

# The Health and Safety Policy of:



Spectrum House  
Dunstable Road  
Redbourn  
St Albans  
Herts  
AL3 7PR

Tel 08456 589767

Fax 08456 122031

Reviewed By: Mark Barnard

Date: January 2010

## **Introduction**

Mark Barnard, the Managing Director of Contrasol Ltd, regards the promotion of health and safety as a mutual objective, which must be actively pursued by management and employees at every level.

It is the policy of the Company to conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees whilst at work, and of any other persons not being in its direct employment who may be affected by its operations.

The Company recognises that the health and safety of its employees is of paramount importance both in social and economic terms, and consequently the Managing Director freely accepts the responsibilities under law. This responsibility is embodied in the Policy Statement, which shall be the basis of sound and safe practices used within the Company.

Employees and others working on or visiting the sites will only be allowed to do so providing that they are prepared to conform to the principles and practices laid down in the Policy Statement. Likewise, employees and others who have an association with the Company are required to conform to any reasonable rule or practice imposed through statute or particular requirement of any site where the Company is carrying or is due to carry out work as a contractor or sub-contractor.

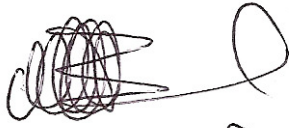
## Health and Safety Policy Statement

The Company recognises the legal obligations placed on it by the Health and Safety at Work etc. Act 1974 and of any other statutory provisions and health and safety regulations applying to its activities, with regards to:

- Provision of adequate control of the health and safety risks arising from our work activities.
- Provision and maintenance of plant and systems of work that are safe and without risks to health.
- Consultation with our employees on matters affecting their health and safety.
- Provision and maintenance of a safe and healthy working environment with adequate welfare facilities and arrangements.
- Ensuring that all employees are competent to do their tasks and give them adequate training.
- Provision and maintenance of a safe means of access to and egress from all workplaces.
- Prevention of accidents and cases of work-related ill health.
- Ensure the safety all and the absence of risks to the in connection with the use, handling, storage and transportation of materials and substances.
- Provision of such information, instruction, training and supervision as is necessary to ensure that work may be carried out safely and without risks to health.
- Reviewing and revising this policy at regular intervals.

Employees have a duty to co-operate in the operation of this Policy by fulfilling the responsibilities placed upon them.

As stated, the operations of the Company and this Policy will be reviewed at regular intervals or in light of changing Company circumstances, procedures and statutes. These changes will be brought to the attention of employees and others whose health and safety may be affected by such changes.

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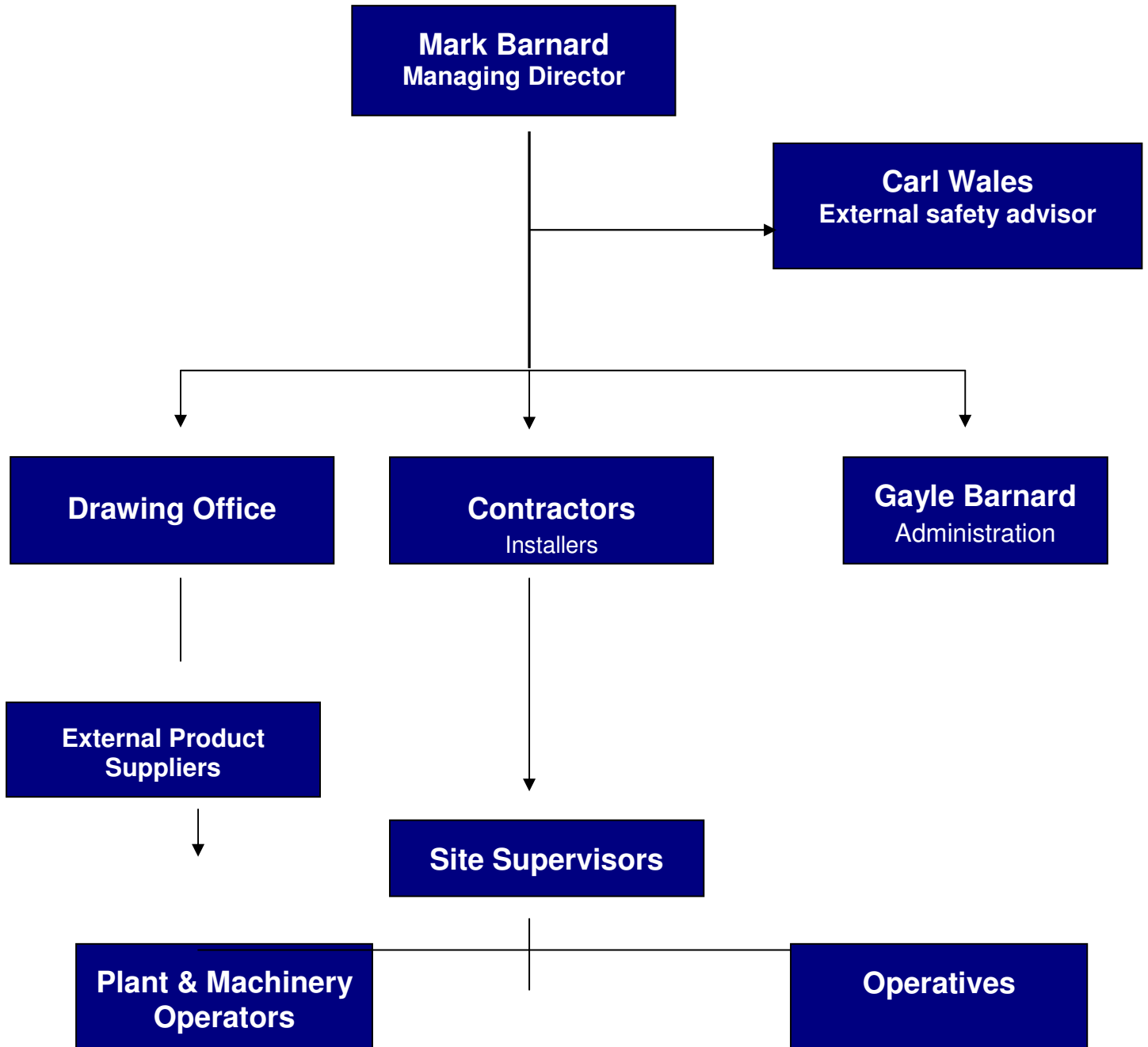
**Signed:** MANAGING DIRECTOR

**Date:** 3<sup>rd</sup> January 2010

**Review Date:** 2<sup>nd</sup> January 2011

# Organisation and Responsibilities

Organagram of Company Personnel



## General Responsibilities

The Managing Director of Contrasol Ltd, Mark Barnard, will make available adequate resources for the implementation and monitoring of the Company Health and Safety Policy, and holds overall and final responsibility for health and safety at work. He shall also be responsible for the establishment of structures through which safety matters can be dealt.

To help him achieve the health and safety standards, and subsequently to maintain and improve them, he has the help of all employees including;

- The External Safety Advisor
- Administrators
- Supervisors

All employees must co-operate with supervisors and managers by:

- Complying with all health, safety, environmental and quality matters,
- Not interfering with anything provided to safeguard their health and safety,
- Taking reasonable care of their own health and safety, and that of others effected by their acts, and
- Reporting all health, safety, environmental and / or quality concerns to an appropriate person.

## Managing Director

The Managing Director will initiate and administer the Health and Safety Policy. He will make adequate provision of resources for the successful implementation of the health and safety management system, including finance, time, logistics and commitment. He is:

- To set a personal example at all times.
- To initiate the Company Health and Safety Policy for the prevention of injury and damage, and to set targets for the reduction of accident and incident rates.
- To know the requirements of the relevant legislation and ensure they are observed whilst carrying out Company activities.
- To arrange for sufficient resources to meet the requirements of the Company Health and Safety Policy.
- To ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely.
- To ensure that health and safety information is disseminated throughout the company and its contractors through the designated channels.
- To initiate proper reporting procedures in the event of injury, damage and loss and to promote action to preclude re-occurrences.
- To reprimand any employee (including sub-contractors) failing to discharge satisfactorily their responsibilities regarding health and safety.
- To encourage the distribution of relevant safety information to all persons concerned.
- To promote and maintain the Company' s on-going determination to improve its performance in health, safety and welfare.
- To arrange for periodic audits of the health and safety management system through the Company' s independent safety advisors.

## **External Safety Advisor**

The External Safety Advisor provides the Company with the following services:

- Access to competent health and safety advice.
- Advice and production of a workable Company Health and Safety Policy.
- A 24-hour telephone advice line answering any queries employees or Managing Directors may have regarding legislation.
- Information services supplying continuous up dates and advice in respect to changes in health and safety legislation and procedures.
- The ability to provide health, safety and welfare site inspections and reports.
- Monitoring and reviewing of management systems.

## **Supervisors** (including contract supervisors)

Supervisors are responsible for securing health and safety relating to their particular site, securing compliance with statutory requirements and for ensuring that instructions issued by the Company are complied with.

Supervisors will:

- Implement the Company Health and Safety Policy to promote a healthy and safe working environment and incorporate safety instructions when issuing directions.
- Discuss with the Company management methods of preventing injury to any persons connected with the Company and possible improvements in existing working methods that affect health, safety and welfare.
- Ensure that protective clothing and equipment is suitable, used correctly and maintained.

- Ensure that all safety documentation is specific to site conditions and to update, including the introduction of additional controls measures were necessary to ensure the safety of all persons on site.
- Ensure that all operatives are briefed on the assessments, method statement, site rules and site specific risks.
- Ensure that any other safety information disseminated from the Contrisol Ltd managing director is suitably communicated to all operatives under their control.
- Whilst on site, ensure that work is carried out as per agreed method statements.
- Organise work stations / areas so that work is carried out to the required standard with minimum risk.
- Arrange the storage of materials to avoid possible hazards.
- Check all equipment used on behalf of the Company is in good condition and conduct documented inspections as required by Contrisol Ltd management systems.
- Ensure first aid cover and emergency equipment is available.
- Liaise with management in order to maintain safe working methods.
- Report all accidents and incidents in line with Company procedures and legal requirements.
- Ensure that work is carried out with the proper equipment and that there is sufficient equipment on site for the safe working of the site, reporting any shortage or defects to the Contrisol Ltd.
- Maintain a system of "good housekeeping" to ensure that work areas are kept as clean and tidy as possible to reduce hazards in an endeavour to maintain a safe place of work.

## Office Staff

The health and safety responsibilities of office staff are to:

- Read and understand the Company Health and Safety Policy and carry out work in accordance with its requirements.
- Ensure that clothing and particularly the footwear worn at work are suitable from a safety viewpoint.
- Report any defects in office equipment or machinery immediately to management.
- Ensure that both the position of the first aid box and the name of the appointed person are known at the beginning of each day.
- Ensure full awareness of the fire procedure.
- Report any accidents or damage, however minor, to management.
- Ensure all access routes and doorways are kept clear and free from obstruction.
- Avoid manual handling injuries due to moving articles or materials that are too heavy.
- Only attempt to reach items on high shelves with the help of steps or a properly designated hop-up.
- Suggest ways of eliminating hazards and improving working methods.
- Warn new employees, particularly young people, of known hazards.

## Drivers

It is the responsibility of all drivers of vehicles used for Contrazol business, to ensure that the vehicles are roadworthy and driven safely. This includes:

- Any defects found must be reported to the person responsible for authorising repairs.
- All Drivers are to ensure that their vehicles have a current MOT certificate and that they are insured to drive the vehicle.
- All vehicles utilised on behalf of the Company are to be visually inspected by the operator prior to being used.
- Drivers are to observe the Highway Code while using Company vehicles.
- Drivers are to inform their manager immediately in the event of them becoming unfit to drive.

## All Employees (including regular contractors)

All employees have a statutory duty to co-operate with their employers in matters relating to health and safety at work. Their personal responsibilities for each employee under the Health and Safety at Work Act etc. 1974 are:

- To take reasonable care of the health and safety of him or her self, and any other persons who may be affected by his or her acts or omissions whilst at work.
- Not to interfere with or misuse anything provided in the interests of health, safety or welfare.

To meet these responsibilities, all employees will:

- Refrain from abusing the welfare facilities provided
- Observe all warning notices and instructions displayed and advise management if they do not understand them
- Use tools and equipment appropriate to the job, and ensure that they are kept in good condition.

- Make full use of safety aids, appliances, equipment and protective clothing provided.
- Report unsafe conditions and defects in plant or equipment as soon as they are observed.
- Report any accident, unsafe or hazardous conditions to appropriate persons without delay.
- Suggest ways of improving safety to Company management when appropriate.
- Not operate any item of plant unless they are competent and authorised to do so.
- Not conduct any tasks that they feel they are not competent to carry out, or which involve unreasonably high risks.
- Find out who the first aider is, where first aid is available and what to do in an emergency or if fire breaks out, at the earliest opportunity on sites

## **Contractors and Self-Employed Persons**

- Sub-contractors and their employees must comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other relevant legislation.
- Contrasol Ltd circulates a health and safety competency questionnaire to monitor all sub-contractors or self-employed individuals that are likely to be appointed to projects. This involves the gathering of responses and documents to ensure compliance with relevant legislation.
- Contrasol Ltd will circulate health and safety information throughout the company. The director of each contractor will be responsible for ensuring that this information is disseminated throughout the company to all employees that work on Contrasol Ltd projects and to return evidence of the communication to Contrasol Ltd. Self employed persons will be communicated to directly by a responsible person designated by Contrasol Ltd managing director.
- Sub-contractors and self-employed persons have a duty to bring to the attention of the Company and anyone else who may be affected, any process or use of materials that may endanger their health and safety while at work.

- Self employed persons must conform generally to the duties and responsibilities listed in the Company Health and Safety Policy. If employing five or more persons, they must ensure that their own written Company Health and Safety Policy is made available before any work is carried out.
- All sub-contractors have a duty to report to management any defect in the plant and equipment, place of work, or system of work without unreasonable delay.
- Sub-contractors' plant and equipment must be safe, in good working condition, fitted with any necessary guards and safety devices. Any necessary certificates must be available for checking.
- Sub-contractors' employees who sustain any injury or cause any damage must report the incident immediately to management and ensure that it is entered in the accident book.
- Sub-contractors will, at the end of the day, make sure that the site is clear of materials, plant or equipment that could cause injury to site personnel or others who may have access.
- Sub-contractors must provide and have agreed a detailed method statement prior to carrying out our high-risk activities; e.g. work on roofs or entry into confined spaces.

## **Responsible Manager**

Responsibilities within the arrangements section of this policy and the company management system and pro forma will relate to the Responsible Manager. This will be a line manager or employee, nominated by the Managing Director, who has responsibility for the management of health and safety within a defined area or areas of the company. This may include

- The Managing Director
- External Consultants
- Site Supervisors
- Trained operatives
- Administration personnel

## **Arrangements**

### **Section A**

## **Health and Safety Planning**

### **Policy Review**

This Health and Safety Policy, and all associated documents, will undergo an annual review to ensure its suitability to the company requirements and the effectiveness of the health and safety management systems. The review will be conducted by Contrasol Ltd Managing Director, Mark Barnard and Contrasol Ltd external health and safety advisor, Carl Wales. The Review will consist of a formal meeting looking at

- Company structure and proposed changes over the coming year.
- Individual responsibilities within the organisation.
- Company Health and Safety performance
  - Accident statistics
  - Safety inspections
  - Client related information, KPIs, inspections and audits.
- Management system annual audit
- Review of arrangements

### **Risk Assessments**

- Risk assessments will be completed for all tasks and equipment that may be used in the work process or the operations of Contrasol Ltd. Assessments will be completed by Contrasol Ltd Managing Director or a Responsible Manager, authorised by him that is suitably trained.
- The Responsible Manager will ensure that the assessments are specific to the works that are being carried out, prior to authorising their use. Any variations in the control measures that are identified by the Responsible Manager or on consultation with the work force, will be detailed in the additional comments section at the base of the assessment. Only once the Responsible Manager is satisfied that the assessment is suitable and sufficient will they authorise the assessment by way of a signature and date in the designated sections on the pro forma.

- All generic assessments will be reviewed annually, following the companies policy and management systems review.

## **Hazardous Substances**

- The Company appreciates that the storage, handling and disposal of substances can be a significant risk to those who are unaware of the dangers involved. COSHH assessments will be undertaken to provide our operatives with knowledge for the safe handling, use, storage, and disposal of substances and of what to do in case of emergencies.
- Prior to the purchase of such substances the Responsible Manager purchasing the product, will ensure that the least harmful substance that remains effective is sought, and that they can be used safely.
- The actions that are identified in the assessments will be implemented and monitored for effectiveness by the Responsible Manager
- Each COSHH assessment will be reviewed annually or when the work activity changes, whichever is soonest.

## **Manual Handling**

- The company recognised the long term accumulative damage that can result from manual handling activities. Contrazol Ltd will attempt to avoid the need to manual handle were reasonably practicable. Were manual handling cannot be avoided, and the task involves significant risk, a manual handling specific to the working environment.
- The Responsible Manager will ensure that the assessments are specific to the works that are being carried out, prior to authorising their use. Any variations in the control measures that are identified by the Responsible Manager or on consultation with the work force, will be detailed in the assessment. Only once the Responsible Manager is satisfied that the assessment is suitable and sufficient will they authorise the assessment by way of a signature and date in the designated sections on the pro forma.
- All Contrazol Ltd personnel will undergo training in correct kinetic manual handling techniques at regular intervals.

## **Safe Systems of Work**

- The Managing director will ensure that safe systems of work are provided and supplied to all personnel who require the information to undergo a given task in an adequate, appropriate and correct manner in relation to health and safety. The safe system of work must consist of a detailed sequence of work that identifies what specific control measures should be implemented at each stage of the work process.
- Safe systems of work will be developed from the findings and controls identified in the Risk, COSHH and manual handling assessments
- The responsible manager will ensure that the safe systems of work detailed in the method statements are suitable and sufficient for the tasks being performed and communicated to all site personnel.
- It is the aim of the Company to complete a given operation with a high standard of safety in compliance with existing legislation.

## **Display Screen Equipment Assessing and Monitoring**

- The company understands that we must protect the users of display screen equipment from possible ill effects on health. We will protect our employees who are classed as “ users” by continuing to assess workstations and provide suitable control measures where required.
- Within one month from initial employment, an assessment will be carried out with each new worker to ensure that the workstation is acceptable to the individual’ s needs. Workstation assessments will be completed annually thereafter.
- As recommended, the company will review assessments in the light of changes to the number of display screen workers engaged by the company, changes in the individual capability or where there has been some significant change to the workstation design or layout.
- The primary problems with display screen equipment are posture, visual, fatigue and stress. Wherever possible the company will create control measures to lower the potential of these problems. If protective equipment such as foot and wrist rests or eye testing is required they will be provided free of charge.

- The Contrasol Ltd managing director will ensure that the findings from the above consultations and assessments are carried out and reviewed as required.

### **Information, Training and Supervision**

- Contrasol Ltd understands there is a need to train our employees on a regular basis to ensure that they are competent to fulfil their position within the company and to carry out work safely.
- Information will be disseminated through the company, its contractors and any self employed personnel that work for Contrasol Ltd. This will via the designated routes highlighted in the responsibilities,
- On initial employment or following re-assignment Contrasol Ltd will give all new employees induction training.
- The managing director of Contrasol Ltd will assess individual training needs on appointment and annually there after and where necessary identify and further training required by employees. The managing director will ensure arrangements are made to develop individual training as identified. This does not stop any employee requesting further training for his or her own development.
- All training records will be kept at head office. Spectrum House, Dunstable Road, Redbourn, St Albans, Herts, AL3 7PR.
- Specific jobs requiring special training may include:
  - Apprentices
    - ◆ All aspects of the trade
    - ◆ Attend college
  - Drivers
    - ◆ Relevant drivers licence
  - Senior Operatives / Operatives
    - ◆ Working at a height
    - ◆ Risk assessments
    - ◆ Manual Handling
    - ◆ Abrasive Wheels
    - ◆ Use of lanyards and harness'

- ◆ PASMA (mobile towers)
- ◆ IPAF (mobile elevated working platforms)
- ◆ Relevant CSCS cards
- ◆ Contrasol Ltd Toolbox Talks

## **Consultation**

- A copy of this safety Policy will be distributed to all personnel employed by Contrasol Ltd. The Acknowledgement of receipt must be returned to Contrasol Ltd offices where they will be filed. A copy will also be displayed on each notice board throughout the business.
- All site specific safety documentation (assessments and method statements) will be verbally communicated to all Contrasol Ltd employees at a method statement brief. The brief must be conducted by the Responsible Manager once they are satisfied that they are suitable for the task being performed. The Responsible Manager will consult with the work force during the method statement brief to identify any shortcomings or additional hazards and control measures. On consultation any additional controls to minimise risk, will be introduced and recorded on the appropriate pro forma.
- All Responsible Managers will conduct tool box talks with all employees as required, these instances will be
  - to inform of any changes in the working environment, emergency procedures, site condition
  - to inform of any changes to existing safe systems of work or the introduction of additional safe systems of work
  - As instructed by Contrasol Ltd
- Contrasol Ltd Managing Director and their safety advisor will make themselves available to all employees (including contractor's employees) of Contrasol Ltd to discuss Health and Safety issues during their attendance on site.

## **Monitoring and Review**

- Contrasol Ltd Managing Director will review site health and safety performance whilst on site and document any issues with the Principal Contractor, Client or Site Supervisor as deemed suitable.

- Contrasol Ltd health and safety advisor will conduct site safety inspections as instructed by Contrasol Ltd. This will consist of a recorded inspection that will be issued to Contrasol Ltd managing director for distribution. Any issues requiring immediate attention will be highlighted to the Principal Contractor, Client or Site Supervisor as deemed suitable
- Contrasol Ltd health and safety advisor will conduct an annual audit of Contrasol Ltd Health and safety management system and procedures.
- Site supervisors or responsible managers will conduct weekly site safety inspections in the form of the Contrasol Ltd, site safety inspection checklist. The checklist will be copied to file, Contrasol Ltd managing director and the Principal Contractor. Issues requiring immediate attention must be reported to the Contrasol Ltd managing director at the earliest convenience.
- All persons employed by Contrasol Ltd are encouraged to highlight any health and safety issues by reporting them directly to the responsible manager, site supervisor, managing director or safety advisor.

### **Emergency Procedures**

- The company is aware of the risks involved in any emergency and will put in place procedures that will be communicated to all of our employees to ensure smooth evacuations of work areas.
- Contrasol Ltd site supervisors will ensure that all personnel, prior to the commencement of work on site, know the emergency procedures of the Client and or Principal Contractor.
- Contrasol Ltd site supervisor will ensure that where the working environment requires operatives to wear fall arrest equipment, procedures are in place to rescue any person suspended.
- Contrasol Ltd site supervisor is to ensure that all Contrasol Ltd employees can be rescued from their work area.
- A responsible person nominated by Contrasol Ltd managing director will ensure that all office staff are familiar with the hoist organisations emergency procedures.

## **Drugs and Alcohol**

- Any employees who feels they are under the influence of drugs or alcohol must make this known to the Contrasol Ltd managing director, site supervisor and/or site management for the project at the earliest opportunity. No automatic disciplinary procedure will be instigated by Contrasol Ltd.
- Any employee who feels that his colleague may be under the influence of alcohol or drugs should inform the Contrasol Ltd managing director, site supervisor and/or site management for the project without delay. No automatic disciplinary procedure will be instigated by Contrasol Ltd against any employee in such circumstances.
- Alcohol is not permitted in any workplace, onto any site or office under the control of Contrasol Ltd
- Any employee in a workplace, site or in an office working under the control of Contrasol Ltd who appears to be under the influence of drugs or alcohol will be removed. Further action will be assessed on the circumstances of the individual event.
- Smoking is not permitted in areas that are designated “ No Smoking” and appropriately signed

## **First Aid**

- The first aid boxes are maintained inside each company vehicle and one kept accessible on site. One is also located in head office – (Spectrum House, Dunstable Road, Redbourn, St Albans, Herts, AL3 7PR).
- The minimum contents of each box will be:
  - 1 Guidance Card
  - 20 Individual wrapped adhesive dressings
  - 2 Sterile eye pads
  - 6 Triangular bandages
  - 6 Safety Pins
  - 6 Medium sterile dressings
  - 3 Large sterile dressings
  - 3 Extra large sterile dressings
  - 20 individual antiseptic wipes

The above is not an exhaustive list

- The identities of all first aiders are to be posted on signs in the welfare areas of the building and detailed in site documentation.

## **Noise and Vibration**

- Contrasol Ltd is aware of its duty to assess noise and vibration in the workplace and has assessment pro forma in place for when it will be required, although the nature of the work requires minimal use of portable electric equipment. In general hand tools consist of battery drills and grinding is not expected.

## **Section B**

### **Health and Safety Controls**

#### **Plant and Work Equipment General**

- The Company understands that it has a responsibility to purchase suitable and sufficient equipment that meets health and safety standards. We also understand that this equipment will need inspecting from time to time and where identified by manufacturers or suppliers, a log will be kept of equipment to ensure that inspections are completed as recommended.
- All portable electrical equipment used on behalf of the Company is inspected and tested in accordance with the Institute of Electrical Engineers Code of Practice by a competent person (every 3 months).
- All equipment used on behalf of Contrasol Ltd will be inspected by the user prior to being put to work and then continually throughout use and then again before being put away. If equipment needs any maintenance the Contrasol supervisor or users will identify this. Any problems found with the equipment should be reported without delay the item removed from use.
- The Contrasol supervisor will be responsible for ensuring that effective maintenance procedures are drawn up. This will include either a suitable temporary repair with a permanent repair to follow or the effective removal of the equipment from service until a permanent repair or remedy is found.

- Contrasol supervisor will monitor all work equipment to ensure that it is suitable for the purpose for which it is being used and that it is being used correctly.
- All work equipment used by persons working for Contrasol Ltd must only use work equipment that they are trained to use, as detailed in the training requirements detailed in section one.
- Prior to the purchase of new equipment the Contrasol managing director will ensure that it meets all current UK health and safety standards.

## **Working at Height**

- Working is said to be 'at height' if a person could be injured falling from it, even if it is at or below ground level. Contrasol Ltd will strive to ensure, as far as is reasonably practicable, that employees working at height do so in a way that is safe and secure.
- If reasonably practicable, working at height will be avoided. Safe systems of work will be developed to minimise the quantity of work to be completed at height.
- Contrasol Ltd will usually complete all work at height using mainly MEWPs although mobile towers and scaffold platforms have been used. Any work completed from any other form of access equipment must be completed under a detailed assessment and only on authorisation from the Contrasol managing director.
- Detailed requirements for the use of MEWPs, mobile towers and scaffolds can be found in the following arrangements
- Contrasol site supervisor will ensure that access equipment inspections are completed and documented and that the equipment is suitable for the task and the working environment.
- Operatives will ensure, so far as is reasonably practicable, that each place at which work is to be done at height is checked on every occasion before work commences. This involves checking the stability of the surface the access equipment is standing on or resting against, and parapets, permanent rails, ground condition etc. as required.
- The Contrasol Ltd supervisor will carry out toolbox talks on safe working at height at regular intervals when such operations are taking place.

- Contrasol Ltd site supervisors will ensure that full restraint equipment is used by operatives during work at height where appropriate (for example, when working in a cherry picker and there is a likelihood that the worker may lean out of the safe working area).

### **Safe Use of MEWPs**

- All Contrasol Ltd employees that will use MEWP' s will be trained (IPAF) and familiar with the performance and controls of the MEWP' s that they are going to use.
- Each MEWP used by Contrasol Ltd will be checked by a competent person each day before use. Should the plant be suspected to be faulty, it will not be used, the key will be removed, and the Contrasol site supervisor informed immediately.
- Maintenance of MEWP' s will only be carried out by competent people, in accordance with the manufacturer' s instructions. For Contrasol Ltd this will usually mean getting an engineer from the company where the MEWP has been hired.
- The most suitable MEWP will be selected for each individual job (ground condition, working height, the range of movement required and anticipated loads will be considered).
- The site at which work is to be carried out will be examined carefully to ensure that the ground is suitable for the safe working of a MEWP. The ground will be checked thoroughly paying particular attention to the following:
  - The presence of overhead obstructions,
  - The presence of features such as manholes, service ducts and potholes, that might cause the MEWP to overturn.
  - Weather conditions (particularly heavy or prolonged rain) that might affect surface conditions
  - The load-bearing capability of the ground when working inside a building or on a structure (e.g. a jetty)
- Should the ground not be considered suitable for the safe working of a MEWP, then a MEWP will not be used.
- Falls from a MEWP may be caused by:
  - Impact on the vehicle

- Ground movement or subsidence
  - Failure of a mechanical part critical to the stability of the MEWP
  - Overreaching.
- The working area below a MEWP will be secured by physical barriers and signs to prevent entry from unauthorised people or collision with any other vehicle on the project with the MEWP.
  - The extended boom of a MEWP will not be allowed to project beyond the boundary of the work area. If this is not practicable, other measures (such as temporary road closure) must be considered
  - To control the risk of falling, all operatives should use a fall restraint system, which could be a combination of a full body harness and a lanyard. This equipment is to be worn by operatives at all times when on a MEWP at height when there is a risk of them overstretching.
  - When using boom type MEWPs, only short fall restraint lanyards (max 1.2m) will be used.
  - Contrasol Ltd site supervisors will ensure that equipment has a suitable certification
    - MEWP – 6 monthly thorough examination
    - Harness – 6 monthly thorough inspection
    - Lanyard – 6 monthly thorough inspection
  - All Contrasol Ltd operatives will wear suitable head protection when work at height is being carried out.

### **Safe Use of Mobile Towers**

- All Contrasol Ltd employees that erect mobile towers will be trained (PASMA) and persons using towers have received the Contrasol Mobile Tower tool box talk.
- All mobile towers used on site by Contrasol Ltd will be supplied by a reputable hire company and be supplied with a copy of the manufacturer' s instruction manual.
- All mobile towers erected by Contrasol authorised competent person will erect the towers in accordance with the manufacturer' s instruction manual.
- Each mobile tower used by Contrasol Ltd will be checked by a competent person each day before use. Should the tower be suspected to be faulty or incorrectly erected, it will not be used.

- The site at which work is to be carried out will be examined carefully to ensure that the ground is suitable for the safe erection of the tower. Should the ground not be considered suitable for supporting the load of the tower, an alternative form of access must be considered
- Falls from a towers may be caused by:
  - Impact on the vehicle
  - Ground movement or subsidence
  - Failure of/ or use or incorrect components
  - Incorrect erection (especially the omission of stabilisers)
  - Overreaching.
  - Excessive lateral pressure / overloading.
- The working area below a tower will be secured by physical barriers and signs to prevent entry from unauthorised people or collision with any other vehicle on the project with the tower.

### **Safe use of Scaffolds**

- Contrazol Ltd do not hire scaffold (tube and fit of system) as a means of access but may use it as an existing access to the work area that has been provided by the Principal Contractor.
- Contrazol Ltd site supervisor must ensure that a handover certificate has been issued for all scaffolds, the structure has undergone a pre use documented inspection and has been subject to a documented inspection within the last 7 days, by a competent person. All inspections to be completed to the design and or the requirements of TG 20.
- Contrazol Ltd site supervisor will insure that all scaffolds are safe and in good condition with suitable service gaps prior to work commencing, including
  - A minimum handrail height of 950mm with no gap greater than 470mm through which a person could fall.
  - Platforms without trips and close boarded.
  - Overlapping boards and internal boards secured to prevent movement.
  - Safe access to the work area.
  - Suitable means of loading out materials.
  - Suitable protection from falling materials and from people working above.

- All Contrasol Ltd operatives will complete visual inspection prior to commencing any work at height (including scaffolds) to ensure that the work area is safe.
- Any inspection, visual or documented , carried out by Contrasol Ltd operatives that identify any safety concerned
- The Contrasol Ltd managing director is responsible for ensuring that that a fire assessment is undertaken of all fixed work areas and the findings are implemented.
- All foreseeable hot works (Grinding) will be completed under a hot work permit where operatives will position a fire extinguisher within 1 meter of the work area.
- All fire extinguishers will be regularly maintained and inspected by a specialist sub-contractor.

### **Electricity**

- The company knows that unlike most other hazards that can be seen felt or heard, there is no advance warning of danger of electricity.
- All employees will be instructed to treat all electrical installations with the utmost care and be under the control and supervision of experienced competent persons.
- The supply, fitting, commissioning and inspection of the electrical fittings or installations will be carried out in accordance with BS7671 (IEE Regulations) by a competent person.
- All electrical equipment and permanent and temporary circuits will be tested as required by the Institute of Electrical Engineers guidance.

### **Sub-Contractor Control**

- When Contrasol Ltd uses sub-contractors they will be required to work to the same standards as those people who are directly employed by the company. The sub-contractors used will be either bona fide organisations or suppliers of labour only.
- The health and safety performance of all contractors will be monitored by Contrasol Ltd managing director and the company health and safety advisor on attendance on site

- Should any sub-contractor or employee of a sub-contractor have any concerns regarding health and safety performance on any project they are to raise this with and site supervisor who will investigate and act appropriately on their concerns.
- Any 'near miss', property damage or injury sustained by any sub-contractor must be reported to a manager of the company without delay. Failure to report any incident in a timely manner will be sufficient grounds for removal from our list of approved sub-contractors.

## **Sub-Contractors**

- These will be engaged to deliver a service or product. The exact system of work to be used to ensure the delivery will be at the discretion of the employer in each case.
- These sub-contractors will be drawn from an approved suppliers' list. To gain access to this list the supplier must undergo a three-stage assessment.
  - The first part of the assessment will be the completion of a competency assessment questionnaire. This document will be examined by Contrisol Ltd managing director who will approve or return the questionnaire to perspective sub-contractors for further information. Only when this documentation is in the possession of Contrisol Ltd with copies of supporting documentation and the authorisation for work signed by Contrisol Ltd managing director, can the sub-contractor be engaged.
  - The second part of the assessment will take place throughout the first t project given to the sub-contractor. This will include close supervision of the sub-contractors work and activities by a managing director of Contrisol Ltd. On completion of the first project a review will take place with the client and the sub-contractor as appropriate with a view to confirm their continued inclusion on Contrisol Ltd approved list. Should their performance fall below the standards expected they would be removed from the list of approved suppliers.
  - The third stage of approval will be through a continual monitoring process of their performance. This will include gathering 'feed back' from site managers, clients and our safety advisor.
- Method statements must be forwarded to the company detailing the safe system of work to be employed on company projects. This must include specific risk, COSHH and manual handling assessments as relevant. This documentation must be forwarded prior

to the commencement of works to a company manager who will assess the suitability of the systems as described.

### **Personal Protective Equipment (PPE)**

- The Contrazol Ltd managing director will be responsible for ensuring that Contrazol Ltd maintain a suitable stock of the various types of PPE used on behalf of the company. This is to ensure the ready availability of the most commonly used equipment.
- All PPE purchased for use on behalf of Contrazol Ltd will be manufactured to relevant standards and bear the CE mark.
- Each employee will be provided with suitable and sufficient PPE at the start of his or her employment. This could include but is not limited to the following;
  - Hard hat
  - Safety footwear
  - General purpose gloves
  - Wet weather wear
  - High visibility jackets or vests
  - Light eye protection (safety specs)
  - Any other PPE identified in assessments
- The equipment issued to each individual will be recorded in the PPE Register that is maintained in the stores.
- Unsuitable or damaged equipment will be exchanged at the stores before employees can receive new. Again this will be recorded in the PPE Register.
- On provision of the equipment the site supervisor will ensure that employees can wear the kit correctly and are aware of how to use the equipment correctly.
- The site supervisor will ensure that the PPE to be used on projects are stored correctly. Employees must ensure that the equipment provided is cared for; this includes cleaning and appropriate storage when not in use.
- PPE will be worn when identified as required by risk assessment, site rule or deemed necessary by the user.

## Construction (Design and Management) Regulations

- Contrisol Ltd are often engaged as Contractors as defined by the Construction (Design and Management) Regulations 2007. As such, we are aware that under the regulations, we must co-operate with the Principal Contractor, and provide the Principal Contractor with any relevant information which might affect health and safety whilst on the project.
  
- We will:
  - Comply with any reasonable directions issued by the Principal Contractor, and with any rules in the Construction Phase Health and Safety Plan that are relevant.
  - Submit any relevant risk assessments and method statements suitable for our works.
  - Inform the Principal Contractor of any incidents without unreasonable delay.
  - Provide relevant information for the Health and Safety File.
  
- Contrisol Ltd realises that the provision of training and information to operatives on site is vital, and as such will ensure that:
  - All operatives are trained and competent to carry out the tasks to which they are assigned.
  - No operatives will begin work until they have received basic information, such as the site induction from the Principal Contractor, and the contents of relevant sections of the Construction Phase Health and Safety Plan.
  
- Contrisol Ltd is aware that any contractors that it engages must be competent and adequately resourced. Contrisol Ltd does this by issuing Health and Safety Questionnaires to assess their suitability before they are engaged.
  
- No contractor will be engaged by Contrisol Ltd unless it has completed such as questionnaire, including the submission of relevant health and safety documents, to an acceptable standard.
  
- If Contrisol Ltd is engaged on work for domestic clients, it will ensure that such projects are notified to the HSE in good time.

## Lifting Operations and Equipment

- The Contrasol Ltd managing director will ensure that any projects where lifting operations are to take place have appropriately trained lifting supervisors in attendance.
- The Contrasol Ltd managing director will ensure that a thorough examination by an independent person of all components used in lifting operations as required by the LOLER 1998 Regulations. A record of these inspections is to be maintained at the Company' s head office.
  - Lifting Equipment 12 monthly
  - Lifting accessories 6 monthly
  - Lifting equipment lifting persons 6 monthly
- Prior to the commencement of any lifting operation, a designated lifting supervisor will be identified. This individual will be responsible for the following.
  - The planning of the lifting operation, along with the selection, provision and use of suitable equipment.
  - Examination of all equipment to be used to ensure suitability. This will include an examination of all test certificates for appropriate lifting equipment
  - Examination of the existing environment including ground conditions and services to ensure stability and suitability for the proposed lifting operations.
  - Supervising throughout the lifting operation with the authority to progress or stop the job as they see fit.
  - Monitoring all other operations in the lifting and slew areas to ensure the safety of others in the area.
- Damaged equipment must be effectively removed from service and not be used under any circumstances.
- Lifting supervisors will ensure they know the Safe Working Load (SWL) of all lifting equipment and will not exceed this.
- The Contrasol site supervisor will monitor wind conditions throughout the works to determine suitability of working methods.

## Acceptance of the Health and Safety Policy

To be completed by ALL Personnel

(Name in BLOCK CAPITALS)

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I confirm that I have read the Company Health Safety Policy and fully understand the responsibilities that apply to me in the capacity in which I am employed. I fully understand the arrangements that Control Ltd have put in place to manage health and safety on its projects and will endeavour to carry out my duties safely at all times. If I am unable to fulfil those responsibilities in any way, I will inform my line manager or the Contrasol Ltd managing director as soon as is reasonably practicable.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE COMPLETE THIS PAGE AND RETURN IT TO HEAD OFFICE.**

Contrasol Ltd  
Spectrum House  
Dunstable Road  
Redbourn  
St Albans  
Herts  
AL3 7PR

Tel: 08456 589767

Fax: 08456 122031