

WATFORD SCAFFOLDING
Limited



Health & Safety Policy Document

Issue No	5
Issue Date	January 2018
Issued by	DR



WATFORD SCAFFOLDING Limited

Issue Date:
01/18
Issued By:
DR

Health & Safety Policy Document

Table of Contents

1.0	Introduction	5
2.0	Policies	5
2.1	Health & Safety Policy Statement	6
2.2	Environmental Policy Statement.....	7
2.3	Equal Opportunities Policy Statement	7
2.4	Alcohol & Drugs Policy Statement.....	8
2.5	Arrangements for Reviewing & Updating the Policy.....	9
2.6	Statutory Regulations & Performance Standards	10
3.0	Organisation	10
3.1	Organisation Chart	11
3.2	General Responsibilities for Managing Health & Safety	11
3.2.1	Partners and Management	12
3.2.2	General Duties of Employees	12
3.2.3	Independent Health & Safety Consultants.....	12
3.3	Training & Competence.....	13
3.3.1	Training Records.....	13
3.3.2	Induction Training	13
3.3.3	Driver Competence	13
3.3.4	Modular Training (Tool Box Talks).....	13
3.4	Communication of Information.....	14
3.4.1	Essential Information & Feedback	14
3.4.2	Formal Communications	14
3.5	Effective Supervision & Control.....	14
3.6	Consultation with Employees.....	15
3.7	Liaison with Fellow Employees.....	15
4.0	Arrangements	15
4.1	Risk Assessment	15
4.2.1	Generic Risk Assessment.....	16
4.2.2	Specific Risk Assessment	16
4.3	Method Statements/Scaffold Plans	16
4.4	Preventing Falls	17
4.5	Working at Height	18
4.5.1	Scaffolding Materials.....	18
4.5.2	Lightweight Tower Scaffolds	19
4.5.3	Mobile Elevating Work Platforms (MEWP's).....	19
4.6	Work Equipment	19
4.6.1	Mobile Plant & Vehicles	19
4.6.2	Portable Electrical Equipment.....	20
4.6.3	Lifting Operations & Lifting Equipment.....	20
4.7	Occupational Health	20
4.7.1	Manual Handling	21
4.7.2	Hazardous Substances.....	21
4.7.3	Asbestos	21
4.7.4	Noise	22
4.7.5	Health Surveillance & Screening	23
4.7.6	Vibration.....	23
4.8	Overhead Power Lines.....	23
4.9	Scaffold Inspection, Commissioning & Handover.....	23



WATFORD SCAFFOLDING Limited

Issue Date:
01/18
Issued By:
DR

Health & Safety Policy Document

4.10	Masonry Anchor Testing	24
4.11	Protection of the Public and Others	25
4.12	Personal Protective Equipment.....	25
4.13	Scaffold Design	26
4.14	First Aid & Emergency Arrangements	26
4.15	Welfare Facilities	26
4.16	Housekeeping.....	27
4.17	Smoking at Work	27
4.18	Drugs & Alcohol at Work.....	27
4.19	Young Persons at Work	27
4.20	Dealing with the Enforcing Authorities	28
4.21	Work on or Near the Railway	28
4.22	Records Management	28
4.23	Office Safety	29
4.23.1	DSE User & Operator	29
4.23.2	Eye Tests & Corrective Devices	29
5.0	Measuring Performance	30
5.1	Reactive Monitoring	30
5.1.1	Accident Reporting & Investigation	30
5.2	Proactive Monitoring.....	31
5.2.1	Hierarchy Monitoring.....	31
5.2.2	Independent Monitoring.....	31
6.0	Review Meetings.....	32
6.1	Review Meetings	32



WATFORD SCAFFOLDING Limited

Issue Date:
01/18
Issued By:
DR

Health & Safety Policy Document

1.0 Introduction

This Health & Safety Policy and Safety Management System has been prepared to comply with the statutory requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974. Contained within this document are Watford Scaffolding's policy, organisation and arrangements for occupational health, safety and welfare, for all our business activities in the UK.

At Watford Scaffolding Limited, health, safety and welfare issues rank equally with other business objectives and achieving good health and safety performance is recognised as being consistent with overall successful business performance. We also recognise that failure to integrate health and safety into our operations will result in harm to people and associated loss.

2.0 Policies



WATFORD SCAFFOLDING Limited

Issue Date:
01/18
Issued By:
DR

Health & Safety Policy Document

2.1 Health & Safety Policy Statement

Watford Scaffolding Ltd is committed entirely to the preservation of our employee's health, safety & welfare.

At the planning stage and throughout our processes from fruition to completion, so far as is reasonably practicable, ensure the health, safety and welfare of everyone engaged in or affected by our activities taking into consideration 3rd parties.

We will consider the environment when planning and carrying out our activities ensuring so far as is reasonably practicable minimal disruption and environmentally friendly techniques.

For the purposes of health and safety, labour only subcontractors will be viewed in the same manner as directly employed personnel.

We will through continual development and implementation ensure:

- ❖ Safe and Healthy working conditions and systems of work, which when carried out, will not affect our or others health, safety or welfare
- ❖ Facilities for employer/employee consultation on health and safety matters and discussions with individual employees before giving them particular health and safety responsibilities
- ❖ A commitment to the provision of relevant information, instruction and training in respect of their Health and Safety which may arise out of their work or workplace
- ❖ Safe arrangements for the use, handling, storage and transport of articles and substances
- ❖ Personal protective equipment, Respiratory protective equipment and Safety equipment to conform to statutory requirements
- ❖ Continually strive to improve health, safety, welfare and environmental awareness
- ❖ The Company further undertakes to ensure that adequate resources are available for the implementation of this policy

Signed

A handwritten signature in black ink, appearing to read 'Arjan Shehu'.

Arjan Shehu
Director Responsible for Health & Safety – Jan 2018



2.2 Environmental Policy Statement

Watford Scaffolding Limited supplies access scaffolding services throughout southern England.

The company attaches great importance to protecting the environment and will continue to work towards introducing procedures and the use of materials to help to minimize any potential adverse effect on the environment caused by the carrying out of our and our clients day to day operations.

The company will therefore: -

- ❖ Comply with all applicable environmental legislation and codes of practice.
- ❖ Take positive action to minimize waste and encourage recycling for the company and its clients.
- ❖ Maintain management controls and procedures to implement environmental objectives.
- ❖ Work with suppliers and clients to encourage the sourcing of materials from sustainable resources.
- ❖ Improve efficiency in the use of fuel, water and raw materials.
- ❖ Raise company and client awareness of and commitment to maximizing environmental performance.
- ❖ Review the Company environmental policy annually to take account of legislative and organizational changes.

Signed

A handwritten signature in black ink, appearing to read 'Arjan Shehu'.

Arjan Shehu
Director Responsible for Health & Safety – Jan 2018

2.3 Equal Opportunities Policy Statement



WATFORD SCAFFOLDING Limited

Issue Date:
01/18
Issued By:
DR

Health & Safety Policy Document

Watford Scaffolding Limited aims to be an equal opportunity employer and has a policy for this purpose.

This policy covers all aspects of employment, from vacancy advertising, selection of recruitment and ongoing training conditions of service and reasons for termination of employment.

To ensure that this policy is operating effectively (and for no other purpose) Watford Scaffolding maintains records of employees and applicants' racial origins, gender and disability.

Ongoing monitoring and regular analysis of such records provide the basis for an appropriate action to eliminate unlawful direct/indirect discrimination and promote equality of opportunity.

Watford Scaffolding's long-term aim is that the composition of our workforce should reflect that of the community. Timetabled targets will be set for groups in the community that are identified as being underrepresented in the workforce.

Where necessary, special steps, as permitted by law, will be taken to help disadvantaged and/or underrepresented groups to compete for jobs on a genuine basis of equality.

This policy and the measures to implement it have been devised on the basis of advice from relevant bodies and in consultation with appropriate Union and employment references.

The Directors are responsible for the effective implementation of the policy.

A copy of the policy is available from the Directors.

Signed

A handwritten signature in black ink, appearing to read 'AS' followed by a flourish.

Arjan Shehu
Director Responsible for Health & Safety – Jan 2018

2.4 Alcohol & Drugs Policy Statement



WATFORD SCAFFOLDING Limited

Issue Date:
01/18
Issued By:
DR

Health & Safety Policy Document

This Drugs and Alcohol Policy Statement is applicable to all safety critical personnel under Watford Scaffolding Limited's control. The Managing Director shall take all reasonable steps to ensure that all relevant personnel are made aware of this Policy statement.

No person under Watford Scaffolding's control shall: -

- ❖ Report, or endeavour to report for duty whilst under the influence of drugs or alcohol
- ❖ Report for duty in an unfit state due to the use of alcohol or drugs
- ❖ Be in possession of controlled drugs in the work place
- ❖ Consume alcohol or drugs whilst on duty

When being prescribed medication, relevant personnel shall notify their Doctor of the nature of activities they are engaged in. They shall ensure their Supervisor is immediately notified of any prescribed or "over-the-counter" medication being taken that may affect or impair their safe performance.

Personnel that believe they have drugs or alcohol related problems and pro-actively raise the issue (i.e. not after being involved in an incident or being nominated for a test) shall be provided confidential support. However, other personnel in contravention of this Policy or Drugs and Alcohol Work Instruction shall be subject to appropriate disciplinary action.

Watford Scaffolding will monitor the effectiveness and adequacy of this Policy at least annually.

Signed

A handwritten signature in black ink, appearing to read 'AS' followed by a flourish.

Arjan Shehu
Director Responsible for Health & Safety – Jan 2018

2.5 Arrangements for Reviewing & Updating the Policy



The Health & Safety Consultants (Simian Risk Management Limited) are responsible for keeping the Company up to date with developments in occupational health and safety: new and changing health and safety legislation, case law, and best practice.

This Policy and associated procedures shall be revised in accordance with any significant changes identified above and at least reviewed every 12 months, to ensure that it remains relevant to the business operations and up to date.

2.6 Regulations & Performance Standards

This is not an exhaustive list. However, principle elements of applicable legislation to company activities are considered to be: -

- ❖ The Regulatory Reform (Fire Safety) Order 2005
- ❖ The Health & Safety (First Aid) Regulations 1981
- ❖ The Work at Height Regulations 2005
- ❖ Personal Protective Equipment at Work Regulations 1992
- ❖ Provision and Use of Work Equipment Regulations 1998
- ❖ Manual Handling Operations Regulations 1992
- ❖ Health and Safety (Display Screen Equipment) Regulations 1992
- ❖ Control of Substances Hazardous to Health Regulations 2002
- ❖ Health and Safety Information for Employees Regulations 1989
- ❖ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- ❖ Employers' Liability (Compulsory Insurance) Act 1969
- ❖ Electricity at Work Regulations 1989
- ❖ Construction (Design and Management) Regulations 2015
- ❖ Dangerous Substances and Explosive Atmospheres Regulations 2002
- ❖ Health and Safety (Consultation With Employees) Regulations 1996
- ❖ Health & Safety (Safety Signs & Signals) Regulations 1996
- ❖ Control of Asbestos Regulations 2012
- ❖ Control of Noise at Work Regulations 2005
- ❖ Control of Vibration at Work Regulations 2005
- ❖ The Health Act 2006
- ❖ The Corporate Manslaughter and Corporate Homicide Act 2007
- ❖ Health and Safety Offences Act 2009
- ❖ NASC TG20:13 'A Comprehensive Guide to Good Practice for Tubes and Fitting Scaffolding'
- ❖ NASC SG4:15 'Preventing Falls in Scaffolding Operations'
- ❖ BS EN 12811/1 The European Standards for Temporary Scaffolding Works
- ❖ The National Access and Scaffolding Confederation (NASC) - Safety and Technical Guidance Notes (various)
- ❖ BSEN 1004: 2004 Aluminium Access Towers
- ❖ BS EN 13374 Temporary Edge Protection Code of Practice

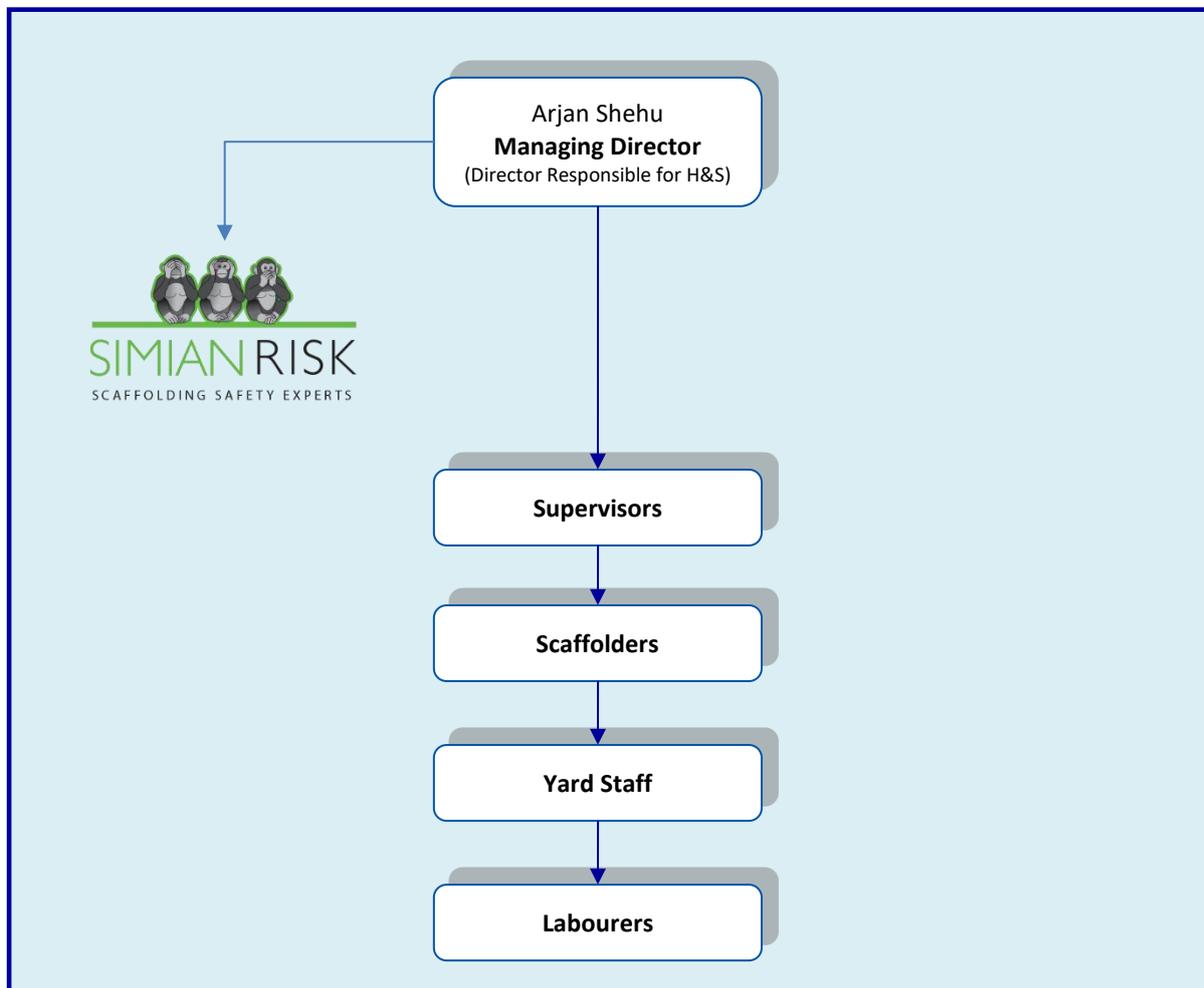
3.0 Organisation



3.1 Organisation Chart

As stated in the General Policy Statement the management of occupational health and safety at Watford Limited is a line-management responsibility, as the line-management, from the Directors - through to Chargehands, are charged with controlling the business operations. Health and safety is an integral part of all our operations, therefore each member of the line-management is charged with managing health and safety within their sphere of operation. The following organisation chart defines the hierarchy within the Company: -

Watford Scaffolding Ltd - Organisation for Health & Safety Management



3.2 General Responsibilities for Managing Health & Safety



WATFORD SCAFFOLDING Limited

Issue Date:
01/18
Issued By:
DR

Health & Safety Policy Document

This section covers the basic general responsibilities for managing occupational health and safety at Watford Scaffolding Limited.

3.2.1 Partners and Management

The Managing Director, Mr Arjan Shehu, has ultimate responsibility for health safety and welfare at Watford Scaffolding Limited.

He is responsible for bringing the policy to the attention of all employees and sub-contractors and ensuring compliance through monitoring arrangements.

This Policy is a live document, which needs to be reviewed from time to time to ensure that it remains current with the Company's activities and changing legislation. It is the responsibility of the Partners with the assistance of the Independent Safety Consultants, to assess the implications of new legislation and best practice, investigation/audit reports, monitoring systems etc... for the Company and to amend the Policy as necessary.

3.2.2 General Duties of Employees

All persons at work carry individual responsibilities and these are outlined in the Health and Safety at Work etc. Act 1974, as follows: -

- ❖ To take reasonable care of themselves and others who may be affected by their acts or omissions.
- ❖ To co-operate with the employer so far as is necessary to enable the employer to comply with his statutory duties.
- ❖ Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.

The Company requires the full support of all employees and sub-contractors to have effective accident prevention.

3.2.3 Independent Health & Safety Consultants

Watford Scaffolding Limited employs the services of Simian Risk Management Limited as independent health and safety consultants to provide professional assistance and guidance to support the line-management. They are appointed as the company's competent advisors and help discharge the Company's duty under regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The Health & Safety Consultants are responsible for keeping the Company up to date with occupational health and safety: new and changing health and safety legislation, case law, and best practice and this is achieved via the electronic issue of a monthly newsletter.



3.3 Training & Competence

Watford Scaffolding Limited recognises its general duty to employees under section 2(2) c of the Health and Safety at Work etc. Act 1974, to provide all necessary information, instruction, training and supervision. To this end the company continuously assesses the competency level of all employees and where applicable sub-contractors.

3.3.1 Training Records

The company shall maintain training records in the personnel files with copies of certification.

3.3.2 Induction Training

Every new employee shall receive induction training, before commencing work, which includes health and safety, to ensure that they are not exposed to unfamiliar hazards.

The induction is recognised as an opportunity to convey the management beliefs and company values for health and safety management and to help influence the attitudes of all new starters.

A record of induction must be kept, signed by the inductee as an acknowledgement that they have understood the content.

3.3.3 Driver Competence

Watford Scaffolding Ltd is committed to ensuring compliance with CPC requirements for all professional drivers in line with DVSA (Driver Vehicle Standards Agency) requirements.

3.3.4 Modular Training (Tool Box Talks)

Modular training in the form of toolbox talks is used to help increase and maintain general levels of health and safety awareness.

The Partners or Charge hands can establish their own frequency of toolbox talks, as necessary (e.g. weekly, fortnightly). However, every operative must receive at least one toolbox talk per calendar month, covering a specific topic, as a minimum.

A schedule of monthly toolbox talk topics must be prepared for a six-month period.

Additional general toolbox talks are a useful medium for general day to day communication of information such as sharing accident learning or introducing best practice.



A record of attendance must be kept, with the signature of each attendee.

3.4 Communication of Information

3.4.1 Essential Information & Feedback

The 'toolbox talk' medium can be used to help disseminate essential health and safety information throughout the organisation.

It is important to solicit information from the workforce and receive feedback on health and safety issues. A few moments should be taken at the end of each toolbox talk giving the opportunity to raise and discuss such issues.

3.4.2 Formal Communications

To ensure the effective communication of important information, the company uses the following formal systems: -

- ❖ Work Instructions
- ❖ Memorandums & General Notices
- ❖ Guidance Notes
- ❖ Safety Bulletins

Safety Bulletins are a system for communicating up-to-date health and safety information. Important issues, such as accident / incident learning to be shared will be compiled and issued to all employees, as necessary.

Copies of such written information should also be posted on the notice boards. Personnel with access to the Company's computer network may be sent this information electronically.

Certain formal communications may require the recipient to sign and return an acknowledgement slip accepting that they have received, read and understood the communication.

3.5 Effective Supervision & Control

At Watford Scaffolding we have established four general principles for effective supervision to help ensure control of our core operations, due to the mainly peripatetic nature of the work, and compliance with the established performance standards - for all elements of the business – not just health and safety.

The four general principles for effective Supervision are: -

1. Every job should be surveyed, and a suitable and sufficient **risk assessment** carried out.



Health & Safety Policy Document

2. Ensure the correct **competence** levels of those allocated duties, in relation to the task(s) to be undertaken and the work equipment to be used.
3. Ensure the effective **communication** of the required performance standards and essential information. E.g. Control measures
4. Establish and implement the appropriate levels of imposed and self-supervision depending upon the degree of risk and the competence levels of the operatives involved. Always ensure a minimum level of **imposed supervision**. This also includes the commissioning of work and handover by a competent person.

3.6 Consultation with Employees

Legislation requires employers to hold consultation with employees and to recognise the rights of employee and union safety representatives and safety committees. Watford Scaffolding will comply with the relevant legislation as a minimum standard.

Toolbox talks will to be used as a medium for consultation. Management will always be approachable on all health and safety matters.

3.7 Liaison with Fellow Employees

Watford Scaffolding recognises its duty under the Management of Health and Safety at Work Regulations 1999, to communicate with employees to ensure information about hazards and control measures is shared. This will enable suitable arrangements to be made

4.0 Arrangements

4.1 Risk Assessment



Health & Safety Policy Document

Identification of hazards, assessment of risk and the establishing and enforcing of control measures to eliminate or control risk, are the cornerstones of effective safety management.

The Management of Health and Safety at Work Regulations 1999, Regulation 3, requires employers to make suitable and sufficient assessment of the risks to the health and safety of employees and to keep records of the significant findings. The Company will develop risk assessments to comply with this statutory requirement.

The two risk assessment processes used are known as **Generic Risk Assessment** and **Specific Risk Assessment**. Both processes use a quantitative technique, which relies upon the judgement of a competent person (or Risk Assessor). The Risk Assessor must be appointed by Management having been deemed competent and received training in the particular techniques used.

Certain other pieces of legislation require specific risk assessment such as the Manual Handling Operations Regulations 1992, for which arrangements are made within further sections of this policy.

4.2.1 Generic Risk Assessment

A suite of Generic Risk Assessments has been prepared and implemented for all of the routine operations undertaken by Watford Scaffolding Limited. However, they do not take account of the specific environmental conditions at the particular workplace, which is why they must always be supplemented by a specific risk assessment.

4.2.2 Specific Risk Assessment

A specific risk assessment must be carried out before each job commences. The assessment process is similar to the generic, however it is simplified using checklist type pro-forma to assist the Risk Assessor to identify the hazards on a specific form.

4.3 Method Statements/Scaffold Plans

Method Statements are a traditional form of risk assessment used generally throughout the construction industry. At Watford Scaffolding, they are prepared:

- i) for all scaffolding operations as well as complex or high-risk operations where the preventative and protective control measures require more explicit detail than provided in the specific risk assessment and/or,
 - ii) At the request of our clients.
- All method statements should include the following: -

- ❖ The clients details



Health & Safety Policy Document

- ❖ Details of the location
- ❖ Description of the activities to be undertaken
- ❖ Specific equipment to be used
- ❖ Drawing Register
- ❖ Sequence of events or work method
- ❖ Significant hazards identified through the risk assessment
- ❖ Specific control measures to be adopted
- ❖ Specific details of how the Scaffold will be Erected and Dismantled
- ❖ Details of Rescue

The standard Company method statement format should be used.

The method statement, once submitted and approved by the client, must be formally communicated to all employees involved in the operation before commencing.

4.4 Preventing Falls

All Scaffolding Operatives shall be equipped with the suitable and approved fall arrest equipment for the task, before commencing work at height.

All fall arrest equipment provided must conform to the relevant British and European Standards. Each Scaffolding Operative shall be issued with the following fall arrest equipment, as a minimum and records of issue kept: -

- ❖ Full body harness complete with rear dorsal ring to BS EN 361.
- ❖ 1.75m fixed length lanyard complete with shock absorbing device to BS EN 355.
- ❖ Scaffold hook with 55mm opening to BS EN 362.

All scaffolding operations shall be carried out in compliance with the National Access and Scaffolding Confederation (NASC) Guidance Note SG4:15, 'Preventing Falls in Scaffolding Operations', as a minimum safe system of work. In addition, other measures may be specified for fall prevention and protection within the risk assessment and/or method statement.

Where a client has established local rules that exceed the requirements of this procedure they must be adhered to and adopted and enforced as a local policy

Each member of the operational line-management with supervisory responsibility for scaffolding operations and all scaffolding operatives must receive a copy of the NASC Guidance Note SG4:YOU.

All scaffolding operatives involved in the erection, alteration and dismantling of scaffolding, shall receive appropriate training in the established control measures to prevent and protect against falls from height in line with SG4:15.



Health & Safety Policy Document

All line-management with managerial and supervisory responsibility for scaffolding operations shall attend such training.

All line-management with managerial and supervisory responsibility for scaffolding operations shall ensure compliance through effective monitoring (formal and informal) and enforcement, as necessary.

All fall arrest equipment must be subject to a thorough examination and servicing in line with the manufacturer recommendations, NASC Safety Guidance Note 16 (SG16 – Management of Fall Protection Equipment) and the Work at Height Regulations 2005 every 3 months. Records of thorough examination must be maintained.

The user is required to carry out a pre-use inspection of their fall arrest equipment. The requirements of the pre-user inspections are covered in the SG4 training package.

4.5 Working at Height

Under the Work at Height Regulations 2005, Watford Scaffolding Limited will comply with the hierarchy of control to avoid, prevent and mitigate the need to work at height at all times and will always consider collective protection over personal where applicable.

Work at Height is deemed as any place from which, if measures required by these regulations were not taken, a person could fall a distance liable to cause personal injury including below ground.

The company will, at all times, use competent personnel to organise and plan work at height and competent personnel to erect, dismantle and modify scaffolding as required.

Environmental conditions need to be considered at all times that may adversely affect health and safety during scaffolding operations.

Scaffold should be erected to strength and stability calculations unless erected to a recognised standard.

Signs and Barriers must be in place on working platforms showing areas where access is not permitted.

Employers should also make provision for inspection of equipment used in Work at Height applications and the company understands its obligations in this respect.

4.5.1 Scaffolding Materials

All scaffolding components and associated materials such as ladders etc. must be subject to a material control procedure, which ensures so far as is reasonably practicable the inspection and where appropriate the testing of all materials periodically. An appointed person will carry out inspections of materials and must ensure the segregation of defective material for destruction or repair, to prevent use.



Health & Safety Policy Document

The appointed person must be deemed competent by his manager and has received appropriate training and instruction.

All operatives who handle scaffolding materials must not use defective materials. Any defective materials must be segregated and returned to the yard for quarantine.

All scaffolding materials must be handled in a controlled manner (e.g. hand to hand) and NEVER thrown or allowed to drop – Any Scaffolder found bombing material will be referred for disciplinary action

4.5.2 Lightweight Tower Scaffolds

Trainee Scaffolders, Scaffolders or Advanced Scaffolders should not be viewed as competent to erect, alter or dismantle aluminium tower scaffolds unless they have been specifically trained to do so. The recommended training is a one-day course (PASMA).

Erection of aluminium tower scaffolds should be undertaken in accordance with the manufacturer's recommendations.

4.5.3 Mobile Elevating Work Platforms (MEWP's)

MEWP operators must hold a current CITB CTA Card, IPAF Operators Certificate or equivalent.

All employees using MEWP's at height shall be subject to the wearing and use of fall arrest equipment. All MEWP's shall have a clearly designated anchor point within the platform that is capable of sustaining the likely forces imposed.

4.6 Work Equipment

All work equipment (including hand tools, appliances, lift trucks, computers, scaffolding materials etc.) must be designed and suitable for the purpose for which it is to be used and only use for operations for which it is designed.

The use of work equipment is restricted to those persons appointed to do so and must only be repaired and maintained by nominated competent persons. A service log recording all repairs and maintenance must be kept for all plant equipment and vehicles. Line-management must ensure that all employees receive all necessary information, instruction and training in the use of work equipment, including where appropriate written instructions.

Any work equipment found to be defective must be reported to the immediate Supervisor who will arrange for the equipment to be taken out of use and clearly marked as defective

4.6.1 Mobile Plant & Vehicles

All mobile plant and commercial vehicles must be subject to regular maintenance and servicing in accordance with the manufacturer's instructions and statutory



Health & Safety Policy Document

provisions e.g. the Provision and use of Work Equipment Regulations 1998. In addition, all mobile plant and commercial vehicles must be subject to weekly formal inspections by the operator.

Any defects identified must be reported to the Supervisor and the findings and remedial action recorded in the report.

All mobile plant with a risk of rolling over must be fitted with an appropriate rollover protection system (ROPS) and seatbelt(s).

4.6.2 Portable Electrical Equipment

It is the policy to use 110v or low voltage battery operated hand tools wherever possible. Where 240v hand tools are to be used they must be used in conjunction with a residual current device (RCD).

All portable electrical equipment must be inspected, and portable appliance tested (PAT) every 24 months, by a competent engineer. All RCD's must be tested every 6 months. An inventory of all equipment must be maintained, and all new equipment is added to the list. Each piece of equipment must be clearly marked with the date of the test and the date of re-testing.

4.6.3 Lifting Operations & Lifting Equipment

This will apply to Watford Scaffolding when they are responsible for their lifting equipment e.g. Gin Wheels and ropes.

A person who has received specific training to be deemed competent shall be appointed to visually inspect all lifting equipment before each use. Any defects identified must be reported to the immediate Supervisor, with the equipment removed from use and clearly marked as defective.

The appointed person shall be responsible for the storage, maintenance and inspection of all lifting equipment and accessories owned and controlled by the company as required by the Lifting Operations & Lifting Equipment Regulations 1998 (LOLER '98).

All lifting equipment shall be inspected and thoroughly examined, as required by Regulation 9 of LOLER '98. Copies of all inspection reports and certificates shall be kept at the company's offices and made available for examination when required.

All lifting equipment must have the Safe Working Load (SWL) clearly marked on it, with the required Safe Working Load established before use.

Suitable storage accommodation must be provided to prevent physical damage or deterioration.

4.7 Occupational Health



4.7.1 Manual Handling

The Manual Handling Operations Regulations 1992 requires employers to avoid manual handling operations and where they cannot be avoided to make an assessment of the risk of injury to establish control measures to reduce that risk as low as reasonably practicable.

Watford Scaffolding recognises that manual handling is an inherent part of the Scaffolders' trade and that the special handling techniques used in scaffolding are essential enabling skills. These skills are taught as part of the current Construction Industry Scaffolders Record Scheme (CISRS).

CISRS/CITB trained scaffolders and other operatives who are required to carry out manual handling operations will require guidance and training in the correct handling techniques.

4.7.2 Hazardous Substances

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires employers to assess the effects of any substances identified as hazardous to health and the adoption of relevant control measures.

All suppliers of materials are required to provide all relevant health and safety information about their products to form the basis of the COSHH risk assessment. This information is to be requested for each product before procurement stage, so that consideration can be made for the use, handling and storage of that substance as per COSHH.

The COSHH assessment must be carried out by an appointed competent person, which may often be the Safety Consultant.

4.7.3 Asbestos

The company does not currently undertake scaffolding operations for the work with asbestos e.g. structures for use as enclosures for asbestos removal or encapsulation.

Should operatives inadvertently uncover or disturb asbestos, they must: -

- (i) Cease Work immediately and leave the work area and instruct all others in the vicinity to do likewise.
- (ii) On leaving the work area, inform their Watford Scaffolding Supervisor who will instigate the necessary remedial actions.



Health & Safety Policy Document

- (iii) Remain on site to warn others of the potential dangers (but out of the area of the potential asbestos source) until a clean-up has been instigated and they are instructed to stand down.

4.7.4 Noise

Similar to other pieces of legislation, the Control of Noise at Work Regulations 2005, requires a risk assessment to be made, to ascertain the noise levels employees are exposed to, establishing and implementing precautions to avoid or protect against excessive noise levels.

The regulations require all exposure to noise to be reduced so far as is reasonably practicable and specifies the following exposure action levels: -

Lower Exposure Action Values

- ❖ daily or weekly exposure of 80 dB
- ❖ peak sound pressure of 135 dB

Any employee who is likely to be exposed to noise at or above these levels will be provided with hearing protectors by the Company upon request by the employee.

Upper Exposure Action Values

- ❖ daily or weekly exposure of 85 dB
- ❖ peak sound pressure of 137 dB

Any employee who is likely to be exposed to noise at or above these levels will be provided with hearing protectors by the Company and the employee will be required to use such protection whilst working in a designated Hearing Protection Zone

Exposure Limit Values

- ❖ daily or weekly exposure of 87 dB
- ❖ peak sound pressure of 140 dB

The Company will ensure that no employee is exposed to noise above these levels

As part of the assessment, a competent person using specialist equipment, usually the Safety Consultant must measure noise exposure.

Engineering solutions must be considered as the first line of control. When the adoption of reasonable engineering or management control fails to reduce the exposure to an acceptable level, only then will resource be made to the use of Personal Protective Equipment.



Health & Safety Policy Document

All noise assessments will be reviewed periodically and if the process changes (i.e. new plant and equipment). Noise exposure shall be considered during the selection of new plant and equipment.

4.7.5 Health Surveillance & Screening

Exposure to certain substances requires regular health surveillance to be carried out, to identify any hazardous effects. Health surveillance will be undertaken where identified in the COSHH risk assessment. In addition, certain pieces of legislation also require health surveillance i.e. the Control of Asbestos Regulations and the Control of Lead at Work Regulations.

All new employees must complete a pre-employment medical questionnaire, which is contained in the application form.

The partners or manager must vet the medical questionnaire. Any medical conditions identified should be referred to the Safety Consultant for advice.

Driver/Plant Operator medical checks to be carried out as recommended by the Ministry of Transport for Large Goods Vehicle drivers.

4.7.6 Vibration

Vibration exposure from prolonged work with powered hand-held tools or equipment can have an adverse effect on the hands and arms of the user. Various forms of injury can be caused by not effectively controlling vibrating equipment, collectively known as hand arm vibration syndrome (HAVS). The best-known condition is vibration white finger (VWF), which is a reportable disease.

The company must consider the risks of health from vibrating work equipment as part of the risk assessment process.

All controls established must as a minimum requirement be provided in accordance with those specified in the Health and Safety Executive's guidance booklets HS(G)88 Hand arm vibration and HS(G)170 vibration solutions.

4.8 Overhead Power Lines

All scaffolding contracts undertaken for the provision of overhead line protection scaffolds for National Grid and local electricity authorities shall be carried out strictly in accordance with HSE's Guidance Note 6, (GS6) 'Avoidance of Danger from Overhead Power Lines'.

4.9 Scaffold Inspection, Commissioning & Handover



Health & Safety Policy Document

Complete or partially completed scaffold structures must be inspected and commissioned by a nominated competent person (usually the Contracts Supervisor or other nominated competent person), to ensure that it has been erected to the required standards and is safe to use, prior to handover.

If the structure is a designed scaffold then the inspector must ensure that the structure has been erected as per the drawings, without significant deviation.

The handover certificate shall be used to formally handover the structure or part structure and should be signed by the client's representative. If this is not possible then it should be faxed or posted registered mail with the transmittal sheet or receipt retained on the contract file.

Where Watford Scaffolding is contractually required to undertake statutory inspections of a scaffold structure or part thereof, in pursuit of Regulation 12, 13 and Schedule 7 of the Work at Height Regulations 2005 on behalf of a client, then such inspections shall include and be limited to the following:

- a) Before being taken into use for the first time; and
- b) After any substantial addition, dismantling or other alteration; and
- c) At regular intervals not exceeding 7 days since the last inspection.

However, in addition to a), b) and c) above, should a client require Watford Scaffolding to inspect a scaffold structure or part thereof after any event likely to have affected its strength or stability, then the client shall give reasonable notice to the company to carry out an inspection after such an event. Such an inspection would be considered extra and a variation to the contract requiring a specific written instruction.

4.10 Masonry Anchor Testing

The testing of masonry anchors used as scaffold ties is an essential element of the scaffold commissioning and handover process and ensures that the anchors have been correctly installed.

The preliminary and proof testing should be in line with Technical Guidance 4 (TG4:17) from the NASC. The manufacturer's instructions must be followed for the specific type and make of anchor used.

A sample of anchors to be used shall be tested to a load of 1.25 times the working load; in the case of ties with a working tensile load of 6.1 kN this means a test load of 7.6kN and where a tie load of 12.2 kN is required the proof load is 15.3kN.

The pass criterion is that no significant movement of the anchor is apparent; a visual check only is sufficient.

The number of anchors to be tested is specified in the table below. The numbers specified apply to all discreet areas where: -



WATFORD SCAFFOLDING Limited

Issue Date:
01/18
Issued By:
DR

Health & Safety Policy Document

- a. Different fixings may have been used;
- b. The base material is different;
- c. The condition of the base material has been affected by different weather conditions on a different elevation;
- d. A different team of installers has been involved.

The results of the pull-out testing should be recorded on the handover certificate (No. of ties tested and results in failures or kN's), unless a specific report is prepared.

No. of Ties on the Job	No. of Proof Tests required
0-60	3
61-100	5
101-120	6
121-140	7
141-160	8
161-180	9
181-200	10
200-220	11
221-240	12
In the Event of a Failure	
1 Failure	Double Test Rate to 1 in 10 and a minimum of 6
2 Failures	Double Again to 1 in 5 and a minimum of 12
More than 2 Failures	Test 100% & review fixing specification & Installation Method

4.11 Protection of the Public and Others

All reasonably practicable measures must be taken to secure the workplace to prevent the public and others (such as fellow workers, visitors, trespassers etc.), especially children being at risk of an injury.

Each location must be assessed considering the nature of the work and the location of the workplace and its environment, to establish the necessary control measures.

4.12 Personal Protective Equipment

All Personal Protective Equipment purchased must meet the necessary European Standards and carry the CE Mark.

The risk assessment process together with our client arrangements (i.e. Site Rules, Permit-To-Work Systems etc...) should identify a requirement for PPE. Personal Protective Equipment will only be specified as a last resort in the hierarchy of controls.



WATFORD SCAFFOLDING Limited

Issue Date:
01/18
Issued By:
DR

Health & Safety Policy Document

An assessment of the PPE must be carried out as required by the Personal Protective Equipment at Work Regulations 1992, to ensure the correct selection and suitability for the user.

Employees have a statutory duty to use PPE provided as part of a safe system of work and not misuse or interfere with it.

All new employees receive a full issue of PPE when they commence employment. If any item of PPE required is missing, expired, damaged or defective then it shall be replaced upon request. A record of all PPE issued must be maintained, signed for by the recipient.

No charge can be made to employees for the issue of PPE.

4.13 Scaffold Design

All scaffolding will be provided in compliance with the Work at Height Regulations 2005 and relevant British and European Standards.

Scaffolds outside the scope of TG20:13 will be subject to design input, those within scope will be constructed to a TG20:13 compliance sheet. Calculations will be made by a suitably competent Design Engineer and drawings produced. Any significant hazards or hazardous work sequences that cannot be designed out shall be detailed on the drawing in text, also where appropriate within the specific method statement.

Anticipated significant deviations from the original design criteria, revealed during the execution of the work needs to be communicated to the Design Engineer to ensure structural integrity is maintained.

4.14 First Aid & Emergency Arrangements

It is the intention of the company to comply with the site-specific arrangements made by our Clients. However, in such circumstances where the Client does not make total arrangements for first aid the Company will ensure that employees have sufficient basic knowledge to administer immediate aid.

4.15 Welfare Facilities

Welfare facilities will be provided in compliance with the Workplace (Health, Safety & Welfare) Regulations 1992 and their relevant Approved Codes of Practice and Guidance, as a minimum standard.

Additional facilities will be provided as per the client's contractual requirements and the desire to project a good company image.

An employee found to be defacing or misusing the Welfare Facilities will face the disciplinary action.



4.16 Housekeeping

Housekeeping is an essential feature of accident prevention e.g. trip hazards, fire hazards etc.

The subject of housekeeping must be integrated into all monitoring and auditing arrangements to ensure high standards of housekeeping are maintained.

4.17 Smoking at Work

It is the policy of Watford Scaffolding to maintain a smoke-free workplace to protect employees from the effects of second-hand tobacco smoke and to ensure compliance with the Health Act 2006.

4.18 Drugs & Alcohol at Work

Alcohol or drug abusers can adversely affect the safety of themselves and fellow workers whilst at work. Therefore, if any employee or contractor is known to be, or strongly suspected of being affected by alcohol or drugs they are to be referred to their immediate supervisor who must arrange for their removal from the workplace.

Employees are not permitted to bring prohibited substances onto company premises or to work.

Any employee who is required to take prescription substances that may affect their performance at work must inform their immediate Supervisor. Alternative duties may be allocated to these employees and they must be prohibited from driving/operating plant equipment and working at height.

The Company practices zero-tolerance for drug and alcohol consumption during working hours and reserves the right to test any employee it suspects of any such abuse. The company also has the right to dismiss any employee who is found to be positive or who refuses to comply with the request for a test to be undertaken.

4.19 Young Persons at Work

A young person at work is a person under the age of eighteen (18) year and can be an employee or a visitor.

A young person is not permitted to operate/drive plant equipment or work at height where they are exposed to a risk of a fall greater than 2m unless they are in training under direct supervision.

Before a young person starts work e.g. trainee, apprentice etc. a suitable and sufficient risk assessment must be carried out on all their activities. Any residual risk that remains that cannot be eliminated and has been controlled so far as is reasonably practicable must be communicated to their parents/guardian and written consent obtained.



Health & Safety Policy Document

4.20 Dealing with the Enforcing Authorities

The Managing Director (or his authorised deputy) will meet any representative of an Enforcing Authority e.g. the Health and Safety Executive, Local Authority, Environment Agency, Police etc., unless this responsibility has been delegated to another appointed person. The visiting officer must be directed to the Manager/Supervisor or if they wish to proceed unaccompanied the Manager/Supervisor must be notified directly.

Full co-operation must be given to assist them in the execution of their duties.

If enforcement action is taken such as a Prohibition Notice, Improvement Notice or Notice of Contravention (fee for intervention) issued, the Manager/Supervisor to whom it is issued must comply with any immediate requirements and contact the Partners and the Health & Safety Consultants directly.

The Health & Safety Consultant will be able to provide the Manager/Supervisor with any practical interpretation and advice on the necessary corrective action required to comply with the Notice.

The Partners will liaise with the relevant inspector and inform him/her of corrective action taken and confirm this in writing.

If as part of an investigation by the enforcing authorities, any employee is required to make a statement or interview under caution, then the company appointed solicitor should be present.

If as part of an investigation by the enforcing authorities, any employee is required to make a statement or interview under caution and the Police and Criminal Evidence Act (PACE), then the company appointed solicitor should be present.

4.21 Work on or Near the Railway

At present no rail work is undertaken by the company. But if this should happen then the projects undertaken for the rail authority or a rail authority approved contractor on or near the railway must be carried out in strict compliance with the rail authority's safety standards.

4.22 Records Management

All records of formal monitoring and auditing, accident investigation reports, training records, PPE registers, records of inspection and testing, minutes from review meetings, risk assessments and medical reports shall be kept for a minimum of five years.

Accident statistics and details of enforcement action should be indefinitely.

All records should be kept in such a manner that they are ready retrievable and protected where practicable from damage, deterioration or loss.



4.23 Office Safety

All clerical staff are required to receive general office safety instruction and training, as appropriate.

4.23.1 DSE User & Operator

The Health & Safety (Display Screen Equipment) Regulations 1992, requires employers to identify Users and Operators (operators are the self-employed, agency workers and contractors) of display screen equipment and to carry out an assessment of their work activities and workstation.

A User (or Operator) is defined as a person dependent on using a display screen, who is required to use equipment every day for a minimum of two (2) hours. Once Users (or Operators) have been identified, a competent assessor must undertake the risk assessment. Following the assessment, the control measures established as reasonably practicable will be implemented and could include: -

- ❖ Redesigning tasks and work routines to include regular breaks.
- ❖ Provide correct workplace equipment to improve ergonomics.
- ❖ Make changes to the environment e.g. lighting, ventilation, temperature etc.
- ❖ Provide User/Operator training and instruction.

4.23.2 Eye Tests & Corrective Devices

All employees, who have been identified as DSE Users and use corrective devices for sight (glasses or contact lenses) for close work, are required to wear them when operating DSE.

The Company will make reasonable contributions for sight tests and corrective devices to employees who have been identified as users after an appropriate test has been carried out.

Monies are redeemed through personal expenses upon the provision of a receipt.

Employees who wear corrective devices and are required to use light eye protection (LEP) are entitled to prescription safety glasses free of charge



5.0 Measuring Performance

5.1 Reactive Monitoring

5.1.1 Accident Reporting & Investigation

Certain injuries, ill health and dangerous occurrences are required by law to be reported to the enforcing authority (usually the Health & Safety Executive), under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).

However, it is the policy of Watford Scaffolding to investigate all accidents and incidents, including near misses. The purpose of the investigation is to identify the causation and to establish and enforce measures to prevent reoccurrence and not to apportion blame.

Some organisations claim to have a 'no blame culture' for accident reporting and investigation to ensure that every employee feels that they can report accidents and co-operate with any investigation without fear of retribution. However, we promote a 'just and fair culture', which is similar to 'no blame', but there may be some apportionment of personal responsibility. Investigations must not lay blame indiscriminately; all accident investigations shall be objective, open and fair.

All employees are encouraged to report all accidents or incidents no matter how minor. The reporting of accidents by employees to the Company shall always remain a high-profile topic e.g. regularly repeated toolbox talks, notices etc...

Any employee who fails to report a work-related accident or fails to co-operate with or deliberately misleads an investigation will be referred for disciplinary action.

All injuries must be reported to the immediate line-manager who will ensure that the appropriate level of investigation is undertaken, and the records kept.

A company accident form must be completed for all accidents. The individual completing the form keeps a copy and the other copy is entered into the office accident book once all the remedial actions are complete and closed out.

In addition to the form a full investigation report should be prepared for more serious incidents.

All line-management who lead accident investigations will receive formal investigation training.

It is the responsibility of the relevant Partner to ensure that RIDDOR injuries, ill health and dangerous occurrences are reported.



WATFORD SCAFFOLDING Limited

Issue Date:
01/18
Issued By:
DR

Health & Safety Policy Document

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries **only**.

The RIDDOR reference number must be recorded on the Accident Report Form.

The Health and Safety Executive's RIDDOR report details are listed below:

Telephone: 0845 300 99 23 (For Major injuries only)

Fax: 0845 300 99 24

Information: <http://www.hse.gov.uk/riddor/>

5.2 Proactive Monitoring

The purpose of proactive monitoring is to ensure that the established performance standards are being adhered to and to help prevent an accident or ill health. The primary objective of the hierarchy monitoring is not just to identify failure in the form of unsafe acts or conditions, but to measure success and recognise positive good behaviour.

5.2.1 Hierarchy Monitoring

Each member of the line-management within the operational hierarchy of the organisation (Directors through to Leaders of scaffolding gangs) shall undertake health and Safety inspections at a predetermined frequency. Hence the term '*Hierarchy Monitoring*'. The inspection shall observe workplace operations and be carried out using a checklist style pro-forma to record the findings

Copies of the monitoring report are sent to the immediate direct line-supervisor. Where appropriate copies will be issued to the individual responsible for completing a specific action. All corrective remedial actions remain open until closed out as complete

5.2.2 Independent Monitoring

Independent Monitoring is similar to the Hierarchy Monitoring but is carried out by the Independent Health and Safety Consultants. This monitoring is carried out on a regular basis and reported directly to the Managing Director.



6.0 Review Meetings

6.1 Review Meetings

An Annual Safety Management review meeting should be held with the Directors, Senior Manager(s) and Safety Consultants to monitor implementation and development of the Health and safety policy and overall safety performance.