



HEALTH & SAFETY POLICY

MOS Projects Ltd

Barnes Lodge,
Hempstead Road,
Kings Langley
WD4 8AH

Tel: 01442 460245

info@mosprojects.co.uk

www.mosprojects.co.uk

Last Updated: January 2026

Updated By:Mark Insley.....

Position:Managing Director.....

Signature:.....

Dated:26-01-2026.....

January 2026

PART 1 – HEALTH AND SAFETY POLICY STATEMENT	3
PART 2 – ORGANISATION	5
MANAGING DIRECTOR	5
PROJECT MANAGER	5
EMPLOYEES	6
SECTION 3 – ARRANGEMENTS	8
RISK ASSESSMENT	8
LIKELIHOOD (PROBABILITY - FREQUENCY)	8
SEVERITY OF HARM	8
ACCEPTABILITY OF RISK	9
SAFE SYSTEM OF WORK	9
CONSTRUCTION WORK	9
CONTRACTOR WHERE THERE IS AN ALTERNATIVE PRINCIPAL CONTRACTOR.	9
CONTRACTOR /PRINCIPAL CONTRACTOR	10
DESIGN	12
PRINCIPAL DESIGNER	13
SUB CONTRACTORS	18
ASSESSMENT OF SUBCONTRACTORS	18
MANAGEMENT OF SUBCONTRACTORS	18
TRAINING	19
INDUCTION	19
SPECIALIST	19
BRIEFINGS	19
SAFETY REPRESENTATIVES AND SAFETY COMMITTEES.	19
MONITORING, AUDIT AND REVIEW	19
MONITORING	19
AUDIT	20
REVIEW	20
FIRE	20
OFFICE	20
SITE	21
ACCIDENT REPORTING	21
‘SPECIFIED INJURIES’	21
‘DANGEROUS OCCURRENCES’	21
‘WORK RELATED ILLNESS’	22
ELECTRICITY	22
SITE SUPPLY	22
OVERHEAD ELECTRICITY CABLES	23

UNDERGROUND SERVICES	23
PORTABLE ELECTRICAL EQUIPMENT	23
WELFARE AND FIRST AID	23
SITE	23
DEPOT	23
CO-ORDINATION AND CO-OPERATION	24
HOUSEKEEPING	24
COMPANY CAR DRIVING	ERROR! BOOKMARK NOT DEFINED.
OCCUPATIONAL HEALTH	24
NOISE AND VIBRATION	25
HAZARDOUS SUBSTANCES	25
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)	25
ASBESTOS	26
LEAD	26
HIGHLY FLAMMABLE LIQUIDS	26
LIQUEFIED PETROLEUM GAS	26
PROTECTIVE CLOTHING AND EQUIPMENT	27
MANUAL HANDLING	27
DISPLAY SCREEN EQUIPMENT	28
WORK EQUIPMENT	28
WORK AT HEIGHT	29
FIXED SCAFFOLD	29
MOBILE SCAFFOLD TOWERS	29
PORTABLE ACCESS EQUIPMENT	29
POWERED ACCESS EQUIPMENT	29
HIRED IN PLANT AND EQUIPMENT	30
MECHANICAL LIFTING	30
CONTRACT LIFTS	30
COMPRESSED AIR POWER TOOLS	31
MEDICAL INFORMATION	ERROR! BOOKMARK NOT DEFINED.
CARTRIDGE TOOLS	31
USE OF HAND TOOLS ON SITE	31
ABRASIVE WHEELS	31
CONFINED SPACES	32
WELDING	32
ELECTRIC ARC	32
GAS WELDING	33

PART 1 – HEALTH AND SAFETY POLICY STATEMENT

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions and all reasonably practicable measures taken to avoid risk to its employees or others who may be affected.

Management and Supervisory staff has the responsibility for implementing this Policy throughout the Company and must ensure that Health and Safety considerations are always given priority in planning and day-to-day supervision of work.

This company will fully comply with the duties placed upon it within the requirements of the Construction (Design & Management) Regulations 2015. It will adhere to any Health and Safety Plan instigated and ensures full compliance by all parties involved.

All employees and sub contractors are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work, so far as it reasonably practicable, is carried out without risk to themselves or others.

Director appointed Mr M Insley has particular responsibility for Health, Safety and Welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

The operation of this Policy and Safety Manual will be monitored by the Management and staff of the Company. To assist them in this respect the Company has appointed a Safety Consultant to visit sites and work places and to give advice on the requirements of the relevant statutory provisions and safety matters generally.

This Statement of Company Policy will be displayed prominently at all sites and workplaces.

The organisation and arrangements for implementing the Policy will also be available at each site and workplace and a full copy of the Policy is held at 8 Kimpton Close, Hemel Hempstead, HP2 7PN for reference by any employee as required.

This Policy will be reviewed at least annually or when current legislation demands.

Mr M Insley
Director

Signed:.....**Date:**.....26-01-2026.....

PART 2 – ORGANISATION

The effectiveness of the Safety Policy is dependant on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Director but specific duties are delegated to others according to their experience and training.

Company Directors, both individually and collectively will ensure that this Policy is applied throughout the whole company as well as within the departments for which they have direct responsibility.

Similarly, all department managers must ensure that the objectives set out in this Policy and Manual are undertaken in their department as well as the departments in which their work integrates.

Site Management will ensure that this Policy and Manual is adopted by all operatives, sub contractors and visitors to site.

Each individual person has a duty of care to him/herself as well as to all those they come into contact with during any part of the working day.

Director

Initiate the company's policy for Health and Safety to prevent injury, ill health, damage and wastage; set targets for the reduction of accidents

Ensure that employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire company.

Encourage training for all levels of employees.

Ensure that safety directives (new legislation, etc.) are conveyed through all management levels down to site.

Sanction the necessary funding for adequate welfare facilities and equipment, training and all matters of Health and Safety to meet the requirements of the company policy.

Set a personal example when visiting sites by wearing the appropriate clothing.

Insist that sound working practices are observed throughout the company, as laid down by Codes of Practice and that work is planned and carried out in accordance with the statutory provisions.

Support arrangements for funds and facilities to meet requirements of the Company Policy.

Arrange for regular meetings with the appropriate personnel to discuss Company accident prevention, performance, possible improvements etc.

Ensure that the company has access to competent health and safety advice, from either internal or external sources.

Project Manager

Understand the Company Policy for Health and Safety and ensure that it is readily available on each site.

Plan all works in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.

. Ensure, so far as is reasonably practicable, that work, once started:

- Is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds and update the written assessments as necessary.
- Is carried out in accordance with the appropriate statutory requirements.

Reprimand any member of site supervisory staff and sub contractors for failing to discharge safety responsibilities satisfactorily. Take appropriate action when notified of disregard on site of the safety advisor's advice.

Set a good personal example when visiting site.

Promote the liaison on Health and Safety matters between the Company and others working on the site.

Ensure that all suppliers and sub contractors are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to the relevant people.

Ensure that sub contractors have received a list of the safety rules and requirements as well as a copy of the Company Policy Statement.

Ensure that all equipment or materials purchased by the Company are to the standards required by Company policy.

Ensure that suppliers are informed of safe working loads of plant used for handling materials on site so that materials are delivered in suitable size loads.

Organise sites so that work is carried out to the required standard with minimum risk to employees, other sub contractors, the public, equipment or materials.

Where necessary, write and issue written safe systems of work and ensure they are made available to appropriate stakeholders and are briefed to operatives

Implement arrangements with sub contractors and others on site to avoid confusion about areas of responsibility for Health, Safety and Welfare.

Ensure that sub contractors under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks. Stop any work if you consider that there is an imminent risk of serious injury to any person.

Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage.

Consider the health and safety of those who will use the completed project and those who will be involved in future cleaning, maintenance, repair and dismantling or demolitions.

Ensure that materials, plant, equipment, substances etc selected and specified for the project have been evaluated from the health and safety aspect and that where safer alternatives are available these are chosen where ever possible.

Employees

The attention of all employees is drawn to their responsibilities under the Health & Safety at Work, etc, Act 1974. These include the following in particular;

- It shall be the duty of every employee while at work to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his acts or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.

- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and welfare in pursuance of any of the relevant statutory provisions.

Employees will

- Read and understand the Company Health and Safety Policy and carry out their work in accordance with its requirements.
- Use the correct tools and equipment, as provided, for the job.
- Keep tools in good condition and report any defects.
- Wear protective clothing and safety equipment provided, e.g. safety helmets, respirators, etc.
- Work in a safe manner at all times. Not to take unnecessary risks which could endanger themselves or others.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Not to use plant or equipment for work for which it was not intended, nor if they are not trained or experienced to use it.
- Not play practical jokes or "horseplay" on site.
- Report any person seen abusing facilities provided.
- Report any injury which results from an accident at work, even if the injury does not stop them working.

Employees are encouraged to bring to the attention of their immediate supervisor, areas which in their opinion this policy appears inadequate. All such comments will be passed to the directors for their consideration and review.

SECTION 3 – ARRANGEMENTS

Risk Assessment

Risk Assessment is based on a combination of Likelihood or probability (Frequency) of the operation being carried out and the severity of harm that could occur should things go wrong.

Risk assessments are undertaken by project managers who have the SMSTS or higher qualification. The HSE 'five steps to risk assessment' guidance is utilised along with the following matrices.

Likelihood (Probability - Frequency)

Probability is divided into five levels:

OVERALL RATING	DESCRIPTION		
	POSSIBILITY OF AVOIDING OR LIMITING HARM	EXPOSURE	PROBABILITY OF EVENT
1.Extremely Unlikely	Inexperienced, unskilled person who is not particularly mobile easily avoids harm	Extremely short time exposed	Very unlikely event – freak combination of factors (1 event every 40 yrs)
2.Unlikely	Unskilled but aware person can avoid harm	Exposed for short periods	Unlikely event – a rare combination of factors (1 event every 4 yrs)
3.Possible	Trained person may avoid harm	Frequently exposed	Possible event – could happen when additional factors are present. (1 event every 6 months)
4.Probable	Agile, quick-witted, trained and experienced person may avoid harm	Very Frequently exposed	Not certain to happen but very likely (1 event every 2 weeks)
5.Almost Certain	No possibility of avoiding harm should event occur	Continuous exposure as main task	Almost certain to be an outcome (1 event every day)

Severity of Harm

1. non-disabling injury/illness - no medical treatment/no lost time
2. First Aid with required medical treatment - full recovery - >3 days off work
3. Injury/illness with lost time - full recovery - >= 3 days off work
4. Major injury with less than full recovery - permanent disability
5. Death or total disability

Acceptability of Risk

	Likelihood				
Severity	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25

<4 Acceptable risk

4-9 Acceptable only if all reasonably practicable controls have been put in place

>9 Unacceptable Risk – contact Contracts Manager for review

The Project Manager will bring to the attention of the workforce all the necessary precautions detailed in written risk assessment.

The Project Manager will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment

Safe System of Work

Where the work needs to follow a specific sequence or the use of permits to control the work, such that the use of a risk assessment on its own is insufficient, then a safe system of work will be produced (MOS Projects do not generally do work which requires permits, they are only used when the client is co-ordinating multiple activities and uses their permits to do this).

Construction Work

The company acts a Contractor or a Principal Contractor and Designer/Principal Designer as defined by the Construction (Design and Management) Regulations 2015.

At all times the company will comply with the requirements of part 4 of the Regulations (Duties relating to health and safety on construction sites) when planning the method of any work undertaken. Written risk assessments and method statements will be prepared taking into account Health & Safety requirements and defining procedures as necessary.

Contractor where there is an alternative Principal Contractor.

Where an alternative Principal Contractor has been appointed, the company, led the project manager, will communicate and cooperate with them to;

- Plan, manage and monitor the work to ensure it accounts for any relevant aspect of the construction phase health and safety plan.
- Provide our employees with any necessary information
- Ensure our employees attend an induction to the site
- Cooperate with any other contractors on site
- Arrange for welfare provision for our employees

Contractor /Principal Contractor

Where the company is the only contractor, or is a Principal Contractor due to the need to employ specialist sub-contractors, the company, led by the project manager will undertake the following during each stage of construction

Pre-Construction (Contract Award)

The Project Manager will

- Work with the client to establish the needs and requirements of the project and ensure that all parties have the same understanding, for example crossover/interaction with clients activities
- Check that the Client is aware of his responsibilities under CDM 2015
- Make contact with the Principal Designer/Designer and request information on any risks they have identified during the construction phase
- Identify potential areas where construction may crossover with the clients business which will require further coordination
- Establish communication channels
- Check what, if any, welfare facilities are available to use and identify any additional requirements.
- Prepare a construction phase health and safety plan.

Construction Phase

The project manager will

- Implement the construction phase plan, including
 - communication with sub-contractors (Principal Contractor only) & workers
 - Securing the site
 - Providing welfare facilities
 - Inducting personnel before the start work
- Communicate with the Principal Designer/Designer to discuss the design and any potential changes
- Plan the work by identifying the health and safety risks involved including
 - What could go wrong?
 - Who could be harmed and how?
 - What do I need to do to make it safer and healthier?
- Monitor and manage health and safety risks on site by
 - Identifying health and safety risks
 - Ensure there is adequate supervision
 - Monitor the health and safety risks e.g.
 - By talking to workers about what they are doing and the risks involved
 - By inspection
 - Checking briefing records
 - Checking skills, training, knowledge & experience
 - Monitoring near miss and accident reports
- Promote employee engagement by
 - Involvement in assessing risks
 - Involvement and feedback on working methods

At all times the company will comply with the requirements of part 4 of the Regulations (Duties relating to health and safety on construction sites) when planning the method of any work undertaken. Written risk assessments and method statements will be prepared taking into account Health & Safety requirements and defining procedures as necessary.

Post Construction

The Project Manager will pass on information for the health and safety file to the Principal Designer (where one is appointed) or the Client (where no Principal Designer is appointed)

The Site Manager must ensure that all registers, site inspection reports and other documentation relating to Health and Safety are returned to the office for safe keeping at the completion of the contract where it will be kept for 3 years after the completion of the contract.

Design

The company may occasionally act as a designer. The company will only act as Principal Designer where we have also been appointed as Principal Contractor, with the main design being undertaken by ourselves.

If the company is required to undertake design work where there is not a Principal Designer already appointed, then we will inform the client of their duties.

Pre-Design

The Designer/Principal designer must obtain or agree the following information with the Client and Principal Designer (if appointed) as appropriate;

- Pre-construction information
- A client brief
- Information on site and ground conditions, existing structures, operational activities, noise levels, working hour restrictions, existing utility services and ecological, environmental or heritage constraints
- Details of the project team
- Methods for communicating the design, including design risks.
- Format required for information to be included in the health and safety file
- Information held by others which may affect the design such as
 - Designers drawings and reports with special requirements such as temporary loadings or build requirements for installation or maintenance
 - Sequences of construction where this may affect the design
 - Specialist guidance if appropriate, such as fire prevention or commissioning requirements
 - Any residual risks and information on controlling these risks

During Design

Individuals will use the Principles of Prevention to reduce risks during design considerations;

- Clear Communication
- Avoid risks
- Evaluate risks which cannot be avoided
- Hold points
- Golden Thread
- Combat the risks at source
- Risk Reduction [particularly for fire in design]
- Adapt the work to the individual (e.g. through choice of equipment)
- Adapt to technical progress
- Replace the dangerous by the non-dangerous or less dangerous
- Develop a prevention policy which covers technology, organisation of work, working conditions etc
- Give collective protective measures priority over individual protective measures
- Give appropriate instructions to employees

Designs will be reviewed during project meetings.

Post Design

The Project manager will compile any information required for on-going maintenance or future demolition and provide it to the client or Principal Designer, as appropriate.

Principal Designer

Where the company is appointed as Principal Designer, the company will manage the pre-construction phase. The method for this will be agreed with the Client but as a minimum the project manager will

- Review pre-construction information provided, pass relevant information onto other designers and request from the client any information they feel is missing from the pre-construction information.
- Coordinate other designers. These will only be specialist designers working direct for the company.

Where specialist designs are undertaken by others, the company is not expected to have a detailed knowledge, but will review health and safety risks to check

- for clashes with other designs
- that information provided to the specialist designer (e.g. from the pre-construction information) has been taken account of
- That the specialist designer has provided information on any health and safety risks that require further control during the life of the structure
- That any assumptions made are correct and reasonable

As the company will only be Principal Designer were we are also Principal Contractor, the project manager during the design phase must ensure a full handover of information to the project manager for the construction phase, so they are able to continue with ensuring compliance with the duties of the Principal Contractor and Principal Designer.

The project manager will agree the format for the health and safety file and will gather the information required from contractors and designers and pass this to the client.

Ensuring Design Compliance with the Building Regulations

Our organisation follows a structured Design Management Process to ensure all design work — whether undertaken internally or by sub-consultants — complies with the relevant requirements of the Building Regulations and the Building Safety Act 2022.

1. Design Planning and Competence Verification

At project commencement, the design scope, duties, and statutory requirements are defined in a Design Brief.

All designers (internal and sub-contracted) are assessed for competence in accordance with BS 8670-1:2024, ensuring they have the appropriate skills, knowledge, experience, and behaviours. Competence records are maintained prior to appointment.

2. Design Coordination and Risk Management

A Design Risk Review Meeting is held at the start of each stage to identify key safety and compliance risks, with particular focus on fire and structural safety.

Design coordination meetings are held regularly to review progress, resolve interface issues, and confirm alignment with the Building Regulations and Approved Documents.

3. Design Review and Verification

All design information is subject to independent review and verification by competent personnel before issue.

Designs are checked against the relevant Building Regulations Parts (A–S), and specialist inputs (e.g. structural, fire, MEP) are reviewed to ensure compliance and consistency across disciplines.

4. Managing Sub-Contracted Design Work

When design elements are sub-contracted:

Each sub-designer is appointed under a formal Design Responsibility Matrix and contract defining scope, deliverables, and standards.

Sub-contractor designs are reviewed through our Design Communication and Compliance ITP, ensuring that all drawings, calculations, and specifications are checked for regulatory compliance.

All sub-design submissions are reviewed and approved by our in-house design manager or relevant competent professional before integration into the overall design.

Design changes or revisions are controlled through a document control and approval process

5. Record Keeping and Compliance Evidence

Design reviews, risk registers, competence assessments, and approval records are maintained as part of the Golden Thread of information to provide an auditable record of compliance throughout the design and construction process.

Our design process ensures that both internal and sub-contracted design work is carried out by competent individuals, reviewed for compliance at every stage, and fully aligned with the requirements of the Building Regulations, ensuring safe and compliant project delivery.

Management of Design with Design Consultants – BSA Compliance

Purpose

To define how MOS Projects manages design work with appointed design consultants to ensure compliance with the Building Safety Act 2022, Building Regulations, and internal Health & Safety requirements. This includes maintaining a Golden Thread of Information, managing BSA hold points and mitigating risks, particularly fire safety.

Scope

This procedure applies to all design activities undertaken by MOS Projects' internal team and appointed design consultants for all construction projects. It covers planning, review, verification, communication, and record-keeping of design work.

Roles and Responsibilities

Role	Responsibility
Project Director	Allocate resources, approve project-specific design procedures and ensure BSA hold points are observed.
Design Manager	Coordinate design activities, verify compliance, manage risk registers and communicate with the Principal Designer and consultants.
Principal Designer	Oversee design risk management, review and approve deliverables and liaise on fire strategy.
Design Consultants	Provide compliant designs, participate in reviews and document risk mitigation measures.
QA/Document Controller	Maintain records, Golden Thread documentation and track hold point completion.

Design Planning and Competence Verification

1. **Competence Assessment** – All design consultants must demonstrate compliance with **BS 8670-1:2024 before engagement**.
2. **Project Brief & Risk Identification** – A project-specific brief identifies statutory requirements, project hazards, and mitigation measures.
3. **BSA Hold Points** – Critical design review stages requiring formal verification:
 - Concept Design Approval
 - Detailed Design Submission
 - Fire & Structural Safety Review
 - Pre-Construction Design Review

Design Review and Communication

1. Conduct regular design meetings to review drawings, address issues, and discuss risk mitigation.
2. Maintain a live design risk register, documenting fire, structural, and safety risks and their mitigation measures.
3. Record all design decisions, approvals, and changes, and circulate formally to the project team, Principal Designer, and consultants.

Golden Thread and Record-Keeping

- Maintain all design documentation, risk registers, hold point approvals, and communications in the Golden Thread of Information.
- Ensure version control, traceability and auditability for regulatory compliance.

Fire Risk Reduction in Design

- Review all designs with a focus on fire safety in line with Building Regulations Part B and project-specific fire strategies.
- Engage the Fire Engineer for high-risk or complex designs.
- Reassess and update the risk register for any design changes affecting fire performance.

Monitoring, Audit, and Review

- QA team performs periodic audits of design records, hold point compliance, and risk register updates.
- Document lessons learned and design non-conformances to continuously improve future project processes.

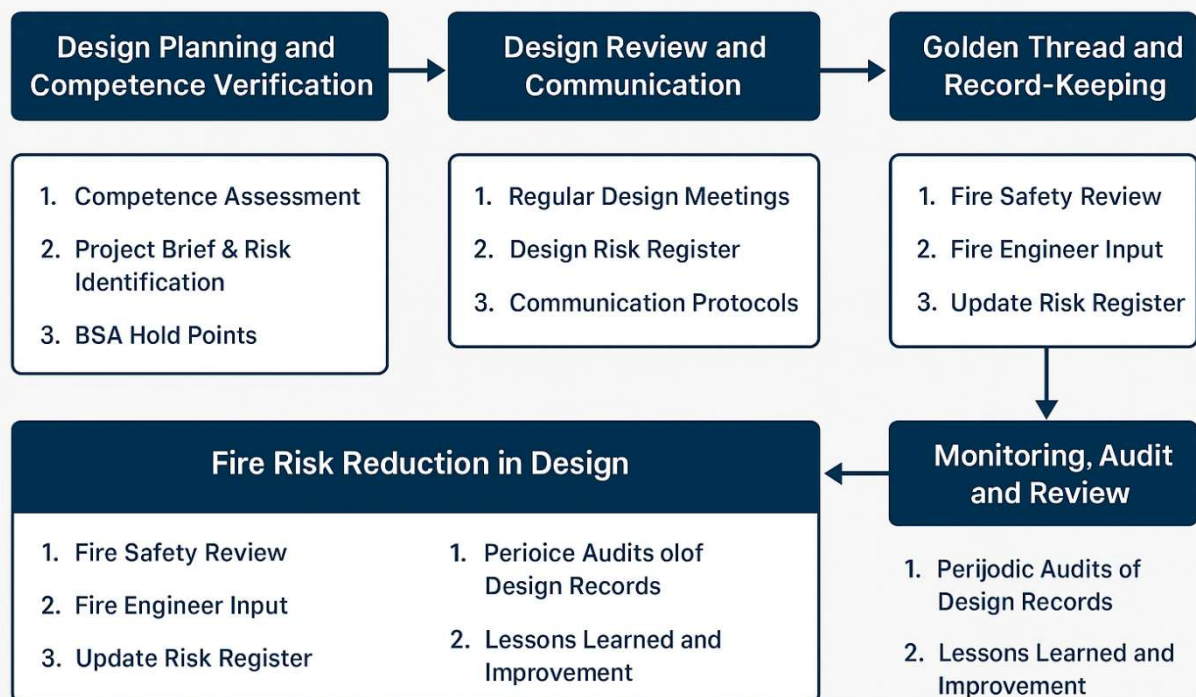
References

- Health & Safety Policy – Design Works Section
- BS 8670-1:2024 – Competence Frameworks for Building Safety
- Building Safety Act 2022
- Project-Specific Inspection and Test Plans (ITPs)

This section ensures that MOS Projects:

- Appoints competent designers.
- Implements BSA hold points.
- Maintains Golden Thread documentation.
- Manages risk reduction, particularly fire.
- Facilitates formal communication, review, and audit across the design process.

Management of Design with Design Consultants – BSA Compliance



Sub Contractors

Assessment of subcontractors

All potential subcontractors are vetted before any works commence, to assure MOS Projects of their competency. Subcontractor competency is assessed by means of completion of a Health and Safety Questionnaire. Where subcontractors have already been assessed by anSSIP organisation (e.g. CHAS) then the Health and Safety questions will not be required to be answered. Other Subcontractors will be required to provide the following information as a minimum:

- Health & Safety Policy
- Relevant risk assessments and method statements
- Employee health and safety training records
- Copies of any relevant certification (in date)
- Details of accident statistics and any prosecutions or Improvement/ Prohibition Notices.

MOS Projects will specify the terms and conditions applicable to the sub-contractors entry on to the site and ensure that the sub-contractor and their workforce understand all conditions.

MOS Projects will verify that the Sub-contractor has the correct insurance policies and that they are valid and of sufficient value.

In addition to their statutory responsibilities, subcontractors will be required to conform to MOS Projects Health & Safety Policy, safety procedures and permit systems. Subcontractors are responsible for dissemination of relevant information and safety standards to their personnel.

Management of Subcontractors

The Project Manager is responsible for ensuring that all work on site by the sub-contractor and others whom the Company may have jurisdiction over, comply with all the statutory and Company safety requirements.

Sub-contractors are legally responsible for their own labour force and for ensuring that their work is carried out in a safe manner and that all personnel have received Health & Safety training appropriate to the task being undertaken.

MOS Projects will ensure co-operation and co-ordination with subcontractors on assessment of risk for the contracted work, particularly where activities overlap and control measures that apply.

Sub-contractors will be provided with any information concerning site hazards, means of access and egress and any other relevant issues and instructions.

Sub-contractors and others must notify the site manager of any hazards arising out of their operations.

Should the Sub-contractor use a self-employed person, he should notify MOS Projects.

Sub-contractors are responsible for the reporting of accidents and dangerous occurrences linked to or arising from their operations (including those involving any self employed persons they use) to MOS Projects and assisting with the investigations should the need arise.

Subcontractors must co-operate with site management on all matters of Health & Safety.

Training

Whilst appropriate qualifications are required by the Company before employment begins, it is not accepted that training will cease for that employee. This Policy requires all employees to continue training during the course of their employment.

The company will provide such additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties.

Induction

All new employees will be taken through a company induction. This process will provide an overview of the health and safety requirements of the company as well as confirm the current competencies of new employees and identify any additional training required.

Employees working on clients sites will attend the clients induction as required. If there is no formal induction then enquiries will be made as per emergency arrangements.

Specialist

Where operatives are required to carry out key tasks (e.g. MEWP, Scaffold Towers, abrasive wheel mounting, etc.) they will be provided with the necessary training.

Sub contractors will need to demonstrate that their employees, where required, have undergone similar appropriate training.

Briefings

Employees will be briefed on any changes to the health and safety policy or relevant changes to legislation.

Employees will participate in fortnightly tool box talks which will be relevant to the work or projects being undertaken.

Safety Representatives and Safety Committees.

In accordance with the Safety Representatives and Safety Committee Regulations 1977 and the Codes of Practice and Guidance Notes relating to these regulations, every facility will be afforded to officially appointed Safety Representatives and Committees.

Where no formal safety committee exists, all employees will be consulted with, either directly or via an employee representative.

Monitoring, Audit and Review

Monitoring

Each new site project is preceded by a walk-round by the project Manager to identify any areas that may require attention and for which additional audits may be required.

Project Managers will complete one site inspection per site per month. Information will be fed back to the management meetings

Audit

A formal audit of the safety management system is conducted annually under the control of the Director to identify any issues that could impinge of safety. Company Health and Safety Competent Person or Safety Director shall carry out a formal site audit of Health and Safety at three monthly intervals using a different site each time. When the Company is working on a large long-term project, regular visits to the project may be made to continually check on the Company safety compliance.

Review

This policy and arrangements will be reviewed on at least an annual basis, based on the results of the monitoring and auditing arrangements undertaken by both internal employees and external organisations, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

Fire

Office

The office fire arrangements are arranged by the building owner. Checks are made that there are suitable arrangements in place that meet the company standard.

Fire precautions shall be provided and maintained in accordance with the requirements of The Regulatory Reform (Fire Safety) Order 2005, specifically, that a fire risk assessment is carried out and its findings are made known to all employees.

The Office Manager (or alternatively a nominated person) will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at 6 monthly intervals, date of drill and comments to be recorded. All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals, as recommended by manufacturer. All fire alarms will be checked monthly (on a weekly rotational basis) and tests recorded.

Fire extinguishers will be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of office extinguishers in order that they may use them safely and effectively.

On all sites a means of warning of fire must be established. Hand bells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm.

Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all persons on site. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clear access to the site and buildings must be maintained at all times. Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers

Site

The site manager will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include:

Instigate a procedure for the safe evacuation of all buildings on site in the event of emergency

Ensure this procedure is executed in such an event

Summon the emergency services when an incident is reported

When conditions require, fire extinguishers of a suitable type, will be kept on site and adjacent to any activity which may lead to the outbreak of fire.

Instruct site staff in the use of portable fire extinguishers

Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

Accident Reporting

Following an incident, employees will inform the office as soon as possible by phone and will complete the accident book on return to the office. When working on a clients premises, they will also be informed of any incident.

Accident records are held by the management in the office.

If the outcome of an incident is reportable to the HSE, then the Contracts Manager will ensure it is reported. These include the following;

'Specified Injuries'

- **fractures**, other than to fingers, thumbs and toes
- **amputations**
- any injury likely to lead to **permanent loss of sight or reduction in sight**
- any **crush injury** to the head or torso causing damage to the brain or internal organs
- **serious burns** (including scalding) which covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs
- any **scalping** requiring hospital treatment
- any **loss of consciousness** caused by head injury or asphyxia
- any **other injury** arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

'Dangerous Occurrences'

For example some types of

- Failure of load bearing parts of lifting equipment
- Unintentional explosions
- Plant overturning
- explosions
- Malfunction of breathing apparatus
- Scaffolding collapse

‘Work Related Illness’

- **Carpal Tunnel Syndrome:** where the person’s work involves regular use of percussive or vibrating tools
- **Cramp of the hand or forearm:** where the person’s work involves prolonged periods of repetitive movement of the fingers, hand or arm
- **Occupational dermatitis:** where the person’s work involves significant or regular exposure to a known skin sensitiser or irritant
- **Hand Arm Vibration Syndrome:** where the person’s work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration
- **Occupational asthma:** where the person’s work involves significant or regular exposure to a known respiratory sensitiser
- **Tendonitis or tenosynovitis:** in the hand or forearm, where the person’s work is physically demanding and involves frequent, repetitive movements
- **Any Cancer** – attributed to an occupational exposure to a known carcinogen or mutagen
- **Any disease** – attributed to occupational exposure to a biological agent

The Project Manager shall take all necessary steps to determine the reason for the accident. Following the investigation the management will implement measures to prevent repetition including communicating with all other employees as relevant to ensure the reason for the accident is known to prevent a recurrence.

All accidents resulting in damage to premises or plant and machinery on site must be investigated by the Project Manager and details reported to the Company.

Electricity

Any permanent electrical installation shall be to the requirements of the I.E.E. Regulations and shall be installed, tested, altered and maintained by qualified electricians only. Office facilities will be tested every 5 years and workshops 3 years.

Site Supply

The Project Manager will ensure that only qualified electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required.

The Project Manager, in conjunction with the Electrical Contractor, will plan the temporary electricity supply and distribution on site, in accordance with the above standards.

When cutting-off, shutting down or decommissioning an electrical supply the appropriate permit to work or certificate will be obtained.

No unqualified operative will undertake any installation, maintenance or alteration work to any electricity supply line.

All electrical supplies to hand tools and equipment used on site will be taken from a 110V source. 240V supplies will not be used.

Overhead Electricity Cables

At pre-contract stage, the Project Manager will arrange for any necessary diversions or confirm safe distances, clearances, precautions etc. with the Electricity Board.

All sub-contractors likely to be affected will be informed of any overhead cables on the site.

The Project Manager will ensure that the necessary protection is provided and checked by a responsible appointed person, at regular intervals and maintained.

The main hazards are contact with the cables, by plant or vehicles, or by operatives handling long objects, e.g. scaffold tube, ladder etc. The fact that electricity can "arc" across gaps must always be taken into account.

Underground Services

MOS Projects do not undertake excavations, but if it is necessary to penetrate the ground, for example, with fence pins, then we will review utility drawings for the area and undertake a survey of the area using a CAT and Genny prior to working.

Portable Electrical Equipment

All Portable electrical equipment will be recorded on a schedule and be inspected and labelled with their next test date, according to the following minimum schedule.

Site – 3 months

Workshop – 6 months

Office – 2 years

In addition all tools will be visually inspected by the user before use. Damaged or out of date equipment will not be used, but reported to the project manager.

Welfare and First Aid

Site

The Project Manager will ensure that the welfare and first aid requirements are established and co-ordinated with the Client/Main Contractor before work starts, as part of the pre-start meeting. Once work has commenced on site the project Manager will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

Depot

Welfare and first aid facilities are also provided at the depot.

Co-ordination and Co-operation

The Project Manager will ensure that all work is planned in advance so as to cause the least disruption, to other contractors or others who may be affected by the work (e.g. in communal areas). The planning will include discussion and agreement with others affected by the work, whether that is other contractors/Principal Contractor or asset owners. Safe access and egress around the work site will be provided and the work area segregated. The means of segregation will depend on the hazards and the environment, for example barriers, warning tape, cones or warning signs

In the case where passageways or staircases cannot safely be used while work is in progress the Project Manager will make arrangements for such work to be undertaken out of normal working hours.

Housekeeping

Sufficient space will be provided in each workplace taking into account furniture, fittings, equipment and machinery.

Floors and traffic routes will be kept free from obstructions at all times.

Wherever possible, files, boxes etc. will not be stored at high level.

A tidy site and work place results in increased efficiency and better public relations, therefore, tidiness is to receive priority on the Company sites.

The Project Manager will ensure that, before the site commences, access routes are planned, deliveries are programmed, to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and sub contractors are made aware of the Company requirements with regard to storage, clearing up, tidiness etc.

The Site Manager will ensure that stacking areas are prepared and that materials are called off in quantities, which will not create difficulties on site.

The Site Manager will ensure that all waste materials are clear and disposed of safely as work proceeds. All materials delivered to site will be stored safely, ensuring that accesses are not obstructed.

All openings in floors must be securely covered or be clearly marked to show that there is an opening below.

Debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided, or other suitable safe method used.

The Project Manager will arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc., to be carried out in accordance with these standards.

Occupational Health

MOS Projects employees are not typically exposed to risks that require health surveillance, however they are influential in managing the exposure of others (sub-contractors). Health risks will be considered in risk assessment and the principles of prevention used in the selection of techniques, tools and materials to minimise the health risks to those undertaking the work and those affected by the work.

If any MOS Projects employees are expected to be exposed to a significant risk to their health then a surveillance programme will be put into place. Sub-contractors are required to have their own health surveillance programme where necessary.

Noise and Vibration

The Project Manager must ensure that information on the noise level of any plant, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place. He, in conjunction with any relevant Sub Contractor required to use or work near such plant, will ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on the workers or the public.

Where reasonable practicable engineering solutions to reduce noise and vibration will be used. Where the level of noise is or exceeds 80dB(A) a full assessment will be made and the area labelled and controlled accordingly and ear protection provided where requested. Where the noise level exceeds 85dB(A) ear protection will be provided and its use enforced.

Where working under the control of another Contractor/Principal Contractor, employees will comply with any requirements assessed necessary by them.

All hand held tools will be assessed for their vibration characteristics using the manufacturers data and the 'HSE vibration calculator'. Where vibration levels over an 8 hour day would exceed acceptable levels, control measures will be put in place. For example;

- Use of alternative equipment,
- Minimising the time that individuals use the equipment,
- Use of vibration absorbing gloves.

Hazardous Substances

The Company will keep records of all assessments, data sheets and medical surveillance as required in the regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

Control of Substances Hazardous to Health (COSHH)

Project Managers will ensure that all substances are assessed for their properties and hazards before use. Where there is a significant risk associate with their use, this assessment will be recorded and briefed to the employees affected. If possible, arrangements should be made for an alternative, less hazardous material to be specified.

The COSHH register is held on a database in the office. Information from the database will be provided to employees and Clients as required.

The COSHH assessment will contain information on handling, storage, and disposing of the substances.

Asbestos

MOS Projects will not undertake work involving asbestos. Information on asbestos containing materials will be requested from the client prior to commencing work to verify their location.

If employees detect the possible presence of asbestos, work on that area of the works shall cease and the client and Contract Manager informed. Work will not commence until evidence is supplied that the material does not contain asbestos.

Lead

MOS Projects will not work with Lead. If employees detect the possible presence of lead, work on that area of the works shall cease and the client and Contract Manager informed.

Lead and other toxic materials shall be removed by a specialist Contractor or by an employee under the strict control of the Project Manager following a method statement produced following a detailed assessment of the works and risks involved.

Highly Flammable Liquids

The Project Manager will ensure that suitable storage facilities are provided for Highly Flammable Liquids, and will arrange for a licence for the storage of petroleum or petroleum mixtures, where applicable.

The Project Manager will ensure that suitable storage facilities are provided for liquids which are not defined as Highly Flammable, but which could be a fire hazard and will arrange for any necessary fire fighting equipment or materials to be available before work starts.

The Project Manager will ensure that fire resistant, absorbent material is available to soak up any spillage of Highly Flammable Liquids and that this material is immediately disposed of safely after use.

The Project Manager will ensure that any fire fighting equipment, storage facilities, signs, notices, containers etc., are checked at weekly intervals and that any action is taken to rectify and that defects are resolved.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing Highly Flammable Liquids.

The storage Highly Flammable Liquids in large quantities or in unusual situations is to be specifically Risk Assessed.

Liquefied Petroleum Gas

The Project Manager will ensure that the provision, installation of equipment and storage facilities for L.P.G., and any other compressed gases that will be used on site/workplace by Sub contractors, are planned in accordance with the above standards and that, where necessary, liaison takes place with the local Fire Brigade, to establish the safe storage and sitting facilities.

The Project Manager will ensure that any necessary training in the Safe Working Practices, or emergency procedures, associated with L.P.G. or compressed gases, is arranged and carried out before work starts.

The Project Manager will check all storage facilities, appliances, hoses, fittings, connections, fire fighting equipment etc., at weekly intervals and ensure that action is taken to rectify any defects noted.

Appropriate action must be taken against any person who disregards any instructions given for the safe use and storage of L.P.G. or compressed gases or who misuses equipment provided.

Where large quantities of L.P.G. or compressed gases are to be used or stored, or where L.P.G. or compressed gases are to be used in confined spaces or unusual situations is to be specifically Risk Assessed.

Protective Clothing and Equipment

The Project Manager will ensure that adequate supplies of all necessary protective clothing, or equipment, are available on site for issue, as required and that, when issued to employees, a record is kept. Employees must inspect their PPE at a minimum of the start of each shift. If defects are noted at any time then work must stop and the defect reported to the project manager.

The Project Manager will ensure that when Sub Contractors' employees are set to work, they have been provided with any necessary protective clothing that is suitable for the specific process for which it is provided.

All Supervisory and Management Staff will set a good example by wearing personal protective equipment.

Manual Handling

All manual handling operations that are to be regularly undertaken by employees of the Company are controlled by the following procedure:

The Project managers, are responsible for, firstly identifying such operations requiring a specific manual handling risk assessment. These include any potential lifting, lowering, pulling, pushing, carrying or moving of loads whether by hand or other bodily force.

It is the policy of MOS Projects to wherever possible or practicable, engineer out or mechanise, any manual handling operation. Where manual handling may be required the following planning will be followed and an assessment undertaken.

- Can a mechanical aid be used to reduce manual handling?
 - If yes then ensure a competent person is available to use it.
- If no mechanical aid is available then plan the task
 - Can the load be lifted by one person or does it need multiple people? Consider the following;
 - weight,
 - size,
 - weight distribution
 - shape
 - stability
 - ease of grip
 - Are there other potential hazards?
 - E.g. sharp edges, spilt chemicals
 - Plan the route, considering
 - Slip or trip hazards
 - Closed/narrow doors
 - Rest stops
 - Other traffic people or vehicles

- Final destination
- Is any PPE required
 - Gloves
 - Hard hats/bump caps
 - Safety boots etc.

The Site Manager will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required.

The Site Manager will ensure that materials that require manual handling are supplied in sizes suitable for manual handling.

The Company must not require any operative, particularly a young person, to lift, without assistance, a load which is likely to cause injury.

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

Display Screen Equipment

Work at display screen equipment will be planned so that there are breaks or changes of activity. Work stations will be set up to ensure that workstations satisfy the minimum requirements, which are set for the display screen itself, keyboard, desk and chair, working environment and task design and software. In addition individuals will complete display screen equipment assessments for their workstations. Following the assessment any alterations or special equipment requirements identified will be put in place.

The Company will provide appropriate and eyesight tests to users of display screen equipment and, where necessary, supply special spectacles where normal ones cannot be used.

Work Equipment

The use of work equipment includes starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

The Company will make sure that equipment is suitable for the use that will be made of it and will take into account the working conditions and hazards in the workplace when selecting the equipment.

The company will provide information, instruction and training, and will provide equipment that conforms with any relevant EC product safety directive.

The company will ensure that equipment is used only for operations for which, and under conditions for which, it is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in good repair.

Work at Height

When work at height is required, then the following hierarchy of fall protection will be used

1. Collective fall protection(e.g. scaffold)
2. Collective fall arrest (e.g. nets/airbags)
3. Individual fall prevention (e.g. restraint to prevent access to the edge of the structure)
4. Individual fall arrest (harness)

Fixed Scaffold

MOS Projects will not erect, dismantle or adapt any fixed scaffolding. If a fixed scaffold is required this will be managed by either the client/Principal Contractor or a competent scaffolding contractor, with MOS Projects providing information on loadings etc.

Scaffold will not be used until certificated complete by the erector. Scaffolds will be inspected weekly, following adaptation and bad weather, and recorded on a register. If a scafftag system is used this is not a register of inspection.

Mobile Scaffold Towers

Only employees who have successfully completed an appropriate PASMA training course will erect, adapt or dismantle mobile scaffold towers.

Towers shall be erected according to the instructions supplied. If a tower cannot satisfy the requirements, standing scaffolding shall be obtained from a specialist.

Mobile scaffolds shall only be used for light work and to a maximum height to base ratio as described in the manufacturers instructions, taking into consideration the surrounding environment.

Portable Access Equipment

Portable access equipment (ladders, stepladders, podium steps, pulpits) will be formally inspected weekly and visually inspected before use. If any defects are found the equipment will be removed from service immediately.

Ladders, and Stepladders, etc. shall only be used for short duration work. Wherever possible mobile towers or other access equipment shall be used. Trestles are not permitted without the permission of the Contracts Manager.

Portable access equipment will be inspected weekly and before use. If defects are found the equipment will not be used and will be reported to the project manager.

Ladders and steps will be removed to storage, or made inaccessible by some means, at the end of each working day, to ensure that unauthorised access to scaffolds etc. by others, particularly children, is prevented.

Powered Access Equipment

Only competent employees who have successfully completed appropriate PAL training may operate powered access equipment (MEWP/Scissor lift/cherry picker etc).

MOS Projects does not own any powered access equipment, however does have cause to hire it in as required by each project. Suppliers will be required to provide initial test and

inspection certificates. MOS Projects users will undertake a visual inspection of equipment before its use.

Hired in Plant and Equipment

The Project Manager will take all aspects of the work into account, to ensure that sufficient information is provided to the Hire Company or Sub Contractor to enable the correct type of plant to be provided.

The Project Manager will ensure that plant delivered to site is in good order and fitted with any necessary safety devices and guards.

Any defects noted will be reported to the Sub Contractor or Hire Company immediately.

The Site Manager will ensure that only authorised operators are permitted to operate any item of plant. Where any doubt of the competency of an operator exists, the Site Manager will report to the Sub Contractor or Hire Company, immediately.

No young person (under 18 years old) is permitted to operate any items of plant or act as banksman unless being trained and under direct supervision.

All plant will be properly secured and immobilised at the end of each day.

All necessary testing and Thorough Examination Certificates will be requested and checked by the Project Manager and all items of plant requiring weekly inspections by operator, or other competent person, will have the inspection recorded in the Site Register, regardless of any Register kept by operator or Plant Hire Company.

Mechanical Lifting

All lifting/handling equipment will

- have an identification number,
- be labelled with the SWL or WLL,
- be subject to formal inspection every 12 months as a minimum (6 months if lifting people).

Details on all test/inspection dates will be recorded on a database in the Office and the certificates held on files.

Any equipment found to have defects will be clearly labelled 'DO NOT USE', quarantined and disposed of as soon as possible.

The Site Manager will ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the above standards and that copies of certificates, register entries, etc. are available on site. Any other equipment will not be used to carry out lifting operations.

Contract Lifts

On the occasion when MOS Projects require the use of a crane, they will employ a specialist contractor to undertake a 'contract lift' that is managed and planned by the contractor.

Compressed Air Power Tools

The Project Manager will ensure that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices (jockey wheel, brake, engine cover stays etc.) and noise control measures and that instructions have been given to operative in the correct use of the equipment to reduce noise, injuries, damage etc.

The Project Manager will ensure that all necessary safety equipment, e.g. eye protection, hearing protection, is available and provided for use, as required.

The Project Manager will ensure that all operatives wear suitable protective footwear when using compressed air equipment, brakers, rammers etc.

Compressed air will not be used to blow down clothing etc. and disciplinary action will be taken against any operative seen directing live compressed air hose at any other person.

When moving compressors on site, care must be taken to ensure that jockey wheel, or towing arm stand, is not damaged.

When changing tools connected to compressed air lines not fitted with automatic cut off valves, air must be turned off at source (lines must not just be folded and held or tied).

Cartridge Tools

Only cartridge tools of low velocity, indirect type will be used on the Company sites. Sub-contractors will be informed of this policy.

The Project Manager will arrange for all operatives, who will be required to use cartridge tools on site, to be trained by the cartridge tool manufacturer's representatives and Certificates obtained, which will be maintained on site.

Suitable storage facilities with restricted access must be provided where cartridges are stored on site.

The Project Manager will ensure that only persons who have been trained and are in possession of a Certificate are permitted or required to use cartridge tools on site. No person under the age of 18.

Persons found misusing Cartridge Tools will be disciplined and could be dismissed.

Use of Hand tools On Site

The Project Manager will ensure that all tools are provided and used in accordance with the planned arrangements, that all safety devices, guards etc. are available and fitted and that protective clothing or equipment, e.g. ear defenders, eye protection, respirators etc are provided

The Project Manager will not permit any tool to be used for work for which it is not designed

Abrasive Wheels

Only certificated operatives, who have been suitably trained, in the mounting of abrasive wheels and discs and the type of machine, will be employed to mount abrasive wheels or discs.

The Project Manager will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantities of suitable eye protection, and other protective equipment, is available and issued when required.

Confined Spaces

Before work commences, the Contracts Manager must establish if work in confined spaces is required to be carried out or if the work can be done without entry. If entry is required he must arrange for any necessary equipment, working procedures, training etc. to have been provided, taking into account the hazards likely to be encountered.

All personnel required to carry out testing and monitoring of atmospheres must have been suitably trained as well as operatives required to use breathing apparatus, reviving apparatus, rescue and permit procedures etc.

A Safe System of Work must be prepared before any work in confined spaces can commence.

The Project Manager will ensure that all operatives have the necessary equipment available on site, in accordance with the planned procedures, before entering a confined space.

The main hazards to be considered are;

- Asphyxiation due to oxygen depletion
- Poisoning by toxic substances or fumes
- Explosions due to gases, fumes, dusts
- Fire due to flammable liquids, oxygen enrichment etc
- Electrocution from unsuitable equipment
- Difficulties of rescuing injured personnel
- Drowning
- Fumes from plant or processes entering confined spaces

When conditions make it necessary, advice should be sought on carrying out sampling and air monitoring, preparing safe systems of work, permit to work systems etc. information provided on ventilation equipment, breathing apparatus, reviving apparatus, ropes, harnesses, monitoring equipment etc. as requested.

Welding

Welding will only be undertaken by specialist sub-contractors who have been assessed for competency and have suitable control measures in place.

Electric Arc

The Company will insure that suitable maintenance systems are operated so as to insure that all equipment issued for use is in good condition at the time of issue. In the event that electric arc welding has to be carried out in a flammable atmosphere then a permit to work will be introduced and rigidly enforced.

The Project Manager will pay special attention to the adequacy of the ventilation facilities in areas where electric arc welding is in progress.

The Project Manager will check to ensure the equipment being used, the electricity supply and earthing arrangements are to the standards required

The Project Manager will ensure that operatives using electric welding equipment have undergone suitable training.

Any doubt concerning ventilation of work areas must be brought to the immediate attention of a supervisor.

Only properly trained personnel will be allowed to use electric arc welding equipment and such persons will bring to the attention of their supervisors any defects they may discover in the equipment. Operatives will check the adequacy of the electrical supply and earthing arrangements prior to starting work.

All necessary protective clothing will be provided and operatives will co-operate with the Company is using such equipment/clothing at all times when engaged in electric arc activities.

Gas Welding

Gas welding or cutting will never be undertaken in flammable areas until a permit to work system is instigated.

The Site Manager will pay special attention to the adequacy of the ventilation facilities in areas where gas welding is in progress.

The Site Manager will check to ensure the equipment being used, is to the standards required

The Site Manager will ensure that operatives using any gas welding equipment have undergone suitable training.

Suitable and adequate maintenance systems will be operated by the company for all gas welding or cutting equipment

Operatives will, if they discover a fault in any of the equipment issued to them, report this to their immediate supervisor.

The Company will provide all necessary protective clothing and equipment for use when gas welding or cutting is in operation. Operatives must properly utilise all protective clothing and equipment issued by the company.