

## **Checkmate Fire Solutions**

## **Health and Safety Policy**

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## 2. Policy Statement on Health, Safety and Welfare

Checkmate Fire Solutions believes that the health, safety and welfare of employees, contractors and all those who may be affected by their activities is of the greatest importance.

Proactive promotion of a positive safety culture is therefore a fundamental management objective and the company will endeavour to achieve and maintain the highest practicable standards in health, safety and welfare.

Checkmate aims to conduct its business activities in a way that minimizes the risk of injury or ill health by:

- Providing and maintaining places of work, plant and equipment that are safe
- Operating safe systems of work
- Providing suitable welfare arrangements
- Providing all necessary information, training and supervision
- Proactively measuring and monitoring standards through regular inspection and audits
- Allocating sufficient resources to enable the policy to function effectively

All accidents that cause injuries, and all incidents that could cause injuries will be investigated and measures implemented to minimize the likelihood that no repetition of the accident or incident can occur.

The success of our policy requires the involvement and the commitment of everyone working for and with the company, and excellent communication and consultation with clients, employees, contractors and suppliers is seen as key to successfully maintaining standards.

Signed.....

Date 30<sup>th</sup> June 2008

**Alan Oliver**  
**Managing Director**

### **3. Roles and Responsibilities**

#### **3.1. Directors and Operations Managers**

Refer to appendix one of this policy for the company organisation chart. This chart clearly denotes the management lines of communication, seniority, authority and responsibilities for health safety and welfare.

Directors will take all reasonably practicable steps to protect the health, safety and welfare of employees and of others who may be affected by the Company's operations. In particular, directors will:

- Initiate and from time to time, review the Company's safety policy and ensure that it is promoted to all employees and others acting on behalf of the company.
- Ensure that at board meetings health and safety has a high priority and that Checkmate prioritises actions that improve health and safety throughout the Company's business.
- Arrange for safety consultants to provide expert advice and information on safety and health matters and to monitor implementation of the safety policy.
- Appoint staff to ensure that the policy is applied in all areas of the Company's activities and insist that all employees discharge satisfactorily the safety responsibilities allocated to them.
- Know the broad requirements of The Health and Safety at Work Act, The Construction (Design & Management) Regulations 2007 (CDM), The Management of Health and Safety at Work Regulations, The Work at Height Regulations and all other relevant legislation, and insist that these are observed.
- Ensure that suitable training is provided so that management, supervision and operatives are able to carry out their safety and health duties effectively.
- Ensure the provision of all relevant safety and health information on plant, equipment, materials and processes used by the Company.
- Ensure that all safety and health matters are discussed with clients and are prominent and explicit when tenders are submitted.
- Ensure that sub-contractors at tender stage price for and subsequently implement safe and healthy methods of work.
- Ensure the provision and maintenance of safe and healthy working conditions and adequate emergency precautions at head and regional offices. Ensure that a competent person carries out a fire risk assessment.

- Make arrangements for the servicing, maintenance and repair of plant and equipment.
- Report injuries, diseases and dangerous occurrences to the enforcing authority and keep appropriate records. Ensure that the Company procedure for inspection of accidents and incidents is implemented.
- Where the Company is the Principal Contractor and assumes the role under the CDM Regulations of CDM Co-ordinator, notify the area office of the Health and Safety Executive, on Form F 10, of the commencement of all operations governed by the CDM Regulations. Produce a site health and safety plan and manage health, safety and welfare operations to conform to all health and safety requirements. Produce an end-user health and safety file for the client.
- Ensure effective consultation between management and employees on safety and health matters. Ensure the Company consultation procedure is implemented.
- Ensure that funds and facilities are provided to meet the requirements of the policy.
- Ensure that stocks of relevant safety and health documentation are held.
- When acting as Principal Contractor ensure adequate Company provision is allowed for health, safety & welfare, as required by CDM 2007.
- Ensure that all accidents and incidents, where accidents could occur, are investigated and safe systems are implemented so that those accidents and incidents are reduced, minimised and managed.
- Set a personal example and demand a high standard of personal conduct from all employees.

### **3.2. Contracts Managers**

Contracts Managers are responsible to their immediate directors and the Managing Director for the application of the Company's safety policy. In particular contracts managers will:-

- Be familiar with the requirements of The Health and Safety at Work Act, The Construction (Design & Management) Regulations 2007 (CDM), The Management of Health and Safety at Work Regulations, The Work at Height Regulations and all other relevant legislation and ensure that these are observed.
- Ensure the effective planning of all contracts, to include:-
  - an assessment of any foreseeable risks including manual handling and

- any health risks from hazardous substances or processes. Carry out and keep a record of such assessments. Apply the risk assessment procedures as detailed in the Company health and safety management system
- a specified and, where appropriate, written method of work, including protective equipment requirements, precautions to be taken and all necessary physical, management and human factor control measures.
  - the provision of all necessary information, instruction and training to employees.
  - where work at height is required ensure that all work is carried out in a safe manner as required by the Work at Height Regulations 2005.
  - any necessary permit-to-work systems, e.g. for work in occupied factories or in confined spaces.
  - fire precautions and emergency procedures.
  - emergency provision for any operative who suffers a trauma at work.
  - first aid and welfare facilities. Where appropriate liaise with clients, principal contractors or other subcontractors to ensure appropriate first aid and welfare facilities.
- Make appropriate arrangements with other contractors and clients to ensure that Company work does not cause risks to other contractors, building occupiers or the public.
  - Ensure that suitable arrangements are made for the control and coordination of the work of specialist sub-contractors.
  - Ensure the provision of all necessary personal protective equipment (PPE) and ensure instruction and training in the use of PPE is carried out.
  - Ensure that employees and sub-contractors are familiar with Company safety procedures and principal contractors and clients' safety rules.
  - Ensure compliance with regulations on the transport of dangerous substances and with their storage on site.
  - Ensure only trained operatives mount and operate abrasive wheels.
  - Seek any necessary expert advice on health, safety & welfare matters.
  - Identify training needs for operatives, arrange and implement appropriate training to ensure competence of operatives.
  - Ensure that all accidents and dangerous occurrences are investigated and that appropriate action is taken to prevent a recurrence. Ensure notification to the Health & Safety Executive of all accidents and incidents where required, by

the Reporting of Injuries Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR).

- Implement the company consultation procedure.
- Carry out investigations into accidents or incidents as required by the company investigation procedure. Take appropriate measures so that there is no repeat of the accident or incident.
- Set a personal example and demand a high standard of personal conduct from all employees.

### **3.3. Site Based Supervisors**

Site managers, foremen and working supervisors are responsible to the contracts manager for organising and supervising work so that it is carried out safely and the company's safety policy is implemented. In particular they will :-

- Be familiar with the requirements of The Health and Safety at Work Act, The Construction (Design and Management) Regulations 2007 (CDM), The Management of Health and Safety at Work Regulations, The Work at Height Regulations and all other relevant legislation and insist that they are observed.
- Give clear instructions to operatives and subcontractors on how to achieve safe working and ensure that agreed procedures and Company rules are followed.
- Coordinate the work of subcontractors. Ensure that safe systems of work are agreed with subcontractors before starting work and that these are implemented safely during work operations.
- Implement safety, health and welfare arrangements made with principal contractors, clients or building occupiers. Ensure that principal contractors' occupiers or client's safety rules are followed.
- Attend any safety induction and make sure that site rules are known and understood before commencing work.
- Maintain a tidy site.
- Ensure that all working places, scaffolds, working platforms, etc. are properly erected and safe before allowing them to be used.
- Where scaffolding or lifting appliances have been erected by, or on behalf of the company, carry out inspections before being used, at minimum weekly intervals, when adapting or altering or when there has been an event that is likely to affect its stability. Record results, see appendix number two.
- Ensure that information on the safe handling, transportation and working of all materials is known and followed.

- Ensure that all plant, tools and equipment are safe to use and operated or used by trained, competent and authorised persons. Ensure that all electrical equipment has been checked and tagged as safe to use and those inspections are regularly reviewed.
- Ensure that materials are stored safely and that, where appropriate, suitable extinguishers are readily available for stores and workplaces.
- Ensure that employees and subcontractors are informed of first aid and welfare arrangements and that such facilities are well maintained.
- Ensure that appropriate protective clothing and safety equipment is available and worn or used correctly.
- Instruct new starters on safety and health precautions, the Company safety policy and site rules.
- Cooperate with visiting safety advisors and Health and Safety Executive inspectors.
- Investigate the circumstances of all accidents and take appropriate action to prevent a recurrence. Ensure that all accidents are recorded in the accident book, immediately inform the contracts manager of the details of any serious accident or incident. Inform the contracts manager if any operative is absent from work for more than three days following an accident.
- Ensure that employees and sub-contractors are aware of action to be taken in the event of fire or other emergency.
- Set a personal example and demand a high standard of personal conduct from all operatives.

### **3.4. Operatives**

Operatives are responsible to their site based or visiting manager for:-

- Knowing the relevant sections of the Company safety policy, understanding their roles and responsibilities and cooperating with its implementation.
- Following site rules, instructions from managers, established working methods or other procedures designed to ensure safe and healthy working.
- Using the appropriate protective clothing and safety equipment, as instructed.
- Not operating tools, plant or equipment unless trained and authorised to do so.
- Reporting hazards or defects in work conditions, plant or equipment.
- Developing a personal concern for the safety of themselves and others.
- Keeping their work area tidy.

- Maintaining the standard of welfare facilities that are provided.
- Suggesting ways of eliminating or reducing hazards.
- Reporting any injuries or dangerous occurrences that happen at work.
- Treating with respect the premises and property of the Company and its clients.
- Cooperating with investigations into accidents or dangerous incidents.
- Setting a personal example.

### **3.5. Office Administrators, Secretaries and Office Based Trainees and Assistants**

Office staff are responsible to directors for:-

- Knowing the relevant sections of the Company safety policy, understanding their roles and responsibilities and cooperating in its implementation.
- Being responsible for their own health and if in a senior position the health of junior staff. For example health hazards recognised by The Health and Safety (Display Screen Equipment) Regulations 1992 and those posed by repetitive hand movements and through prolonged sitting at work stations. Through the company appraisal system ensure that health concerns are raised with senior managers and satisfactorily resolved.
- Following instructions, laid down working methods or other procedures designed to ensure safe and healthy working, paying particular attention to fire precautions and emergency procedures.
- Reporting hazards and defects in equipment.
- Keeping offices tidy and free from obstructions and fire risks.
- Seeking advice on safety and health problems.
- Being aware of office emergency procedures.
- Suggesting ways of reducing or eliminating hazards.
- Reporting any injuries incurred at work.
- Setting a personal example

### **3.6. Subcontractors and Joint Venture Partners**

Checkmate will only enter into joint venture agreements with companies who have a demonstrably effective health and safety record. Similarly subcontracts will only be entered into with companies with an effective health and safety record.

- New subcontractors to Checkmate will be subject to scrutiny on their performance, see Checkmate subcontractor vetting procedure.
- Vetting of existing subcontractors will take place before placing orders with them for new projects.
- Subcontractors will be subject to the same inspection and investigation procedure as Checkmate employees with regard to accidents or dangerous incidents.
- Joint venture partnerships will only be undertaken where clear management responsibility for health safety and welfare has been established.
- A clear management and responsibility chart and statement will be produced for each joint venture operation.
- In any joint venture operation the standards set by Checkmate in health safety and welfare must be maintained.

## **4. Health and Safety Arrangements**

### **4.1. Risk**

Dealing with hazards and residual risks in an efficient and effective way will be a normal function for Checkmate managers. See section 9 of the company health and safety system for specific details. Identification of hazards and control of risk will take place for all Checkmate's operations. Following identification of hazards Checkmate managers will apply the risk hierarchy, to eliminate, reduce and control residual risks.

All Checkmate's operations including site activities and office activities will be subject to risk assessments. Checkmate's managers will be responsible for ensuring that risk assessments are carried out and the company health and safety advisor, Bowden Building Services, will be responsible for ensuring competence of Checkmate managers and sufficiency of risk assessments. All Checkmate operatives will be encouraged to assess risks to them and others affected by their activities. All risks will be considered, from low probability and high consequence emergency hazards to high probability low consequence hazards. It is the intention of Checkmate, by applying effective risk assessment procedures, to eliminate risks of injury and ill health of all operatives and all people affected by Checkmate operations.

Risk assessments will specify control measures. Physical, management and human factor control measures will be specified. Checkmate managers will specify control measures on their risk assessments and will then be responsible for implementing the control measures. Control measures are to be implemented before construction

activities start and will then be monitored throughout the project on regular inspections, see section 3 of the health and safety management system.

## **4.2. Health**

It is the intention of Checkmate to promote the good health of all its employees. Risk and COSSH assessments will eliminate, reduce and control adverse health hazards. Checkmate operatives and staff will carry out a self-assessment of their own health. Checkmate will be proactive in seeking methods of work that promote healthy working. For all reported instances of ill-health, either fully attributable or partly attributable to working for Checkmate, a solution to the ill-health problem will be sought that ensures the problem is eliminated, reduced and managed.

Work stations will be fitted out to comply with up-to-date ergonomic design principles. All employees are encouraged to specify chairs, desks and information technology equipment that are adjustable and suitable for their needs. All employees needing to work consistently with display screens are entitled to free eye tests. The biannual appraisal process will discuss and resolve appliances that are available to make work at display screens and work stations healthier.

## **4.3. Information, Training and Consultation**

### **4.3.1. Safety and Health Information**

Information normally applicable to the Company's operations will be found in this section of the policy. The Managing Director will ensure that employees are informed of relevant further guidance and that, where appropriate, it is incorporated into the policy.

The Directors, Contracts Managers and Site Managers hold copies of the policy. The Managing Director will have access to legislation and the relevant Health and Safety Executive guidance.

Method statements, risk assessments and C.O.S.H.H assessments are kept in the contract files. These files are kept in the office and information is issued to operatives by the contracts manager for small contracts and kept on site and issued to operatives by site managers for large contracts.

Bowden Building Services are responsible for keeping Checkmate up-to-date with health, safety and welfare information. Checkmate operatives, managers and directors may request health and safety information from Bowden Building Services at any time.

#### **4.3.2. Training**

The Managing Director, other directors, contracts managers and site managers will, as necessary, arrange suitable training to ensure that employees at all levels are:-

- Aware of their safety and health responsibilities
- Competent to carry out their safety and health duties as managers, supervisors or operatives.
- Competent to operate any specialist tools, plant or equipment.

The contracts manager and site managers will identify training needs.

Site Managers will arrange suitable induction training to ensure that new starters are familiar with the Company policy and with the hazards and precautions associated with their work.

Operatives starting new sites will be issued a copy of specific site rules. These will be explained to operatives and will contain specific rules for that site in addition to manual handling, and other risk assessments and C.O.S.H.H. assessments. Regular tool box talks will be held for sites whose duration is greater than two weeks.

Where manual handling activities cannot be eliminated instruction and training for safe lifting and carrying will be given.

All staff are to receive instruction and training on:

- Their roles and responsibilities as defined in the company health and safety policy, and in particular:
  - Emergency procedures, their explicit duties in the event of an emergency
  - Equipment that they will operate
  - Welfare provisions
  - First aid provision, their roles and responsibilities
  - Health provisions, measures that have been implemented to promote good health at work

Further training needs will be discussed and agreed with staff at their appraisal. Checkmate promotes investment in and development of staff and the appraisal procedure will ensure staff development needs are met.

#### **4.3.3. Consultation**

Consultation will take place in accordance with The Health and Safety (Consultation with Employees) Regulations 1996. Employees will be provided with copies of the general policy statement, details of their individual responsibilities, site rules, method

statements, risk assessments and any other documentation relevant to their work. The policy will be explained by the directors and managers. Discussion, involvement and participation are encouraged and consultation procedures are applied.

Initiatives from employees on safety and health matters are encouraged and these should be made through normal management channels, see appendix one. Checkmate will regularly consult with all employees. This will be done informally and also formally, see the Company consultation procedure. Any health, safety and welfare issues raised by employees will be treated as a matter of urgency.

#### **4.4. General Site Safety**

The following rules and precautions are to be observed, where applicable, on all sites :-

##### **4.4.1. Safety Access**

All access routes, for example roads, gangways, passageways, staircases and working platforms must be kept free from obstructions and where necessary lit. Work areas must be kept tidy and materials stored safely. Nails protruding from timber must be removed or hammered down.

##### **4.4.2. Working at Height**

Often Checkmate operatives need to work at height. Checkmate will arrange work at height such that The Work at Height Regulations 2005 are observed. Checkmate managers will adopt principles of avoiding work at height and reducing the need to work at height if at all possible. Only when the need to work at height is absolutely necessary will a risk assessment be carried out and control measures specified that ensure safety of all those that work at height.

Checkmate managers will carry out a risk assessment that in turn will inform a method statement that determines how work at height is carried out. See section 8 of the Company health and safety management system. Checkmate managers will arrange training and instruction where necessary. Checkmate managers will ensure that adequate and particular inspection of work at height takes place throughout the length of the work at height activity.

##### **4.4.3. Ladders**

Work off step ladders and pole ladders will only take place where it has been assessed that the risk of injury is minimal. Ladders must be in good condition, based on firm level ground, properly angled (1 unit of going for every 4 units of height), properly tied near to the top of the ladder and must extend 1.05 metres above the landing level, unless there is a suitable, alternative, secured handrail. If a ladder cannot be secured it

must be footed. Only light and short duration work is to be carried out from ladders.

#### **4.4.4. Scaffolds**

Scaffolds will normally be erected on behalf of the Company or principal contractor by a reputable scaffolding contractor and are not to be altered or interfered with by operatives or sub-contractors. Proprietary scaffold towers may be erected by the company by trained and competent operatives, under the supervision of a competent person. All manufacturers instructions and procedures must be strictly observed.

All working platforms must be fully boarded out and must have double guard rails and toe boards. They must not be overloaded. All working platforms will have a mid-point handrail in order to prevent falls or materials discharge. All scaffolding must be inspected by the Site Manager after erection and before any employee is allowed access to it. Scaffolds erected by or on behalf of the company must also be inspected by the Site Manager at minimum weekly intervals or when adapted and the results recorded on the form in appendix number two.

#### **4.4.5. Roof work**

Checkmate does not carry out work on roofs.

#### **4.4.6. Lifting Appliances and Lifting Gear**

Clients or principal contractors supply hoists and other lifting appliances. Checkmate managers will inspect that these are safe to use and liaise with the suppliers to ensure maintenance, inspection and certification is carried out.

#### **4.4.7. Plant Tools and Work Equipment**

Plant and tools must be checked before use and maintained in good repair. All moving parts must be securely guarded. Only trained and authorised persons must operate plant and tools. All electrical plant, tools and equipment, including leads, must be regularly inspected and tagged as safe to use.

Training will be given for the use of all site equipment. Training will include safe use, emergency provision, safe maintenance and inspection. Training will be given before first using the equipment and then refresher training will take place at regular intervals.

All site equipment will be subject to checking and testing. Examples of equipment used are bench saws, spray machines etc. Checkmate managers will be responsible for site equipment. Operators will carry out daily visual inspections of work equipment. A competent electrician or mechanical fitter will carry out 3 monthly inspections. Checkmate managers will be responsible for keeping a log, containing details of inspection and testing, of all site equipment and keeping the record in the site file. Any hired equipment will have the same standard of inspection and testing as all

Checkmate equipment.

#### **4.4.8. Asbestos**

Checkmate will not allow operatives to handle asbestos containing materials. Under the Control of Asbestos Regulations 2006 building owners are required to locate or presume the presence of asbestos and carry out an assessment that identifies risks to operatives working in their buildings. Clients should have an asbestos register that documents the presence of asbestos containing materials.

Before work is carried out in existing premises Checkmate will request confirmation of the presence of asbestos containing materials. Checkmate will not work in premises buildings where asbestos containing materials could be disturbed by Checkmate's operations. Checkmate will insist that asbestos containing material is removed by licensed operators before Checkmate's operations proceed.

#### **4.4.9. Vehicles**

Checkmate managers and operatives supply their own vehicles. Maintenance of vehicles and safety while travelling is the responsibility of the driver and/or owner. Checkmate will ensure a reasonable balance is struck between travelling time and project deadlines. Time will be allowed for travelling with appropriate meal and rest breaks.

#### **4.4.10. Mobile Telephones While Driving**

Checkmate insists that telephone calls must not be made or taken while driving. Although hands free telephone calls are legal while driving Checkmate have decided, due to the increased probability of an accident, that employees must not make them. Employees are instructed to switch off their mobile phones when driving and only turn them on again when their journey is complete.

#### **4.4.11. Electricity**

All electricity on site must be 110volt supply. All electrical equipment and leads will be inspected, repaired when necessary, and tagged as safe. Regular inspections will occur. All cables and connections will be checked to ensure they are sound. Waterproof fittings will be used for external work. Leads must not trail and cause tripping hazards.

All office and site portable electrical equipment will be subject to checking and testing. Portable electrical equipment is any electrical device that requires mains electricity to operate. Office managers will be responsible for office equipment and Checkmate managers will be responsible for site equipment. Office equipment will be

visually checked weekly by operators or users. A competent electrician will carry out 6 monthly inspections. Every year electrical appliances will be tested, repaired or renewed and tagged as safe. The office manager will keep a log of all equipment tested and will ensure all inspections and tests take place as stated above. Checkmate managers will be responsible for keeping a log of all site equipment and keeping the record in the site file.

#### **4.4.12. Fire Precautions**

Sufficient and suitable fire extinguishers (e.g. dry powder or carbon dioxide) must be readily available when any process involving a fire risk is being carried out. Other appropriate precautions must be taken such as the removal of flammable materials and removal of all potential sources of heat.

Sufficient dry powder or water extinguishers must be provided in site offices, mess rooms and stores.

#### **4.4.13. Highly Flammable Liquids**

Stocks of highly flammable liquid must be kept as small as possible. They must be kept in a safe position in the open air, or in fire resisting ventilated containers marked “Highly Flammable liquids” “No Smoking” and “No Naked Lights”. Only minimum quantities required are to be kept at the work place. Dry powder extinguishers must be at hand.

#### **4.4.14. Abrasive Wheels**

Serious injuries can arise in the use of abrasive wheels. It is essential that the wheel or disc is properly guarded and that such tools are operated only by trained or authorised persons. Eye protection and face masks must always be worn.

Abrasive wheels or discs are to be mounted only by persons who have been appointed in writing by the contracts manager who will require documentary evidence of the persons training and will keep a register of such appointed persons.

Training in the mounting of abrasive wheels will be arranged as necessary.

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

COSHH assessments will be carried out for all materials and products used in the works. Before new work is started Checkmate managers will carry out a COSHH assessment. Specific site assessments will be kept in the site file and health and safety

plan.

Checkmate managers will firstly attempt to eliminate hazards. If hazards cannot be eliminated they must be reduced to the lowest possible risk. Control measures must be stipulated and implemented by Checkmate managers. Physical, management and human factor control measures will be specified. Personal protective equipment will be issued to all operatives to use when handling, transporting or working with these materials. Instruction will be given to operatives by Checkmate managers, including written assessments and oral interpretations of the assessments.

#### **4.4.16. Security**

Sites must be made secure at the end of the working day. All ladders must be removed and plant immobilised. All sites will have a substantial hoarding with lockable gate.

### **4.5. Hazardous Substances**

A wide range of chemicals are used in the Company's operations. The Company will use non-hazardous materials where possible, but the use of hazardous materials is necessary in many cases. The use of hazardous chemicals is governed by The Control of Substances Hazardous to Health Regulations 2002. These regulations ensure :-

- An assessment of the health risks created by work with hazardous substances, and of necessary precautions to be taken.
- The control of exposure, where possible by means other than personal protective equipment.
- That control measures are used and maintained.
- The monitoring of the exposure of employees.
- The keeping of records and the giving of information, instruction and training to employees.

Information of the safe use of all materials used by the Company will be obtained from suppliers by the contracts manager.

The contracts manager will assess the health risks involved in the process concerned determine necessary precautions and ensure that site managers and sub-contractors are provided with detailed instructions to be followed and with appropriate protective clothing and safety equipment. They will also ensure that all people affected are informed of processes being carried out which could affect the health and safety of other contractors, occupiers of premises or the public.

The assessment of hazards from particular substances and processes will, where necessary, be carried out with the assistance of the Building Advisory Service. Where

the significance of exposure is uncertain, it may be necessary to sample airborne contaminants using procedures contained in HSE Guidance Monitoring Strategies for Toxic Substances. Biological monitoring may be necessary in the case of substances hazardous by ingestion or absorption through the skin. Many of the processes carried out by the company are repetitive and assessment will need to be carried out only once, unless the circumstances of the work changes significantly, for example when substances are used in confined spaces.

COSHH assessments may indicate the need for air or biological sampling. HSE guidance notes will be used and a testing service will be engaged. Assessments must be recorded in writing to show decisions and when and how they were made. Records of assessments will be kept on site and incorporated into the Health and Safety Plan. When the project is small the site file will be held by the contracts manager and issued to relevant personnel as appropriate.

## **4.6. Transport and Storage of Dangerous Substances**

### **4.6.1. Storage**

Particular precautions must be taken in the storage of highly flammable liquids and LPG, as laid down in the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972.

Unless stored in an open air compound highly flammable liquids should be kept in a fire resisting structure, used only for materials. Storage areas should be marked "Highly Flammable Liquids", "No Smoking" and "No Naked Lights".

LPG cylinders must always be stored separately from any flammable or toxic materials and, preferably, in an open air compound marked "LPG Highly Flammable", "No Smoking", and "No Naked Lights".

Storage of materials will be in areas agreed with clients or Principal Contractors. Care will be taken with storage areas to ensure no build up of noxious or inflammable vapours. Security, ventilation and cleanliness will be priorities for site operatives, site and visiting managers.

## **4.7. Protective Clothing and Safety Equipment**

All personal protective equipment is supplied to operatives by Checkmate. Subcontractors will supply their own personal protective equipment and this should be at least equivalent to the standard of equipment supplied to Checkmate operatives.

### **4.7.1. Safety Helmets**

Rules for the wearing of safety helmets are imposed on each site. Helmets must be worn at all times unless the contracts manager issues specific instructions. The

manager will only allow a relaxation of the need to wear helmets in exceptional circumstances.

#### **4.7.2. Eye Protection**

Suitable eye protection will be provided and must be worn when carrying out any of a wide range of processes, as specified in The Personal Protective Equipment at Work Regulations. Examples of these processes are: using abrasive wheels or discs, and the handling of the chemical products used by the Company. Eye protections against mechanical and chemical hazards will be assessed and provided as appropriate. Risk assessments and COSHH assessments will dictate and detail when personal protective equipment will be required.

#### **4.7.3. Ear Protection**

Ear defenders will be provided and must be worn when operating in the vicinity of noisy plant or machines. Risk assessments and COSHH assessments will determine when ear protection will be required.

#### **4.7.4. Gloves**

Industrial gloves will be provided and must be worn when handling abrasive materials or chemicals that could damage the skin. Risk assessments and COSHH assessments will determine when hand protection will be required.

#### **4.7.5. Respiratory Protection**

There will be a need to wear respiratory protective equipment in the handling and application of some of the products used by the company. Respirators will be necessary where toxic contaminants in the air are liable to exceed exposure limits. Where the atmosphere is deficient in oxygen, as may occur in confined spaces, breathing apparatus must be worn.

Training in the use of respiratory equipment will be provided.

#### **4.7.6. Safety Harnesses**

Where there is any risk of a fall and it is not possible to erect a working platform, and only in exceptional circumstances safety harnesses will be provided and must be worn. Instructions for wearing safety harnesses will be given and they may be needed in conjunction with another fall arrest device, Checkmate managers will decide on safe methods of work.

Employees must be instructed on the use of safety harnesses, which must be carefully inspected and tested before each use.

#### **4.7.7. Protective Clothing**

Suitable items of protective clothing will be provided for employees as necessary. Site rules for the use of high visibility clothing must be observed. Subcontractors must wear clothing equally suitable to that of Checkmate operatives.

#### **4.7.8. Footwear**

Employees and sub contractors must wear safety shoes or boots. The wearing of unprotected shoes, such as trainers, will not be allowed.

#### **4.7.9. General Protective Measures**

It is the responsibility of the contracts manager and other managers to ensure that each operative is provided with suitable protective clothing and equipment. It is the responsibility of the site or visiting manager to ensure that the clothing and the equipment is worn and used correctly. The Manager will ensure that sub-contractors provide and use suitable equipment; such matters will normally be covered in sub-contract documents.

Employees and sub-contractors have a duty to use and to look after items of equipment that are provided for their protection. All items of safety equipment must be stored carefully and must be inspected before use.

### **4.8. Office Health and Safety**

The employees in charge of office safety are Mark Williams in the north, and Jenny Wilson in the south. All office staff have duties to assist in reducing the risk of accident and fire. Checkmate has carried out a risk assessment in accordance with Regulatory Reform (Fire Safety) Order 2005 and these assessments have resulted in emergency procedures which are displayed in the relevant offices.

The following rules and precautions are to be observed:-

- Keep desks tidy and ensure that waste paper is disposed of regularly,
- Use a safe method of lifting any article and get assistance if necessary,
- Never leave filing cabinet drawers open or open more than one at a time,
- Ensure that cables and connections on all electrical equipment are sound, that the equipment is earthed and that a fuse of the correct rating is fitted in the plug,
- Ensure that passageways, stairs and exits are kept clear of any obstruction,
- Any highly flammable liquids are to be kept in fire resisting cupboards,

- All staff must be familiar with the fire emergency procedure and how to use fire extinguishers which are provided (water for wood or paper fires, dry powder or Carbon Dioxide for electrical fires),
- Carry out regular inspections to assess the effectiveness of the risk assessment and the efficiency of emergency procedures.

#### **4.8.1. Smoking Policy**

There will be no smoking in all Checkmate offices, notices will be posted to ensure that no smoking takes place. There will be no smoking in company vehicles and signs will be posted reinforcing this requirement.

When working on sites or in clients' premises it is expected that in enclosed spaces there will be no smoking.

#### **4.9. Workstations**

All office based employees will have a safe and healthy place of work that will be assessed in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. All employees will be given adequate training and information at the start of their employment and annually thereafter so that their work station fits their own personal requirements. Chairs, desks, screens and input devices will be selected to be flexible in order to suit the individual employee.

Employees will not be expected to work continually at their workstation for more than two hours continually. Employees are entitled to regular breaks and alternate duties so that there is not too much repetition in their work.

Employees that regularly use electronic equipment are entitled to free eye and eyesight tests. Employees will be required to complete an assessment of their workstation, as enclosed in the appendix.

#### **4.10. First Aid**

The following arrangements will ensure that all employees and sub-contractors have ready access to first aid treatment.

##### **4.10.1. Sites**

In some cases contract arrangements may have been made with principal contractors, clients or building occupiers to share first aid facilities. Site managers will inform

employees and sub-contractors of these arrangements, which must be recorded in writing.

When shared facilities are not arranged sites will be provided with a first aid kit, in the charge of a named person or trained first aider. Each first aid kit is to be contained in a robust box, marked with a white cross on a green background. The trained first aider or named person is responsible for keeping the first aid provision up-to-date.

#### **4.10.2. Head Office**

A first aid kit, to the same scale as for sites, will be kept at head office. Checkmate offices will have an appointed person who will be responsible for first aid. The appointed person is responsible for ensuring stocks of first aid are kept up-to-date. The appointed people are Jenny Wilson in the south and Mark Williams in the north.

#### **4.10.3. Reporting on Accidents, Injuries, Diseases & Dangerous Occurrences**

Details of all injuries occurred at work are to be entered in the relevant company accident book, i.e. the site accident book kept by the site manager, or the accident book kept at head office.

The contracts manager will inform the managing director immediately in the event of any accident or incident, also when an employee is absent for more than three days as a result of an accident.

The contracts manager will provide the managing director with relevant information to enable the following reporting action in accordance with the Reporting of Injuries, Disease & Dangerous Occurrences Regulations 1995. In addition the company will instigate its own investigation procedure as detailed in the Company accident and incident investigation procedure.

#### **4.10.4. Fatalities, specified major injuries diseases or dangerous occurrences.**

The HSE will be immediately notified. Telephone 0845 3009923, or e-mail riddor@natbrit.com. A written report and form F 2508 will be forwarded within ten days.

Accidents at head office are to be reported to the local authority.

#### **4.10.5. Three-Day Injuries**

Where a person is incapacitated for work for more than three consecutive days (Excluding the day of the accident, but including weekends and other holidays which

would not have been working days), a written report on Form F 2508 will be sent to the area office of the Health and Safety Executive within ten days of the accident.

Accidents at head office are to be reported to the local authority.

#### **4.10.6. Diseases**

In the event of written diagnosis being received from a doctor that an employee is suffering from work-related diseases, the managing director will assess whether the disease is reportable under the regulations. Certain diseases are reportable under the regulations and if the person suffering is currently employed on work in which that disease is a known risk. Details of scheduled diseases and associated work activities are contained in Schedule 3 of RIDDOR.

The Managing Director will keep copies of all reports for record purposes.

#### **4.10.7. Company Investigations**

Company investigations will be carried out on:

- Incidents raised by operatives.
- Incidents that could have resulted in injury, raised by clients, principal contractors, operatives, subcontractors, other site workers or members of the public.
- Any incident that results in an injury that is entered in the accident book
- Any reportable injury, disease or dangerous occurrence as defined by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The managing director must be made aware of any instances of the above immediately. He will ask for a report to be prepared as a matter of urgency. The report must contain the following sections:

- A description of the site and its operations at the date and time of the occurrence.
- A description of Checkmate involvement in the work.
- A report on responsibilities for health and safety, from Checkmate and others
- A description of the occurrence
- A recommendation for eliminating or minimising the likelihood of the repeat of the event.

The report will be considered by the Managing Director. It will be issued to the area safety representative and agreement will be reached as to how the recommendations should be implemented. Further communications will be issued to all Checkmate operatives outlining the measures to be taken as a result of the investigation.

## **4.11. Emergency Procedure**

### **4.11.1. Company Offices**

All staff are to make themselves familiar with the fire action plan, formulated as a result of the risk assessment of their office.

#### **On Discovering a Fire**

Any person discovering a fire, however small, is to:-

- immediately shout and warn other building occupants.
- attempt to extinguish the fire with available appliances, but **ONLY IF IT DOES NOT INVOLVE PERSONAL DANGER.**
- report to the office manageress.

#### **On Hearing the Alarm**

The responsible person will call the fire brigade by dialling 999, stating the emergency to be “Fire” and giving the telephone number and location of the fire.

All staff and any visitors are to leave the premises immediately by the nearest exits and assemble in the side car park to be mustered by the Managing Director, or other senior member of staff.

Evacuation must proceed in orderly fashion:-

- DO check that fire doors are closed on leaving
- DO NOT stop to collect personal belongings
- DO NOT re-enter the building
- DO NOT leave the assembly point - await roll call and further instructions.

The responsible person will advise the Managing Director of persons who were in the building.

The responsible person will check that all staff and any visitors are accounted for, and direct the Fire Brigade on arrival.

### **4.11.2. Sites**

Where work is carried out under the control of a principal contractor, or in occupied premises, the emergency procedures of the principal contractor, client or building occupier will be followed. The relevant manager will ensure that such procedures are known and understood by employees and subcontractors.

Where work is being carried out in unoccupied premises, not under the control of a principal contractor, the contracts manager or site manager will ensure that adequate fire precautions are taken, that emergency procedures are established and that employees and sub-contractors are familiar with such procedures.

## **5. Schedule of Appendices**

### **Appendix No.**

### **Details**

- 1 Checkmate company organisation chart
- 2 Inspection report form for inspection of scaffolding
- 3 Form F2508 Report of injury or dangerous occurrence
- 4 DSE assessment form