

# **GUNITE (EASTERN) LIMITED**

## **Health & Safety Policy**

### **Gunite (Eastern) Ltd**

Endeavour House

Compass Point

St Ives

Cambridge shire

PE27 5JL

## **Introduction**

### **Concrete Repair and Protection**

With over 20 years of experience in this field, Gunitite are one of the UK's leading concrete repair and protection specialists.

We are one of the founding members of the Concrete Repair association (CRA), an organization committed to promoting and developing the practice of concrete repair and allied disciplines. Their remit also covers advancing education, technical training and Health & Safety matters in this specialist construction sector.

Companies employing five or more persons have a legal duty to prepare a written health and safety policy. Policy documents are the most effective means of demonstrating management commitment and support with regard to health and safety and are considered to be the centerpiece of all company's health and safety.

It is the Policy of Gunitite (Eastern) Ltd that all provision of the Health and Safety at Work Act 1974 and the Environmental Protection Act 1990 shall be complied with as minimum standards.

It is the Policy of Gunitite (Eastern) Ltd that high standards of Health, Safety & Welfare Provisions shall be achieved and maintained on all sites, workshops and offices.

### **The Policy is divided into four parts:-**

#### **Part One**

This makes a general declaration based on Regulations under the health and safety work act 1974.

#### **Part Two**

This deals with the organisation and the chain of responsibility within the company for health, safety and welfare. Identifies postal positions and named individuals with specific responsibilities and duties define and attributed to those individuals.

#### **Part Three**

This deals with the arrangements that have been made by the company address the particular hazards associated with the Pacific work activities.

#### **Part Four**

Contains arrangements for health and safety contains of information, records, forms, and other administration detail which will enable the requirements laid out in parts 1,2 and 3 to be fulfilled.

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## Part One-Health & Safety Policy

### HEALTH AND SAFETY POLICY STATEMENT

The Gunite Group provides concrete repair services, external refurbishment and passive fire protection and is committed to achieving and maintaining the highest standards of health, safety and welfare our aim is to ensure that its operations are conducted in a way as to safeguard the health, safety and welfare of all employees at work, including other persons and environments that may be affected by its activities.

We are committed to encouraging a cultural change within our workforce and believe that by influencing and engaging with people in a way that ensures they make the right decisions in the first place will enable us to meet our objectives of providing a culture where zero harm is an achievable goal.

The company vision of a zero harm culture is:

Provide a safe place to work and a culture of openness where zero harm is an achievable goal. An environment where our workforce goes home safely and that we respond and learn from all accidents to prevent a re-occurrence.

Be a business that shows positive leadership in all aspects of what we do.

Provide the resources necessary to safeguard the health, safety and welfare of its employees and all the people affected by its operations as the company does not set budgets for these matters as they considered this is restrictive to the furtherance of a safe and healthy working environment.

The company will continue to ensure:

Provide and maintain safe vehicles, plant, equipment and systems of work.

Make arrangements for the safe use, handling, storage and transport of articles and substances.

Provide and maintain safe places of work and means of entry to and exit from them which are free from risk.

Provide and maintain a healthy and safe working environment for all employees.

Maintain their integrated safety management system (PAS99:2006).

Comply with health, safety and welfare legislation, regulations and other applicable requirements.

Regularly set objectives and targets and review performance.

Provide information, instruction and training and supervision to all employees to ensure that they properly discharge their responsibilities and duties.

Continually improve upon health and safety performance and systems.

Each and every employee is responsible within his or her specific area of responsibility to implement this policy. The Board of Directors give their full support to this policy and shall ensure it is communicated implemented and reviewed at least once a year.



Signe

Date 2nd November 2016

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## **HEALTH AND SAFETY ADVICE**

The Health and Safety Adviser will carry out inspections of the work area as required. Whilst carrying out these inspections, it can be arranged for the safety adviser to carry out Toolbox talks to site operatives.

The Health and Safety Adviser will investigate major accidents if they occur and implement corrective action. They will liaise with Clients and the enforcing authority on our behalf.

The Health and Safety adviser can also provide help and guidance on C.D.M. matters such as prepare or help to prepare both Health & Safety Plans and Health & Safety Files.

The Health and Safety Adviser will review the Company Health & Safety Legislation and implement any new requirements relating to the company's undertaking.

Review and revise the Company Health & Safety Policy where an area is no longer appropriate or any processes change.

Name of person responsible for this: **Stuart Gibbons**

Qualifications of above person: **NEBOSH General Certificate**

## **GUNITE (EASTERN) LIMITED**

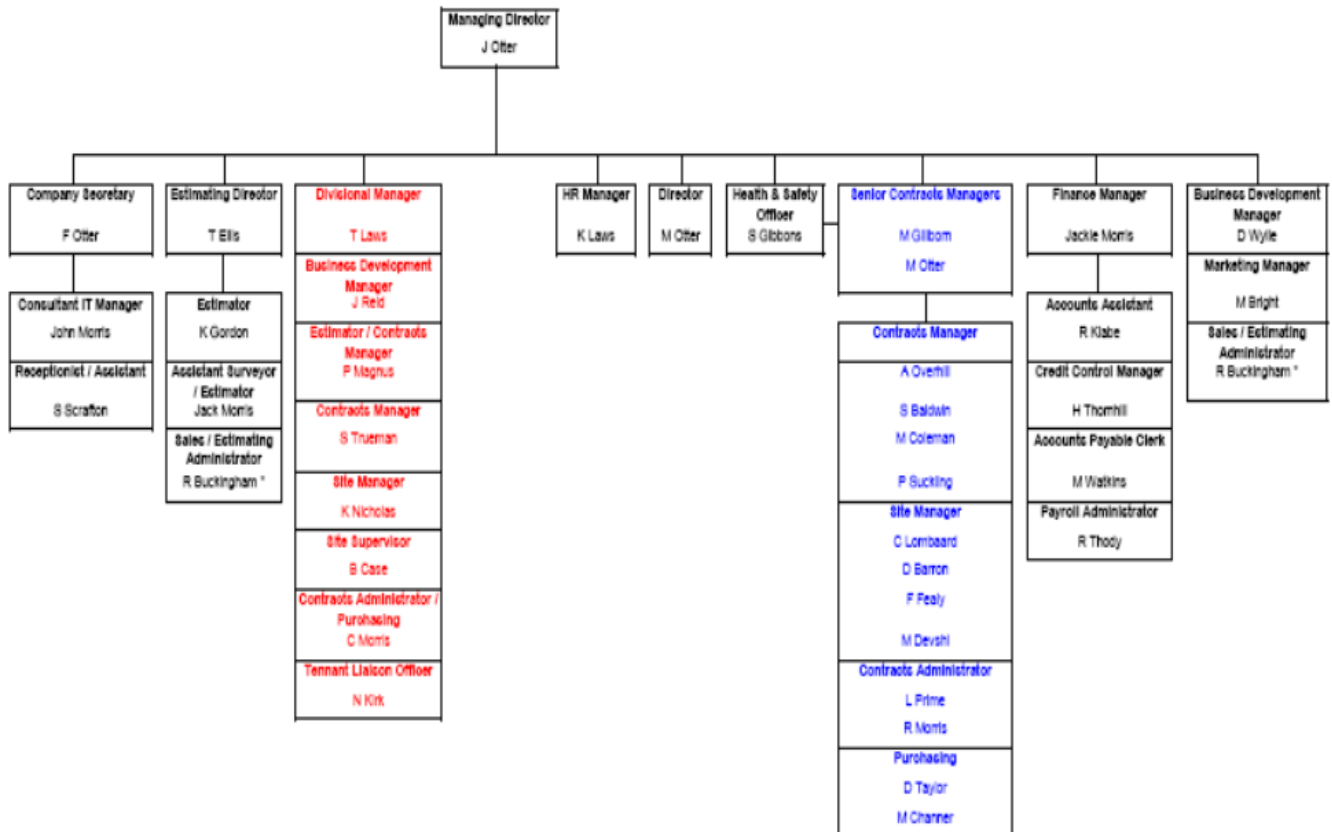
### **Health & Safety Policy**

#### **Part Two**

#### **Organisation, Duties and Responsibilities.**

Organisation Chart  
Company Responsibilities  
Directors and Contract Managers  
Site Supervisors  
Operatives  
Health and Safety Officer  
Young Persons  
Subcontractors

## Organisation Chart





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## **Company Responsibilities**

The company's duties will so far as is reasonably practicable be:-

- to observe the requirements of the health and safety at work act 1974
- to provide and maintain working environment, machinery, equipment and systems of work in a safe and without risk to health
- arranging safe systems of use, handling, storage and transport machinery, materials and equipment etc.
- to carry out risk and COSHH assessments in respect of all activities bring them to the attention of the operatives involved in those activities and prepare a method statement as required
- to ensure the appropriate personal protection equipment (PPE) is provided
- to provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees et cetera
- to consult with the companies employees on safety matters
- to promote coordination and cooperation of all duty holders involved in construction projects
- provide adequate first-aid arrangements and welfare for employees whilst work
- to comply with the reporting of injuries diseases and dangerous occurrences regulations 1995
- to ensure that all contractors comply with this policy health and safety plans method statements and risk assessments that are relevant to the work
- to ensure the regulatory reform Fire safety order 2005 is complied with
- to present any person working and the influence of alcohol or drugs
- provide satisfactory levels of finance, human resources, time etc. to ensure health and safety at all times

The overall responsibility for health and safety lies with the Board of Directors.

- The named Health and Safety Officer will keep the Board of Directors advised of their health and safety responsibilities and those of the company.
- Directors and Managers will be responsible for the organisation of health and safety on their site and within their departments.
- Site Managers and Supervisors are responsible for implementing this policy, and the requirements of all health and safety legislation, on the company's work sites.
- Contractors will sign a declaration that they understand part of this policy relevant to them, site emergency procedures, and conversant with the health and safety at work act 1974 and other relevant legislation.

## **Directors and Contract Managers**

- To monitor the implementation of this policy, the client's safety requirements and statutory responsibilities.
- To ensure adequate financial provision is made for health and safety.
- To assess the risk to health and safety are all operations and ensure adequate control measures are enforced a pre-planned safe methods of work.
- To ensure coordination and cooperation between all parties involved in our construction projects.
- To encourage good health and safety practices.
- To ensure site supervisors are competent.
- To ensure sites are adequately protected and signed.
- To ensure that members of the public, affected by the company's operations are adequately protected.
- To ensure that statutory notices are displayed.

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- To ensure provisions of adequate welfare facilities.
  - To set a good personal example by wearing the appropriate personal protection equipment.
  - To ensure that relevant information, instruction, supervision and training is provided, monitored and recorded.
  - To ensure the incidents, accidents, dangerous occurrences and near misses are recorded, thoroughly investigate and report to the relevant statutory authorities.
  - To monitor the maintenance of all relevant site safety records.

### **Site Supervisors**

- To comply with this policy in force on site.
- To organise and coordinate site work with minimal risk to health and safety.
- To ensure the operatives are competent.
- To ensure safe methods of works, codes of practice, risk assessments, method statements are adhered to and all registers and records are kept up-to-date.
- To ensure the operatives are given precise instructions in respect of health and safety.
- To ensure that storage of materials and substances are safe and, comply with statutory requirements.
- To maintain site accommodation welfare facilities in a clean and hygienic state.
- To maintain a tidy organise site.
- Maintain a traffic management plan to separate pedestrians from site traffic and to provide a safe access to and egress from four, working areas.
- To ensure that all work equipment is used for the purpose designed, properly maintained and safe to use.
- To ensure site rules with regard to personal protective equipment are observed and to set a good personal example. To enforce reporting procedures for all accident and dangerous occurrences and record all injuries in the accident book.
- To meet and liaise with visitors to the site and cooperate with statutory authorities.
- To appoint a competent person to take charge during his temporary absence.
- To rectify details notified by safety officers, HSE inspectors or clients representatives.
- To ensure that adequate induction training is given.
- To closely supervise young persons and ensure risk assessments in respect of them have been produced and available.

### **Operatives**

- To comply with this policy.
- To work in compliance with risk assessments and method statements appropriate to the work.
- To comply with all warning notices regarding site safety and personal behaviour.
- To only use suitable work equipment for which they are trained and authorised to operate or use providing such proof as required. To report defects in equipment and machinery to their site supervisor.
- To wear PPE as appropriate or directed. To wear it correctly and not misuse or abuse it.
- To report any accident, dangerous occurrence or near miss to their site supervisor.
- To take care of the safety of themselves and others who may be affected by their work.
- To avoid improvised arrangements and suggests safe ways of eliminating hazards.
- Not to travel as a passenger on plant or vehicles unless it has been designed for such purpose.
- To ensure that suitable guards are in position whilst plant and equipment are in use.
- To make unattended plants safe and secure, to switch off and remove keys.
- To inform their employer if they suffer from any allergy, health problem or are receiving medication that is likely to affect their ability to work.

### **Health and Safety Officer**

- To advise the company, when required, on safety matters in advance of construction operations.
- To carry out site inspections in company and on site with the company site supervisors.
- To discuss and advise on matters affecting health, safety and welfare.
- To notify the company site supervisor of all defects found and provide a written report on site.
- Notify a director if serious defects are continually not remedied.
- Immediately to contact the director if situations are found that, in the opinion of this safety officer are dangerous enough to warrant the stopping of any operation.
- To ensure adequate and relevant safety training requirements for new entrants and all employees.
- In accordance with the agreed criteria, to carry out investigations into and report on, accidents, dangerous occurrences and near misses.
- To check site documentation is being completed correctly and where necessary to ensure that risk assessments and method statements are available.
- To carry out inspections of offices and workshops as required by the company.

### **Young Persons**

A young person is someone who is under 18 years of age. The company must ensure that where young person is employed, specific risk assessment of them will be made before they are permitted to commence work.

A child is someone who is not over compulsory school age the company will ensure that where a child is employed, the content and conclusion of the risk assessment will be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a relevant scheme, work placement, then the placement organisation will be involved in the assessment process.

Persons under 18 years of age are prohibited from operating the certain equipment unless attending approved training under the direction of a qualified and competent person.

### **Subcontractors**

Contractors and the self-employed are working for this company will be required to signify that:-

- They are conversant with the health and safety at work act 1974 and approved code of practice.
- They will conduct their activities in accordance with the requirements of this safety policy.
- They will observe the special requirements relating to young persons.
- They will submit risk assessments, COSHH assessments and where necessary, method statements as required at pre-contract meetings, before their intended start date on site.
- They accept that operations were requiring method statements would not be permitted to commence, until the statements have been received and approved.
- They will provide evidence of training in certificates of competence, as required.
- No hazardous product or substance will be used, unless it is subject of a COSHH assessment, correctly labelled in appropriate containers or packages.

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## **GUNITE (EASTERN) LIMITED**

### **Health & Safety Policy**

#### **Part Three**

### **Arrangements and Procedures for Carrying Out the Policy**

#### **ACCIDENT REPORTING AND INVESTIGATION**

##### **ACCIDENT REPORTING**

All accidents, injuries or incidents are to be recorded in the accident books provided in each of the company's workplaces after reporting to the Gunitite company office.

To comply with RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013) you must keep a record of any accident occupational disease or dangerous occurrence which requires reporting under RIDDOR and any other occupational accident causing injuries that result in the worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days). You do not have to report over-three-day injuries, unless the incapacitation period goes on to exceed seven days.

The HSE form F2508A will be used for reporting to the HSE.

##### **PROCEDURES**

The procedure to follow is from the Integrated Management system using Appendix B Accident/Incident Reporting and Investigation.

##### **ACCIDENT INVESTIGATION**

The company's management sees accident investigations a valuable tool in the prevention of future accidents. In the event of an accident/incident the form from the Integrated Management System Appendix B01 Accident Investigation Report, will be used to fully investigate. The completed report will be analysed by management who will attempt to identify the root cause, and decide what actions may be needed to be taken to prevent a re-occurrence.

##### **CHILDREN**

Steps must be taken to prevent access to site by children.

As general all sites will be enclosed by a 6ft anti-climb fence panels, HS (G) 134 and closed by gates, which can be secured when the site is unattended.

In the event that such a perimeter fence cannot be provided, excavations must be fenced, vehicles and plant immobilised, stores of materials stabilised, electricity, gas and other fuels isolated and secured access to elevated areas removed and secured.

Reference should be made to Health and Safety Booklet HS (G) 151, Protecting the Public Your Next Move.

### **Company Vehicle Driving**

Refer to the Company's forms from the Gunit Intranet and Employee Handbook:-

- Company Vehicle Foreign Travel Permission Form
- Driving License and Insurance Declaration Form
- Use of Employees Motor Vehicle on Work Related Business
- Work Related Driving
- Mobile Phones and Other Equipment Vehicles

### **Construction (Design Management) Regulations 2015**

The Company recognises its obligations under the CDM regulations and assure that it fully complies with the regulations whether acting as principal contractor or as a contractor.

When there we are appointed as Principal Contractor we will:-

- Satisfy ourselves that the client is aware of their duties and that a principal designer has been appointed.
- Ensure the HSE has been informed of the project via the F10.
- Ensure the construction phase is properly manned, managed and monitored, adequate resource and site management is appropriate and competent.
- Ensure that contractors employed on the project are informed of the minimum amount of time they will be allowed for planning and preparation before they begin on site.
- Ensure contractors receive adequate information about the project.
- Arrange for the control, co-ordination and co-operation between all contractors involved in work on the construction site.
- Ensure the construction phase health and safety plan is approved before work commences, develops, implements and kept up to date as the project progresses. Satisfy ourselves that designers and contractors are competent.
- Ensure welfare facilities are provided from the start of the construction phase. Ensure that only authorised persons have access to the construction site and that effective measures are taken to prevent unauthorised entry at all times.
- Prepare and enforce site rules.
- Inform all contractors of those parts of the safety plan that effect their operations.
- Liaise with the Principal Designer on designs carried out during the construction phase.
- Provide the Principal Designer with any information that is required for inclusion in the health and safety file.
- Ensure the workforce has been adequately inducted onto site.
- Ensure the workforce are consulted regard health and safety matters.
- Display in a prominent position on site, the F10, health and safety work law post and a copy of the employer's liability insurance.
- Ensure that all injuries, diseases, dangerous occurrences and near misses are recorded and reported to the HSE where necessary.

When we are appointed contractor, we will:-

- Plan, manage, supervise and monitor our work and that of our workers to ensure it is carried out safely and that the health risks are addressed.
- Check that the client is aware of their duties.
- Ensure that only competent contractors, suppliers and workers are employed.
- Comply with the principal contractors instructions relating to matters of health and safety.
- Co-operate and co-ordinate our activities with the principal contractor and other contractors who may be affected by operations.
- Acknowledge our duties with regard to the health and safety on site.
- Ensure our workers are inducted onto site.
- Ensure suitable welfare facilities are provided from the start of the project.
- Provide method statement, risk and COSHH assessments as required.

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- Inform all our employees and subcontractors of those details in the health and safety plan that may affect their operations in any safety rules they are required to comply with.
  - Provide the principal contractor with evidence of all training our employees have received when requested.
  - Promptly provide the principal contract with any information that is required for inclusion in the health and safety file.
  - Assist the principal contractor to ensure that only authorised persons have access to the construction site where the company's operations are taking place.
  - Ensure that our workforce is properly consulted on health and safety matters. Ensure that all injuries diseases and dangerous occurrences are reportable under RIDDOR are promptly reported to the Principal Contractor's site management.

### **Control of Noise at Work Regulations 2005**

The noise at work regulations 2005 will be complied with. Noise assessments will be carried out as appropriate and action taken as identified necessary.

When noise levels are such as to expose operative to excessive of 80db(A) averaged over a working day, assessments will identify those operatives and/or activities that will require the provision of suitable noise reduction technique and or the use of the ear defenders. Such assessments may be Pacific to site or related to work activity. Operatives will ensure that the precautions suggested are implemented.

When noise levels exceed 85db(A) areas affected will be established, signed and protected against unauthorised entry. If protection shall be provided and worn by all within the noise affected area. Employers will be provided with information on hazards of it work exposing them to noise levels in excess of 85db(A) over a working day, instructed and trained in working methods to protect their hearing, including the use of ear defenders. Records will be kept of exposure assessments, information, instruction and training provided, employees trained.

### **Control of Substances Hazardous to Health (COSHH)**

- The control of substances hazardous to health regulations require employees to control substances that are hazardous to health by the following means.
- Finding out what the health hazards are.
- Deciding how to prevent harm to health (risk assessment).
- Providing control measures to reduce harm to health.
- Making sure control measures are used.
- Keeping all control measures in good working order.
- Providing information, instruction and training for employees and others.
- Providing monitoring and health surveillance in appropriate cases.
- Planning for emergencies.

### **Control of Vibration at Work Regulations**

Requirements which will be applied are:-

- Assess the vibration risk to employees and eliminate risk or reduce exposure to as low a level as possible.
- Provide information to the employees.
- Keep records of risk assessments and control actions.
- Keep records of health surveillance.
- Regularly review and update risk assessments.

### **Display Screen Equipment Regulations 1992**

- Refer to the Gunitite intranet, for a brief guide working with display screen equipment.
- New starters to complete display screen equipment assessment checklist form.
- New starters to be made aware of the display screen equipment user policy.



### **Electricity at Work**

all reasonable and practical steps will be taken to secure the health and safety of employees who use, operate, install or maintain electrical equipment.

All electrical tools, machinery and equipment are to be inspected regularly by the supervisor in any workplace to ensure that all plugs, sockets, leads, connections are in good safe working order.

Defects are to put right straightaway. Mains and portable equipment will be tested by an independent competent person, at least once a year.

### **Site work**

all electrical work will be carefully planned and subject to a risk assessment.

Electrical work will only be carried out by sufficiently trained, competent and authorised operatives.

If existing life supplies are present they will be subject of a survey by a suitably qualified person to ensure their safe before work commences.

Battery-powered or hundred and 10 V electrical equipment will be used to far as practicable on all construction or civil engineering sites.

All portable generators and other electrical equipment will only be used in accordance with the manufacturer's instructions.

A competent person will supervise all work adjacent to overhead or underground electrical supplies.

Only electrical equipment which is been tested and for which certificates or tests are enforced will be permitted to be used.

All persons who use electrical equipment should be trained to carry out visual inspections.

All electrical equipment will be the subject of a safety inspection (PAT) by competent person.

### **Fire, Emergency Procedures and First Aid Arrangements for Company and Site Premises Fire prevention**

Wherever we are Principal Contractor and control the site, the site manager will ensure that all relevant legislation, codes of practice and other relevant statutory provisions will be complied with.

This will include:-

Adequate fire precautions in the production of a fire risk assessment.

Emergency procedures and contingency plans are established for dealing with such risks.

Ensuring that employees are familiar with and understand the procedures providing training where necessary.

The control and use of highly flammable liquids, gases and other flammable substances such as oil, solvent-based paints, wood dust, spray applications.

Management will ensure that employees are familiar with, understand and comply with the procedures.

Hot works will only be carried out under a hot work permit system.

Gas cylinders will be kept in purpose-built cages stored upright secured from falling in with cages locked off preferably in an open environment.

Wherever the Company act of the contractor is working occupied premises, emergency procedures of the principal contractor or occupier shall be ascertained and followed.

Strict controls are necessary on construction sites to ensure the health and safety of everyone with a legally they are or not.

Where construction works are carried out conjunction with continuing activity, business or otherwise of the client, then careful consideration should be given to the phasing of the works. Building work should be separate to that of the clients activity where possible.

Should clients and client staff need to access areas where building work is being carried out, it should be minimised and strictly controlled.

Assessment of hazard and risk will be carried out in respect of any work activity.

Management or monitor control measures and review the assessment as necessary. Effective protection controls in the work area, such as fans, barriers, warning notices will be in place all times and inspected regularly.

Information, communication control measures are essential matters, which need to be discussed with clients at regular meetings.

The safe method of work will be planned and put in place prior to work commencing. Any hazards, risks or unsafe matters identified should be immediately be brought to the attention the site manager for necessary action. All accidents, injuries and instance will be reported to the site management, recorded as necessary and appropriate action taken.

In the event of an accident or incident to client personnel or member of the public the company health and safety officer or director will be informed and carry out an investigation report if necessary.

Any fire plan provided by the client, in respect of his premises, will be communicated to contractors to ensure it is understood not compromised by any building plans.

This matter must be taken into consideration but contingency fire plan.

### **Office Health and Safety**

All office staff shall assist in minimising the risk of accidents, ill health and fire within the office environment, hazards will be minimised by:-

Properly storing materials.

Protecting against or eliminating trailing electric cables.

Closing filing cabinet drawers.

Keeping staircases and parks is clear and unobstructed.

Where there is a risk of injury from manual handling, the federal and sufficient risk assessment will be carried out the appropriate procedures established. Chemical hazards will be subject to COSHH assessments.

Electrical hazards will be minimised by ensuring:-

that all cables and connections are maintained in good condition.

Equipment is properly earthen correctly fused. Sockets are not overloaded.

Water kept away from electrical installations. Electrical equipment shall be subject to regular checking.

Electrical installations be subject to inspection by competent person every five years.

### **Office Fire Emergency Procedure**

A risk assessment will be completed under the Regulatory Reform Fire safety order 2005.

All staff were instructed in the emergency evacuation procedures.

Emergency evacuation drills will be carried out and recorded. Alarms and firefighting equipment be serviced and maintained. Fire emergency evacuation instructions will be posting conspicuous positions. Visitors will be booked in and out and escorted from the office in the event of an emergency. Fire hazards will be minimised by:-

Keeping fire doors closed.

Keeping fire extinguishers in place.

Keeping paper and other flammable materials to a minimum.

And no smoking policy in conformance with the smoke-free premises and enforcement regulation 2006 this will include E cigarettes.

### **Induction of staff**

- Refer to the Company's forms from the Gunite Intranet.
- Induction Programme.
- Induction Questionnaire.

### **Loan working**

Refer to the Company's Employee Handbook section 38.



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### **Lifting Operations and Lifting Equipment Regulations**

The requirements will be adhered to as follows:-

- all lifting operations must be planned, by competent persons, supervised and carried out safely.
- Specific requirements apply when the lifting of people is necessary.
- Checks and inspections at appropriate intervals must be carried out on all lifting equipment and accessories.
- Lifting equipment must be thoroughly examined by competent person on specified occasions and at specified intervals depending upon the equipment.

### **Manual Handling Operations**

The company will endeavour to provide employees and subcontract personnel with a safe and healthy working environment and recognises the importance of implementing the manual handling regulations 1992. In all cases, the suitable and sufficient risk assessment will be carried out in accordance with the regulations and training will be given. All personnel are to:-

Avoid hazardous manual handling activities so far as is practicable.

Assess any hazardous manual handling activities that cannot be avoided.

Reduce the risk of injury, so far as reasonably practicable.

Provider obtain information of the load to be handled.

When considering how to deal with manual handling activities, we will ensure the blade factors are addressed:-

- The task.
- The load.
- The working environment.
- Individual capacity.

Other factors that may affect the activity sharp awkward loads.

Make full and proper use of mechanical handling aids.

Inform the supervisor of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner.

Inform supervisor of any injury incurred through manual handling.

### **Method Statements**

Refer to the Company's forms from the Gunit Intranet 23a & 23b.

### **Personal Protection Equipment at Work Regulations 1992**

The Company will ensure that said when sufficient protective clothing and equipment is provided, worn or used whenever they areas risk to health and safety that cannot be controlled in other ways.

PPE will be properly assessed before use to ensure it is suitable for purpose.

Employees will be consulted regarding a selection correct size.

PPE will properly maintained and stored.

Employees will be provided with instructions how to use it safely.

Ensure employees use PPE correctly.

Selected types of PPE will be compatible to other items that are in use, appropriate for the risks and where necessary, adjustable for the comfort of the wearer.

PPE will have CE mark and comply with the personal protection equipment regulations 2002.

Employees are responsible for safeguarding such items, reporting defects and use the equipment as required.

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### **Provision and Use of Work Equipment Regulations (PUWER)**

- Gunit will ensure that such matters as suitability for purpose of work equipment, safeguarding dangerous parts of machinery, provision of work appropriate controls, training of operators and maintenance of work equipment.
- PUWER places duties on any person who has control to any extent of any of the following, work equipment, a person at work who uses, supervises or manages the use of work equipment.
- The way in which work equipment is used at work (including maintenance)
- PUWER applies to employees in respect of work equipment provided for, or use by, their employees, self-employed persons and other persons (such as visitors)

### **Risk Assessments**

Refer to the Company's forms from the Gunit Intranet 23c, 23d, 23l.

### **Safe Access, Traffic Management, Safety Signs and Signals**

So far as is reasonably practicable the company will ensure that:-

- Safe and suitable access to and egress from every place of work provided and properly maintained to enable all personnel to reach their places of work safely.
- Every place of work shall be made and kept safe anyone at work there.
- No person shall be permitted to access or egress from a place of work that does not comply with these requirements
- Every place work sufficient working space and so arranged that it is super for any person working there.
- Work site will be organised so that pedestrians and vehicles are segregated and can move about the site safely.
- Traffic routes will be suitable for the purpose and the vehicles authorised to use them.
- Traffic routes will be indicated by suitable signage regular checked and properly maintained.

Construction sites will be organised, so far as reasonably practicable, that pedestrians and vehicles can move safely and without risk to health.

The following arrangements will be considered when planning and designing the set up and logistics:-

- Separation a pedestrian in construction vehicle traffic at all before the site entrance.
- Providing construction vehicle only areas, where only designated the personnel can enter.
- Providing safe pedestrian routes to and from work locations.
- Providing safe construction vehicle ridge around the site. Planning and designing routes reduce the need for reversing manoeuvres. Consider the need for wheel washing prior to vehicles entering public roads. Where it is not reasoning practicable to segregate per pedestrians and vehicles, safe systems of work, which include the provisions of a banks and should be considered.
- Site management will produce a safe traffic route plan especially where schools are involved.

Where risk assessments have identified a risk, which cannot be removed, part of the control measures to reduce the risks shall be the use of safety signs that comply with the Health and (Safety Signs and Signals) Regulations.

They consist of:-

- Warning Signs - Yellow triangle signs – example – 'Overhead Power Lines' 'Fragile Roof'
- Prohibition Signs - Red round signs – example – 'No Smoking' 'No Entry'
- Mandatory Signs - Round blue signs – example – 'Eye Protection' 'Safety Gloves'
- Emergency Signs - Green rectangular signs – example – 'First-Aid' 'Fire Route'
- Fire Signs - Red rectangular signs - example – 'Fire Extinguisher'

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## **Information Training and Consultation with Employees**

### **Health and Safety Information**

Copies of this policy shall be available to all company employees and other interested parties. Health and Safety Advice and training will be sourced from the Health and Safety Officer and outside sources when required, this will include training advice, site inspections, incident investigations and assistance with guidelines and procedures for the implementation of workplace health and safety.

Site-specific health and safety information is also passed to those affected in the form of risk assessments, method statement, cost assessments, toolbox talks, site inductions and notices.

### **Training**

Suitable and sufficient training will be provided to ensure that employees at all levels are:-  
Aware of their health and safety duties and responsibilities.

Competent to operate specialist tools, plant and work equipment.

Adequately inducted.

Further training needs will be provided as identified necessary that are relevant to their work, and can conform with this policy.

### **Consultation**

Arrangements are in place for consultation on health and safety matters with employees as required by legislation.

Initiatives for employees from employees intended to enhance health and safety workplace encourage, and should be made through the normal management channels.

The health and safety officers are available for consultation on any safety or health matter.

### **Welfare Facilities**

- Gunit will provide workplaces with adequate provision for the ventilation, temperature and lighting.
- Appropriate levels of cleanliness be maintained and arrangements for the disposal of any waste in accordance with the environmental protection arrangements laid down.
- The company will provide suitable and sufficient sanitary conveniences and washing facilities as required for employees at all of our workplaces.
- Suitable and sufficient facilities for rest and take refreshments will be provided.
- At site where the company is acting as Principal Contractor it will provide adequate welfare facilities changing rooms/drying rooms and lockers.
- Sufficient places will be provided for drinking and eating food, and an adequate supply of drinking water will be available.

### **Work at Height Regulations 2005**

- The Work at Height Regulations define work at height as work in any place, including a place at or below ground level, obtaining access to or egress from such place while at work, except a staircase in a permanent workplace, where, if measures required by these regulations were not taken, the person could fall a distance liable to cause personal injury.
- They impose health and safety requirements before work at height should commence by applying the work at height hierarchy of control as follows.
- Avoid work at height where possible.
- Use an existing safe place of work.
- Provide work equipment to prevent falls.
- Mitigate distance and consequences of a fall.
- Provide instruction, training and/or other means.

When we are required to work at height will ensure that:-

- The working at height regulations 2005 conform with.
- All work at height is properly planned, organised and supervised.
- Falls will be prevented or, if not able to be prevented the consequences or distance of falling will be minimised.
- Those working at height are competent to do so.
- Risks are assessed and appropriate equipment is selected and used.
- Objects, tools, materials are prevented from falling.
- Risks from fragile surfaces example skylights are avoided or properly controlled.
- Equipment used at height will be inspected and properly maintained.
- Planning for emergencies and rescue will be made.

### **Scaffolds and working platforms**

- Scaffolding will be erected to recognise standards only by trained, competent and authorised contractors.
- A competent person will inspect scaffolding before use and after adaption, alteration or the effects of adverse weather conditions.
- All scaffolds will be inspected within seven days and the results of the inspection be recorded in a register and kept on site.
- Scaffolding complete notices will be displayed as required.
- Ladders will be removed or secured to prevent unauthorised access after working hours.
- Special scaffold will be subject design or calculations. Design drawings and calculations for special scaffolds must be available on site for the information of the person carry out inspections.
- Scaffolds will be secured against bad weather conditions and board secured.
- Edge protection or boards will not be removed unless authorised and will be replaced as soon as the need to remove it has expired.

### **Tower Scaffolds**

- Tower scaffolds we only be erected by trained, competent and authorised operatives as per manufacturers instructions.
- No person will be permitted to remain on the tower scaffolds during the moving and repositioning of them.
- Wheels must be braked when the tower is in use.
- The safe working load for scaffolds and working platforms must be established and not exceeded.
- Materials will not be stored on working platforms so as to exceed the edge protection.

### **Ladders and Stepladders**

- Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after risk assessment has carried out as per the working height regulations 2005 and demonstrated alternative methods are unsuitable.

When ladders are used they will be:-

- Used by trained and competent operatives only.
- Subject of an inspection regime with records of inspections maintained.
- Visually inspected by operatives before use.
- Class I industrial heavy duty.
- In good condition and free from defects.
- Secured again movement.
- Pitched out to an angle of 75° angle (4 up – 1 out) with the reinforcement under the rungs.
- Rise at least 1 m above landing place.

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- Use by one person at a time.
  - Operatives will:-
  - Maintain three points of contact at all times.
  - Not use the top three rungs when users work platform.
  - Not overreach.

### **Ladders and Stepladders Continued**

When stepladders are used they will be:-

- As with ladders – suitable for purpose.
- Used on safe, level ground.
- Use the short duration and light work.
- Properly setup not close inclined against walls or used in line with walls.
- Operative must not use the top two steps.
- Operative must not overreach.

### **Roof work and holes in floors**

When working at roof level:-

- Ensure that all work at height is properly assessed and planned by competent person.
- Work at height will only be carried out if weather conditions permitted.
- Work at height will only be carried out by trained and competent operatives. A safe system of access and egress will be provided with materials and equipment hoisted to height by mechanical means.
- A safe place of work will be provided with edge protection conform to the regulations.
- No one will be permitted to walk on or near fragile roofing without protection in place to prevent anyone falling through the fragile roof.
- These areas where fragile roofs are present will be cordoned off securely and all covered and warning notices supplied the barriers calling off the fragile roof must be substantial to prevent someone falling against the barriers going through the fragile roofing.
- These precautions above must be applied where holes in floors are present.

### **Workplace Inspections**

- Regular inspections will be carried out by management and other competent persons.
- These inspections will verify the effectiveness of the company's health and safety policy and procedures.
- All inspection findings will be recorded discussed and any corrective actions will be taken as far as reasonably practicable.