of the work.

ii) The Principal Designer has an important role in influencing how the risks to health and safety should be managed and incorporated into the wider management of the project. The role requires co-ordinating others in the project team to ensure that foreseeable significant risks are managed throughout the design process. They are responsible for assisting the Client in collating the pre-construction information.

iii) Designer: This is any person or persons (including a client or contractor) who prepares or modifies any part of the design of the construction project. Their main duties require that they deal with health and safety issues by designing them out "so far as is reasonably practicable" i.e. by considering the balance of risk against the cost of averting it. Because it is usual for a number of designers to work on each project from differing disciplines the Regulations require that there is adequate communication between all parties by the Principal Designer.

iv) The Principal Designer: This is the Designer appointed by the Client (in writing) to plan, manage, monitor and co-ordinate the pre-construction phase of the project. If a Client fails to appoint a Principal Designer then the Client must carry out these duties.

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v) The Principal Contractor: This is the organisation which will co-ordinate health and safety from and during the construction phase. They are responsible for preparing the construction phase plan which details the health and safety arrangements and site rules. They should ensure that every contractor/sub-contractor has comprehensive information on risk control and complies with the relevant health & safety legislation and the developed Plan. The Principal Contractor must also ensure that the Principal Designer is provided with all relevant information for the health and safety file.

5.0 WHAT DO THE REGULATIONS REQUIRE?

5.1 THE CLIENT

Clients must make suitable arrangements for managing a project, including sufficient time and other resources. They must make sure that:

i) designers, contractors and other team members that they propose to engage are competent (or work under the supervision of a competent person), are adequately resourced and appointed early enough for the work they have to do;

ii) the Principal Designer and Principal Contractor is provided with all the relevant pre construction information;

iii) they allow sufficient time for each stage of the project, from concept onwards;

iv) the construction phase plan has been prepared;

v) they co-operate with others concerned in the project as is necessary to allow other duty holders to comply with their duties under the Regulations;

vi) they co-ordinate their own work with others involved with the project in order to ensure the safety of those carrying out the construction work, and others who may be affected by it;

vii) there are reasonable management arrangements in place throughout the project to ensure that the construction work can be carried out, so far as is reasonably practicable, safely and without risk to health. (This does not mean managing the work themselves, as few clients have the expertise and resources needed and it can cause confusion);

viii) arrangements have been made for suitable welfare facilities to be provided from the start and throughout the construction phase;

ix) any fixed workplaces (for example offices, shops, factories, schools) which are to be constructed will comply, in respect of their design and the materials used, with any requirements of the Workplace (Health, Safety and Welfare) Regulations 1992;

x) relevant information likely to be needed by designers, contractors or others to plan and manage their work is passed to them in order to comply with Regulation 4.

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i) they appoint, in writing, a Principal Designer to advise and assist with their duties and to co-ordinate the arrangements for health and safety during the planning phase;

ii) they appoint, in writing, a Principal Contractor to plan and manage the construction work – preferably early enough for them to work with the designer on issues relating to buildability, usability and maintainability;

iii) ensure that the construction phase does not start until the Principal Contractor has prepared a suitable construction phase plan and made arrangements for suitable welfare facilities to be present from the start of the work;

iv) make sure the health and safety file is prepared, reviewed, or updated ready for handover at the end of the construction work. This must then be kept available for any future construction work or to pass on to new owner.

In addition for notifiable projects clients must:

i) give written notice to the Health and Safety Executive as soon as practicable before the construction phase begins, this can be completed using HSE Form F10 or on line:
(https://extranet.hse.gov.uk/lfserver/external/f10);

ii) display the HSE project notification on site;

5.2 THE PRINCIPAL DESIGNER

The Principal Designer should be appointed by the Client, in writing, at the earliest opportunity.

Principal Designers must:

i) ensure the client is aware of his duties under CDM 2015

ii) plan, manage monitor and co-ordinate the pre-construction phase of the project and take into account, where relevant:

a) pre-construction information;
b) any construction phase plan;
c) any existing health and safety file.

iii) identify and eliminate or control foreseeable risks using the general principles of prevention:

The general principles of prevention are to:

a) avoid risks;
b) evaluate the risks which cannot be avoided;
c) combat the risks at source;
d) adapt the work to the individual, especially regarding 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, work at a predetermined work rate and to reducing their effect on health;
e) adapt to technical progress;

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f) replace the dangerous by the non-dangerous or the less dangerous;
g) 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;
h) give collective protective measures priority over individual protective measures; and
i) give appropriate instructions to employees.

iv) ensure co-ordination and co-operation with all parts of the design team;

v) assist the Client in providing all pre-construction information and ensure that it is relevant, have the appropriate level of detail and is proportionate to the level of risk involved in the project.

The Principal Designer should then:

a) assess the adequacy of the information and identify gaps;
b) provide advice on how to fill the gaps;
c) provide so far as they are able additional information to assist contractors and designers.

vi) The Principal Designers role in domestic projects is the same as commercial projects, though subject to written agreement with the Client may take on these duties;

vii) Ensure the flow of information between all those involved in the project;

viii) Produce or update a relevant, user friendly, health and safety file suitable for future use at the end of the construction phase.

5.3 DESIGNERS

Designers should:

i) make sure that they are competent and adequately resourced to address the health and safety issues likely to be involved in the design;

ii) check that clients are aware of their duties;

iii) when carrying out design work take into account pre-construction information, avoid foreseeable risks to those involved in the construction and future use of the structure, and in doing so, they should eliminate hazards (so far as is reasonably practicable, taking account of other design considerations) and reduce risk associated with those hazards which remain;

iv) provide adequate information about any significant risks associated with the design;

vi) co-ordinate their work with that of others in order to improve the way in which risks are managed and controlled.

vii) the designer must provide, other designers, the Client and contractors with sufficient information to allow them to comply with their duties.

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5.4 PRINCIPAL CONTRACTOR

The Principal Contractor is appointed by the Client, in writing, to plan, manage and control health and safety during the construction phase of the project

Principal contractors must:

i) make sure that they are competent to address the health and safety issues likely to be involved in the management of the construction phase;

ii) ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity.

iii) ensure that all contractors are provided with the information about the project that they need to enable them to carry out their work safely and without risk to health. Requests from contractors for information should be met promptly;

iv) ensure safe working and co-ordination and co-operation between contractors;

v) ensure that a suitable construction phase plan ('the plan') is:

   a) prepared before construction work begins,

   b) developed in discussion with, and communicated to, contractors affected by it,

   c) implemented, and

   d) kept up to date as the project progresses;

vi) satisfy themselves that the designers and contractors that they engage are competent and adequately resourced;

vii) ensure suitable welfare facilities are provided from the start of the construction phase;

viii) take reasonable steps to prevent unauthorised access to the site in line with Regulation 18;

ix) prepare and enforce any necessary site rules;

x) provide (copies of or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work;

xi) liaise with the Principal Designer on design changes during the construction phase, including design by specialist contractors, and its implications for managing health and safety risks;

xii) provide the Principal Designer promptly with any information relevant to the health and safety file;

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xiii) ensure that all the workers have been provided with suitable health and safety induction, information and training;

xiv) ensure that the workforce is consulted about health and safety matters.

5.5 CONTRACTORS AND SELF EMPLOYED

For all projects contractors must:

i) check clients are aware of their duties before they carry out any construction work;

ii) satisfy themselves that they and anyone they employ or engage are competent and adequately resourced;

iii) plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site;

iv) provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency;

v) ensure that any design work they do complies with Regulation 9;

vi) comply with any requirements listed in the Regulations that apply to their work;

vii) co-operate with others and co-ordinate their work with others working on the project;

viii) ensure the workforce is properly consulted on matters affecting their health and safety; and

ix) obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

5.6 NOTIFICATION

The Health & Safety Executive (HSE) must be notified on form F10 (rev) of projects, including domestic projects, where construction work is expected to:

i) last more than 30 working days and have more than 20 workers working simultaneously at any point in the project; or

ii) involve more than 500 person days, for example 50 people working for over 10 days.

The Client is responsible for making the notification but may appoint others to complete this on their behalf. This must include the information in Schedule 1 and can be completed using the HSE Form F10 or on line;
(https://extranet.hse.gov.uk/lfserver/external/f10);

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Definition: Domestic clients are persons who have work done on their own home or home of a family member that does not relate to a trade or business.

6.0 WHAT IS THE CONSTRUCTIONS PHASE PLAN?

6.1 The construction phase plan details the arrangements for securing health and safety during the constructions work. This includes site rules and specific measures required to control one or more risks. The Principal Contractor is responsible for preparing the plan during the pre-construction phase and **before** the construction site is set up.

6.2 The plan must include where applicable specific measures covering:

i) work which puts workers at risk of burial under earth falls, 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.

ii) 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.

iii) work with ionizing radiation requiring the designation of controlled or supervised areas under Regulation 16 of the Ionising Radiations Regulations 1999.

iv) work near high voltage power lines.

v) work exposing workers to the risk of drowning.

vi) work on wells, underground earthworks and tunnels.

vii) work carried out by divers having a system of air supply.

viii) work carried out by workers in caissons with a compressed air atmosphere.

ix) work involving the use of explosives.

x) work involving the assembly or dismantling of heavy prefabricated components.

6.3 The Principal Designer must provide the Principal Contractor with all information relevant to the construction phase plan including information obtained from the Client and other Designers.

6.4 During the construction phase, the Principal Contractor must review, update and revise the construction phase plan as the project to ensure it remains sufficient to ensure work is carried out safely.

7.0 WHAT IS THE HEALTH AND SAFETY FILE?

7.1 This is a record of information for the Client which gives details of health and safety risks that will have to be managed during maintenance, repair or renovation. The Principal Contractor will need to pass on all relevant information which becomes

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available during the construction phase to the Principal Designer for inclusion in the file.

7.2 The Principal Designer must pass the health and safety file to the client when the project is completed, however if his appointment terminates before this the Principal Contractor becomes responsible for completion of the file and passing it to the client.

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

7.4 The Client should make the file available to those who will work on any future design, construction, maintenance or demolition of the structure.

8.0 COMPETENCE AND TRAINING

8.1 All those with duties under CDM 2015 must satisfy themselves that businesses they engage or appoint are competent. This means making reasonable enquiries to check that the organisation or individual is competent to do the relevant work and can allocate adequate resources to it. Those taken on to do the work must also be sure that they are competent to carry out the required tasks before agreeing to take on the work.

8.2 Doing an assessment requires you to make a judgement as to whether the organisation or individual has the competence to carry out the work safely. If your judgement is reasonable, taking into account the evidence that has been asked for and provided, you will not be criticised if the organisation you appoint subsequently proves not to have been competent to carry out the work.

8.3 Competency assessments of organisations (including Principal Contractors, Contractors, Designers and Principal Designers) should be carried out as a two-stage process:

8.4 **Stage 1:** An assessment of the company's organisation and arrangements for health and safety to determine whether these are sufficient to enable them to carry out the work safely and without risk to health.

8.5 **Stage 2:** An assessment of the company's experience and track record to establish that it is capable of doing the work; it recognises its limitations and how these should be overcome and it appreciates the risks from doing the work and how these should be tackled.

8.6 Stage 1 and 2 assessments should address the anticipated risks and capability of the supplier. The criteria as laid out in PAS 91: 2013 (Publicly Available Specification) Construction Related Procurement Prequalification Questionnaires can be used to assess potential contractors/ suppliers. Organisations who are bidding for work are recommended to put together a package of information that shows how their own policy, organisation and arrangements meet these standards.

9.0 GENERAL REQUIREMENTS FOR ALL CONSTRUCTION SITES

A contractor carrying out construction work must ensure the standards within this section are maintained so far as the matters within their control allow;

Where a domestic Client controls the way in which work is carried out they must ensure the standards with this section are maintained so far as the matters within their control allow;

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9.1 Safe places of Construction work

So far as is reasonably practicable construction sites should have safe access and egress and be kept safe.

9.2 Demolition or Dismantling and Stability of Structures

a) All reasonable steps must be taken to prevent danger from any new, existing or temporary structure should, due to the work, it become unstable or weak;

b) Demolition or dismantling works must be planned to prevent danger, or where it cannot be avoided, reduced to the lowest level reasonably practicable. The plan must be recorded before work begins.

9.3 Excavations

a) All practicable steps must be taken to prevent danger to persons from:

i) the collapse of excavations

ii) falling material from walls, roof of excavations or adjacent areas

iii) becoming trapped or buried in an excavation

9.4 Emergency Procedures, Routes, Exits and Fire Detection/ Fighting

Where necessary suitable and sufficient arrangements must be made for the health or safety of a person on a construction site:

i) for dealing with any foreseeable emergency

9.5 Traffic Routes and Vehicles including Prevention/ Control of the Unintentional Movement of any Vehicle

A construction site must be organised in such a way that, so far as is reasonably practicable;

i) pedestrians and vehicles can move without risks to health or safety

ii) traffic routes are suitable for the persons or vehicles using them, sufficient in number and size and in suitable positions

iii) suitable and sufficient steps are taken to prevent or control the movement of vehicles including unintentional movements

8 WORKING AT HEIGHT

1.0 PURPOSE:

1.1 To ensure safe and correct use of equipment and procedures when working at height.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999, the Work at Height Regulations 2005 (as amended) and HSE Guidance Note 33 (HSG33) when working at height or using access equipment.

4.0 WORKING AT HEIGHT HAZARDS AND CONTROL MEASURES

4.1 Hierarchy of control measures

When planning any activities which may involve working at height, the following hierarchy of control measures should be considered:

- Avoidance where possible, of working at height
- Working from an existing place of work, or using an existing means of access and egress
- Provision of suitable work equipment to prevent a fall occurring, e.g. edge protection
- Provision of work equipment to minimise the distance and consequences of a fall, e.g. fall restraint first or alternativel fall arrest systems
- Instruction and training and/or other means

Where possible, working at height should be avoided, usually by carrying out tasks from the ground. Some practical examples include using extendable tools to remove the need to climb a ladder. Other examples include the installation of cables at ground level, lowering a lighting rig to ground level or assembly of edge protection on the ground.

4.2 When it's unavoidable

Work at height (where unavoidable) should preferably be carried out from the safety of a platform with suitable edge protection in place, but sometimes this may not be possible. In such situations, a ladder may have to be used; however, ladders are best used only as a means of gaining access to and from a workplace. They should only be used at a workplace for light work of short duration and only after careful hazard identification, risk analysis and planning.

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If a fall from height does occur, the consequences will depend on many factors such as the distance fallen, the nature of the surface landed on, how the person lands and the age and health of the individual. The severity of the injury is increased for example, when the fall is into the path of a moving vehicle (or machinery) or into a tank which contains a hazardous substance.

4.3 A safe place of work

Where work at height cannot be avoided, an existing safe place of work should be used. These workplaces (and means of access or egress) should:

- Be stable and of sufficient strength and rigidity for their purpose
- Rest on stable and suitably strong surfaces
- Be of sufficient size to allow safe use for persons, plant and material
- Have suitable means for preventing a fall
- Have a surface which has no gap through which a person or material could fall and cause injury
- Be constructed, used and maintained to prevent the risks of slipping, tripping or any person being trapped between them and any adjacent structure

For example, an existing flat roof with permanent edge protection may be used for work at height activities.

When carrying out such roof work, fragile surfaces present a significant risk – no person should pass or work on or near to a fragile surface unless it is not reasonable to carry out the work elsewhere.

Where it isn't reasonable to avoid work on or near a fragile surface:

- Suitable protection, such as platforms, coverings, crawling boards or guardrails, must be provided
- Where this is not practicable, measures should be taken to minimise the distance and consequence of any fall, e.g. fall arrest systems, safety nets and air bags

Prominent warning signs should be posted at any location where persons may pass near to or work on a fragile surface.

Where there is no suitable existing safe place to work from, work equipment or other measures to prevent falls should be provided such as access equipment fitted with guard rails. Independent scaffolds, tower scaffolds and mobile elevating work platforms (MEWPs) are examples.

4.4 Prioritising collective measures

When selecting work equipment to prevent falls, employers should give priority to collective measures over personal protection. Equipment should be strong enough for the work and any loads placed on it, taking into account:

8 WORKING AT HEIGHT

- The working conditions and risks to safety at the place where the equipment is to be used
- In the case of work equipment for access and egress, the distance that has to be negotiated
- The distance and consequences of any potential fall
- The duration and frequency of use
- The need for easy and timely evacuation and rescue in an emergency
- Any additional risks posed by the use, installation or removal of the work equipment, e.g. the erection and dismantling of scaffold on a busy street

4.5 Other measures to minimise the distance and consequences of a fall

Where the risk of falls cannot be prevented, work equipment or other measures to minimise the distance and consequences of a fall (should one occur) need to be provided, e.g. fall arrest systems, safety netting or air mats.

This equipment does not stop people falling, but minimises the potential injuries if they do.

5.0 SAFE WORKING PROCEDURES:

5.1 Persons working at any height where a significant risk is identified should ensure their own personal safety and the safety of others. Over a third of all major injuries reported each year are caused as a result of a slip, trip or fall. (The single most common cause of injuries at work).

5.2 So far as is reasonably practicable, suitable and sufficient guard rails, toe-boards, barriers or other means of protection or working platforms, etc. must be provided where there is a potential to fall from a place of work or means of access or egress.

5.3 Tools and Equipment

An employee using any fixed equipment provided by the Company or client to prevent falls from height must be confident that the equipment has been properly maintained and certified, i.e. eyebolts, mobile eyebolts, tripods, roof anchors and dead-weight anchorage points. Anchorage points must be able to withstand the forces applied as a result of a fall and offer an additional adequate safety factor. It is beneficial to have the fixing point positioned above the worker to minimise the falling distance and to ensure that sufficient clearance exists beneath the worker so that the length of the fall does not exceed the available space.

Tools and/or equipment should be secured either to working platform or personnel to reduce the risk of being dropped. Where this is not practicable an exclusion zone will be set up in any risk area.

As soon as practicable any waste products should be removed and disposed of in a safe manner and where chutes are available they should be used.

Items should not be thrown from roofs or a height which is likely to cause harm, injury or damage to others or fabrications.

8 WORKING AT HEIGHT

5.4 Personal Safety

Personal protection equipment such as harnesses and lanyards must be kept safe and secure; they must be officially tested and certificated (documented) by a competent person annually. They must be inspected before use and only used by trained and competent persons.

Where possible fall restraint will be used with short tethers.

In the event of bad weather i.e. high winds, rain or thunderstorms, working from heights outside must be suspended pending improved conditions.

To reduce the risk of falls and if reasonably practicable, work should be carried out at a distance of at least two metres from a roof edge.

Personnel should only walk on designated or defined walkways and must not assume structures are of sufficient strength to support person and/or equipment.

Employees must assess the working environment taking into consideration fragile materials which are defined as any material which is liable to break when a person and/or other load is placed on it. Employees should not walk on fragile roof sections such as roof-lights, asbestos cement sheeting, glazing or other such areas containing fragile materials.

Warning signs must be displayed at ground level or in an appropriate position advising when work is being undertaken at height.

Personal protection equipment must be worn to protect an employee from the elements. To protect from sunburn the wearing of sun cream is advised.

5.5 Ladders

Ladders are not generally acceptable as means of access/egress, or as a place of work, unless an assessment has been carried out where reasonable consideration to the type of work, duration and the associated risks have been taken into account.

Falls from ladders are common therefore users must take care to position and erect the ladder in a safe manner, at an angle of one in four. Where possible the ladder should be fixed using ladder straps secured to an appropriate fixing point, or if this is not practicable, footed by another person.

Ladders should be secured on a firm base that must be capable of supporting not only the ladder but also the intended load.

5.6 Mechanical Access Equipment

There is a wide variety of mechanical access equipment; operators of such equipment must be IPAF trained or similar and competent in their use.

5.7 Scaffolding Towers

As with the mechanical access equipment, persons erecting a scaffold tower must be PASMA trained or similar and competent, the towers must be erected in compliance with the manufacturer or hirer's safety guidelines.

8 WORKING AT HEIGHT

6.0 RISK ASSESSMENT CHECK LIST

6.1 The following will be assessed by the supervisor prior to work being carried out at height:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Are the persons competent to carry out the work and hold an in date certificate of training			
2.	Have we got the right access equipment			
3.	Is the access equipment in a position to cause least disruption to the public			
4.	Is the access equipment in the best position to reduce risk of being struck by vehicles			
5.	Are suitable controls in place to prevent falls and are they secure			
	a) Safety barriers			
	b) Safety nets			
	c) Safety bags/cushions			
	d) Fall arrest equipment			
6.	Is all equipment maintained in good condition with anchorage points of sufficient strength (may need to check documentation)			
7.	Are all holes and openings protected			
8.	Is all fragile material identified and is it suitably protected where necessary (crawling boards etc.)			
9.	Are other persons protected from falling materials, tools or equipment			
10.	Are suitable signs in place to warn others of persons working above			
11.	Are weather conditions suitable to continue work			
12.	Is there a quick means of escape during an emergency			
13.	Do all team members understand the details and extent of the work to be carried out			

Print Name	Signature	Date

9 LADDERS, STEPLADDERS AND STOOLS

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of ladders, step ladders and stools.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999, the Work at Height Regulations 2005 (as amended) and HSE Guidance INDG 455.

4.0 SAFE WORKING PROCEDURES:

4.1 Ladders, stepladders and stools in this context means any portable device specifically designed to bear the load of persons while working or reaching above their normal height.

4.2 It is important that only ladders of the correct type are used for commercial work. These include:

- EN131 - Professional
- Former British Standard Class 1 (Industrial)
- EN131 - (Former Class 2 - Light Trades) ladders

All ladders and stepladders must have a weight capacity of 150 Kg or greater.

Due to their Limited Load capacity the following must not be used in the work place:

- EN131 - Non-Professional
- Class 3 - (Domestic)

4.3 Falling off ladders is a common cause of accidents in the construction industry and personnel using ladders are to ensure the following:-

4.4 The ladder is secure or securely fixed near its upper resting place or upper end. Where this is impracticable and only as a last resort to supporting a person can be stationed at the base of the ladder to prevent it slipping. This is a requirement of all ladders longer than 3 metres, but ladders of less than 3 metres must be placed in such a way as to prevent them from slipping.

4.5 The ladder is equally and properly supported in each stile or side and placed at an angle of 75° or 1 in 4.

4.6 Where practicable, the ladder is to extend at least 1.05m above the stepping off point where alternative handholds are not provided.

9 LADDERS, STEPLADDERS AND STOOLS

4.7 The ladder is secured where necessary to prevent undue swaying or sagging.

4.8 All locking devices fitted to the ladder must be engaged.

4.9 Individuals should check ladders before and after use to ensure they are safe and any defects should be reported immediately to the supervisor.

4.10 Ladders are not to be used when working over 6 metres, although ladders may be used for climbing up to a maximum of 9 metres, where a resting platform must be provided after the first and every subsequent 9 metres.

4.11 Never use a stepladder as a leaning ladder.

4.12 All ladders on sites will be individually marked for identification and a ladder register is to be maintained by the Company and each ladder will undergo a thorough inspection by a competent person at least once every three months. The results to be recorded in the ladder register, held by the Appointed Health & Safety Person.

4.13 Operatives should always keep 3 points of contact on the ladder and when working have their feet on the same rung.

4.14 Operatives should not use ladders when using vibrating or pressure tools which could cause them to become unstable when working.

4.15 Ladders must not be placed in front of doors that open towards the ladder unless the door is locked or blocked off using a physical barrier.

4.16 Tools must not be hand carried when ascending or descending ladders. Tools will either be carried in a tool belt, pouches or lowered and raised by hand line.

4.17 The top rungs of ladders must not be used as a working platform and those working from ladders should not stretch either side of the ladder to reach work.

4.18 Metal ladders must not be used for live electrical work or in locations where they might contact energised electrical equipment.

4.19 Ladders should be returned to their storage area when not in use and because of their length care should be taken when moving them so as not to strike other persons or cause any other damage.

5.0 FIXED LADDERS

5.1 A fixed ladder in this context means any ladder or steps that are fixed as a permanent means of access, egress or as a working platform.

5.2 Fixed ladders must be formally inspected annually and a record of inspection kept in the ladder register held by the Company who owns them.

5.3 Fixed ladders must not be used for any purpose other than that for which they were designed, e.g. use as a block and tackle support etc.

5.4 Metal fixed ladders should be regularly painted to prevent rust and corrosion.

9 LADDERS, STEPLADDERS AND STOOLS

6.0 INSPECTION AND MAINTENANCE OF FIXED/PORTABLE LADDERS AND VEHICLE TRANSPORT MOUNTS

6.1 PORTABLE LADDERS

Ladders must not be subjected to mishandling or misuse. Wooden ladders may only be painted with wood preservative.

Ladders must be kept stored in designated areas, inside, but away from sources of heat such as boilers etc.

All portable ladders should be inspected quarterly by a competent person. They should be tagged with the colour identifier or date stamped/sticker for that quarter, (if they pass inspection). A record of inspection should be entered in the ladder register.

Generally, ladders will be inspected for cracked, bent or broken side rails, cracked, bent or broken rungs, tightness of fittings, stability, loose rivets, screws, bolts and metal parts, damaged or missing feet, ropes, pulley, etc., in addition.

6.2 STEPLADDERS WILL BE INSPECTED FOR:-

In addition to 6.1:
Loose or bent hinge spreaders.
Broken stop or hinge spreaders.
Split, bent or broken steps etc.

6.3 EXTENSION LADDERS WILL BE INSPECTED FOR:-

In addition to 6.1:
Loose, broken or missing locks.
Defective locks that do not seat properly.
Deterioration of ropes etc.

6.4 FIXED LADDERS WILL BE INSPECTED BY THE OWNERS FOR:-

Damaged or corroded cages, stiles or rungs.
Corroded bolts or rivets which attach ladder to structure.
Base of ladder obstructed.
Loose or damaged grating or railing on landings.
Loose, damaged or missing handrails.
All defective ladders should be removed from service immediately and not returned to use until properly repaired and inspected. In the case of fixed ladders a physical barrier to restrict access must be put in place.

If while working on customers sites you notice any of the above or other defects report them and do not use the ladder until appropriate action has been taken.

6.5 VEHICLE TRANSPORT MOUNTS/ROOF RACKS

Ladders can be carried on top of vehicles where a suitable carrier is provided. It is the responsibility of supervisors and drivers to ensure that they are secure when being transported.

Supervisors should ensure that all mounts, fixings and retaining clips/straps are inspected for signs of wear each time they are used.

9 LADDERS, STEPLADDERS AND STOOLS

When ladders project out from the front/rear of vehicle a suitable warning board or flag must be fixed to warn others of the hazard.

Each vehicle that transports ladders will be entered in the Ladder Register. The carrier and fixings will undergo a formal documented Quarterly Inspection by an Appointed Competent Person.

9 LADDERS, STEPLADDERS AND STOOLS

7.0 RISK ASSESSMENT CHECK LIST

7.1 The following will be assessed by the supervisor prior to work being carried out on ladders:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Is a ladder the best access equipment under the circumstances			
2.	Is the ladder in good condition, undamaged and of the correct type (EN131 Professional or BS Class 1 or 2)			
3.	Is the ladder at the correct angle (1 in 4) on a stable surface			
4.	Is the ladder secured (footing last resort only)			
5.	Are there sufficient hand holds for stepping off or working (5 x rungs)			
6.	Will operatives be able to hold on with one hand at all times (if not fall arrest equipment to be used and ladder securely fixed)			
7.	Is the ladder resting against a firm surface			
8.	Is the ladder protected against impact by doors, vehicles or persons			
9.	Is the weather suitable for using ladders			
10.	Is the ladder controlled from causing an unnecessary obstruction to the public			
11.	Are all locking devices being used			
12.	Operatives are **not** using pressure tools or heavy vibrating tools which could cause the user to become unstable			

Print Name	Signature	Date

10 STATIC AND MOBILE SCAFFOLD TOWERS

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of static and mobile scaffold towers.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999, the Work at Height Regulations 2005 (as amended) HSG 150 Health & Safety in Construction - Page 30 – Tower scaffolds when using tower scaffolds.

3.2 The Manufacturers Instruction Manual must be available on site during assembly, use and dismantling the tower. These are available from the PASMA (Prefabricated Access Suppliers and Manufactures Association) registered manufacturers or PASMA websites.

3.3 Mobile Scaffold Tower Inspection Report Form. (See Form 8)

5.0 SAFE WORKING PROCEDURES:

4.1 Persons erecting tower scaffolds must be competent to do so or be supervised by a competent person. More sophisticated layouts i.e. multiple towers can only be erected by a certificated scaffolder.

4.2 Lightweight steel or aluminium alloy towers are not intended for heavy construction work. They should only be used for access where light work such as wiring etc. is undertaken and conform to EN 1004. Manufacturer's guidance notes will explain limitations of use and load restrictions should be checked before any work takes place.

4.3 The supervisors should ensure that the foundations for the tower are capable of sustaining the total load of the tower, personnel and any stores/ equipment.

4.4 Static towers should always have a metal base plate. Sole boards must be used on soft ground to spread the load over the widest possible area. These should be at least 230mm wide and 40mm thick.

4.5 Castors on mobile towers should be at least 130mm in diameter and should have their maximum permitted loads stamped on them. Castors must be capable of being braked so that the tower cannot move while work is in progress. Wheeled towers should only be used on hard level surfaces.

4.6 Where adjustable legs are used these must not exceed the maximum extension and should have a locking device.

10 STATIC AND MOBILE SCAFFOLD TOWERS

4.7 All vertical members must be properly seated on assembly and towers regardless of type should be adequately braced in all three dimensions.

4.8 Where fittings do not seat correctly or there are repairs, welds or missing brace pulls, operators are to be aware that this could seriously affect the load bearing capability of the tower.

4.9 Aluminium alloy towers are very light and their centre of gravity is not far below the top platform level especially when people are on the platform. Care should be taken when they are left unattended that they do not blow over. Towers conforming to EN1004 are supplied with stabilisers as standard and must always be fitted ensuring that all outrigger legs remain in contact with the ground. The manufacturer's instruction manual should be consulted for the correct positioning of these.

4.10 If the wind speed exceeds 17 mph you must stop any work on the mobile access tower.

4.11 If the wind speed is likely to exceed 25 mph the mobile tower should be tied to a suitable rigid structure capable of withstanding the additional load of the tower and wind. The tie between the tower and structure should be rigid in compression and tension i.e. aluminium or steel tube couplers. Rope, webbing or wire should not be used.

4.12 If the wind speed is likely to reach 40 mph the tower should be dismantled.

4.13 Weather forecasts should be consulted when planning works. Handheld anemometers can be used to monitor wind speeds during the works which can be greater at the top of the tower than at ground level.

4.15 When moving a mobile tower reduce the height to below 4 metres.

4.16 Mobile towers must never be moved with persons or equipment that could fall and cause injury on the working platform.

4.17 Before moving, the tower's path should be checked for ground obstructions, power lines above, holes or soft ground.

4.18 Towers should be erected by trained competent persons following a safe method of work. There are two approved methods recommended by PASMA and the HSE:

- Advanced Guard Rail System (AGR) which ensures temporary guard rails are locked in place from a lower platform before moving up to the next level
- Through the Trap (3T) where the person works from within the platform trap door to install/ remove the components that are to serve as guard rails

In both of these cases the manufacturer's instruction manual must be followed to ensure all parts are fitted and in the correct order.

4.19 The maximum permissible height of towers will be detailed in the manufacturer's instruction manual.

4.20 Working platforms must be at least 600mm wide (3 boards) for persons only and 800mm wide (4 boards) for persons and materials.

10 STATIC AND MOBILE SCAFFOLD TOWERS

4.21 All working platforms will be fitted with guard rails at least 950mm high and 150mm high toe boards. In addition an intermediate guard rail or suitable alternative should be provided so the unprotected gap does not exceed 470mm.

4.22 All towers must have safe access which is to be provided on the narrowest side of the scaffold. Under no circumstances is the frame of the scaffold tower to be used to climb onto the working platform. NEVER use steps or ladders to work above the tower platform.

4.23 Scaffold towers must be inspected by a trained competent person:-

- Before first use after assembly
- At intervals not exceeding 7 days
- After any alteration
- Following any event that may affect its safety, including adverse weather

The inspection should be recorded on the Mobile Scaffold Tower Inspection Report form (See Form 8) and kept available with the tower until the next inspection is completed.

4.24 Towers are not to be used until the supervisor responsible is satisfied that the scaffold is safe, stable and the risk assessment section is completed. This must be carried out before the start of work each day/ shifts.

4.25 Hard hats will be worn at all times during assembly/ disassembly and when appropriate while working. Precautions should be taken to ensure no other person is put at risk during work on scaffolding towers.

4.26 Never use a tower:

- As a support for ladders, trestles or other access equipment;
- In weather conditions which are likely to make it unstable;
- With broken or missing parts;
- With incompatible components.

10 STATIC AND MOBILE SCAFFOLD TOWERS

5.0 RISK ASSESSMENT CHECK LIST

5.1 The following will be assessed by the supervisor prior to work being carried out on static and mobile scaffold towers:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Are all parts matching and in good condition			
2.	Is the load capability sufficient for the type of work to be undertaken			
3.	Are you competent to erect this type of tower			
4.	Is the tower on a firm and level base which will hold the weight			
5.	Is it braced correctly			
6.	Is a proper access ladder in place			
7.	Are there any dangerous obstructions above or around the tower			
8.	Are wheels where fitted locked off			
9.	Are double guard rails and toe boards in place			
10.	Are weather conditions suitable to continue work using the tower			
11.	The tower will not be moved with person or equipment on board			
12.	There are no obstructions, holes, etc where the tower is to be moved			
13.	The correct level of PPE is worn when working on or erecting the tower			
14.	If appropriate the tower is secured to some other structure			
15.	A suitable line or basket is in place for raising/lowering equipment			
16.	Are suitable signs in place to warn others of the potential hazards			

Print Name	Signature	Date

11 COMPRESSED GAS USE AND STORAGE

1.0 PURPOSE:

1.1 To ensure the safe storage and use of compressed gases.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 SAFE WORKING PROCEDURES:

3.1 Compressed gases are to be stored by type in the areas designated. All acetylene cylinders, full or empty, are to be stored in a secured upright position. If acetylene cylinders have been transported horizontally they must be left standing upright for 12 hours before use. Exceptionally, oxygen and argon cylinders may be stored in a horizontal position if necessitated by space restrictions, but extra care must be taken to protect the valves from accidental damage. All empty cylinders are to be identified by the word ‘EMPTY’. All cylinders are to be capped and valves closed.

4.0 COMPRESSED GAS CYLINDERS

4.1 Compressed gases from cylinders must only be used through a pressure regulator to the cylinder isolation valve, where cylinders are attached to a manifold header.

4.2 All regulators and pressure gauges used must be specifically suitable for the pressures required and the gases being used. Do not interchange left hand threaded pressure regulators between gas cylinders containing other forms of gases to the original.

4.3 Cylinders should be used in an upright position and must be secured against accidentally being knocked over. Cylinders must not be secured to process lines, utility piping or electrical conduit.

4.4 Unless the cylinder valve is protected by a recess in the head, the metal safety cap where fitted, should be kept in place to protect the valve when the cylinder is not in use.

4.5 Cylinder valves should be opened slowly and when the valve is fully open it should be turned back half a turn to avoid seizure in the fully open position. Any cylinder not provided with a hand wheel must have a spindle key on the valve spindle or stem while the cylinder is in use. Pliers and makeshift tools must not be used on cylinder stems or valves.

4.6 Always consider cylinders as being full and handle them with appropriate caution. Accidents have resulted when cylinders under partial pressure were treated as empty. A cylinder carrying an 'empty' sign merely means that the pressure is below that required for normal use.

4.7 Compressed gas should never be used or distributed at a pressure greater than 15p.s.i.

11 COMPRESSED GAS USE AND STORAGE

4.8 Do not permit cylinders or their attachments to come into contact with sparks, electric currents, excessive heat or flames.

4.9 Cylinders containing flammable gases which are in use inside buildings should be housed in a secure and suitably identified position.

4.10 Compressed gas cylinders will be stored when not in use in a secure, well ventilated area specifically prepared for such a purpose away from direct heat and sources of ignition. The area within 7 metres should be marked as a "No Smoking" zone.

4.11 Proper storage arrangements should be provided to prevent the cylinders from falling and to keep them in an upright position. Always transport cylinders using a cylinder trolley.

4.12 Used cylinders will be marked or tagged 'empty' and be returned to the storage area. 'Empty' cylinders will be segregated from full cylinders.

4.13 Cylinders of oxygen should not be stored with cylinders containing flammable or reactive gases but must be separated by a fire resisting wall or at least 5m distance.

4.14 Cylinders must never be used as supports, rollers, or for any purpose other than to contain the gases for which they were designed.

4.15 Never use oxygen cylinders for driving pneumatic tools or dusting down benches, machinery or clothing.

4.16 Under NO circumstances are compressed gas cylinders to be stored in CHEMICAL STORES.

4.17 Always check for leaking cylinders in storage and when connected to equipment using 1% Teepol HBY solution in water.

4.18 Compressed gas cylinders should not be accepted from suppliers unless the cylinder valve is protected by a fixed guard.

4.19 Any buildings containing compressed gases overnight must be so identified and the location of cylinders marked on a floor plan. This will enable the Fire and Rescue Service to account for them in an emergency situation.

12 STORAGE OF FLAMMABLE LIQUIDS

1.0 PURPOSE:

1.1 To ensure the storage of flammable liquids (FL) and highly flammable liquids (HFL) in a safe and controlled manner.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002.

4.0 SAFE WORKING PROCEDURES:

4.1 To provide correct storage of such liquids in accordance with EHS Standard-HM-3.0, Container Storage of Hazardous Chemicals all Chemical Storage Areas shall be:-

4.2 Dedicated to chemical storage and/or dispensing only. All such dedicated areas shall be designated and labelled as a chemical storage area and labelled to indicate the hazards associated with the chemicals stored.

4.3 Equipped with a roof or other means of diverting storm water.

4.4 Secured by physical barriers such as fences or walls or other means for limiting access. All such physical barriers shall be constructed of chemical resistant, non-combustible materials.

4.5 Equipped with the appropriate physical structures or devices that shall be used for segregating incompatible hazardous chemicals.

4.6 Equipped with chemical resistant secondary containment (i.e. floors, curbs, beams, etc.) capable of containing a spill greater than or equal to 110% of the volume of the largest container stored.

4.7 Equipped with the proper equipment for the safe storage and/or transfer of hazardous chemicals, such as chemical transfer grounding straps and explosion-proof electrical for flammable liquids, spill control equipment and emergency response equipment. In some instances, toxic vapour detection devices may be needed as well. This area shall also be equipped with explosion-proof electrical supply and fixtures whenever flammable liquids will be dispensed.

4.8 Designed to allow sufficient ventilation to avoid accumulation of hazardous vapours.

4.9 In locations where flammable vapours may be present, precautions shall be taken to prevent ignition by eliminating or controlling sources of ignition.

12 STORAGE OF FLAMMABLE LIQUIDS

4.10 Fire control devices shall be available at locations where flammable liquids are stored.

4.11 When flammable liquids are dispensed a system for bonding and grounding shall be available when metal containers are involved.

4.12 Equipped with a communication system that shall enable an employee to call for help in emergency situations.

4.13 Designed to allow inspection and permit access during emergency incidents (i.e. proper aisle space).

4.14 Used to store containers that shall be:

a) In good condition, relatively free of bulges, major dents, excessive corrosion or other sign of deterioration.

b) Compatible with the hazardous chemical stored.

c) Kept closed during storage, except when chemicals are being added or removed.

d) Handled and stored in a manner which shall not cause leakage, spills, or damage to the container.

e) Labelled with the names of the chemical constituents or some other approved labelling.

f) Arranged to separate incompatible chemicals so that in the event of a spill, incompatible chemicals shall not mix.

4.15 For all HFL stores a record of contents should be maintained by the person responsible for the stores providing information on the hazards and quantities contained therein.

4.16 Stores should be checked daily for leaks and spillage.

4.17 The lighting used in highly flammable liquid stores shall be intrinsically safe.

5.0 DEFINITIONS

5.1 "Chemical" refers to any element, compound or mixture of elements and compounds, excluding food, drugs, cosmetics, articles, waste material, or consumer product or chemical that is used in the workplace in the same manner as normal consumer use, if the duration and frequency of exposure shall be no greater than the exposure experienced by consumers.

5.2 "Chemical Storage Area(s)" refers to those area(s), separate from point of use which are intended for long term storage.

5.3 "Container" refers to any shipping or product handling container that contains or contained a hazardous chemical which may be harmful to human health or the environment. For the purposes of this standard, "container" does not include storage tanks. This definition includes overpack drums.

5.4 "Hazardous chemical" refers to any chemical which is a physical hazard or a health hazard.

12 STORAGE OF FLAMMABLE LIQUIDS

5.5 "Storage tank" refers to all tanks which are fixed in location and have fixed contents. These tanks are not intended to be moved.

5.6 Flammable liquids (FL) are those with a flash point of between 32 to 55°C.

5.7 Highly flammable liquids (HFL) are those with a flash point lower than 32°C.

All of the precautions below are required for HFL and where reasonably practicable FL should also be included although these liquids should not produce a flammable atmosphere when stored at normal ambient temperatures.

Flammable liquid stores forming part of a building also used for other purposes should be of fire-resisting construction including the roof with a self-closing door all giving at least ½ hour fire protection. This should not be below ground level and needs to be vented in at least two outside walls to disperse vapour from any leakage. Five air changes per hour is recommended. Ventilation openings should not normally be provided in internal walls. All openings should be above the height of any spillage retention sill, this sill must be at least 150mm in height across all openings. The floor should be impermeable and inert with respect to liquids stored.

External storage buildings, whether or not they are fire-resisting structures, should have a lightweight roof to act as explosion relief. Alternatively, relief panels may be provided in one or more walls, all other specifications are as above. Where it is impracticable to provide appropriate ventilation mechanical means may be used on internal and external stores. Stores should not be used as a site for any dispensing operations. This should be done in the open air and no source of ignition must be allowed within 4m when this is carried out. Necessary precautions against static electricity should be taken e.g. by earthing. Where necessary suitable protective clothing should be worn, if in doubt, consult the substance supplier's Safety Data Sheet and/or the results of the COSHH Assessment if applicable.

For all HFL stores a record of contents should be maintained by the person responsible for the stores providing information on the hazards and quantities contained therein. These records should be made available for emergency services to judge the type and scale of hazards in an emergency situation. The records should not be kept in the store. The maximum travel distance in any store should not exceed 18m and stores in the same building as residential accommodation must be separated by at least one hour fire protection.

6.0 HFL STORAGE CUPBOARDS/BINS SPECIFICATIONS

6.1 Storage cupboards and bins provided in workplaces must have at least 30 minutes fire protection with junctions between each side, top and floor bonded to stop or retard the passage of flame and hot gases. Under no circumstances must more than 50 litres of HFL be stored in the workplace including those in use which are not contained in the HFL bin/cupboard. They should be sited in such a position that they will not increase the risk of safe egress in an emergency situation.

6.2 All storerooms, cupboards and bins should be marked to indicate their contents. The marking should be clear, bold and state "Highly Inflammable", No Smoking Signs/No Naked Flames may also be appropriate.

6.3 A procedure for daily checking should be in place to ensure leaks and spillages are detected early. In addition all stores, cupboards and bins should be lockable to restrict access to authorised persons only.

12 STORAGE OF FLAMMABLE LIQUIDS

6.4 It is important that appropriate firefighting equipment is advantageously placed close to all storage areas. Where handheld units are used two rather than one should be provided to anticipate mechanical failure of an individual appliance.

6.5 Under no circumstances should other articles or substances be stored with highly flammable liquids, particularly oxidising agents which have a similar hazard warning symbol.

6.6 Lighting used in highly flammable liquid stores must be intrinsically safe. If in doubt speak to the Appointed Safety Person.

13 USE OF HIGHLY FLAMMABLE LIQUIDS (HFL)

1.0 PURPOSE:

1.1 To ensure the safe use of highly flammable liquids.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002.

4.0 SAFE WORKING PROCEDURES:

4.1 Highly flammable liquids are those defined as having a flash point below 32°C.

4.2 When working with HFL it is recommended that the total volume should not exceed 500ml and in all cases where it is possible to do so smaller quantities are to be used. Where it is not possible to use 500ml or less only the amount consistent with immediate use is to be present.

4.3 Never smoke or use naked flames when handling HFL.

4.4 When introducing new containers of HFL into the workplace the total volume in that laboratory, workshop or workplace must never exceed 50 litres.

4.5 When dispensing HFL from large containers to smaller ones this is to be done in a well ventilated area away from sources of ignition preferably in the open air, and precautions must be taken against static
electricity by earthing.

4.6 When HFL is used from containers, tops must be immediately replaced to avoid flammable vapour from escaping.

4.7 All empty containers of HFL are to be treated in the same way as full containers and disposed of as containers of infected waste. In accordance with EHS Standard-WM-5.0 (July 1996), On-site Storage and Handling of Hazardous Waste, containers should be labelled or marked with a description of the waste, date of storage and any additional information required.

4.8 Empty containers should not be allowed to accumulate in the workplace but should be returned to the flammable stores until disposal. Removal from site of any HFL waste should always be done by an approved and authorised handler/agent.

4.9 Each user of HFL should be in possession of or have access to the Manufacturer's Safety Data Sheet and understand its content and the reason for its use.

13 USE OF HIGHLY FLAMMABLE LIQUIDS (HFL)

4.10 Any spillage of HFL must be immediately attended to by shutting off all sources of ignition, informing others to keep clear and putting on appropriate protective clothing before attempting to clean it up (refer to the Manufacturer's Safety Data Sheet).

4.11 Any absorbent materials used to contain a spillage should be treated as HFL infected waste.

4.12 Clothing infected by HFL should be removed immediately and taken to a safe area. For more information consult the Manufacturer's Safety Data Sheet.

4.13 It is important that when handling HFL that appropriate firefighting equipment is available close by and that persons in the area understand how to use them.

14 FIRE SAFETY

1.0 PURPOSE:

1.1 To ensure the safety of persons and property on all Digey Ltd sites.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 In accordance with the Regulatory Reform (Fire Safety) Order 2005 and Public Availability Specification 79 (PAS 79:2012) the Company will carry out and maintain a Building Fire Risk Assessment for examination by the Fire Authorities. This will include:

4.0 MEANS OF ESCAPE:

4.1 In the event of fire occurring, it is vital that staff and other persons are able to evacuate any premises in which they work.

4.2 All doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside, without the use of a key. Final exit doors, except those in normal use, must be indicated by pictogram signs of suitable size, white on a green background.

4.3 Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750mm minimum) and employees must observe any line markers on floors to indicate areas which must be kept clear.

4.4 Stairways in buildings must be free from any risk of fire or spread of fire e.g. unauthorised portable heater, combustible material etc.

4.5 Doors fitted with self-closing devices are usually fire-resisting. Ensure that the doors close fully onto the doorstops, are close fitting, and that the self-closing devices work effectively, if not, report it. Under no circumstances should fire doors be wedged open.

4.6 Many internal walls and partitions are designed to be fire-resisting, particularly those enclosing stairways. Floors also have fire-resisting properties. All floors, internal walls and partitions should be maintained in a good state of repair and any openings made to accommodate wire, cables, pipes etc. must be re-sealed with fire rated material.

14 FIRE SAFETY

5.0 STAFF TRAINING

5.1 All staff must be trained in what to do in the case of fire. This should include part-time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time.

5.2 On their first day all new staff on any site should be made aware of what to do in the event of a fire.

5.3 Evacuation drills will be carried out at least once per year and the fact recorded by the Appointed Safety Person in the Fire Log Book.

5.4 A personal issue of written instructions on the action to be taken in the case of fire is issued to each member of staff. In addition, copies will be displayed by alarm call points and at the main entrance doors to each floor.

5.5 All other members of staff should receive verbal instructions in fire matters on an annual basis.

5.6 Fire Officers, Fire Marshals and Deputy Fire Marshals should receive elementary training in basic Fire Safety and the use of hand extinguishers. This will normally be arranged through the Appointed Safety Person whose responsibility it is to nominate personnel for these roles.

6.0 FIRE ALARM SYSTEM

6.1 The existing fire alarm systems should be tested weekly, using a different break glass call point, and the results of test recorded in a fire log book, kept for that purpose. The audibility must be checked throughout the entire premises. No person should have to travel more than 30m to their nearest call point.

7.0 FIREFIGHTING EQUIPMENT

7.1 Firefighting equipment includes portable extinguishers and fixed equipment such as hose reels. Fire extinguishers must be hung from brackets in their location positions or placed on appropriate stands and should be available for immediate use at all times. The equipment should be advantageously placed where it can be easily seen, removed and operated, this is usually by exits, employees should not hide extinguishers with plants, boxes, materials, office furniture, etc.

7.2 Firefighting equipment will be checked monthly and tested in accordance with the manufacturers' instructions and thoroughly inspected by a competent person at least once per year under directions issued by the Appointed Safety Person.

8.0 HIGH RISK AREAS

8.1 Where highly flammable materials and substances are handled or used, all persons who could be affected must be familiar with the properties of the materials, the risks involved and the action to take in case of fire.

8.2 Managers and Supervisors are to ensure quantities are kept to workable minimums, satisfactory storage arrangements are made and that correct and sufficient firefighting equipment is to hand.

14 FIRE SAFETY

9.0 OUTSIDE CONTRACTORS

9.1 Particular attention must be paid to any hazardous work being carried out by contractors. All such work should be supervised where a risk of fire exists, for example with welding, a hot work permit must be issued by the Appointed Safety Person. Contractors should not start work until they are aware of: the escape route, assembly point and alarm system.

10.0 ELECTRICAL EQUIPMENT AND INSTALLATIONS

10.1 Electrical equipment is checked and tested by a competent person to ensure that the installation and equipment is in good order. Any faults should be rectified at once. Power points must not be overloaded. Power plugs will be properly fused. Trailing electrical flex must be kept to a minimum and renewed promptly if frayed. Lamps should only be fitted with bulbs of the manufacturer's recommended wattage. Flex should never be knotted or tied back and extension leads must never be used unless they are fully extended.

11.0 GAS SUPPLIES AND EQUIPMENT

11.1 All gas appliances (town gas and bottled gas) must be well maintained and faults promptly rectified. Where bottled gas is in use, care should be taken in changing over cylinders and that all joints and pipes are properly secured. Spare cylinders and empty cylinders should be kept to a minimum and stored outside in a designated vented store or area.

12.0 SMOKING

12.1 If there is a designated smoking area suitable metal disposal containers should be provided and employees should ensure they do not carelessly discard smoking material.

13.0 HOUSEKEEPING

13.1 Good housekeeping is most important. Waste or packing materials should not be allowed to accumulate in any building. No combustible materials other than fuel should be kept in boiler rooms and stairwells should be kept clear of combustible materials at all times.

14.0 LOG BOOKS

14.1 A log book should be maintained to record details of tests, training, examinations and fire drill instruction. This should be held by the Appointed Safety Person.

14.2 Fire prevention is the responsibility of everyone on site and regular fire prevention routines are one of the simplest and most efficient methods of preventing fires. The value of the nightly routine of switching off all electrical equipment and removing power plugs and closing all doors to all rooms and staircase enclosures cannot be over-stressed.

14 FIRE SAFETY

Fire Safety Management

The following matters are considered vital to all persons who work on sites including sub-contractors.

All staff must be trained in what to do on discovering a fire, how to tackle a small fire, what to do on hearing the fire alarm or call of fire, and have knowledge of all escape routes.

All existing escape routes and doors must be maintained unobstructed and available for use at all times.

Other matters, all of which are important for life safety in the event of a fire, are as follows:

Maintenance of fire warning system and firefighting equipment as required by law which will be the responsibility of the Appointed Safety Person where they fall under the Company's control.

A fire conscious attitude towards housekeeping, particularly highly flammable materials.

Enforcement of the Regulatory Reform (Fire Safety) Order 2005 and
Public Availability Specification 79 (PAS 79:2012)

FIRE AUTHORITY INSPECTORS

The Fire Authority are responsible for enforcement within their area. Inspections are normally carried out by the Fire Brigade, but duties may be delegated in certain circumstances. In all cases evidence of identity must be satisfied.

In view of their statutory authority and the extent of their powers, Managers and Supervisors are advised that Inspectors should be treated with courtesy and offered full co-operation in carrying out their duties.

Problems arising either from visits or advice on general fire safety should be referred to the Appointed Safety Person.

FIRE REPORTING

In the event of a fire the incident should be reported to Appointed Safety Person, who in turn will receive the relevant forms to complete re: any insurance claims that may need to be made.

At this point it is also the responsibility of the Appointed Safety Person to investigate the cause and ensure that the risk of any future fire is minimised.

15 COSHH COMPLIANCE PROCEDURES & ASSESSMENTS

1.0 PURPOSE:

1.1 To ensure safe and correct use of COSHH compliance procedures and assessments.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999, the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and HSE Series EH for the Substance Involved.

4.0 SAFE WORKING PROCEDURES:

4.1 The Company accepts that some of its processes and substances used or arising from the work, may unless properly controlled, create risks to members of staff or others and therefore undertakes to take all reasonably practicable measures to eliminate or reduce these risks to acceptable levels.

4.2 Substances that are covered by COSHH Regulations include those that are sensitising, irritant, harmful, corrosive, toxic, teratogenic (affecting reproductions), mutagenic (mutation of offspring), carcinogenic (can cause cancer) and biological agents, but not infections passed from one person to another such as cold or flu. Gases, vapours, aerosols and dust of any kind are also subject to COSHH.

4.3 The Company will not carry out any work which is liable to expose employees or others who may be affected by the work to substances hazardous to health, unless a suitable and sufficient assessment of the risks created by that work to the health of employee is made, and that steps are taken to adequately control exposure at or below an acceptable level.

4.4 The Company undertakes to carry out COSHH Assessments when hazards are identified, where it is shown that the previous assessment is no longer valid and where there is a significant change in the work. All assessments will be reviewed at least every 5 years.

4.5 Where local exhaust ventilation or respiratory protective equipment is used the Company will carry out regular examination and testing to ensure they remain effective as a control measure.

4.6 The supervisor will ensure that any person visiting is not put at risk from processes/substances and that those who may become involved with the Company in an emergency situation are aware of the dangers that may exist from substance hazards.

15 COSHH COMPLIANCE PROCEDURES & ASSESSMENTS

4.7 No person will allow prohibited substances to be used on any site and if a substance is assigned a maximum exposure limit this is never to be exceeded under any circumstances.

4.8 The Company's Assessment form will be completed for all processes that may give rise to substances hazardous to health and an up-to-date record of assessments will be maintained by the Appointed Safety Person.

4.9 COSHH Assessments will be initiated and monitored by the Appointed Safety Person.

4.10 Those carrying out assessments must have all relevant data relating to processes/substances being assessed which include manufacturer's Safety Data Sheet, previous reports/assessments, relevant technical papers, HSE or trade literature etc.

4.11 Where specialised measuring, monitoring, maintenance or training is required the Company will ensure this is carried out by a competent person and that suitable records are kept.

4.12 Each Assessment Record needs to include the following information:-

(i) The source and nature of the health risk from the hazard.

(ii) The existing control measures currently in place and their responsibilities in controlling risks.

(iii) Those people who may be affected by the process/substance and, in particular, any personnel especially at risk.

(iv) The decisions taken as a result of the assessment.

(v) Details of any additional training/information to be provided and the date for re-assessment.

4.13 Where it is reasonably practicable the Company will always employ engineering controls over the use of personal protective clothing.

4.14 The following information will assist in producing suitable and sufficient COSHH Assessments:-

Lists of health damaging substances along with airborne exposure limits and an explanation of their application is contained in the Health & Safety Executives Publication EH40 which is updated annually and is held by the Appointed Safety Person.

4.15 When initial data is collected for an assessment and a health risk has been identified active steps must be taken so far as is reasonably practicable to:-

(i) Eliminate the process or substance.

(ii) To substitute either the substance for a lower risk alternative or to find a different safer alternative work process.

(iii) To contain or enclose the substance away from those potentially at risk.

(iv) To employ other controls, e.g. smaller amounts, less time exposed etc.

15 COSHH COMPLIANCE PROCEDURES & ASSESSMENTS

(v) To issue personal protective equipment, but this is only to be used as a control after all other workable alternatives have been exhausted and is best used to enhance or backup other control measures.

4.16 Airborne contaminants are divided into various groups:

Mists: These are tiny liquid droplets, usually created by spraying operations. Many mists may combine several hazards e.g. paint spray mists may contain droplets of solvents, chromium, cobalt nickel etc.

Dusts: Are formed when solid materials are broken down. The effect of inhalation is dependent both on the type of dust and its particulate size. The particulate size determines to what depth the dust will penetrate the respiratory system. Broadly speaking particles 10-15 microns in size lodge in the nose and throat (these might be considered as nuisance dust). Those particles that are less than 7 microns can penetrate as deep as the alveoli (lining of the lungs) causing respiratory disease and possibly death. It is important to remember that the nuisance dusts of today may produce the chronic illnesses of tomorrow.

Vapours: Are the gaseous state of substances, that are either liquids or solids at normal room temperature. Vaporisation results from processing substances such as mixing, paint spraying or may occur as a result of an increase in temperature. Vapour can be heavier than air and will travel at ground level, much like water.

Gases: These can occur naturally and become airborne at room temperature. Gases may be classed as either:

(i) Asphyxiants i.e. Substances which directly replaces the breathing atmosphere therefore causing anoxia. Or chemical which interferes with the oxygen exchange or transportation system within the body.

(ii) Toxic, Harmful or Irritant i.e. The site of action for these types of gases depends on their solubility in water, the less soluble the gases, the deeper they penetrate the respiratory system.

Fumes: Occur when solid materials are vaporised by the application of heat. The vapour cools quickly and condenses into fine particles that float in the air. Exposure to fumes can lead to a sickness known as Fume Fever and is generally suffered by welders working in badly ventilated areas. It is short lived and the feverish effects normally wear off within 24 hours. However, where toxic materials are involved the result can be far more serious, and my result in a number of chronic respiratory diseases after prolonged repeated exposure.

4.17 When assessments are complete those involved with processes/substances will be provided with details of all available information and undergo any additional training as required.

4.18 Health surveillance may be carried out on employees who are exposed to substances hazardous to health at work, to detect adverse changes in health at an early stage or to monitor the effectiveness of control measures. Surveillance is only required on employees who are identified as being at particular risk and all employees of the Company will be informed if they fall into this category prior to commencement of any such work.

15 COSHH COMPLIANCE PROCEDURES & ASSESSMENTS

5.0 RISK ASSESSMENT CHECK LIST

5.1 The operator to carry out their own risk assessment before using the substance:

Description of task

	YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1. Are you in possession of the COSHH Assessment for the substance you are about to use			
2. Do you understand how the substance is to be used			

Print Name	Signature	Date

16 SUBSTANCE PROCUREMENT

1.0 PURPOSE:

1.1 To ensure substance procurement is monitored correctly.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999, the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and HSE Series EH for the Substance Involved.

4.0 SAFE WORKING PROCEDURES:

4.1 Only substances on the Company Substance Approved List are to be ordered from suppliers.

4.2 Any substance purchased must either be accompanied by a Manufacturer's Safety Data Sheet or the Supervisor must be satisfied that the user has one available for use.

4.3 Any substance ordered or procured outside the normal system must, when brought into the workshop site, be registered with the supervisor to ensure it is on the Approved List before re-issue to the user.

4.4 Suppliers from time to time may send substitute substances in place of those ordered which are not on the Approved List, in these cases the substance must not be issued until the Appointed Safety Person adds it to the Approved List thereby approving its use.

4.5 No work should be carried out involving substances unless the user has access to the results of a suitable and sufficient assessment of health risks from the work.

16 SUBSTANCE PROCUREMENT

5.0 RISK ASSESSMENT CHECK LIST

5.1 The following will be assessed by the user:

Description of task

	YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1. Is the substance on the approved list			
2. Have we got a Manufacturer's Safety Data Sheet			
3. Have we carried out a COSHH Assessment			

Print Name	Signature	Date

17 SUBSTANCE AND CHEMICAL HANDLING

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of substances and chemical handling.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999, the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and HSE Series EH for the Substance Involved.

4.0 SAFE WORKING PROCEDURES:

4.1 The Company will in all circumstances where it is reasonably practicable avoid the use of chemicals and substances hazardous to health and the processes that may produce them.

4.2 Where substances, chemicals and processes cannot be avoided the company will so far as is reasonably practicable substitute them for safer alternatives.

4.3 If this is not reasonably practicable a suitable and sufficient assessment will be made whereby isolating personnel from processes, or limiting exposure through engineering controls, will be considered and if unavoidable the provision of personal protective equipment as a last resort.

4.4 Only substances on the Site Approved List which have a COSHH assessment are to be used.

4.5 All required engineering controls will be effectively installed and fully maintained in efficient working order. Controls will conform to any relevant statutory requirement.

4.6 All personnel working with, or in the proximity of hazardous processes/substances, must be aware of the hazards to health which are present, the controls which are in use to limit risks of exposure and procedures to follow to ensure safety, including the correct use of personal protective equipment.

4.7 Each supervisor is to ensure that all necessary COSHH Assessments have been completed in their area of responsibility. All personnel under their control are to receive adequate training and information appropriate to the processes/substances in their department and to any risks they may involve. If you have any doubts as to whether a substance is covered under COSHH seek advice from your supervisor.

4.8 Manufacturer's Safety Data Sheets and the results of any relevant COSHH Assessments are to be maintained and displayed in the area where the processes/substances are in use.

17 SUBSTANCE AND CHEMICAL HANDLING

4.9 Substances that are dispensed into any other container particularly those used from trigger spray bottles must have a suitable label to warn users of the contents. Under no circumstances are substances to be placed into containers that are associated with other substances i.e. squash bottles etc.

4.10 All hazardous substances are to be controlled and the supervisor is to ensure that part-empty containers of hazardous substances are not allowed to build up.

4.11 All persons using processes/substances which relate to COSHH regulations should make themselves aware of the following:-

(i) The information provided as a result of the assessment which will say how to use the substance safely and what (if any) controls are required.

(ii) First aid procedure in case of exposure by inhalation, skin absorption or ingestion.

(iii) Safe handling, and incompatibility of substances mixed together, safe storage and disposal arrangements.

(iv) How to deal with spillage or leaks.

(v) By law no activity should be carried out unless a COSHH assessment has been completed.

(vi) Any necessary medical surveillance will be performed to safeguard employee's health when working with hazardous chemicals that produce identifiable sub-clinical effects. This will be organised through the Appointed Safety Person.

17 SUBSTANCE AND CHEMICAL HANDLING

5.0 RISK ASSESSMENT CHECK LIST

5.1 Users are to carry out the risk assessment before handling the chemical:

Description of task

	YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1. Is a COSHH Assessment available			
2. Do you understand how the substance is to be used safely			

Print Name	Signature	Date

18 USE OF SOLVENT PAINTS, LUBRICANTS ETC

1.0 PURPOSE:

1.1 To ensure the safe and correct use of solvent based paints, lubricants etc.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999, the Control of Substances Hazardous to Health Regulations 2002 (as amended) (L22) and (L5).

4.0 SAFE WORKING PROCEDURES:

Many paints, lubricants etc are solvent based making them harmful, irritant and highly flammable. Over exposure to solvent vapour can lead to headaches, nausea, faintness and irritation to skin and the breathing tract. In some circumstances death could result from a single acute exposure. Continual prolonged exposure to vapours may lead to delayed health effects.

4.1 Paint etc should always be used in a well ventilated area away from sources of ignition. Where areas are not adequately ventilated or where vapours are continually produced in significant quantity, suitable respiratory protection must be worn by users and others in the area that may be at risk.

4.2 Paint, thinners and other solvent based substances can give off harmful vapour even at normal temperatures so containers must be sealed when not in use.

4.3 Waste thinners should always be disposed of into sealed containers and stored until removed from the site, the same as other flammable liquids.

4.4 In case of contact with skin or eyes wash with copious amounts of water and seek medical attention. If excessive fume inhalation has occurred, remove victim to the fresh air and seek medical assistance.

4.5 Where solvents paints are used suitable firefighting equipment should be available and operators must be conversant with their use. Persons using solvents must not do so unless they are in possession of the Manufacturer's Safety Data Sheet and understand the risks involved from a study of the results of the COSHH Assessment.

18 USE OF SOLVENT PAINTS, LUBRICANTS ETC

5.0 RISK ASSESSMENT CHECK LIST

5.1 Operators must carry out a risk assessment before commencing work:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Is the working area well ventilated and all sources of ignition removed or controlled			
2.	Are you wearing suitable PPE			
3.	Is there suitable fire fighting equipment available			
4.	Have you read and understood all the relevant reference material (Labels, Code of Practice, COSHH assessments and data sheets)			

Print Name	Signature	Date

19 PORTABLE POWER TOOLS (PPT)

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of portable power tools (PPT).

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998. (L22)

3.2 PPT is to be maintained and tested in line with Health & Safety Executive Guidance No. 107 (HSG107) Maintaining portable electrical equipment.

3.3 PPT are to be used and maintained in accordance with the manufacturer's recommendations.

4.0 SAFE WORKING PROCEDURES:

4.1 Portable power tools (PPT) must only be used by trained competent persons.

4.2 PPT should be inspected prior to use and any damage to cables, outer casing or plugs should be reported to the supervisor and the tool removed from use until it is repaired.

4.3 All PPT should be 12V DC (portable) or 110V AC but where they operate from the mains supply (240V AC) they should be equipped with a residual current circuit breaker (RCCB) between the tool and the mains supply.

4.4 Tasks involving PPT can be complex and varied and it is the responsibility of the operator that personal protective equipment appropriate to the risks is worn.

4.5 For all tasks involving revolving machinery eye protection must be used.

4.6 For handheld grinding operation, in addition to eye/face protection, respiratory protection may be required.

4.7 Small items being worked on must never be held in the hand or by a handheld tool but should be securely clamped in a fixed vice or other suitable device.

4.8 When using PPT leads/flexes are to be as short as possible and where leads have to cross floors, walkways, pavements etc., precautions must be taken to warn others of the risk from trailing leads, particularly the public when out on site.

4.9 Never use PPT with extension leads still on their storage drum as overheating of the cable can occur.

19 PORTABLE POWER TOOLS (PPT)

4.10 While using PPT all exposed conductive surfaces should be connected to earth.

4.11 All equipment taken on site to carry out installations or provided by the customer for personnel use must be checked for:-

- Electrical Safety
- Mechanical Safety
- Serviceability
- Effective Guarding

prior to use, in addition to general portable appliance certificated testing.

4.12 This includes any hire equipment brought or delivered to the site.

4.13 All equipment must be disconnected and put away after use never leave unattended equipment connected to the power supply or where it could be an obstruction or tripping hazard to others.

19 PORTABLE POWER TOOLS (PPT)

5.0 RISK ASSESSMENT CHECK LIST

5.1 The operator to carry out their own risk assessment before using the equipment:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Are you a trained competent person to use this equipment			
2.	Where possible, are you using tools in the following priority order: DC Battery, 110v, mains voltage			
3.	Are you wearing the appropriate eye protection			
4.	Have you minimised risks to others from trailing leads			
5.	Is the tool in good condition including flex and plug			
6.	Is the item to be worked on secure			
7.	Is lighting adequate			
8.	Are all loose items of clothing, jewellery or hair removed or tied back			
9.	Is the equipment assessed for noise and vibration risk. This will be advised to users at the point of issue.			

Print Name	Signature	Date

20 PORTABLE ELECTRICAL POWER TOOLS INSPECTION GUIDE

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of the portable electrical power tools inspection guide.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998. (L22)

3.2 PPT are to be maintained and tested in line with Health & Safety Executive Guidance No. 107 (HSG107) Maintaining portable electrical equipment.

3.3 PPT are to be used and maintained in accordance with the manufacturer's recommendations.

4.0 SAFE WORKING PROCEDURES:

4.1 This guide has been provided to assist competent persons in their routine inspection of electric handtools. Whilst test equipment can be useful, it is not essential in determining serviceability.

4.2 This guide is not meant to take the place of the annual inspection where earth continuity and insulation resistant tests are carried out using portable appliance testers, but to act as a daily and weekly check on PPT.

Note: Extension cables should undergo the same annual inspection as PPT.

4.3 Portable electric tools should be of the single-purpose, insulation-encased type of robust construction and used solely for their designed purpose. They should be used in accordance with the manufacturer's recommendations and the use of attachments, such as saw attachments on electric drills, is not recommended in the company.

4.4 Portable electric handtools should be fitted with the correct plug to match the socket outlet and under no circumstances should adapters be used.

4.5 All plugs used should be C.E. marked and should be of robust construction, normal household plugs are not suitable for industrial use as impacts out on site with concrete etc. could damage them.

4.6 Fuses in plugs should be of the correct current rating. Watts ÷ Volts

4.7 The cord grip should effectively anchor the outer sheath of the flexible cord.

20 PORTABLE ELECTRICAL POWER TOOLS INSPECTION GUIDE

4.8 The flexible cord should be in good condition, free from undue kinking and kept as short as practical to avoid the risk of personnel tripping over trailing cables.

4.9 The tool must be serviceable and free from any damage which, in the inspector's opinion, may present a hazard to the user. Appropriate guards must be fitted and be in a serviceable condition.

4.10 Defective tools must be clearly marked, returned to the supervisor and isolated from other serviceable tools.

20 PORTABLE ELECTRICAL POWER TOOLS INSPECTION GUIDE

5.0 RISK ASSESSMENT CHECK LIST

5.1 The official inspections to be carried out by a designated competent person:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Is the tool in good condition including flex and plug			
2.	Has it got the correct type of plug fitted			
3.	Is the fuse of correct amperage			
4.	Does the tool work correctly			
5.	Have you tested the tool with a PAT unit			
6.	Is the tool CE marked			
7.	Is the tool clean			
8.	Have you attached an inspection label			

Print Name	Signature	Date

21 MINI EXCAVATOR

1.0 PURPOSE:

1.1 To ensure safe use and maintenance of mini excavators.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999 and Provision and Use of Work Equipment Regulations 1998. (L22)

4.0 SAFE WORKING PROCEDURES:

4.1 Mini excavators will be hired from a reputable contractor.

4.2 Mini excavators must only be used by trained personnel and safety instructions issued by the hire contractor are to be strictly observed.

4.3 No persons under the age of 18 will be permitted to use this type of machinery.

4.4 Suitable personal protective equipment (PPE) will be worn by operatives to include hard had and protective footwear.

4.5 Operatives will check prior to operating that all guards and covers are secure.

4.6 Prior to excavation work electrical, water and gas services need to be identified. Where these are present no mechanical excavation must be carried out and suitable hand tools used.

4.7 When not in use the excavator will be left in a safe condition (bucket lowered to ground and safety lever engaged).

4.8 In the event of machinery failure the hire contractor should be contacted and no Company employee or Sub-contractor is to attempt to repair the machine.

21 MINI EXCAVATOR

5.0 RISK ASSESSMENT CHECK LIST

5.1 The following will be assessed by the Supervisor prior to work being carried out with mini excavators:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Is this the correct machine for the job			
2.	Are you in possession of the safety instructions			
3.	Is the operator trained and competent			
4.	Are suitable guards/covers fitted and secure			
5.	Have all services (water, gas, electric) been identified in areas to be excavated			
6.	Is the operator wearing suitable PPE			

Print Name	Signature	Date

22 DEMOLITION HAMMERS

1.0 PURPOSE:

1.1 To ensure safe use and maintenance of demolition hammers.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999 and Provision and Use of Work Equipment Regulations 1998. (L22)

4.0 SAFE WORKING PROCEDURES:

4.1 Demolition hammers are only to be operated by competent persons who have been trained on their use and appropriate personal protective equipment is to be worn e.g. eye protection, hearing protection, safety footwear, gloves and respiratory mask where applicable.

4.2 Ensure that no loose clothing or items are worn which might get caught in the machine e.g. cuffs of overalls, ties, rings, chains etc.

4.3 Electrically operated machines must not be operated in areas where flammable liquids or gases are stored.

4.4 The chisel blade is to be maintained in a suitable condition, never use a bend or damage chisel.

4.5 Operators should not overreach and ensure their footing is stable.

4.6 The vibration level of the equipment should be obtained and a suitable risk assessment carried out prior to use in line with Section 33.

22 DEMOLITION HAMMERS

5.0 RISK ASSESSMENT CHECK LIST

5.1 The following will be assessed by the Appointed Safety Person or Supervisor prior to work being carried out with demolition hammers:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Are you in possession of the safety instructions			
2.	Is the operator trained and competent			
3.	Are suitable guards/covers fitted and secure			
4.	Is the operator wearing suitable PPE			
5.	Is the machine maintained			

Print Name	Signature	Date

23 MACHINERY/EQUIPMENT GENERAL

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of machinery/equipment.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998. (L22)

4.0 SAFE WORKING PROCEDURES:

4.1 Only trained, competent and authorised employees are permitted to operate machinery and equipment.

4.2 Machinery is only to be operated provided that it is in full working order and that all guards and other precautions are in place.

4.3 The emergency stop button operation must be checked prior to any work taking place.

4.4 Where machinery requires operators to wear personal protective equipment it must be worn.

4.5 When operating machines persons should ensure that long hair is tied back and loose clothing such as open sleeves or ties are not worn. In addition, jewellery such as bracelets, chains, loose or large rings are not to be worn when operating machines.

4.6 Glasses or goggles of the correct grade are to be worn by all personnel in the area who could be at risk during machine operation.

4.7 With machines containing fluids under pressure a serious risk of fluid injection into the body exists so particular care must be taken when handling pressurised systems. Never permit cutting oils, greases or other oils to remain in contact with the skin.

4.8 All machine operators will make themselves responsible for reading the manufacturers handbook or Company safe working practices and ensure that they fully understand all the safety features provided.

4.9 Machines must never be left running unattended.

23 MACHINERY/EQUIPMENT GENERAL

4.10 It is the responsibility of individuals to report any malfunctions immediately, under no circumstances must production override safety considerations and operators must never use, or be made to use, faulty machinery.

4.11 Safety guards must never be removed or disabled by operators and all hazard warning signs must be obeyed.

23 MACHINERY/EQUIPMENT GENERAL

5.0 RISK ASSESSMENT CHECK LIST

5.1 The following will be assessed by the supervisor prior to work being carried out on machinery/equipment:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Is this the correct machine for the job			
2.	Is the operator trained and competent			
3.	Are suitable guards fitted			
4.	Where fitted are the flex and plug in good condition			
5.	Does the emergency stop control work			
6.	Is the operator wearing appropriate PPE			
7.	Are all loose items of clothing, hair, etc. tied back			
8.	Has the equipment been tested/maintained with a test date tag displayed			

Print Name	Signature	Date

24 MACHINERY GUARDING

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of machinery guarding.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998. (L22)

3.2 Machinery and guards must be used in accordance with manufacturer's instructions.

4.0 SAFE WORKING PROCEDURES:

4.1 Every legally required safeguard will be fitted to machines when they are purchased. No machine is to be put into operation before such safeguards are fitted. If there are any questions as to these requirements contact the Appointed Safety Person.

4.2 No guard should be removed for any reason when the machine is to be operated.

4.3 Guards will be fitted to equipment in the following order of priority **FIXED, INTERLOCKING, AUTOMATIC, TRIP.**

4.4 All machines are to be isolated from their power source with a lock-off system if possible and made safe prior to any maintenance work commencing.

4.5 No machine shall be started unless the guards are in place and in good working order. Defective or missing guards must be reported to the supervisor **immediately** and the machine must not be operated until the problem has been resolved.

4.6 V-belts, round belts, or rope drives, running on grooved pulleys shall be enclosed completely by a fixed guard. Remember, revolving machinery can appear to be stationary, particularly when moving at high speeds.

4.7 Power driven gears shall be protected by complete enclosure on all sides. There must be no openings which would allow any part of a person to come into contact with moving parts.

4.8 Employees should not be permitted to work on, or around, mechanical equipment while wearing loose clothing, or items which could be caught up in moving parts of the equipment.

4.9 All guards must be fitted to machines etc. so that a special tool or spanner is required to remove the guard. Wing nuts are not acceptable. The doors on

24 MACHINERY GUARDING

electrical panels are to be kept locked and only defined **COMPETENT** persons are to have access to the keys.

4.10 **REMEMBER:** Machinery guards are there to protect the operator and/or other persons not the machine.

24 MACHINERY GUARDING

5.0 RISK ASSESSMENT CHECK LIST

5.1 The following will be assessed by the supervisor prior to work being carried out on machinery.

Description of task

	YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1. Is a suitable guard securely fixed in place			
2. Does the guard cover all dangerous parts			
3. Is the guard in good condition			
4. Are the machine's flex and plug in good condition			

Print Name	Signature	Date

25 HANDHELD GRINDING MACHINES & DISC CUTTERS

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of handheld grinding machines and disc cutters.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999, the Provision and Use of Work Equipment Regulations 1998 (L22) and HS(G)17 Safety in the use of abrasive wheels.

4.0 SAFE WORKING PROCEDURES:

4.1 Grinding machines are only to be used by trained competent persons who have been appointed by the Company. This includes changing wheels, maintenance etc. The list of abrasive wheel operators should be held by the Appointed Health & Safety Person.

4.2 Before grinding, the operator is to ensure that the emergency stop device is functioning correctly.

4.3 Goggles/safety glasses or preferably full face shields of at least Grade 2 with the C E mark MUST be worn on machines and they will have mandatory eye protection notices displayed.

4.4 Some grinding operations will require the operator to wear respiratory protection, ensure you check the results of any COSHH Assessment regarding health risks on grinding operations.

4.5 The competent person is to ensure the grinding wheel is in good condition without chipped edges or worn centres. Any irregularities are to be reported to the supervisor. Where a safety guard is fitted for use by the operator the guard must be used.

4.6 On bench equipment anvils (tool rests) are to be set no more than 2mm from the wheel face.

4.7 Grinding is only to take place on the wheel face and NOT on the side unless the equipment is specifically designed for that purpose.

25 HANDHELD GRINDING MACHINES & DISC CUTTERS

4.8 The maximum permissible speed in revolutions per minute (r/min) specified by manufacturers must be marked on every abrasive wheel larger than 55mm in diameter. Smaller wheels than 55mm must have maximum permissible speed in r/min stated on a poster in a position where it can easily be read and all operators must be aware of its location.

4.9 Non-ferrous metals such as brass etc. are not to be ground.

4.10 The wheel is to be allowed to achieve maximum speed before use and allowed to slow down under its own momentum. The machine must never be left running unattended.

4.11 Any damage to the machine or guard, vibration, or excessive anvil gap is to be reported immediately. The supervisor is to isolate the machine by using an “OUT OF ORDER” board attached prominently to the machine and he should disconnect it from the power source.

4.12 The fault will then be entered into the repair register and reported to a supervisor and during any delay in the repair e.g. awaiting spares etc., he is to electrically isolate the machine to prevent its use. On completion of repairs he is to hand over the machine and signify its serviceability by signing the repair book. The competent persons are not to use any machine after repair until it has been handed over by the supervisor.

4.13 Abrasive wheel regulations will be displayed at or close to each fixed grinding machine.

25 HANDHELD GRINDING MACHINES & DISC CUTTERS

5.0 RISK ASSESSMENT CHECK LIST

5.1 Operators must carry out a risk assessment before using the grinding equipment:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Are you a trained competent operator			
2.	Are guards in place and adjusted to show the minimum area of rotating wheel practicable			
3.	Is the object to be ground secure			
4.	Have you considered the dust type given off by item being ground (COSHH)			
5.	Are you wearing eye protection and other relevant PPE			
6.	Are all loose items of clothing/jewellery/hair removed or tied back			
7.	Does the emergency stop button work			
8.	Is the light adequate for safe working			
9.	Is the wheel in good condition			
10.	The side of the wheel <u>will not</u> be used for grinding			
11.	Is the disc of reinforced type for handheld equipment			
12.	Is the wheel evenly dressed			
13.	Are other persons at a safe distance			

Print Name	Signature	Date

26 LIFTING EQUIPMENT

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of lifting equipment.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999, the Provision and Use of Work Equipment Regulations 1998 (L22) and the Lifting Equipment and Lifting Operations Regulations 1998. (L113)

4.0 SAFE WORKING PROCEDURES:

4.1 This includes slings, ropes and portable cranes, hooks etc.

4.2 All lifting equipment is to be identifiable by means of a serial number or tag attached to each piece of equipment.

4.3 The serial numbers are to be recorded in the Lifting Equipment Register.

4.4 The lifting equipment is to be examined at least once every 6 months by a competent person. This can be done by the Company's insurers and the results should be recorded in the Lifting Equipment Register held by the Appointed Safety Person.

4.5 Lifting platforms, cradles etc. provided for use on site by clients should be inspected prior to use and where necessary paperwork checked. If supervisors are not completely satisfied that the equipment is safe to use work should not take place until the problem is resolved.

4.6 Any item failing the 6 monthly inspection is to be segregated for repair or disposal where an appropriate tag should be attached to signify that the equipment is unserviceable.

4.7 No piece of lifting equipment is to be used without an in date inspection stamp and/or test certificate, this should be controlled by the Appointed Safety Person.

4.8 All employees are to ensure that obviously defective lifting equipment is not used. Any defective item is to be segregated and the supervisor informed in order that corrective action can be implemented.

26 LIFTING EQUIPMENT

5.0 RISK ASSESSMENT CHECK LIST

5.1 The following will be assessed by the supervisor prior to work being carried out with lifting equipment:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Is the lifting equipment in good condition			
2.	Is it suitable for the operation			
3.	Is the serial mark identifiable			
4.	Is it within its safe working load (SWL)			
5.	Where required are slings protected from sharp edges of load			
6.	Are all attachments secure			
7.	Are all persons clear of lifting area particularly below load			

Print Name	Signature	Date

27 MECHANICAL LIFTING AND SLINGING

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of mechanical lifting and slinging.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999, the Provision and Use of Work Equipment Regulations 1998 (L22) and the Lifting Equipment and Lifting Operations Regulations 1998. (L113)

4.0 SAFE WORKING PROCEDURES:

4.1 Mechanical lifting and slinging must only be carried out by trained competent persons who are at least 18 years old.

4.2 Slingers should know the safe working load (SWL) of all equipment in use and the weight of the load being lifted.

4.3 At all times lifting equipment of adequate strength must be used and safe working loads must never be exceeded except for testing.

4.4 Slingers should not work above 2m high on loads without a safety harness or other means of protection from falling (guard rails).

4.5 Equipment should be examined before lifting and any equipment that is defective should not be used, any defects should be reported immediately to the supervisor.

4.6 Slings or chains should never be shortened by tying knots in them or by wrapping them round the crane hook and chains should never be joined by means of bolts or wire.

4.7 Shackles must always have proper pins, these must not be replaced by nuts and bolts.

4.8 All end links, rings or shackles must ride freely upon any hook on which they are used.

4.9 When loads are being carried on crane hooks, slings not in use must not be carried on the same hook as these may cause the slings carrying the load to ride on the nose of the hook. Always ensure where possible that loads are distributed evenly on all legs of multi-leg slings and hooks are central to avoid the loads swinging when they are being raised.

27 MECHANICAL LIFTING AND SLINGING

4.10 Wire ropes should not be allowed to rust and must never contact hot metal or be sharply bent.

4.11 Chains, slings, hooks and other lifting equipment should never be dragged along the floor.

4.12 Slings should be protected by soft wood or other suitable packing from sharp edges of loads and stresses on slings should be evenly distributed as far as possible.

4.13 Take hands away from chains, ropes or slings before the crane takes up the load. Ensure loads are safely slung and stand well clear. Never move a load that is not safely slung.

4.14 Never allow any load to be carried over the heads of other persons, give warning to people to keep clear.

4.15 Never ride on a hook or load or allow any other person to do so.

4.16 When stacking make provision for safe access for its subsequent removal and make provisions for the removal of slings without disturbing the stack, never stack on bricks use wood.

4.17 Avoid letting loads rest on wire rope as they may crush strands and render the ropes unsafe.

4.18 Slingers should stow lifting equipment which is not in use in a tidy manner in designated areas, lifting equipment should not be left lying around as it can present a serious hazard to others.

27 MECHANICAL LIFTING AND SLINGING

5.0 RISK ASSESSMENT CHECK LIST

5.1 The following will be assessed by the supervisor prior to work being carried out:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Are slingers competent to secure and release loads			
2.	Is equipment in use within its safe working load			
3.	Is lifting equipment in good condition			
4.	Are all slings free from knots to shorten them and wire ropes free from kinks			
5.	Have all shackles/hooks got proper pins			
6.	Is lifting area clear particularly below load			
7.	Are suitable warning barriers and signs in place			
8.	If required, is a trained competent Banksman being used			

Print Name	Signature	Date

28 HANDTOOLS

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of handtools.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998. (L22)

4.0 SAFE WORKING PROCEDURES:

4.1 It is the responsibility of all employees using handtools to ensure that they are in a safe condition and appropriate to the purpose for which they are to be used. Damaged tools must be reported. Tools should be checked by the user at the start of each job or day.

4.2 All tools should be handled with care. Cutting edges should be protected, kept sharp and in good condition. They should be stored in tool boxes or suitable racking when not in use and not carried in belts or pockets unless the user has a belt specifically designed for that purpose.

4.3 Tools must never be thrown. They should be handed from one person to another or by hand lines, if required at different levels. When using them above floor level and it is practicable tools should be secured in a tool belt.

4.4 It is important that the correct handles are fitted to tools and are serviceable. If wooden handles are split do not use that handtool, report defects to the supervisor.

4.5 Hammers: The faces of hammer heads and hammer shafts should be frequently inspected by the users. Wedges in hammer heads should be tight and damaged hammers are to be discarded. Hammers with mushroom heads must not be used.

4.6 Chisels/cold chisels: Mushrooming of chisel heads is to be removed regularly. Keep the cutting edges sharp at all times, never use bent or distorted chisels.

4.7 Spanners and Wrenches: The correct size spanner is always to be used. Never use a bent, cracked or otherwise damaged tool. Never straighten a bent spanner or wrench as this will weaken it, always pull on a spanner, never push and make sure you have a secure footing and allow plenty of clearance for your fingers. Pipe wrench teeth should be well maintained to prevent slippage.

4.8 Pliers: Never use pliers on a hardened surface and never use them on nuts, always use a suitable spanner.

28 HANDTOOLS

4.9 Screwdrivers: Keep screwdriver blades in good condition, never use as punches, chisels, levers or nail pullers. Always use screwdrivers with insulated handles for electrical work but remember only competent persons are to carry out electrical work. Where a foreseeable risk of electrical injury exists when using Handtools, the electrical circuit must be isolated.

4.10 Files: Never use a file unless fitted with a handle and do not use as a lever, chisel or punch. Never hammer on a file.

4.11 Do not take short cuts the correct tool for the job will avoid unnecessary accidents.

4.12 When using tools on access equipment above ground level, area below will be kept clear as an exclusion zone so that any tools that are dropped do not injure other persons and where practical lanyards used.

28 HANDTOOLS

5.0 RISK ASSESSMENT CHECK LIST

5.1 The following will be assessed by the supervisor prior to work being carried out using handtools:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Are tools in good condition			
2.	Are the correct type of tools being used			
3.	Is a suitable exclusion zone in place when using tools on access equipment above floor level			
4.	If required is tool belt in use			
5.	Is electrical power isolation in place			

Print Name	Signature	Date

29 KNIVES

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of knives.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998. (L22)

4.0 SAFE WORKING PROCEDURES:

4.1 Employees use knives and scalpels for a variety of tasks particularly to remove packaging.

4.2 Accidents are common they usually involve cuts to non-knife hand and fingers.

4.3 Knives and scalpels should be kept in good condition, blunt implements are more likely to cause injury because of the extra pressure required.

4.4 When using cutting implements use a firm grip, try to use even pressure for cutting, cut downwards and avoid cutting towards the body. Never try to catch a falling cutting tool.

4.5 Always allow enough room so others cannot be injured if the person using the implement slips and they cannot be bumped by another member of staff.

4.6 If a risk exists while cutting to the non-knife hand a protective gauntlet must be worn.

4.7 When carrying knives hold the knife point downwards.

4.8 When not in use knives should either have the blade retracted or be stored in a suitable tool belt to avoid accidental contact with the blade.

4.9 All discarded or unserviceable blades are to be disposed of carefully in sharps bins.

29 KNIVES

5.0 RISK ASSESSMENT CHECK LIST

5.1 The operator to carry out their own risk assessment before using the equipment

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Is this the best tool for the job			
2.	Is the cutting blade in good condition			
3.	Are you wearing appropriate PPE, particularly to non-knife hand			
4.	Are you using light pressure			
5.	Are you cutting away from your body where possible			

Print Name	Signature	Date

30 PERSONAL PROTECTIVE EQUIPMENT (PPE)

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of personal protective equipment (PPE).

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999, the Personal Protective Equipment at Work Regulations 1992 (as amended) and the Personal Protective Equipment (Enforcement) Regulations 2018.

4.0 SAFE WORKING PROCEDURES:

4.1 Personal protective equipment is provided for the use of employees, it is also important that visitors to sites, where we have overall responsibility, are provided with and wear appropriate PPE. Spare equipment will be held for this purpose.

4.2 Any employee required to wear PPE will undergo training in the wearing and maintenance of such equipment as may be appropriate. Sub-Contractors are responsible for supplying and arranging PPE training for their own staff.

4.3 Any specialised training required to meet specific legal duties will be provided as required under arrangements made by the Appointed Health & Safety Person and/or Health & Safety Consultant.

4.4 Protective clothing must not be stored in chemical storage cabinets, nor left in any place where they could become contaminated with oil, grease, chemicals or other harmful agents.

4.5 Protective clothing which becomes contaminated during use must be disposed of as infected waste.

4.6 All protective clothing must be removed before leaving the workstation it should not be worn while going for a break, to the canteen etc. unless this will not be a risk to other persons.

4.7 Where hazardous chemicals are in use, various types of protective clothing are required. Refer to the appropriate COSHH Assessments and Manufacturer's Material Safety Data Sheets.

4.8 Eye protection requirements are dealt with in the section on eye protection.

4.9 Disposable "nuisance" dust masks which offer minimal protection are only to be used when grinding, chipping, sweeping etc., where non-respirable, non-toxic dust is produced.

30 PERSONAL PROTECTIVE EQUIPMENT (PPE)

4.10 Specialised respirators will be provided and must be worn whenever personnel may be exposed to respiratory hazards. If in doubt the Health & Safety Consultant will advise on the correct type of respirator to be used to protect against a specific hazard.

4.11 Gloves come in many types, for example, heat-resistant gloves must be worn by employees involved in operations where there are high temperature hazards. It is important that supervisors and operators are aware of which type of glove should be used as the use of incorrect gloves may increase rather than reduce the risk of injury.

4.12 Personnel are required to wear an approved hard hat while visiting, or working in, any area where there is a risk of head injury.

4.13 Where areas on any site are designated by mandatory PPE signs (blue/white pictures) that specified equipment **must always be worn**.

4.14 Safety boots, when provided, must be worn at all times while at work.

4.15 All safety equipment i.e. ear protectors, safety glasses, aprons, gloves, etc are to be recorded in a register and inspected by a supervisor. It is the responsibility of individuals to maintain PPE on a daily basis, any equipment which becomes unserviceable must be changed immediately.

30 PERSONAL PROTECTIVE EQUIPMENT (PPE)

5.0 RISK ASSESSMENT CHECK LIST

5.1 The following will be assessed by supervisors at the start of work on site:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Have you assessed what level of equipment is required for the tasks in hand			
2.	Have all team members the correct level of PPE available			
	Hard Hat			
	Eye Protection			
	High Visibility Jacket			
	Safety Shoes			
	Gloves			
	Respiratory Protection			
	Fall Arrest Equipment			
	Thermal Clothing			
3.	Is the equipment serviceable, in good condition and uncontaminated			
4.	Does it fit			
5.	Are all employees wearing it correctly			
6.	Does wearing the equipment increase other risks			

Print Name	Signature	Date

31 EYE PROTECTION

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of eye protection.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999 and Personal Protective Equipment at Work Regulations 1992 (as amended) (L25).

4.0 SAFE WORKING PROCEDURES:

4.1 All employees carrying out work which may be potentially hazardous to their eyes are required to wear suitable eye protection. Suitable types of eye protection will be provided by the Company and must be worn when exposed to potential risks.

4.2 Authority to designate eye protection areas rests with the site manager or supervisor in consultation with their Health & Safety Advisors.

4.3 Prescription safety glasses will be provided to Company employees who require corrective glasses and whose work requires them to wear this type of eye protection. If you think you require such spectacles contact the Head Office through your supervisor.

4.4 The following are tasks requiring the use of eye protection:-

i) All hot work operations.
ii) All hazardous chemical handling operations.
iii) All operations involving the use of solvent cleaners.
iv) Electrical work where the risk of "arcing" exists.
v) Drilling or grinding of materials.
vi) Any wire or cable trimming operations.
vii) Any other operation where a reasonably foreseeable risk of eye injury may occur, particularly when working above head height.

4.5 By law every person must wear suitable eye protection in designated eye protection areas.

4.6 Supervisors are to ensure that all eye protection is C.E. marked and that the equipment is suitable and of the correct type/grade for the task for which it is being used.

31 EYE PROTECTION

5.0 RISK ASSESSMENT CHECK LIST

5.1 The following will be assessed by the supervisor prior to work:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Is eye protection required for the work			
2.	Is the equipment of the correct type and grade			
3.	Is it in good condition and C.E. marked			
4.	Are all the operators required to wear the equipment, wearing it			

Print Name	Signature	Date

32 MANUAL HANDLING

1.0 PURPOSE:

1.1 To ensure safe and correct manual handling techniques are used.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 The Company will, wherever it is reasonably practicable, avoid manual handling altogether. Where this is not reasonably practicable a suitable and sufficient assessment of all such manual operations will be undertaken in line with the Manual Handling Operations Regulations 1992 as Amended (fourth edition 2016) and INDG 143.

4.0 SAFE WORKING PROCEDURES:

4.1 More than a third of all reportable injuries in Europe arise from manual handling, transporting or supporting of loads by hand or bodily force. Most of the reported accidents cause back injury, though hands, arms and feet are also vulnerable. Many manual handling injuries build up over a period rather than being caused by a single handling incident.

4.2 There are no specific weights laid down which limit the amount employees can be expected to handle safely as it depends on each individual and the circumstances, however if you are not sure get assistance or if possible split the load into more manageable parts.

4.3 If manual handling tasks cannot be avoided the Company will so far as is reasonably practicable seek to automate or mechanise the handling operation. Employees are reminded that if automated or mechanical aids are provided for manual handling operations then there is a legal duty on employees to use them.

4.4 All employees undertaking manual handling operations which involve a risk of being injured from such operations must observe the following rules:-

i) Never attempt to lift a load beyond your physical capabilities; always get help if you have any doubts, do not take short cuts or get impatient, wait for help.

ii) Stand with the feet apart (but no wider than shoulder width) and positioned with one foot slightly forward alongside the object pointing in the direction of movement. NEVER lift and twist at the same time.

iii) Bend the knees and not the back.

iv) Get a firm grip with the whole hand and not just the fingertips.

32 MANUAL HANDLING

v) Keep the back straight, chin tucked in, head up and lift by straightening the legs.

vi) Keep the load close to the body with the heaviest side nearest as this will reduce the lever effect.

vii) You should always be able to see over the load.

viii) Get help to open doors.

ix) Avoid trapping fingers when placing the load down.

4.5 Those handling in high winds, wet conditions or wearing personal protective equipment which may affect manual handling, such as gloves, must be aware of the extra risks this may involve.

4.6 In all circumstances where manual handling operations cannot be avoided the following sequence must be followed:

Option 1 Always try to use mechanical aids

Option 2 If mechanical aids cannot be used, split the load into more manageable parts

Option 3 If mechanical means cannot be used and the load cannot be split consider team handling – (two or more persons)

Option 4 If the first three options are not possible **DO NOT** follow unsafe practices – seek advice from your line Manager

32 MANUAL HANDLING

5.0 RISK ASSESSMENT CHECK LIST

5.1 The following will be assessed by the supervisor and/or individual prior to work being carried out regarding manual handling:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Are mechanical aids being used where practicable			
2.	Given the circumstances is manual handling the best way to achieve the operation			
3.	Are correct manual handling techniques being used			
4.	Can the load be broken down into smaller parts			
5.	Are sufficient numbers of persons available to do the job safely (team handling)			
6.	Will safety lines be attached if possible when handling at height			
7.	Are other persons clear of the working area			
8.	Are suitable hazard warning signs in place			

Print Name	Signature	Date

33 HAND-ARM VIBRATION

1.0 PURPOSE:

1.1 To ensure that persons are not exposed to and harmed by excessive vibration.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999 and the Control of Vibration at Work Regulations 2005 (L140).

4.0 SAFE WORKING PROCEDURES:

4.1 Hand-arm vibration syndrome (HAVS) is an industrial disease caused by prolonged use or high exposure of high vibration equipment, e.g. disc cutters, percussive hammers, vibrating compactors.

4.2 Symptoms relating to HAVS include the following:

i) Vibration-induced white finger (VWF) – change of colour and numbness to fingers when exposed to the cold
ii) Numbness and tingling in fingers and hands
iii) Reduced grip strength and dexterity
iv) Reduced sensitivity by (touch and temperature)
v) Pain and stiffness in hand, wrist, elbow and shoulder joints.

4.3 Exposure to vibration from machinery and equipment is to be reduced as low as is reasonably practicable. A suitable and sufficient risk assessment will be carried out to measure exposure levels from vibrating equipment. Where the daily action value of 2.5m/s² A (8) is reached or exceeded additional measures will be introduced to reduce exposure to as low as reasonably practicable.

Where exposure is above daily limit value of 5m/s² A (8) immediate action must be taken to reduce this.

4.4 Operators of high vibration equipment as 4.1 above are to advise supervisors if any of the above symptoms occur.

4.5 All cases of VWF are to be reported by the Appointed Health & Safety Person in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

4.6 Where workers are exposed regularly to levels of vibration above the action value limit of 2.5 m/s² A (8) they will be subject to health surveillance checks and suitable information, instruction and training.

33 HAND-ARM VIBRATION

4.7 All machinery/ equipment will be regularly maintained to reduce vibration levels and operatives are to report any unusual high vibration levels.

33 HAND-ARM VIBRATION

5.0 RISK ASSESSMENT CHECK LIST

5.1 The following to be carried out by supervisors before commencing work:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Can the task be carried out by other non vibrating mechanical means			
2.	Is the equipment suitable for the task			
3.	Is the equipment maintained and serviced regularly			
4.	Is the operator trained in use of equipment			
5.	Is suitable PPE being worn (e.g. anti vibration gloves)			

Print Name	Signature	Date

34 ELECTRICAL SAFETY

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of electrical equipment.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999, the Electricity at Work Regulations 1989 and HSG 85.

4.0 SAFE WORKING PROCEDURES:

4.1 The Electricity at Work Regulations imposes duties on employers and employees to take precautions against the risk of death or personal injury from electricity in work activities. Electricity at normal mains voltage up to 240V can cause fatal shock, burns and fire.

4.2 All electrical equipment is to be properly installed, serviced and maintained by a qualified electrician. Untrained people can easily make deadly mistakes, putting themselves and other people at risk and should not carry out any electrical work.

4.3 Each piece of equipment supplied through a permanent cable must have its own isolator or plug and socket arrangement so that it can be disconnected from the electrical supply for cleaning or repair. Each isolator and dedicated socket outlet should be clearly labelled to show which equipment it supplies. Isolating switches should preferably have a facility for locking them in the OFF position.

4.4 Efficient cables or cord grips should be used both at the plug and where the cable enters the equipment. Use the correct fuse. The earth wire (where provided) must always be properly connected. Loose, cracked or broken plugs should be taken out of use immediately and reported to the supervisor.

4.5 Flexible cables should be positioned and protected so that they cannot be easily damaged. They should not trail across sharp or heated surfaces. They should be checked regularly for damage and loose connections. Cables to equipment in everyday use are to be checked daily by the user and at least once a week by supervisors. Some cables can be seriously affected by animal fats, oils and cleaning fluids. If a cable is damaged, or shows signs of swelling or cracking the equipment should be taken out of use and the cable replaced. Do not carry out makeshift repairs to damaged cables, report it and have it replaced.

4.6 There is an increased risk of electric shock if water gets into electrical equipment. Do not trail extension cables through water and do not let water get into any electrical equipment during cleaning. Hoses and pressure washer create the greatest risk: do not use a hose to clean equipment that is not suitably constructed.

34 ELECTRICAL SAFETY

Socket outlets should not be sited where they can get wet. Domestic 13 Amp square pin plugs are not suitable for use in wet or moist conditions. If such conditions are likely splashproof, hoseproof or watertight electrical plug sockets and equipment will be used.

4.7 A sensitive (30mA max) residual current device (RCD) (also known as an earth leakage circuit breaker) will be fitted in the supply to handtools and equipment. These devices can appear to be working when they are not, so if fitted they must be checked regularly by means of the test button provided. They are in addition to and not a substitute for proper installation and maintenance of the whole electrical system.

4.8 START buttons should be recessed or shrouded to prevent unintended operation.

4.9 STOP buttons should be red, clearly marked, protruding for easy operation and within easy reach of the operator.

4.10 No person is to carry out work on or near live conductors involving voltages greater than 110 volts without there being a second competent person present trained to render assistance. Sub-Contractors are to employ identical arrangements.

4.11 No person is to work on or near a live conductor unless:

i) It is not reasonable in all the circumstances for a person to be at work on or near it while it is dead and

ii) It is reasonable in all circumstances for a person to be at work on or near it while it is live and

iii) Suitable precautions (including, where necessary, the provision of suitable protective equipment) are taken to prevent injury, supported by an appropriate safe system of work which is to be entered into the department's safety instruction.

iv) A permit to work is issued and used correctly.

4.12 The loading on a single socket must not exceed 13 amps (3 KW at 240V). The use of trailing adapters/extension leads is discouraged and additional fixed power sockets should be fitted if necessary.

4.13 When electrical power is to be isolated for work, repairs or maintenance a lock out/tag out system should be used. If this is not possible other physical precautions must be used.

4.14 All defective electrical items and appliances are to be clearly marked, electrically isolated and returned for repair.

4.15 Work on electrical systems that are not isolated can only be carried out on circuits fitted with a suitable RCD. Where it is not possible to work on equipment that is not isolated from the electrical supply, the following additional safety practices will be followed:

i) Operative to wear footwear which provides isolation from earthing. (Non-conductive).

ii) Access equipment used must be non-conductive i.e. GRP ladders etc.

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iii) Local earthing to be put in place where practicable.

iv) Temporary guards to protect from live conductors to be put in place where possible.

v) Test equipment to be used to identify live conductors.

vi) Appropriate non-conductive gloves to be used when changing lamps in live areas which must also protect against heat.

4.16 ISOLATION PROCEDURES

In all situations where it is physically possible equipment should always be worked on whilst isolated (see Note 1) from the electrical supply. Under no circumstances will work be carried out alone on equipment where the power is connected.

The following safe working practice is to be followed:

(a) Identify the power source to the equipment
(b) Prove test equipment is working
(c) Cut off the power supply, isolate and secure isolation with lock out/tag out or other suitable control
(d) Remove any guards in place (See (e) below)
(e) Prove circuit or equipment to be worked on is dead and if possible leave guards in place until equipment is proved dead
(f) Re-prove test equipment
(g) Apply earths where necessary
(h) Take precautions against adjacent live parts/equipment where necessary
(i) Carry out repair/maintenance/installation
(j) Replace any guards
(k) Re-connect equipment, turn on power.

If power supply is OFF on arrival at a site the same procedure must be followed as the power could return without warning. Under these circumstances it may be necessary to carry out work as if working on live electrical circuits, particularly if there is any doubt as to the location of the equipment isolator.

NOTE 1:

Isolation means physically disconnected from power source and **NOT simply turned off.**

4.17 ACTIVATION OF ELECTRICAL TRIP SWITCHES (RCD)

Building electrical circuits are normally controlled by safety trip switches commonly called a fixed Residual Current Device (RCD).

An RCD is a life saving device which is designed to prevent persons being exposed to a potentially fatal electric shock if they touch something that is live, such as a bare wire. It also provides protection against electrical fires.

This safe procedure should be followed when reactivating an RCD that has tripped out causing a loss of electrical power to individual circuits or a multiple circuit board.

RCD's will trip for three reasons:

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i) A fault has occurred on the electrical circuit.

ii) The circuit has been temporarily overloaded.

iii) There has been a temporary interruption or resistance on the circuit.

If a permanent fault is present the trip switch will continue to trip even when the procedure below is followed. In this case an engineer must be called and under no circumstances should any attempt be made by a non-competent person to rectify the problem.

To reactivate a trip switch (RCD):

i) Turn of all items or reduce the electrical items on the circuit as far as practicable i.e. turn off switches.

ii) Re-activate the trip switch at the circuit board

iii) If it does not immediately trip, gradually turn on the items to fully load the circuit.

iv) If the switch continues to trip, note what item caused the RCD to trip and inform a qualified engineer.

Note:

If the circuit load is not reduced before reactivation, the sudden surge of power to the RCD could cause it to continually trip, even when a temporary fault is no longer present.

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5.0 RISK ASSESSMENT CHECK LIST

5.1 The following will be assessed by the supervisor prior to work being carried out on electrical equipment:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Does the work involve working on or close to live electrical supply			
2.	Is the isolator easy to identify			
3.	Can you physically see when the power is isolated			
4.	Can a lock out/tag out system be used			
5.	When testing current, is suitable PPE being worn or used (rubber mat, boots, gloves etc)			
6.	Are suitable insulated tools used to test circuit is dead			
7.	Are cables routed so as not to cause a hazard to others			
8.	Are RCD's used with mains electrical equipment where appropriate			
9.	Is system/circuit fitted with a suitable RCD/trip device			

Print Name	Signature	Date

35 WORKING WITH ELECTRICITY

1.0 PURPOSE:

1.1 To ensure the safety of employees working with electricity.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 SAFE WORKING PROCEDURES:

Nearly all electrical equipment on sites is powered by mains electricity which must be considered as potentially life threatening. Many people die from electric shock or electric burns at work and many more are seriously injured. All equipment should be electrically isolated when work is carried out.

3.1 Equipment Requirements

Under no circumstances should work involving live circuits (connected power supply units etc.) be undertaken unless it is not reasonable in all circumstances for it to be worked on dead and never whilst alone. Additional control measures will need to be put in place, including the use of the following equipment when live working is carried out:

a) Sufficient lighting mains and/or issued torch and/or extra lighting where required.
b) Insulated tools.
c) Insulated footwear.
d) Insulated matting to BS921.25.
e) The persons accompanying must be trained to render assistance, i.e. first aid.
f) Temporary insulating or protective barriers where possible.
g) A written plan of work to be raised by the Supervisor/Senior Engineer on the task. (Permit To Work).
h) Lock Out/Tag Out Equipment

3.2 Competence Requirements

Qualified and authorised Digey Ltd Service Engineer to work on the type of installation being undertaken.

3.3 Work Arrangements

In all situations where it is physically possible equipment should always be worked on whilst isolated (see Note 1) from the electrical supply. Under no circumstances will work be carried out alone on equipment where the power is connected during repairs or installation.

The following safe working practice is to be followed:

(a) Identify the power source to the equipment
(b) Prove test equipment is working

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(c) Cut off the power supply, isolate and where practicable secure isolation with lock out/tag out (at the very least tag out)
(d) Remove any guards or covers in place (See (e) below)
(e) Prove circuit or equipment to be worked on is dead and if possible leave guards in place until equipment is proved dead
(f) Re-prove test equipment
(g) Apply earths where necessary
(h) Take precautions against adjacent live parts/equipment where necessary
(i) Carry out repair/maintenance/installation
(j) Replace any guards
(k) Re-connect equipment, turn on power.

If power supply is OFF on arrival at site the same procedure must be followed as it could return without warning. Under these circumstances it may be necessary to carry out work as if working on live electrical circuits, particularly if there is any doubt as to the location of the equipment isolator.

NOTE 1:

Isolation means physically disconnected from power source and NOT simply turned off.

NOTE 2:

Installation will not be connected to the power source until all hazardous work has been completed and actual testing or running of the system is required.

35 WORKING WITH ELECTRICITY

5.0 RISK ASSESSMENT CHECK LIST

5.1 The following will be assessed by the supervisor prior to work being carried out on electrical equipment:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Are you competent and qualified to work on this equipment			
2.	Are you using insulated tools			
3.	Are you wearing insulated footwear			
4.	Have you isolated the power			
5.	Have you used a Lock out/Tag out system			
6.	Are you using a Permit to Work			

Print Name	Signature	Date

36 GAS SAFETY

1.0 PURPOSE:

1.1 To ensure safe and correct use of gas appliances and equipment.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999, Gas Safety (Installation and Use) Regulations 1998 and Pressure Systems Safety Regulations 2000.

4.0 SAFE WORKING PROCEDURES:

Gas, including liquefied petroleum gas (LPG), is widely used as a source of direct heat for barbecues, ovens, heating, blow torches and for use in vehicles etc.

Hazards

The main hazards associated with gas are:

Fire and possible explosion when accumulations or unburnt gas ignites.

Carbon monoxide poisoning from gas which is not burned properly. Carbon monoxide is odourless and tasteless and therefore hard to detect. It can be given off by installations which are faulty or inadequately maintained. It is highly poisonous and inhalation of carbon monoxide fumes can quickly lead to death.

4.1 Each gas appliance should be installed in a well-lit and draught free position. Ventilation, whether natural or mechanical, should be provided to ensure an adequate supply of fresh air, otherwise the gas will not burn completely and poisonous carbon monoxide will be produced. The outlets should never be covered or added to, and air inlets should be kept free of obstruction. (Gas needs oxygen to burn).

4.2 Gas appliances should be installed, fitted and maintained by a qualified Gas Safety Registered engineer. Gas Safety Regulations are concerned with users safety and under the regulations persons must not install or service the gas supply, appliances or flues if they are not competent in gas installation and servicing.

4.3 Gas appliances will be regularly serviced by a competent gas service engineer. The appliance manufacturer's instructions should say what the user should do in connection with this and how often. Always follow the manufacturer's instructions.

4.4 It is common practice to install a gas shut off valve in kitchen and areas where gas is used extensively to shut off the gas supply to all the appliances in an emergency. Staff should know where this gas valve is situated, or where the main gas valve at the meter is located, so that in an emergency they can turn off the gas supply. Any

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appliance gas control taps should be turned off at the end of each working period if it is practicable to do so.

4.5 In addition to the appliance gas control taps, there may be a gas shut off valve installed in an accessible position close to the appliance to allow gas to be shut off for routine maintenance or in an emergency.

4.6 If the gas has been turned off at the main gas valve in the workplace, or at the meter, only a competent member of staff should re-light the appliances or pilot lights after the gas is turned back on.

4.7 Ignition jets and pilot lights should be kept clean and regularly serviced.

If an integral ignition device fails repeatedly to ignite the gas it should be reported to the Manager/Supervisor.

Appliances with manual ignition should always be relit with a taper.

4.8 Gas Leaks

If you smell gas:

(a) Do not use any naked lights

(b) Do not switch the lights or any other electrical equipment on or off: switches produce sparks that would ignite escaping gas

(c) Check whether gas is coming from a pilot or burner:

(i) If so, turn off the burner;
(ii) If not, turn off the supply where it enters the room or at the meter

(d) Open doors and windows to get rid of the gas and leave them open until the leak has been stopped and any build-up of gas dispersed

(e) Report the leak immediately to the person in charge

(f) Do not turn the gas back on where it enters the room or at the meter until the fault has been traced and repaired by a competent gas service engineer.

Remember

There is a real risk of static electrical sparks from clothing etc. **"If in doubt get out"**

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5.0 RISK ASSESSMENT CHECK LIST

5.1 Operators must carry out a risk assessment before using the equipment:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Are all air inlets free of obstruction			
2.	Is there an adequate supply of fresh air			
3.	Maintenance works must be carried out by a competent person			
4.	Gas appliances must be regularly serviced in accordance with the manufacturers instructions.			
5.	Is there an emergency gas shut off valve installed			
6.	Re-lighting of appliances or pilot lights must be carried out by a competent member of staff			
7.	Ensure ignition jets and pilot lights are kept clean and serviced regularly			
8.	Appliances with manual ignition must be relit with a taper			
9.	Repeated failure of integrated ignition devices must be reported to the Manager/Supervisor			
10.	If you smell gas			
	Do not use naked lights			
	Do not switch on lights or other electrical equipment			
	Open doors and window to ventilate area			
	Check if gas is coming from pilot or burner			
	If so, turn off burner			
	If not turn off supply where it enters room or at meter			

Print Name	Signature	Date

37 NOISE

1.0 PURPOSE:

1.1 To ensure that persons are not exposed to and harmed by excessive noise.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999 and the Noise at Work Regulations 2005.

4.0 SAFE WORKING PROCEDURES:

4.1 The Company will, whenever any employee is exposed to the first action level an Lepd of 80dB(A) or above on premises or places where the Company exercises control, ensure that a competent person carries out a noise assessment which is adequate for that purpose.

4.2 Where employees have reason to believe that the noise level approaches the first action level this is to be reported to the Appointed Safety Person for such action.

4.3 Following any noise assessment a record will be maintained by the Appointed Safety Person and further assessments will be carried out if there is reason to believe that the assessment is no longer valid, or there has been a significant change in the work to which the assessment relates, or in any case every five years.

4.4 Where noise levels are found to be above the first action level the Company will so far as is reasonably practicable seek alternative ways to reduce or eradicate the noise before considering the issue of personal protective hearing equipment.

4.5 Where areas are found to be between the first action level an Lepd of 80dB(A) and 85dB(A) the Company will issue suitable hearing protection and strongly recommend its use to all employees who may be affected, ensuring they are all aware of the risks from noise induced hearing loss and what steps can be taken to minimise the risk.

4.6 Where areas are found to be above the second action level an Lepd of 85dB(A) mandatory hearing protection signs will be posted for ear protection zones, suitable hearing protection will be provided and the management will enforce the wearing of such equipment as required under statutory legislation.

4.7 Where hearing protection is provided for the use of employees in ear protection zones employees have a legal duty to wear such equipment.

37 NOISE

4.8 It is the responsibility of individuals who are issued with hearing protective equipment to maintain it on a daily basis and to report any defects to their Supervisor.

4.9 Employees should be aware that Bilson ear plugs (expanding foam insertion type) can cause contamination of the ears if they are inserted when the hands are dirty or infected with oils, chemicals, etc.

4.10 Where personal ear protection is issued to employees wearing other protective equipment such as hard hats they will be compatible.

4.11 When supervisors check personal ear protection they should look for signs of damage, ageing or abuse. Particular attention should be paid to the cushion seals that may become hardened or torn and thus reduce their efficiency.

4.12 Works that are likely to cause significant noise levels (i.e. drilling or cutting) that could affect other persons will be controlled by arranging the work to be carried out at suitable times and/or using suitable portable acoustic barriers/screens.

37 NOISE

5.0 RISK ASSESSMENT CHECK LIST

5.1 The following to be carried out by supervisors responsible for working areas

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Are there any areas where there is excessive noise			
2.	Have the noise levels been checked by a competent person			
3.	Is hearing protection available for noisy areas			
4.	Are suitable signs in place			
5.	Are persons wearing equipment where required			
6.	Are suitable control measures in place to reduce noise exposure to other persons (i.e. members of public)			

Print Name	Signature	Date

38 ASBESTOS AWARENESS

1.0 PURPOSE:

1.1 To ensure awareness of asbestos hazards.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 SAFE WORKING PROCEDURES:

3.1 During the past 100 years asbestos has been used extensively in Europe and world-wide for its fire resistance, strength, capillary attraction (wicks), electrical insulation and thermal stability. It is commonly found in pipe lagging, boilers, roofing, building insulation, cement, vehicle brake linings and even on domestic ironing boards.

3.2 It comes in many forms but the best known are Crocidolite (blue), Amosite (brown) and Chrysotile (white). The blue and brown are no longer used as they were found to be significantly more dangerous than the white variety.

3.3 Most organisations now have a policy of not introducing any new asbestos on to their sites but often have quantities which have been in place for some time.

3.4 Organisations with asbestos on their sites should have an asbestos register where all known asbestos and its condition is logged.

3.5 The general policy in the UK where asbestos represents a significant risk is:

i) To remove asbestos where it is reasonably practicable to do so.

ii) Where it cannot be removed to encapsulate or enclose it.

iii) Where it cannot be enclosed to restrict access to infected areas to those who are suitably protected.

iv) Where there is any doubt or concern about asbestos levels to conduct testing and or monitoring.

4.0 FACTS:

4.1 Asbestos is only harmful in its fibrous form where it can enter the lungs

4.2 White asbestos fibres (Chrysotile) have low lung retention and are less harmful than blue or brown asbestos.

4.3 There are acceptable levels of asbestos as it can be found in the air almost anywhere

38 ASBESTOS AWARENESS

5.0 NOTE:

5.1 If for any reason an employee suspects that they may be in an area infected with asbestos fibres without adequate protection they have authority to remove themselves to a relative place of safety before reporting the incident to control.

If in doubt ask to see the Asbestos Register

6.0 THE COMPANY'S POLICY

It is the Company's Policy for Asbestos Management that:

(i) If asbestos is found or employees unexpectedly come across potential ACMs (asbestos containing materials) during their work they should stop work immediately, confirm what is or assumed to be ACMs and report to Supervisor and/or Site Manager. Until confirmed through a suitable and sufficient risk assessment no further work in the area should be carried out.

ii) Where there is any doubt or concerns with asbestos levels, sampling and monitoring will be carried out by specialist companies.

iii) All work with asbestos will be carried out by licensed and specialist contractors, and in accordance with the current requirements of the regulations, approved codes of practice and guidance relating to asbestos; air sampling and monitoring being an integral part of this process.

iv) In addition, all work with asbestos will be carried out under the control of a written permit to work, issued by the Company and posted, along with the method statement, notifications and approvals, adjacent to the works. The Responsible Manager will countersign the permit and inform staff on the extent of the works and the agreed safe method of work. The works will be completed only on receipt of the necessary air clearance certificates where applicable and subsequent completion of the permit to work.

v) Under some circumstances non-licensed work on ACMs can be carried out, but persons involved in work must have the appropriate information, instruction and training.

39 HOT WORKING

1.0 PURPOSE:

1.1 To ensure safe and correct hot working procedures are followed.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment will be carried out prior to commencement of any hot working in order to highlight particular ignition risks in line with the Management of Health & Safety at Work Regulations 1999.

4.0 SAFE WORKING PROCEDURES:

4.1 All reasonable measures will be taken to complete the necessary documentation and comply with the content of the Hot Working Policy or Permit to Work System operated by the Contractor or other authority in question.

4.2 **Nature of Hot Working**

The nature of lead works often necessitates in-situ lead welding with oxygen/acetylene flame. Gases are stored in separate bottles and combined using gauges, hoses, blow pipes and nozzles.

4.3 **Procedures and Precautions**

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.

All operatives carrying out lead welding are fully briefed in the operation and maintenance of the welding equipment and in the safety procedures for its use. All appliances will be regularly checked for wear and damage.

Fire extinguishers will be provided by ourselves and will be kept within close proximity of any lead welding taking place at all times.

Lead welding operatives will cease not less than one hour before the end of each day and a thorough inspection carried out in vicinity of the work to ensure there is no risk of fire.

39 HOT WORKING

5.0 RISK ASSESSMENT CHECK LIST

5.1 The following will be assessed by the supervisor prior to any hot work being carried out:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Have you obtained a permit to work, if this is required			
2.	Is an appropriate fire extinguisher available and in working condition			
3.	Are all near combustible materials protected			
4.	Have you maintained a fire watch for at least one hour after the hot work has ceased			
5.	Is appropriate PPE being worn by operatives			

Print Name	Signature	Date

40 EMERGENCY ACCIDENT PROCEDURES

1.0 PURPOSE:

1.1 To advise on compliance of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 RELATED DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and HSE Series EH for the substance involved.

4.0 RESPONSIBILITIES

4.1 It is a statutory requirement for an injured person to report details of any accident, regardless of how minor, to his employer.

4.2 All injuries are to be recorded in the Accident Book which should be kept in each location box. Dangerous occurrences or specified injuries are to be reported on an HSE F2508 and reportable diseases on an HSE F2508A. All records are to be kept for a minimum of 3 years. (See Accident Reporting Procedure)

4.3 Accidents resulting in death, specified injuries or when a dangerous occurrence has happened are to be immediately reported to the Appointed Safety Person who in turn will report by telephone to various agencies.

4.4 Digey Ltd is obliged to ensure any injuries to a contractor's staff which are sustained on Digey Ltd property is reported.

4.5 All 'near miss' incidents are to be reported to the Appointed Safety Person who is to initiate the appropriate action to eliminate, reduce or control the hazard.

4.6 The Appointed Safety Person is responsible for making reports to the Health and Safety Executive when required by the Reporting of Injuries and Dangerous Occurrences Regulations.

4.7 Any specified incident or injury should be reported as soon as possible to the Appointed Safety Person, who will ensure it is reported immediately to the Health and Safety Executive, as required by the RIDDOR Regulations.

4.8 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require that deaths, specified incidents and dangerous occurrences at work are reported. It is a statutory requirement for an injured person to report details of any accident, regardless of how minor, to his employer.

40 EMERGENCY ACCIDENT PROCEDURES

Accidents resulting in death, specified injuries or when a dangerous occurrence has happened are to be immediately reported to the Appointed Safety Person who in turn will report by telephone to various agencies.

The reporting of injuries and dangerous occurrences to contractor's staff is the responsibility of the persons employer. Such incidents are to be reported to the Appointed Safety Person who is to obtain a copy of the contractor's formal report to the HSE.

4.9 In the event of an accident or emergency the following procedure can be adopted (these are guidelines and can be altered according to the circumstances of each situation). Any person witnessing the accident will:

Make sure the First Aider has been sent for.

All accidents or incidents should be reported to the Supervisor or Manager who will decide if an Ambulance will be needed.

If an Ambulance is not needed but it is decided to send the injured person to Hospital for treatment, the supervisor/manager should arrange transport. Anyone referred to Hospital for examination or treatment should be accompanied.

In the event of a minor accident, a statement should be taken from the injured person, not in-front of employees who were witnesses. Any witness should make an independent statement.

If the injured person wishes to go home, he should first go to the Hospital for a check-up. If they refuse they must be warned that their pay may be stopped.

Each accident that requires more than very minor treatment will be investigated by the Appointed Safety Person, who will complete Digey Ltd's Accident Report Form.

Any specified incident or injury should be reported as soon as possible to the Appointed Safety Person, who will ensure it is reported immediately to the Health and Safety Executive, as required by the RIDDOR Regulations. If out of office hours the accident or incident should be reported to the Local Police. The Office should have a person appointed to maintain RIDDOR records.

41 ACCIDENT REPORTING

1.0 PURPOSE:

1.1 To ensure correct accident reporting.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 Full details can be found in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

4.0 SAFE WORKING PROCEDURES:

4.1 All accidents including near misses should be reported on the Company Accident Report Form as soon as practicable. In the case of near misses, these should be reported to the Site Appointed Health & Safety Person and all other accidents to the Local First Aider.

Staff are reminded that accidents include non-injury incidents which may involve property damage only.

4.2 The Company will ensure that any Accident Reporting is dealt with in line with the requirements of the Data Protection Act and the Accident Book B1 510 as issued by the HSE in May 2003.

Data Protection Law requires that personal information must be kept secure. A nominated member of staff must be identified to be responsible for the safe keeping of accident records and this will normally be the Appointed Safety Person.

4.3 It is a statutory requirement for an injured person to report details of any accident, regardless how minor, to his employer. An entry in an Accident Book constitutes notification that an accident has occurred.

4.4 Regulations require that the Enforcing Authority be notified of:

Injuries which cause incapacity for more than 7 days, excluding the day of the accident, but including holidays and weekends. These must be reported to the HSE within 15 days of the accident on HSE F2508. Minor injuries are not reportable as long as the incident is recorded in the Accident Book B1 510.

Occupational Disease which has been determined by having received a written diagnosis from a doctor; the reporting procedure is the same except that HSE F2508A is to be used.

Accidents resulting in Death, Specified injuries or when a Dangerous Occurrence has happened must be reported by the Safety Representative or in his absence his deputy.

41 ACCIDENT REPORTING

(1) Nearest HSE authority
(2) Current Insurance company
(3) The Managing Director
(4) The Appointed Health & Safety Person

4.5 An investigation will then be carried out by a responsible person, preferably, but not necessarily the supervisor, and the following recorded:-

- Name of injured person
- Sex
- Age
- Occupation
- Nature of injuries
- Place of accident or dangerous occurrence
- Brief description of the circumstances
- Details of any witnesses together with their written statements

4.6 The HSE F2508 is then completed and distributed within 15 days to the HSE as indicated below:

a) On the internet at www.hse.gov.uk/riddor or

b) By telephone on 0345 300 9923 (Fatal and Specified injuries only) Monday – Friday 8.30am – 5.00pm.

In some circumstances as listed below, the HSE should be contacted outside normal working hours where they may need to respond immediately:

- Following a work-related death;
- Following a serious incident where there have been multiple casualties;
- Following an incident which has caused major disruption such as: evacuation of people, closure of roads, large number of persons requiring hospital treatment etc.

If any incident fits the description above, ring the duty officer on 0151 922 9235

5.0 OTHER INJURIES CAUSING ABSENCE FROM WORK

5.1 Where an employee is absent from work for more than seven days as a result of an injury sustained at work, they should make a claim to the Department of Social Security for Industrial Injury Benefit. All details given will need to be confirmed by the Main Office to the DSS and this should be given by reference to the Accident Book, giving as full detail as possible.

5.2 Any accident which results in more than seven consecutive days absence (excluding the day of the accident but including days which would not have been working days) must be reported. It is important to note that the seven consecutive days absence includes any subsequent seven consecutive days absence which relates to the original accident, and therefore may not necessarily fall immediately after the accident date.

6.0 COMPENSATION

6.1 It is the Company's practice to ensure that we are covered by Public & Employers Liability Insurance. Should anyone feel they have a claim for compensation against

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the Company this should be made in writing and forwarded to the Managing Director.

6.2 It is stressed that only the insurers can adjudicate in these matters and only a non-committal acknowledgement where appropriate can be given regarding any accident.

42 ACCIDENT INVESTIGATION

1.0 PURPOSE:

1.1 To ensure the correct accident/incident investigation procedures are followed.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 Full details can be found in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

4.0 SAFE WORKING PROCEDURES:

4.1 Those carrying out accident/incident investigations should remember that the primary aim is to gain and disseminate information throughout the Company to minimise the risk of a reoccurrence.

4.2 Formal accident investigations will be carried out by trained competent persons in the following circumstances:

i) All RIDDOR reportable accidents.

ii) All RIDDOR reportable injuries.

iii) All RIDDOR reportable dangerous occurrences.

iv) All fire incidents.

v) All injury or property damage accidents that could have led to significant injury or damage.

vi) All near miss accidents that could have led to significant injury or damage.

vii) All other accidents where the Appointed Safety Person considers it to be appropriate.

4.3 Where accidents are investigated these will be carried out in line with the Company's Accident/Incident Report Form. The Director Responsible for Health & Safety will decide who will carry out the investigation.

4.4 Completed accident report forms are to be supported by photographs and these should be taken where possible for every investigation.

4.5 Accident report forms are to be forwarded when completed to the Director Responsible for Health & Safety and Appointed Health & Safety Consultant and these will be retained on file for a minimum of 10 years.

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ACCIDENT/INCIDENT INVESTIGATION STRATEGY

4.6 When an accident is notified or initially reported the Appointed Safety Person should decide whether an accident investigation is warranted.

Immediate response

The following actions should be taken:

a) Call for medical assistance if this has not already been done. Isolate the area and do not allow any evidence to be removed or tampered with.

b) Make the area safe.

c) Find out who witnessed the incident.

INFORMATION GATHERING

4.7 When gathering information the accident/incident report form should be used and photographs where possible taken. The investigator should look at the physical evidence before interviewing witnesses so as not to be unduly influenced by what others see as the cause of the accident.

4.8 The following should form the basis of the information gathering phase:

a) People involved including any witnesses.

b) The place/environment where the accident took place.

c) The equipment, plant and materials involved.

d) The policies and procedures related to the function being carried out when the accident took place.

4.9 Witnesses should be separated as soon as practicable and interviewed individually so their views are not influenced by what others might have seen.

The interviews should be carried out as soon as possible before memory fades and it is advantageous to do this at the scene of the accident/incident to assist with explanations. In all cases this should be done before persons finish that work shift.

Although it may not be possible at the time of the accident/incident to interview the injured person or persons this should be done at the earliest opportunity.

All witness statements should be signed and dated.

Any previously completed risk assessments should be sourced and used when analysing the cause of the accident.

ANALYSING INFORMATION

4.10 This information should, where possible, be factual and investigations should not be completely guided by witness statements, as those who think they are at fault may not always give accurate accounts.

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IDENTIFY CAUSES

4.11 This should be split into two areas. Firstly the immediate cause of the accident/incident and secondly the underlying causes.

Investigations should not seek to blame the workers but also examine any management or procedural failings.

MAKING RECOMMENDATIONS

4.12 When recommendations are made this may require changes to working practices, additional training, new policy to be introduced, etc. Investigations should always try to make any recommendations as clear and concise as possible.

TAKING EFFECTIVE ACTION

4.13 Recommendations from the accident investigation should be sent to the Director Responsible for Health & Safety who will ensure they are agreed as soon as possible to allow effective action to be introduced at the earliest opportunity.

All action should be timetabled and those responsible for its implementation given authority to complete remedial action.

The Director Responsible for Health & Safety will also ensure that relevant information is disseminated to all Managers who will then be responsible for onward transmission to those who could be affected.

43 RIDDOR DEFINITIONS

1.0 PURPOSE :

1.1 To ensure staff understand RIDDOR reporting procedures.

2.0 SCOPE :

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 SAFE WORKING PROCEDURES

REPORTABLE INJURIES ARE:-

i) Over-seven-day injuries to workers

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).

ii) Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

iii) Specified injuries to workers

A 'specified injury' includes:

- 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.

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iv) Reportable occupational diseases

These are diseases that are likely to have been caused or made worse by work activities and include:

- 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.

4.0 A DANGEROUS OCCURRENCE IS:-

Note: Only those Dangerous Occurrences relevant to the companies' operations have been included and the regulations should be consulted for occurrences relating to offshore workplaces, mines, quarries and transport systems.

4.1 **Lifts and Lifting** Equipment:

The collapse of, the overturning of, or the failure of any load bearing part of any lift or lifting equipment other than an accessory for lifting.:

4.2 **Pressure Systems:**

The failure of any closed vessel or of any associated pipework (other than a pipeline), in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause the death of any person.

4.3 **Overhead Electric Cables:**

Any unintentional incident in which plant or equipment either -

a. comes into contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or

b. causes an electrical discharge from such an electric line by coming into close proximity to it.

4.4 **Electrical Incidents causing Fire or Explosion:**

Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours or which has the potential to cause the death of any person.

4.5 **Explosives:**

Any of the following incidents involving explosives -

a. Any unintentional

i) Fire, explosion or ignition at a site where the manufacturer of explosives requires a licence or

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ii) Explosion or ignition of explosives (unless caused by the unintentional discharge of a weapon where, apart from that unintentional discharge, the weapon and explosives functioned as they were designed to)

except where a fail-safe device or safe system of work functioned so as to prevent any person from being injured in consequence of the explosion or ignition;

b. misfire (other than one at a mine or quarry or inside a well or one involving a weapon) except where a fail-safe device or safe system of work functioned so as to prevent any person from being endangered as a result of the misfire;

c. the failure of the shots in any demolition operation to cause the intended extent of collapse or direction of fall of a building or structure;

d. the projection of material (other than at a quarry) beyond the boundary of the site on which the explosives are being used or beyond the danger zone in circumstances such that any person was or might have been injured thereby;

e. any injury to a person (other than at a mine or quarry or one otherwise reportable under these Regulations) involving first-aid or medical treatment resulting from any explosion or discharge or intentional fire or ignition.

4.6 **Exposure to Biological Agents, Carcinogens and Mutagens:**

a. Any accident or incident which resulted or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness;

b. In relation to a person at work a written diagnosis is received of:

i) any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation) or

ii) any disease attributed to an occupational exposure to a biological agent.

4.7 **Reportable Gas Incident**s:

When someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with the gas you distributed, filled, imported or supplied.

If a gas engineer registered with the Gas Safe Registered Engineer considers any gas appliances or fittings to be dangerous to the extent that people could die, lose consciousness or require hospital treatment. This may be due to the design, construction, installation, modification or servicing, and could result in:

- an accidental leakage of gas;
- inadequate combustion of gas; or
- inadequate removal of products of the combustion of gas.

4.8 **Malfunction of Radiation Generators, etc:**

Any incident in which –

a. the malfunction of a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography, the irradiation of food or the processing of products

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by irradiation, causes it to fail to de-energise at the end of the intended exposure period; or

b. the malfunction of equipment used in fixed or mobile industrial radiography or gamma irradiation causes a radioactive source to fail to return to its safe position by the normal means at the end of the intended exposure period.

4.9 **Breathing Apparatus:**

Any incident in which breathing apparatus malfunctions -

a. and causes significant risk of personal injury to the user

b. during testing immediately prior to use in such a way that had the malfunction occurred while the apparatus was in use it would have posed a danger to the health or safety of the user.

4.10 **Diving Operations:**

Any of the following incidents in relation to a diving operation -

a. the failure or the endangering of -

i) any lifting equipment associated with the diving operation, or

ii) life support equipment, including control panels, hoses and breathing apparatus,

which puts a diver at risk;

b. any damage to, or endangering of, the dive platform, or any failure of the dive platform to remain on station, which puts a diver at risk;

c. the trapping of a diver;

d. any explosion in the vicinity of a diver; or

e. any uncontrolled ascent or any omitted decompression which puts a diver at risk.

4.11 **Collapse of Scaffolding:**

The complete or partial collapse of –

a. any scaffold which is -

i) more than 5 metres in height which results in a substantial part of the scaffold falling or overturning; or

ii) erected over or adjacent to water in circumstances such that there would be a risk of drowning to a person falling from the scaffold into the water; or

b. the suspension arrangements (including any outrigger) of any slung or suspended scaffold which causes a working platform or cradle to fall. (Whether in use or not)

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4.12 **Train Collisions:**

Any unintended collision of a train with any other train or vehicle, other than one reportable under Part 5 of Schedule 2 of RIDDOR, which could have caused, the death of, or specified injury of, any person.

4.13 **Wells:**

Any of the following incidents in relation to a well (other than a well sunk for the purpose of the abstraction of water) -

a. a blow-out (that is to say an uncontrolled flow of well-fluids from a well);

b. the coming into operation of a blow-out prevention or diversion system to control a flow from a well where normal control procedures fail;

c. the detection of hydrogen sulphide in the course of operations at a well or in samples of well-fluids from a well where the presence of hydrogen sulphide in the reservoir being drawn on by the well was not anticipated by the responsible person before that detection;

d. the taking of precautionary measures additional to any contained in the original drilling programme following failure to maintain a planned minimum separation distance between wells drilled from a particular installation; or

e. the mechanical failure of any safety critical element of a well (and for this purpose the safety critical element of a well is any part of a well whose failure would cause or contribute to, or whose purpose is to prevent or limit the effect of, the unintentional release of fluids from a well or a reservoir being drawn on by a well).

4.14 **Pipelines or Pipeline Works:**

a. The following incidents in respect of a pipeline or pipeline works -

i) any damage to, uncontrolled or accidental escape of anything from, or inrush of anything into, a pipeline

ii) any failure of any pipeline isolation device, associated equipment or system or

iii) any failure of equipment involved with pipeline works

which has the potential to cause the death of, major injury or damage to the health of any person or which results in the pipeline being shut down for more than 24 hours;

b. the unintentional change in position of a pipeline, or in the subsoil, or seabed in the vicinity, which requires immediate attention to safeguard the piplines integrity or safety.

4.15 **Structural Collapse:**

a. The Unintentional Collapse or Partial Collapse of:-

i) A structure involving a fall of more than 5 tonnes of material or

ii) Any floor or wall of place of work,

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arising from, or in connection with ongoing construction work (including demolition, refurbishment and maintenance). Whether above or below ground

b. The unintentional collapse or partial collapse or any false-work.

4.16 **Explosion or Fire**:

An explosion or fire occurring in any plant or place which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours.

4.17 **Escape of Flammable Liquids and Gases:**

The sudden uncontrolled release of:

a. 100Kg or more of a flammable liquid, 10 Kgs or more of a flammable liquid at a temperature above its normal boiling point or 10Kgs or more of a flammable gas inside a building.

b. 500Kgs or more of a flammable liquid or gas in the open air.

4.18 **Hazardous Escape of Substances:**

The accidental release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases.

44 FIRST AID

1.0 PURPOSE:

1.1 To ensure correct first aid procedures are followed.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 SAFE WORKING PROCEDURES:

3.1 In line with the First Aid at Work Regulations 1981 ACOP third edition (as amended 2013) the Company will where practicable provide suitable and sufficient provisions for first aid in the form of trained or appointed first aider, first aid equipment and facilities so as to render first aid to any employee should they be injured or become ill.

3.2 Where employees are working on their own in remote locations and in all Company vehicles when travelling abroad a first aid kit will be carried. The kit will contain appropriate equipment to cover the potential risks.

3.3 A trained first aider will be a suitable person who attends a formal course by a competent First Aid instructor. See paragraph 3.10 for content.

3.4 An Emergency First Aid at Work (EFAW) course can be used for low risk workplaces (such as offices). This is an initial one day course with re-qualification of one day every three years thereafter.

Also first aiders should be given refresher training for 3 hours once every year. See paragraph 3.10.

3.5 The supervisors should ensure that all employees are told of the location of first aid equipment, personnel and facilities when they first join the site. This will always be part of any induction training given to new employees at the time of joining. The site will ensure that the names and locations of each first aider is clearly displayed in the workplace (white lettering on a green background).

3.6 An appointed person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. The appointed person can render emergency first aid if trained to do so. Ideally all appointed persons should receive training in emergency first aid by attending a short course and where this is reasonably practicable managers should ensure this is achieved. An appointed person is also responsible for first aid equipment in the absence of a first aider.

3.7 The Foremen/Supervisors should ensure that all employees are told of the location of first aid equipment, personnel and facilities when they first join the site. This will always be part of any induction training given to new employees at the time of joining. The site will ensure that the names and locations of each first aider is clearly displayed in the workplace (white lettering on a green background).

44 FIRST AID

3.8 The first aiders must ensure that all treatment is recorded in the site accident book. They should also make themselves aware of the potential risks to persons for whom they are responsible by studying the results of COSHH Assessments etc.

3.9 The first aider is responsible for ensuring that any items used from the first aid box are replenished at the earliest opportunity.

3.10 **Content of a First Aid at Work (FAW) course**

On completion of training, whether a full FAW course or a FAW requalification course, successful candidates should have satisfactorily demonstrated competence in all of the subject areas listed in EFAW Content and also be able to:

- Administer first aid to a casualty with:
  - injuries to bones, muscles and joints, including suspected spinal injuries;
  - chest injuries;
  - burns and scalds;
  - eye injuries;
  - sudden poisoning;
  - anaphylactic shock
- Recognise the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid.

Content of an Emergency First Aid at Work (EFAW) course

On completion of training, successful candidates should be able to:

- Understand the role of the first aider:
  - the importance of preventing cross infection;
  - the need for recording incidents and actions;
  - use of available equipment;
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- Administer first aid to a casualty who is unconscious (including seizure);
- Administer cardiopulmonary resuscitation;
- Administer first aid to a casualty who is choking;
- Administer first aid to a casualty who is wounded and bleeding;
- Administer first aid to a casualty who is suffering from shock;
- Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

Suggested content of Annual Refresher course

- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency.
- Administer first aid to a casualty who is unconscious (including seizure).
- Administer cardiopulmonary resuscitation.
- Administer first aid to a casualty who is wounded and bleeding.
- Administer first aid to a casualty who is suffering from shock.

45 PROVISION OF FIRST AID BOXES

1.0 PURPOSE:

1.1 To ensure that first aid equipment is sufficient to meet general requirements.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 PROVISION OF FIRST AID BOXES

The Health & Safety (First-Aid) Regulations 1981 (Third edition 2013)

Each work site should have at least one first aid container with a sufficient quantity of first aid materials suitable for the particular circumstances. A first aid needs assessment should be carried out to determine items that need to be included in the first aid box.

The first aid container should be easily accessible, identified by a white cross on a green background and preferably placed near to hand washing facilities.

The contents should be examined frequently and restocked as identified as well as after use. Items reaching their expiry date should be disposed of correctly.

If mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9% w/v) in sealed, disposable containers should be provided. Containers should not be used beyond their expiry date or when the seal has been broken.

First aid at work does not include giving tablets or medicines to treat illness. The only exception to this where aspirin is used as first aid to a casualty with a suspected heart attack in accordance with currently accepted first aid practice. It is recommended that tablets and medicines are kept separate to the first aid container.

Low hazard environments or work activities the minimum quantities of first aid items should be:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic advice on first aid at work*);
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- two sterile eye pads;
- two individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large sterile individually wrapped unmedicated wound dressings;
- six medium-sized sterile individually wrapped unmedicated wound dressings;
- at least three pairs of disposable gloves (Latex and powder free*).*

45 PROVISION OF FIRST AID BOXES

Travelling first aid kit contents

- a leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic advice on first aid at work*);
- six individually wrapped sterile plasters (hypoallergenic plasters can be provided if necessary);
- two individually wrapped triangular bandages, preferably sterile;
- two safety pins;
- one large sterile unmedicated dressings;
- individually wrapped moist cleansing wipes;
- two pairs of disposable glove (Latex and powder free*).*

First aid box contents information is also available in BS8599, although the contents should reflect the findings of the first aid needs assessment.

46 HEALTH AND HYGIENE

1.0 PURPOSE:

1.1 To ensure health and hygiene procedures are followed.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 SAFE WORKING PROCEDURES:

3.1 To reduce the risk of dermatitis, oil acne or skin cancer, unnecessary skin contact with oils, chemicals or other harmful substances must be avoided. Clothing contaminated with chemicals, flammable liquids or oil must be changed immediately. Oil soaked cloths must not be placed into the pocket of coveralls as this can cause cancer of the scrotum.

3.2 Where necessary barrier cream must be used before commencing work. The hand cleaner provided must be used, never use petrol or solvents to remove dirt.

3.3 To avoid cross contamination hands must be washed prior to eating, drinking or smoking. Food and drinks other than water provided from a dispenser or drunk direct from a bottle are not to be consumed in working areas unless specific instructions are issued to the contrary.

3.4 All cuts and abrasions are to be treated at once, regardless of how minor. Details of the injury are to be recorded in the accident book which is held at the first aid box.

3.5 In areas where eye protection is necessary, then it must be employed where a risk of injury exists.

3.6 When in designated hearing protection areas the hearing protection must be worn by all personnel.

47 GENERAL OFFICE SAFETY PRECAUTIONS

1.0 PURPOSE:

1.1 To ensure safe and correct general office safety procedures are observed

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 SAFE WORKING PROCEDURES:

3.1 General:

Staff are to conduct themselves in such a manner so as not to cause injury or risk of injury to themselves or others. Damage to any item of furniture or office equipment is to be reported to the Appointed Safety Person for remedial action. If you notice anything likely to constitute a danger to yourself or others report it.

Radiant fires are not to be used as supplementary office heating unless they are supplied and tested by the Company.

Do not run in any office area.

Staff are to be aware of the dangers in using office furniture for reaching stores etc. at upper levels. Always use a ladder, stepladder or stool.

3.2 Lifting:

The Appointed Safety Person is to be aware of the heavy nature of office stationery and are to ensure that necessary handling aids are available. However, if manual handling is necessary, the employee must assess the weight of load, distance involved and the type of handling e.g. up stairs, shelves etc. Heavy objects are to be lifted using mechanical means if possible. Where manual handling must be used, sufficient personnel are to carry out the task so as not to cause injury, and where handles are provided these are to be used.

3.3 Filing Cabinets:

Filing Cabinets are to be loaded so as to ensure that the heaviest items are in the lower drawers. No more than one drawer is to be opened at any one time and all drawers should be closed on completion of any task. Site cabinets so that you have sufficient room to open drawers fully and ensure they do not open onto corridors or walkways. Keys should not be left in cabinets as these can cause injury or snag clothing and where possible should be of collapsible construction.

47 GENERAL OFFICE SAFETY PRECAUTIONS

3.4 Cupboards/Cabinets/Lockers:

Locks and hinges should be maintained in good working order. As with filing cabinets, cupboards and lockers should be so loaded that the heaviest items are stored on the lowest shelves. All shelves should be correctly and firmly placed and not overloaded. Those above 1.85 metres are to be securely anchored to floors or walls.

3.5 Office Equipment:

Office equipment is usually well enclosed and is safe providing it is treated with respect and in accordance with manufacturer's instructions. Take care with the smaller items of office equipment such as scissors and stapling machine. Do not use razor blades and pins for office work.

Where machines are electrically operated, do not tinker with the electronics in the event of breakdown. Similarly do not meddle with broken switches, loose connections or damaged cables, report the matter so that a competent electrician can deal with them.

3.6 Leads/Flexes:

All leads/flexes are to be as short as possible to meet the needs of the task and in the event of damage they are to be replaced not repaired. Where leads necessarily cross floors they are to protected by cable covers to prevent damage or tripping. All appliances are to be unplugged at the close of work unless other instructions are issued to the contrary.

3.7 Cleanliness:

Staff are to ensure that they use the refuse bins provided and do not allow refuse to accumulate. Waste bins/sacks are to be emptied daily. Do not put broken glass or other dangerous waste in the wastepaper bins.

3.8 Lighting:

There is to be an adequate amount of light for staff to perform their work, which should be a combination of natural light, general artificial light and task lighting. Any faults with lighting equipment are to be reported to the Appointed Safety Person who will arrange for a qualified person to rectify the fault. Broken bulbs or tubes may be replaced by trained members of staff provided adequate precautions are taken e.g. switch off the power supply, use proper steps to reach the light fitting and get help where necessary.

3.9 Seating:

Staff are advised to adopt a correct seating posture to prevent the risk of back strain and where footstools are provided they should be used.

48 ELECTRICAL APPLIANCES IN THE OFFICE

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of electrical appliances in the office.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 SAFE WORKING PROCEDURES:

3.1 Company Equipment: All items of Company equipment are to be correctly wired and fused before being connected to the mains. An annual check by a competent person is to take place and be recorded in the register maintained by the Appointed Safety Person.

3.2 Display Screen Equipment (DSE): This equipment is only to be operated by those personnel trained and employed to use it. Users are to ensure that correct operating procedures are carried out at all times and that the machines are switched off at the end of each working day or when not in use. Should any equipment malfunction it is to be disconnected from the mains and a qualified engineer summoned. Further instructions in the use of DSE's are contained in this Policy Document.

49 DISPLAY SCREEN EQUIPMENT (DSE)

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of display screen equipment (DSE).

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations 1999 and the Display Screen Equipment Regulations 1992 As Amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002.

4.0 SAFE WORKING PROCEDURES:

4.1 Any DSE user is covered by the Display Screen Equipment Regulations if they use the equipment for a significant part of their working day (2 hours or more daily).

4.2 The functional components of a DSE are a display screen and a keyboard. The two components should be adjustable to suit different users.

4.3 The DSE screen can be subject to irritating glare. This can be avoided by placing the screen perpendicular to the lighting and windows. DSE's should also be placed between, rather than under, rows of lighting. Reflection can be caused by other objects and this can be reduced by using matt finishes or diffusers. All exterior windows should have easily operable blinds.

4.4 The user's hands, when on the bottom row of the keyboard, should be horizontal to the elbow held 70-90 degrees to the upper arm. The DSE screen centre should be at a point where the eyes are cast at an angle of 15-20 degrees downwards.

4.5 Chairs should be adjustable and, ideally, so should the desk. Source holders should be at the same height and distance as the screen. The best viewing range is between 350-600mm.

4.6 Suggested lighting should be between 300-500Lux. Noise should be kept to the minimum and short frequent rests will help to reduce fatigue. Breaks should be taken away from the screen on other duties such as filing etc.

4.7 Research has discounted any hazard because of radiation and operation in itself will not impair sight or be a risk during pregnancy. However, eyestrain may result after long periods of operation and staff should reassure themselves with regular eye tests. Further advice can be gained from the Appointed Safety Consultant.

4.8 To secure the health and safety of workers in so far as is reasonably practicable regarding Display Screen Equipment the Company will:-

4.9 Carry out an assessment of each workstation taking into account the display screen equipment, furniture, working environment and the employee.

i. Take all necessary measures to remedy any risks found as a result of the assessment.

49 DISPLAY SCREEN EQUIPMENT (DSE)

ii. Take steps to incorporate changes of task within the working day to prevent intensive periods of on screen activity.

iii. Review software to ensure that it is suitable for the task and not unnecessarily complicated.

iv. Arrange for free provision of eye tests prior to employment, at regular intervals thereafter and where a visual problem is experienced.

v. Arrange for the free supply of any corrective appliance (glasses or contact lenses) where those are specifically required for working with display screen equipment.

vi. Advise existing employees and all persons applying for work with display screen equipment of the risks to health and how these can be avoided.

5.0 USING AND SETTING UP DUAL MONITORS AT WORKSTATIONS

5.1 Many workstations are provided with dual monitors and the correct set up of these is vitally important to maintain good health.

5.2 If one monitor is used as the main screen this should be directly in front of the user. It should be the correct distance away (between 400 - 600mm) and at the correct height. For touch keyboard users the top of the screen in line with the eyes. For non-touch keyboard users slightly lower to avoid rapid and continuous head movements between viewing the screen and looking at the keyboard.

5.3 The second screen should be to the left for left hand user or right for right hand user, angled at approximately 30° inwards but importantly at the same height as the main screen.

5.4 Those who divide their time equally between two screens should have both monitors at the correct height as recommended above, set up with the join where both screens meet centrally then angle both screens at approximately 25° inward. The centre of both monitors should measure between 400 – 600mm from the user so the apex where the screens meet is further away.

5.5 The same rules generally apply when using a laptop as a supplementary monitor/ computer.

5.6 However, for good eye health users should remember the 20-20-20 rule, every 20 minutes look beyond 20 metres for at least 20 seconds.

50 EYE AND EYESIGHT TESTS

1.0 PURPOSE:

1.1 To provide advice to all Display Screen Equipment users on the correct use of Display Screen Equipment and their entitlement to free eyesight tests.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

3.0 REFERENCE DOCUMENTS:

3.1 Eye and eyesight tests must be carried out in compliance with the Display Screen Equipment Regulations 1992 As Amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002.

4.0 SAFE WORKING PROCEDURES:

4.1 Display screen users are responsible ensuring the health of their eyesight through the correct use of such equipment.

4.2 Digey Ltd is responsible for arranging free eyesight tests for display screen users at regular intervals

4.3 There are no indications DSE cause disease or permanent damage to eyes, but fatigue caused by intensive DSE work can cause discomfort, even to healthy eyes.

4.4 Eyes may get sore or tired. This is due to the eye muscle holding constant focus, either on the screen or on paperwork. To alleviate this problem, rest the eye by focusing on the far distance through a window. Look up from the screen occasionally and also make sure your screen is adjusted correctly.

4.5 Problems can also be experienced through poor contrast, bright screen against dark backgrounds or dark screen against light backgrounds. DSE should be adjusted throughout the day to maintain good contrast.

5.0 I WEAR BIFOCALS; WILL I BE ABLE TO USE A VDU?

5.1 Those who wear Bifocals may find you need a different type of glasses to enable you to work comfortably without having to raise and lower your head; therefore consult your Doctor or Optician if in doubt.

6.0 I WEAR CONTACT LENSES. DOES THIS CAUSE ANY SPECIAL PROBLEM WORKING WITH A VDU?

6.1 You may find the environment dry and uncomfortable as a result of heat generated from DSE's. It might help to blink more often or use tear substitute drops. Alternatively you might be able to wear glasses instead of lenses for DSE work.

6.2 Display screen users are entitled to undertake a free eye or eyesight test at regular intervals. All such tests must be arranged through Digey Ltd and are specifically for users of display screen equipment. Employees should note that these tests are limited to an assessment of the visual capability needed to see the screen and are not a substitute for regular and more comprehensive tests that may be carried out by an optician. In the event that the eye examination reveals that corrective appliances (normally spectacles) are required for display screen equipment work, then the cost of basic appliances only will be borne by Digey Ltd.

50 EYE AND EYESIGHT TESTS

6.3 NB: The Opticians written confirmation of the need for corrective appliances, in the form of the relevant certificate, must be submitted to the Appointed Health & Safety Person prior to purchase.

6.4 Experience has, however, shown that only a minority will require special corrective appliances for display screen work.

51 PHOTOCOPIERS AND LASER PRINTERS

1.0 PURPOSE:

1.1 To ensure safe and correct use of laser printers and photocopy machines.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 SAFE WORKING PROCEDURES:

3.1 Where photocopiers and laser printers are supplied they are to be used in accordance with the manufacturer's instructions. At the end of each working day they are to be switched off. All personnel who use the machine are to ensure that the top cover is down before operating. Do not look at the light when the machine is in operation. Any malfunction or additions of toners etc. must only be dealt with by a trained competent person. That person must always isolate the machine from the electric supply before opening any outer covers where this is recommended by the manufacturer.

3.2 Photocopiers and laser printers should always be sited in well ventilated areas as there is a possibility, if they are not well maintained, of them producing ozone which is a health damaging agent. The Appointed Health & Safety Person should ensure that regular maintenance is carried out as recommended by the manufacturers and that this is documented on the equipment plant record card.

52 HAZARDOUS SUBSTANCES IN THE OFFICE

1.0 PURPOSE:

1.1 To ensure safe and correct use and maintenance of hazardous substances in the office.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 SAFE WORKING PROCEDURES:

3.1 **Definitions** - Within the office the most common substances hazardous to health are:-

i. Correcting fluid: Any spirit based correcting fluid, and its diluent could be hazardous to health if ingested. All containers are to be stored in an upright position and only amounts necessary for the task are to be issued. Some of these fluids are flammable and are not to be stored or used near naked flame.

ii. Cleaning substances: These may contain poisons, corrosives or other harmful agents. Only the amount required is to be used and the instructions printed on the container with respect to protective clothing or equipment and safety precautions for use are to be complied with.

iii. Adhesives: Natural and synthetic adhesives are marketed under trade names and many are a potential risk. It is important that the nature of any adhesive is identified prior to its use to enable safety precautions to be initiated. Material Safety Data Sheets are the prime source of this information and must be readily available where the adhesive is being used or stored.

3.2 Risks to health may arise by allowing certain products to come into contact with the eyes and skin. Prolonged inhalation presents a definite health hazard and advice concerning adequate ventilation should be followed.

3.3 Each substance used should be accompanied by a Manufacturer's Material Safety Data Sheet which contains information on hazards, first aid and precautions to follow in the event of an accident/ spillage etc. All users of substances should make themselves aware of the risks involved before any substance is used.

53 STORAGE GENERAL

1.0 PURPOSE:

1.1 To ensure safe and correct storage.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 SAFE WORKING PROCEDURES:

3.1 The amount of any substance or materials kept on sites, in vehicles and in the stores should be as low as possible consistent with usage. Holding should be regularly reviewed and redundant stock disposed of in a safe manner.

3.2 Storage of bulk materials should be in the specified areas. Adequate racking for the storage of metal stock, wood and other such materials should be provided where the ends do not protrude from the rack.

3.3 Acids or other corrosive chemicals are not to be bulk stored. If any acidic substance is to be used it is to be clearly marked, in a suitable corrosion proof container, kept and used close to the water supply. Warning notices, Manufacturer's Material Safety Data Sheets and the results of COSHH Assessments must be displayed.

3.4 Flammable liquids including cellulose solutions, thinners, many adhesives and paints, are to be kept to the minimum necessary for the tasks in hand. Containers are to be stored in a special lockable fire-resistant metal locker or bin provided with suitable warning signs.

3.5 Oxygen and flammable gas is only to be kept in places that have been approved for their storage. These areas are to be clearly defined on the outside of buildings and warning notices displayed. All cylinders are to be secure so they cannot fall and injure personnel or fracture the valve fittings with disastrous consequences.

3.6 Racking for stores is to be secure and suitable for the task. Bulky or heavy items are to be placed on shelves within easy reach. Where practicable, all uprights, bever beams and shelves are to display their SWL.

3.7 All storage media (racking etc.) is to be subject to a six monthly inspection for serviceability and the inspections are to be recorded by the Appointed Safety Person in a Log.

3.8 All storage racking is to be secure. Insecure racking, or any racking over 2 metres that is not secure, is to be fixed to the wall. Items are to be stored within easy reach and heavy or bulky objects should be on the lower racking.

3.9 Combustible or conductive items must not be stored closer than 500 mm to light fittings.

53 STORAGE GENERAL

3.10 Under no circumstances must racking be climbed up, a ladder should be provided for this purpose. Steps to be used for access to racking.

3.11 Items must never be stored outside the painted area as these may obstruct fire and emergency exits.

54 ENVIRONMENT

1.0 PURPOSE:

1.1 To ensure the environmental impact of processes and work practices is minimised.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 SAFE WORKING PROCEDURES:

3.1 It is the Company's policy to do all that is reasonably practicable to prevent:-

- The discharge to atmosphere of any noxious or obnoxious gases or substances.
- The discharge into the drains or local water courses any toxic substances.
- The dumping or tipping of any rubbish materials or substances, other than through the authorised agency.

3.2 The Company will ensure that any waste oils are collected on site and disposed of through an authorised disposal agent.

3.3 Any waste asbestos sheeting will be collected double bagged, marked and disposed of through an authorised disposal agent.

3.4 All staff are to co-operate to ensure that this policy is complied with.

3.5 Any accidental discharge or spillages which occur are to be reported to the Director Responsible for Health & Safety immediately. This is to enable the necessary corrective action to be taken which may include informing the appropriate authorities.

55 CONFINED SPACES

1.0 PURPOSE:

1.1 To ensure safe and correct procedures when working in confined spaces.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with the Management of Health & Safety at Work Regulations and the Health & Safety (Confined Spaces) Regulations 1997 L101.

4.0 SAFE WORKING PROCEDURES:

4.1 A confined space is any enclosed space, where there is a reasonably foreseeable specified risk associated with that enclosed space, and includes chambers, tanks, vats, silos, pits, trenches, pipes, sewers, flues, wells, or other similar spaces.

4.2 Risks associated with confined space work include serious injury from fire or explosion, increased body temperature resulting in unconsciousness or asphyxiation resulting from work exposure to gas, fumes, vapour, lack of oxygen, drowning from a rising liquid level and asphyxiation from a free flowing solid or entrapment in the free flowing solid which prevents escape to a respirable environment.

4.3 Should it not be reasonably practicable to prevent work in a confined space a specific risk assessment is to be conducted by a competent person and a method statement drafted (generic risk assessments must not be used). Where regular entry is required into the same confined space the original risk assessment/ method statement may be used so long as the conditions of the confined space and the work to be carried out are the same.

4.4 All confined space work will be carried out under a permit to work system. Where a system is not operated by the client the Company Confined Spaces Permit–to–Work form will be used. (See Appendix B)

4.5 The Company will be responsible for arranging suitable emergency procedures appropriate for the risks identified. Designated staff will need to receive suitable training and an emergency exercise conducted every 6 months.

55 CONFINED SPACES

4.6 The emergency procedures should be contained in the method statement and will need to consider the following:

i) Means of raising the alarm and rescue
ii) Safe guarding of the rescuers
iii) Resuscitation equipment
iv) Fire Safety
v) Control of Plant
vi) First Aid
vii) Public Emergency Services
viii) Training

56 LONE WORKING

1.0 PURPOSE:

1.1 To ensure safe working procedures for lone working.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with Regulation 3 of the Management of Health & Safety at Work Regulations 1999.

4.0 SAFE WORKING PROCEDURES:

4.1 The Company will carry out risk assessments and record the results of lone working activities.

4.2 Lone working activities should only be carried out by competent persons ie mentally/physically able, trained and reliable/responsible.

4.3 A suitable communication system is to be maintained and a record of the lone worker's appointments kept by the main office.

4.4 If hazardous work is to be carried out alone mobile communication should be made every 15 minutes by the main office or a responsible person.

4.5 Lone workers should be aware of the emergency procedures for the site where work is to be carried out.

4.6 Where practicable lone workers should be trained in first aid and a first aid kit carried in their vehicle.

4.7 Employees will be responsible for reporting to site manager or main office on their arrival to site, attending all relevant training, informing the main office of any changes to their itinerary and to avoid any confrontational situations.

Employees are to be aware that they have a legal duty to use all of the control measures provided.

56 LONE WORKING

5.0 RISK ASSESSMENT CHECK LIST

5.1 The following to be assessed by supervisors responsible for working areas:

Description of task

		YES	NO	Where the answer is NO to any of the questions detailed below, suitable remedial action to control the risk must be taken
1.	Is the employee competent to carry out the task alone			
2.	Is a suitable communication system in place			
3.	Has a risk assessment been carried out for hazardous work and suitable controls applied ie method statements, COSHH assessments, correct P.P.E. etc			
4.	Have emergency procedures been issued			
5.	Has a first aid kit been supplied			

Print Name	Signature	Date

57 YOUNG WORKERS

1.0 PURPOSE:

1.1 To ensure the Health & Safety of young workers.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 Regulation 19 of the Management of Health & Safety at Work Regulations 1999. The Young Persons Risk Assessment Form is attached as Form 5.

4.0 SAFE WORKING PROCEDURES:

4.1 In line with the Management of Health & Safety at Work Regulations 1999, young persons are defined as those full or part-time employees under the age of 18 years. This includes young persons on job experience working within the Company.

A young person is anyone under eighteen years of age – young persons are referred to as young people throughout the regulations.

A child is anyone who is not over compulsory school age. He or she has not yet reached the official age at which they may leave school to continue further full time education (college/ apprenticeship). This is generally referred to as the minimum school leaving age (MSLA).

4.2 Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience.

4.3 The Company will therefore:

- Assess risks to young workers.
- Take into account their inexperience, lack of awareness and immaturity.
- Prohibit certain activities where higher risks are identified.
- Provide suitable supervision at all times for those below MSLA by providing a permanent Supervisor who will monitor the child at all times they are employed on site and those above MSLA by providing a Supervisor to monitor their general activities.
- Provide training to ensure competence before allowing any unsupervised activity to be undertaken.
- Where young persons are below the minimum school leaving age (MSLA) a copy of the type of work and a risk assessment will be sent to the parents/guardians via the School Liaison Officer.

57 YOUNG WORKERS

- Not employ any person under the age of 14 years for any paid or non-paid employment.

- Not allow employees under 18 years of age to attend social functions organised by the Company where alcoholic beverages are freely available without adequate supervision.

58 NEW OR EXPECTANT MOTHERS RISK ASSESSMENT

1.0 PURPOSE:

1.1 To ensure expectant and nursing mothers are not subject to any additional significant risk whilst at work.

2.0 SCOPE:

2.1 Applicable to all Digey Ltd staff.

2.2 Also applicable to contract or part time workers, cleaners and any other employed or self-employed persons or outside contractors who may work in the premises at any time. However all contractors and sub-contractors will be expected to provide their own safe working procedures. The Digey Ltd standards listed below must be met as a minimum safe working procedure and are not meant to replace contractors or sub-contractors guidelines.

3.0 REFERENCE DOCUMENTS:

3.1 A risk assessment must be carried out in compliance with Regulations 16, 17 and 18 of the Management of Health & Safety at Work Regulations 1999. The Expectant Mothers Risk Assessment Form is attached as Form 2.

4.0 SAFE WORKING PROCEDURES:

4.1 The Company will carry out risk assessments and record the results when informed officially by an individual that they are an expectant mother.

4.2 Employees are to be aware that no risk assessment can be carried out or responsibility held by the Company until the Company has been informed in writing of the employee's condition. This is to be addressed to the Appointed Safety Person.

4.3 The Company can request the employee to submit confirmation of their pregnancy in writing by means of a certificate from a Registered Medical Practitioner or a Registered Midwife.

4.4 The risk assessment will be by interview and will include a thorough physical examination of the employees work area and work processes as laid down on the Expectant Mothers Risk Assessment Form.

4.5 If it is deemed necessary the Company will endeavour to modify the employee's workstation, work area and/or hours of work to reduce risk. The employee will also be informed of the specific actions to take as an expectant mother should they become ill or feel unwell at work.

4.8 Where it is practicable the Company will provide a quiet area where the expectant mother can rest in a reclined position.

4.9 The assessment will be signed as an agreement between employer and employee and be continually reviewed throughout the pregnancy.

Form 1

DISPLAY SCREEN EQUIPMENT (DSE) – SELF CHECKLIST

NAME _____ DATE _____

1. EQUIPMENT

SCREEN	Satisfactory	Unsatisfactory
The image on the screen is stable, with no flickering or other forms of instability		
The brightness and contrast between the characters and the background is easily adjustable		
The screen swivels and tilts easily		
The screen is free of reflective glare and reflections liable to cause discomfort		
The screen is clean		
KEYBOARD		
The keyboard is tiltable and separate from the screen		
The space in front of the keyboard is sufficient to provide support for my forearms		
The keys are easy to read and clean		
WORK DESK OR WORK SURFACE		
The work desk or work surface is sufficiently large with a low reflective surface		
The document holder is stable and adjustable and is positioned so as to minimise the need for uncomfortable head and eye movements (if required)		
CHAIR		
The chair is stable and allows you freedom of movement and you are able to adopt a comfortable sitting position		
The seat is adjustable in height to allow my forearms and wrists to be in a straight line when operating		
The seat back is adjustable in both height and tilt		
The chair offers good lumbar support		
A footrest is available (only if required)		

Form 1

DISPLAY SCREEN EQUIPMENT (DSE) – SELF CHECKLIST

2. ENVIRONMENT

SPECIAL REQUIREMENTS	Satisfactory	Unsatisfactory
The workstation is designed so as to provide you with sufficient space to change position and vary movements		
LIGHTING		
Room lighting and/or spot lighting (work lamps) are satisfactory		
Possible disturbing glare and reflections on the screen or other equipment is prevented		
REFLECTIONS AND GLARE		
Workstations are positioned so that sources of light, such as windows cause no direct glare and, as far as practicable, no reflections on the screen		
Light from windows can be reduced by curtains or blinds when required		
HEAT		
Equipment belonging to workstation does not produce excessive heat which causes you discomfort		
NOISE		
Noise is minimised		
SAFETY		
No tripping hazards or other safety risks from the Display Screen Equipment		

3. INFORMATION

I understand that I am entitled to free eye tests on request and if I am experiencing any difficulties		
I understand that I should vary my work to avoid long periods of uninterrupted use of DSE's		
I am not and do not normally suffer from muscular pain when working on DSE's		
SIGNATURE OF ASSESSOR:	**Date:**	

Form 2

EXPECTANT MOTHERS ASSESSMENT FORM

STAFF IN CONFIDENCE

(Carried out in line with Regulation 16 of the Management of Health & Safety at Work Regulations 1999)

1. NAME:	2. DEPT :	
3. DATE OF INITIAL ASSESSMENT:	4. DATE PREGNANCY NOTIFIED: (In writing)	
5. CERTIFICATE SUPPLIED (MD OR REGISTERED MIDWIFE)	YES	NO
6. APPOINTMENT IN COMPANY AND BRIEF DESCRIPTION OF TYPE OF WORK CARRIED OUT		
a) Does the employee carry out any manual handling operations?	YES	NO
b) Does the employee work with any harmful substances?	YES	NO
c) Does the employee carry out any other hazardous function?	YES	NO
7. IF 'YES' TO ANY OF THE ABOVE, GIVE DETAILS:		
8. WHAT HOURS ARE WORKED? DO THESE NEED TO BE MODIFIED?		
7. WHAT CHANGES TO WORK PRACTICES ARE REQUIRED AT THIS STAGE TO MINIMISE RISKS :		

Form 2

EXPECTANT MOTHERS ASSESSMENT FORM

STAFF IN CONFIDENCE

10. WHAT MEASURES HAVE BEEN AGREED SHOULD THE EMPLOYEE BECOME ILL AT WORK TO: Rest and recuperate on site : To return home (if necessary) :
11. FOLLOW UP MEETING (ONE) (Amendments to Box 8/9) :
12. FOLLOW UP MEETING (TWO) (Amendments to Box 8/9) :
13. FOLLOW UP MEETING (THREE) (Amendments to Box 8/9) :
Date maternity leave expected to commence :
Date of next assessment meeting : 1. 2. 3. 4.
I agree that this is a true record of the above meeting :

Signature of Assessor :	Signature of Employee :
Appointment :	Date :

Form 3

RISK ASSESSMENT FORM

Site **EXAMPLE SHEET**	**Assessor**		**Date**

Serial	**Hazard With No Control Measures Employed**	**Occurrence**	**Severity**	**Risk Assesst Index**	**Hazard With Control Measures Employed**	**Occurrence**	**Severity**	**Risk Assesst Index**	**Policy Reference Number Comments**

Form 4

COMPETENCE TRAINING FORM

NAME	COMPANY	TRADE	TOOLS/EQUIPMENT	DATE TRAINED	SUPERVISORS SIGNATURE

Form 5

YOUNG WORKERS ASSESSMENT FORM

STAFF IN CONFIDENCE

(Carried out in line with Regulation 19 of the Management of Health & Safety at Work Regulations 1999 and the Working Time Regulations 1998 (as amended))

1. NAME :	2. DEPT :	
3. DATE OF ASSESSMENT :	4. DATE DUE TO COMMENCE EMPLOYMENT :	
5. ARE THEY DESIGNATED AS A YOUNG PERSON OR CHILD? (Delete as necessary)		
6. APPOINTMENT IN COMPANY AND BRIEF DESCRIPTION OF TYPE OF WORK TO BE CARRIED OUT :		
a) Will they be required to carry out manual handling operations?	YES	NO
b) Will they come into contact with any harmful substances?	YES	NO
c) Does the job involve using hazardous machinery?	YES	NO
d) Will they be required to carry out any other hazardous function?	YES	NO
7. IF 'YES' TO ANY OF THE ABOVE, GIVE DETAILS :		
8. WHAT HOURS ARE TO BE WORKED: DO THESE MEET THE WORKING TIME DIRECTIVE?	YES	NO
9. DATE INDUCTION TRAINING ATTENDED:		
10. WHAT OTHER ADDITIONAL TRAINING MUST THEY UNDERGO BEFORE THEY ARE ALLOWED TO START WORK:		

Form 5

YOUNG WORKERS ASSESSMENT FORM

STAFF IN CONFIDENCE

11. WHO WILL BE THEIR APPOINTED SUPERVISOR WITHIN THE DEPARTMENT AND WHAT LEVEL OF SUPERVISION HAS BEEN AGREED:	
12. WHAT ADDITIONAL SAFETY MEASURES WILL BE PUT IN PLACE BEFORE THEY COMMENCE WORK:	
13. THE FOLLOWING PERSONS HAVE BEEN SENT A COPY OF THIS RISK ASSESSMENT:	
School Liaison Officer: Address: Contact No:	Parents: Address: Contact No:
I agree that this is a true record of the above meeting :	
Signature of Assessor :	Appointment:
Signature of Supervisor:	Appointment:
Signature of Young Person/Child:	Date:

Form 6

ACCIDENT INVESTIGATION FORM

DIGEY LTD

PART A

COMPANY NAME…… DATE……..…..

REPORT NO [Year……../Ref. No……..]

SITE: **…….**	**LOCATION OF ACCIDENT:** **……**	
DATE OF ACCIDENT: **…….**	**DAY/TIME OF ACCIDENT:** **……..**	**DATE OF REPORT:** **…….**

DETAILS OF EVENT	INJURED PERSON:…… OCCUPATION:…… DATE OF BIRTH:……...…. DATE JOINED COMPANY:……...……	NATURE OF INJURY:……...…….. PART OF BODY:……...… SEVERITY:……...… OBJECT CAUSING INJURY:……..… …….
OTHER DAMAGE/ WITNESSES	PROPERTY DAMAGE:…… ENVIRONMENTAL DAMAGE:…….. OWNER OF PROPERTY:……..	NAME OF WITNESSES/OCCUPATION: 1…… 2…… 3……

Form 6

ACCIDENT INVESTIGATION FORM

DETAILS OF REPORTS	ACCIDENT BOOK ENTRY: YES / NO RIDDOR REPORTABLE: YES / NO IF YES ATTACH COPY OF COMPLETED REPORT FORM COPY REPORT TO PROJECT MANAGER: YES / NO

BRIEF DESCRIPTION OF EVENT:……..…….

…….

…….

…….

Photos, sketches and measurements are attached on separate sheets and amounts and reference numbers are indicated in adjacent box.	Photos:	Number……. Ref. No…….
	Measurements:	Number……..Ref. No……..
	Sketches:	Number……..Ref. No……..

Form 6

ACCIDENT INVESTIGATION FORM

DIGEY LTD

PART B

REPORT NUMBER [/] (REFER TO **PART A)**
IMMEDIATE CAUSES OF ACCIDENT …… …… …… ……
UNDERLYING CAUSES OF ACCIDENTS …… …… …… ……
RECOMMENDATIONS TO PREVENT RECURRENCES (including name of person to carry out action, and timescale to complete) 1…….. 2……..

Form 6

ACCIDENT INVESTIGATION FORM

3…….. 4……..	
REMEDIAL ACTIONS TAKEN (BY WHOM) AND DATE 1…….. 2…….. 3…….. 4……..	
SIGNATURE OF INVESTIGATOR:…….. POSITION HELD:…… DATE:…….	Distributed to:

Form 6

ACCIDENT INVESTIGATION FORM

DIGEY LTD

WITNESS STATEMENTS

PART C REPORT NO [/]

1. INTERVIEWEE……OCCUPATION/POSITION HELD……

……

……

……..

……..

……..

……..

……..

……..

……

SIGNATURE OF WITNESS …… DATE …… INTERVIEWER……..…….

Form 6

ACCIDENT INVESTIGATION FORM

PART D **THE CAUSES OF ACCIDENTS – EXAMPLES**

1.	**IMMEDIATE CAUSES**	
	PEOPLE	Operating equipment without authority
		Cut corners
		Fail to use PPE correctly
		Remove Safety Guards
		Incorrect Behaviour
	PLANT/EQUIPMENT	No Guards
		Tools unfit for purpose
		Wear and Tear
		Inadequately Constructed
	PLACE OF WORK	Blocked Exits
		Worn Furniture or Floor Coverings
		Excessive Noise
		High exposure to excessive Radiation/Fumes/Dust
		Bad Lighting
		Poor Housekeeping
	PROCEDURES	Ignoring Safety Signs
		Ignoring Rules/Instructions

2.	**UNDERLYING CAUSES**	
	PEOPLE	Not Physically Capable
		Sensory Disability eg Hearing, Sight
		Poor Co-ordination
		Under Stress
		Work Overload
		Lack of Experience or Training
		Abuse or Misuse of Equipment
	WORK	Lack of Supervision
		Inadequate or no Risk Assessment
		Inadequate design of Equipment
		Inadequate Storage
		Lack of Maintenance or Inspection

Form 6

ACCIDENT INVESTIGATION FORM

Lack of Induction Training
Purchase of Shoddy Goods and Materials
Inadequate Transfer of Information/Materials
Inadequate Construction
Lack of Senior Management Commitment

3. TYPICAL TOPICS FOR RECOMMENDATIONS

Note: If possible keep to a maximum of three recommendations as more is usually overburdening on managers and tend to get "put back for another day". Also draft Short, Medium and Long term recommendations to keep the process "Live".

For example:

SHORT TERM: Display safety signs including Fire, Exits, Chemicals, Floor Markings etc

MEDIUM TERM: Prepare and issue Risk Assessment, Procedures, Site Rules etc

LONG TERM: Set up Training Course

Form 7

SITE INDUCTION TRAINING CARD

a)	**Outline of Project**	**General Policy on Health & Safety for Site**
b)	**Site Personnel**	**Project Manager** **Site Foreman** **Health & Safety Advisor** **First Aiders**
c)	**Site Office**	**Location**
d)	**Site Procedures**	**Specific Site Rules including extra training (toolbox talks)** **Point Out Signs** **Accident Reporting** **H & S Problems** **Alcohol & Drugs** **Vehicle Routes/Safety** **Permit to Work Systems in Place**
e)	**Other Persons**	**Rules on Noise** **Pedestrians** **Parking/Unloading** **Dust/Fumes** **Rules on Storage**
f)	**PPE (Minimum) Hard Hat**	**Hi Vi Vest** **Safety Boots** **And other as required**
g)	**Welfare Facilities**	**Refreshments** **Washing** **Toilets** **First Aid (Location)**
h)	**Fire Rules**	**Fire Procedures** **Assembly Area** **Extinguishers** **Hot Work Permits** **Fire Personnel, Marshals, etc.**
i)	**Other Sub Contractors**	**Work Type** **Work Areas** **Cranes** **Heavy Excavations Plant**
j)	**Emergencies**	**Location of Nearest A & E Unit**
k)	**Security**	**Site Security** **Booking In/Out Procedures**
l)	**Consultation**	**Trade Unions** **Safety Committee** **Safety Representatives**
m)	**Summary**	**Individual Responsibilities on Health & Safety**

Form 8

MOBILE SCAFFOLD TOWER INSPECTION SHEET

Name & Address for whom the inspection is being carried out for:	
Name & Position of person carrying out the checks:	
Date & Time of Inspection:	
Location of Tower Scaffold:	
Make/Type of Tower Scaffold:	
Tower Scaffold Identification Number:	
Inspection type: *Delete as applicable*	**Before first use / After 7 days / Adverse weather/ Alteration**

Note: The inspection of the equipment must be completed by a trained competent person.

Inspection of Component Parts		**Yes**	**No**	**N/A**	**Comments**
Documentation					
Manufacturers Instruction Manual Available					
Castors					
1	Castor housings, wheel and tyres not damaged				
2	Wheels rotate freely				
3	Castor swivels rotate properly				
4	Wheel brakes function properly				
Adjustable Legs					
5	Not bent				
6	Threads undamaged				
7	Threads clean and free from debris				
8	Device to stop the leg falling out of the frame checked and functioning correctly				
Frames					
9	Frame members are straight and undamaged				
10	Frame members free of extraneous material				
11	Spigots are straight and parallel with the axis of the column tube				
12	The devices for locking frames together have been checked and are functioning correctly				
Platforms					
13	Undamaged				
14	Frames are square and true.				
15	Decks are not split or warped				
16	Deck-to-frame fixings are firm				
17	Toe board clips/fittings are undamaged and firm				
18	Outriggers and stabilizers have been checked for damage and hooks and couplers are functioning correctly				

Form 8

MOBILE SCAFFOLD TOWER INSPECTION SHEET

Pre-Use Site Checks		Yes	No	N/A	Comments
19	Ground is firm and level				
20	No overhead obstructions or hazards.				
21	Wind and weather conditions permit safe use.				
22	Maximum height of tower not exceeded. (Check suppliers instruction manual)				
23	Mobile tower is vertical and square and the horizontal braces and platform are level				
24	Outriggers or stabilisers are correctly positioned and secured				
25	All base plates or castor wheels are fully in contact with the ground, including those on stabilisers or outriggers. All castors should be properly locked				
26	All spigot and socket joint locks holding the frames together are secured				
27	All bracing members have been located exactly in accordance with the supplier's instructions				
28	All guardrails, intermediate rails and toe boards are in position.				
29	Access ladders in position and firmly located				
30	Barriers in place at ground level to prevent people walking into the tower or straying into the work area				
31	Suitable storage provision is made for tools and materials on the platform				

Further Actions Necessary	By Whom/ Date

This scaffold tower is/ is not safe for use and can/ must not be used
(Delete as applicable)

_____

Signature

APPENDIX A

HOT PERMIT-TO-WORK

Serial No……

This Permit-To-Work covering welding, brazing, soldering, cutting or similar operations involving the application of heat which may be a source of ignition and where a risk of fire or explosion exists.

MANDATORY SAFETY REQUIREMENT: Digey Ltd is committed to a safe system of work. All work specified in this permit is conditional to all contractors being informed and made aware of the Contractors Safety Guidelines.

NOTE: If used by Digey Ltd employees for their own Departmental control measure the person conducting the work must complete this Permit as the contractor.

PART 1. BEFORE WORK COMMENCES.

A. This section to be completed by the Originator. (the originator must be a competent person)

Details of work	
Contractors Company name:	
Contractors Site Foreman /Supervisors name:	No of staff:
Location of work:	
Description /Specific nature of work: (Continue on a separate sheet if required and attach it to this one)	
Hazard Identification and Special Precautions: (In addition to safety check list. Continue on a separate sheet if required and attach to this one)	
No plant, tank or vessel, which contains or has contained any explosive or flammable substance, may be subjected to any form of welding, brazing or soldering operation, or to any cutting or similar operation involving the application of heat, until all practicable steps have been taken to remove the substance and any fumes arising from it, or to render them non-flammable. Any such tank, plant or vessel must first be allowed to cool before any explosive or flammable substance is re-introduced.	
All flammable/combustible substances must be removed to a safe location. Any person conducting HOT work must be accompanied by a responsible person who is trained on the use of fire extinguishers :	
Name of responsible person:	

SAFETY CHECK LIST

(Mark box Y=Yes or N=No and indicate implications and specify appropriate action in work safety review)

Evaluation		Safety Shoes		Access equipment required	
Impact on building		Ear Protection		**Assessment of Hazards**	
Impact on personnel		Eye Protection		COSHH assessment	
Impact on environment		Face Shield		Environmental tests	
Emergency instructions required		Safety Helmets		Chemical risks	
Impact on security		Safety Harness & Lifeline		Combustible substances checked	
Asbestos Register checked		Communication Device		Noise	
Isolation of Services		Breathing Apparatus		Working alone	
Electrical		**Work Areas**		Working out of hours	
Mechanical		Extra lighting required		Equipment and material storage	
Water		Barriers & protection required		Vehicular movement	
Fire Protection Systems		Fire extinguishers required:		Loading unloading	
Gases		Foam/AFFF		Appropriate notices displayed	
Personal Protection		Water		Moving parts/equipment	
Protective Clothing		CO2		RCD in use	
Gloves		Dry Powder			

Declaration I hereby declare that: the above location has been inspected; the appropriate special precautions have been taken; I have personally briefed the contractor on the scope and detail of the work to be done and that this Permit-To-Work can be issued.
We hereby declare that the above location and plant/services have been inspected; that appropriate special precautions have been taken; I have personally briefed the contractor on the scope and detail of the work to be done and that this Permit-To-Work can be issued.

Originators signature:	Date:	Time: am/pm.

HOT PERMIT-TO-WORK

B. This section to be completed by the Contractor.

Declaration I hereby declare that:

i. I have been informed and made aware of the Contractors Safety Guidelines.

ii. I have been briefed by my sponsor on the scope and detail of the work that we have been contracted to undertake, I have a clear understanding of what is required.

iii. All electrical equipment and tools which we have brought onto site have been inspected and tested by a competent person in compliance with the Electricity at Work Regulations 1989. (Failure to comply may invalidate the Contract, for which Digey Ltd will not accept liability).

iv. All externally used mains operated equipment will be supplied via an isolating transformer and RCD protected.

v. I accept responsibility for carrying out the work detailed on this Permit, and that no attempt will be made by me, or by persons under my control, to carry out any additional unspecified work.

Contractors signature:	Date:	Time: am/pm.

PART 2. PERMIT ISSUE. ***This section to be completed by the Originator.***

HOT Permits-To-Work are issued half daily (4 hours maximum), any requirement for work to continue beyond that will require a fresh Permit to be issued. Part 1A and B must be completed before this Part is authorised.

Timescale	Time	Date Covered by Permit:	Originators signature
From	am/pm.		
To	am/pm.		

2a. ORIGINATOR SHIFT CHANGEOVER. If the work extends over a shift change, the new competent person should satisfy themselves that all conditions are in order. When satisfied, they should sign the "change of shift acceptance" they will then take on the responsibilities of the originator, as named in Part 1 Section A.

Acceptance signature:	Date:	Time: am/pm.

PART 3. ON COMPLETION OF WORK.

A. This section to be completed by the contractor.

I hereby declare that the work for which this Permit was issued is now *Suspended /*Completed, so far as reasonably practicable I have checked the area for signs of heat transfer and/or fire to ensure that the area is left safe (* Delete as applicable.)

Contractors signature:	Date:	Time: am/pm.

B. This section cancels this Permit, it must be completed by the Digey Ltd Originator before normal work resumes.

I have inspected the location covered by this Permit and declare that the work has been satisfactorily completed. The area is safe for normal work to resume and I will re-inspect the location as detailed.			Location re-inspection **FIRE WATCH ONE HOUR AT**
THIS PERMIT TO WORK IS CANCELLED.			
Originators signature:	Date:	Time: am/pm.	Time: am/pm.

Work Safety Review

A work safety review must be completed for all permit activities by the originator, use additional sheet if required and attach.

APPENDIX B

CONFINED SPACE PERMIT

Serial No……

This Permit-To-Work must be issued where work is to be carried out inside any chamber, tank, pit, or similar confined space if dangerous fumes are liable to be present or the proportion of oxygen in the air is liable to substantially reduce. This permit is to be issued prior to internal work being carried out on any water drains which may be entered.

MANDATORY SAFETY REQUIREMENT: Digey Ltd is committed to a safe system of work. All work specified in this permit is conditional to all contractors being informed and made aware of the Contractors Safety Guidelines.

NOTE: If used by Digey Ltd employees for their own Departmental control measures the person conducting the work must complete this Permit as the contractor.

PART 1. BEFORE WORK COMMENCES.

A. This section to be completed by the Originator. (the originator must be a competent person)

Details of work	
Contractors Company name:	
Contractors Site Foreman /Supervisors name:	No of staff:
Location Of Work:	
Description/Specific Nature Of Work: (Continue on separate sheet if required and attach to this one)	
Hazard Identification and Special Precautions/Equipment: (In addition see safety check list, continue on separate sheet if required and attach to this one)	
WATER TANKS. In the event of any chemical being added to the water supply, i.e. chlorinating, notices must be displayed on all accessible taps, water fountains or other outlets during the process. Notices must only be removed once the supply has been checked and confirmed fit for human consumption. Anyone entering a confined space must be accompanied at all times by a person who is capable of pulling out the person entering into the confined space in the event of an emergency.	

SAFETY CHECK LIST

(Mark box Y=Yes or N=No and indicate implications and specify appropriate action in work safety review.

Evaluation		Safety Shoes		Access equipment required	
Impact on building		Ear Protectors		**Assessment of Hazards**	
Impact on personnel		Eye Protection		COSHH assessment	
Impact on environment		Safety Helmets		Environmental tests	
Emergency instructions required		Safety Harness & Lifeline		Chemical risks	
Impact on security		Torch/Hand Lamp		Combustible substances checked	
Asbestos Register checked		Communication Device		Noise	
Isolation of Services		Breathing Apparatus		Working alone	
Electrical		**Work Areas**		Working out of hours	
Mechanical		Extra lighting required		Equipment and material storage	
Water		Barriers & protection required		Vehicular movement	
Fire protection systems		Fire extinguishers required:		Loading/unloading	
Gases		Foam		Appropriate notices displayed	
Personal Protection		Water		Moving parts/equipment	
Protective Clothing		CO_2		RCD in use	
Gloves		Dry Powder			

Declaration I hereby declare that: the location/s of work have been inspected; appropriate special precautions have been taken; I have personally briefed the contractor on the scope and detail of the work to be done and that this Permit-To-Work can be issued.
We hereby declare that the above location and plant/services have been inspected; that appropriate special precautions have been taken; I have personally briefed the contractor on the scope and detail of the work to be done and that this Permit-To-Work can be issued.

Originators signature:	Date:	Time: am/pm

CONFINED SPACE PERMIT

B. This section to be completed by the Contractor.

Declaration I hereby declare that:

i. I have been informed and made aware of the Contractors Safety Guidelines.

ii. I have been briefed by my sponsor on the scope and detail of the work that we have been contracted to undertake, I have a clear understanding of what is required.

iii. I hereby declare that the above confined space has been checked for chemical contamination and it is safe to enter. In the event of breathing apparatus having to be used the user has received suitable and sufficient training and is competent to use it.

iv. All externally used mains operated equipment will be supplied via an isolating transformer and RCD protected.

v. I accept responsibility for carrying out the work detailed on this Permit, and that no attempt will be made by me, or by persons under my control, to carry out any additional unspecified work.

Contractors signature:			Date:	Time: am/pm

PART 2. PERMIT ISSUE. ***This section to be completed by the Originator.***

Confined Space Permits-To-Work are issued daily, any requirement for work to continue to the following day will require a fresh Permit to be issued. Part 1A and B must be completed before this Part is authorised.

Timescale	Time	Date Covered by Permit:	Originators signature
From			
To			

2a. ORIGINATOR SHIFT CHANGEOVER. If the work extends over a shift change, the new competent person should satisfy themselves that all conditions are in order. When satisfied, they should sign the "change of shift acceptance" they will then take on the responsibilities of the originator, as named in Part 1 Section A.

Acceptance signature:	Date:	Time: am/pm

PART 3. ON COMPLETION OF WORK.

A. This section to be completed by the contractor.

I hereby declare that the work for which this Permit was issued is now Suspended /Completed and that all personnel under my charge have been withdrawn and warned that it is no longer safe to work the confined location/s specified on this Permit, and that all equipment, signs and tools have been removed. * Delete as applicable.

Contractors signature:	Date:	Time: am/pm

B. Cancellation of permit. (This must be completed by the Digey Ltd Originator before normal work resumes)

I have inspected the location/s covered by this Permit and declare that the work has been satisfactorily completed. The area is safe for normal work to resume.

THIS PERMIT TO WORK IS CANCELLED.

Originators signature:	Date:	Time: am/pm

Work Safety Review

A work safety review must be completed for all permit activities by the originator, use additional sheet if required and attach.

CONTRACTORS GUIDELINES

Part I. General Policy

1. Digey Limited is committed to maintaining high safety standards. Therefore it is the responsibility for each individual who enters onto its property to work in a safe and responsible way.

2. This statement underlines the Company's fundamental belief in the importance of Health and Safety and Environmental Control and its concern to maintain and provide a safe working environment and to eliminate or control all reasonably foreseeable hazards.

3. Digey Limited's policy is to ensure, so far as it is reasonably practicable, the health, safety and welfare of all persons by:

    3.1 Providing and maintaining buildings, plant, equipment, services and safe systems of work

    3.2 Arranging for the safe use, handling, storage and transport of articles and substances

    3.3 Providing sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to health and safety at work

    3.4 Ensuring that appropriate safety instructions, advice, guidance and directions are given to sub-contractors and visitors

    3.5 Providing and maintaining a healthy working environment

    3.6 Permitting smoking only in specific areas outside of buildings.

Part II. Confidentiality

Contractors are to be aware that all documents, paperwork and data on Digey Limited sites are confidential and should not be read by unauthorised persons, removed or their contents divulged to any other third party

In addition, any other verbal or non-verbal information related to Digey Limited sites must not be relayed to other persons without the express written permission of the Company

Part III. Environmental

1. The Company expects all contractors employed on its sites to follow the following environmental rules:

    1.1 When installing any new plant or equipment to ensure that environmental issues have been considered in its selection including: manufacturing materials, recycling energy consumption and harmful discharges

    1.2 Ensuring that only environmentally friendly materials, substances and chemicals are used.

    1.3 Ensuring that low energy equipment/tools are used and that items are not left running which will consume energy unnecessarily

    1.4 Ensuring that all waste materials are where practicable recycled or are disposed of using best environmental practices

    1.5 Hazardous or special waste should only be removed by registered waste disposal handlers

CONTRACTORS GUIDELINES

Part IV. Safety Guidelines

1. The following general safety information must be understood before any work commences:

1.1 The name of your Contract Manager (Digey Limited Contact) is:

_____ Tel: _____

1.2 The name of the Site Health and Safety Advisor (Appointed Person) for this site is:

_____ Tel: _____

1.3 The location of First Aid Assistance will be provided by:

_____ Tel: _____

Nearest A & E Unit: _____ Tel: _____

1.4 The Fire Procedure for the site should be understood and where these Guidelines are supplied in writing these must be Kept On Your Person At All Times while on site.

1.5 Digey Limited Emergency Phone Numbers are:

Office: Tel: _____
Mon – Fri 8.00am to 5.30pm

Out of Hours Tel: _____

2. Before you commence any work on behalf of the Company you must possess:

2.1 A copy of your Safety Policy, if your Company has one, together with the name of the person in the Company responsible for safety. If your work involves the use of COSHH related substances, a copy of the relevant Material Safety Data Sheets must be forwarded to your Digey Limited contact Manager for approval, prior the introduction of that substance to the site. Where the function involves handling waste a copy of the waste carriers licence is to be forwarded to Digey Limited.

2.2 An understanding of the appropriate legislation covering your area(s) of work (e.g. Health and Safety Work etc. Act 1974, the Environmental Protection Act 1999, Construction (Design and Management) Regulations 2015, Electricity at Work Regulations 1989, or any other legislation in force prior to commencement of work(s)

2.3 Suitable protective equipment/clothing as necessary for the job to be undertaken

2.4 Proper access equipment as required for the area(s) of operations:

In the event of any item requiring certification, the certificate should be available for inspection

2.5 The correct tools for the job. These must be in good condition and within test date if electrical, i.e. Portable Appliance Tested. This is the responsibility of the contractor and not Digey Limited.

2.6 An RCD when using electrically operated tools, in the event of these tools being used externally or in potentially hazardous conditions an isolating transformer must be used in conjunction with the RCD.

3. Whilst working on Company's premises you must:

CONTRACTORS GUIDELINES

3.1 Ensure that a Method Statement (safe system of work) is implemented at all times and that you can provide the evidence of insurance to cover any common law damages which may arise from your activities

3.2 Complete and work under a Contractor's Work Permit at all times and comply with all permit details

3.3 Book in on site as a contractor and wear the appropriate Pass on the lanyard provided at all times

3.4 Ensure that only environmentally friendly products are used on site

3.5 Work only in your designated area and keep disruption to a minimum

3.6 Obey the Company's instructions at all times as long as these do not affect safety

3.7 Keep your area clean and tidy to reduce hazards

3.8 Report hazards to your Digey Limited contact Manager immediately

3.9 Obey all safety signs

3.10 Ensure that signs and guards are placed around any floor openings or hazardous obstructions and that any removed guard, duct covers or barriers etc. are replaced before leaving the area unattended

3.11 Provide where appropriate suitable night lighting around potential hazards

3.12 Keep noise to a minimum and not use items that are likely to cause a nuisance such as portable radios, etc.

3.13 Report all accidents to your Digey Limited contact Manager immediately

3.14 Clean up on completion of work ensuring that any substances, waste or rubbish are disposed of in line with best environmental practices

4. FIRE INSTRUCTIONS

4.1 IF YOU DISCOVER OR CAUSE A FIRE:

4.1.1 Immediately raise the alarm by breaking the nearest break glass point or where these are not available, shout "FIRE", "FIRE"

4.1.2 Do not attempt to put out the fire unless the fire is small and you are competent to do so using the extinguishing equipment available

4.1.3 If not fighting the fire, leave by the nearest available exit

4.1.4 Go to the nearest designated Evacuation Assembly Point or the front of the building if this has not been pointed out to you

4.1.5 Report to the person in charge and wait instructions

4.2 IF YOU HEAR THE FIRE ALARM BEING RAISED:

4.2.1 Leave by the nearest available exit

CONTRACTORS GUIDELINES

4.2.2 Go to the nearest Evacuation Assembly Point or front of the building if this has not been pointed out to you

4.2.3 Report to the person in charge and await instructions

NB

- The Fire Instructions are posted near exits
- Fire alarm break glass points are also near exits
- Do not re-enter any building until advised to do so by a responsible person

5. PLEASE DO NOT USE ANY DIGEY LIMITED EQUIPMENT UNLESS YOU HAVE SPECIFIC WRITTEN PERMISSION TO DO SO (LADDERS, ETC).

CONTRACTORS GUIDELINES

Digey Limited

This form is to be completed and returned to the Company before commencement of any work

CONTRACTOR'S NAME _____
(DELETE IF NOT APPLICABLE)

We acknowledge receipt of the Digey Limited Contractor's Guidelines

We understand that compliance with these guidelines is a condition of my permission to work on this site

We understand we may be expected to fill in a contractors work permit on each occasion we visit a Digey Limited site to carry out work

We have been advised on the location of any chemicals or other site hazards if this relates to the work we intend to carry out

We have enclosed a Method Statement (Safe Working Procedures) for the work we have been contracted to carry out

We have enclosed a copy of our current Insurance Certificate for your files.

We have enclosed a copy of our current Environmental Policy.

We have enclosed a copy of our waste carrier's licence.

We will adhere to your confidentiality requirements

a) CONTRACTOR'S DETAILS:

Name of Manager responsible for Health & Safety _____

Contact telephone number/mobile _____

Appointed Safety Person _____

Contact telephone number/mobile _____

Out of hours emergency number _____

Date ____/ ____/20 ____

We certify that we have issued all appropriate Health & Safety guidelines and information to the contractor and are satisfied that the contractor has provided all appropriate documentation. (Signed on return from contractor by Digey Limited Contact Manager)

b) YOUR DIGEY LIMITED CONTACT MANAGER'S DETAILS:

Name (PRINT) _____

Manager's Signature _____
on behalf of Digey Limited

Date ____/____/20____

Failure to return the required documentation within a reasonable period (usually 14 days) may result in the contract being terminated.

PLEASE FORWARD TO THE HEAD OFFICE FOR THE COMPETENT CONTRACTORS FILE WITH A COPY OF ALL DOCUMENTATION ATTACHED