

health & safety

POLICY STATEMENT



HEALTH AND SAFETY POLICY STATEMENT

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HEALTH AND SAFETY POLICY STATEMENT

1. GENERAL STATEMENT

- DECLARATION OF INTENT : It is the Policy of Francis Construction Ltd that at all times the companies activities will be carried out in the safest practicable manner. It is the responsibility of management to ensure that all steps are taken to ensure the Health and Safety of all employees, sub contractors, the general public or any other person affected by our works. This duty is not to be compromised by any need to meet production targets or make profits.
- PROTECTION OF EMPLOYEES AND OTHERS : At all times the Health and Safety of our Employees and any other person involved in or affected by our works will come first, all possible steps to reduce hazards and the risks of an accident occurring will be taken.
- RECOGNITION OF LEGAL RESPONSIBILITIES : Francis Construction Ltd recognises that it has a legal responsibility to ensure the protection of its work force and any other person from any risk of injury or illness created by the activities of the Company.
- CONTACTING SAFETY OFFICER [DAVID BARRETT] : By phone:
Office - 01635 295355
Mobile – 07860 304633
e-mail – davidbarrett@francisconstruction.co.uk
- In the event that contact is urgent and you has been unable to establish contact, you are to contact Mark Barrett (Managing Director)
Office - 01635 295350
Mobile – 07774 112681

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1. GENERAL STATEMENT (CONTINUED)

- JOINERY / WORKSHOP : Where appropriate:
- All references to staff shall include the Joinery staff.
 - All references to Site shall include the Joinery Workshop.
 - All references to Site Manager shall include the Joinery Manager.
- HEAD OFFICE : Where appropriate:
- All staff working at the Head Office shall carry out their function; take account of the Companies Health and Safety Policy Statement.
 - When visiting Sites or Workshop, conform in all ways with this Policy Statement.
- EMPLOYEE SUPPORT AND CO-OPERATION

To achieve the safest possible working environment the support and co-operation of all the company's staff will be required. To achieve this the following steps will be taken.

1. On arrival at a new site each employee will undergo the Site Specific Induction this will brief them on all aspects of Health and Safety for that Site. On completion of the induction they will be asked if there are aspects that need clarification or if there is anything else they like to know about the site.

HEALTH AND SAFETY POLICY STATEMENT

1. GENERAL STATEMENT (CONTINUED)**EMPLOYEE SUPPORT AND CO-OPERATION (CONTINUED)**

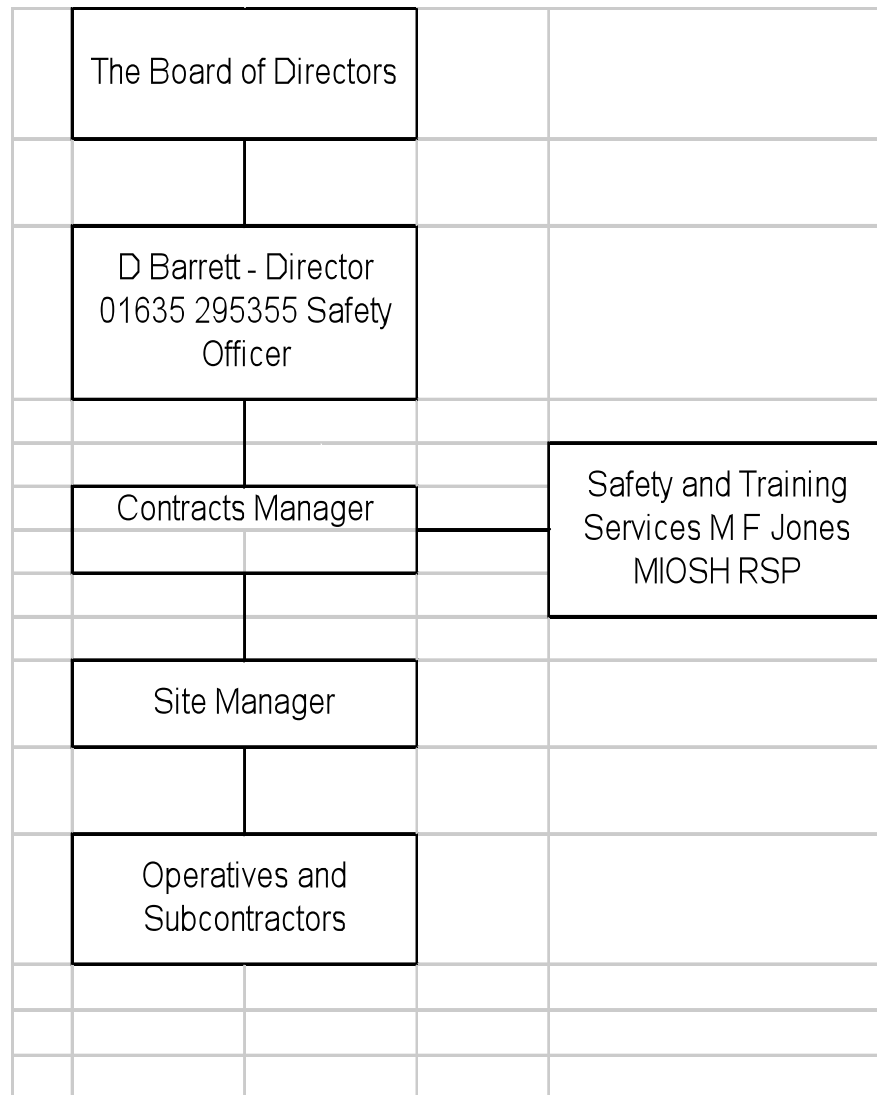
2. Any member of staff who is unsure or unhappy about the safety of any activity should discuss this with the Site Manager, if they are still not satisfied they should immediately contact the company Safety Officer, David Barrett, as a member of the Board of Directors of the company he has the authority to ensure the works are carried out in the safest possible manner.
3. Before any potentially hazardous activity is undertaken the Site Manager will go through the method statement with the operatives in a toolbox talk, the operatives will be given the opportunity to make suggestions to reduce any of the risks involved or to point out any risk they think has not been properly covered.

PROVISION OF ADEQUATE RESOURCES : Any member of staff who is not satisfied with the resources made available may make direct contact with the Company Safety Officer David Barrett. He will ensure that all resources required are made available.

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2. ORGANISATION

MANAGEMENT STRUCTURE - SAFETY RESPONSIBILITY



HEALTH AND SAFETY POLICY STATEMENT

DUTIES

- BOARD OF DIRECTORS : Ultimate responsibility for all Health and Safety matters resides with the Board of Directors, they devolve day-to-day management to the Safety Officer.
- SAFETY OFFICER : A member of the Board of Directors, David Barrett, is appointed Safety Officer for the company. It is the Safety Officers responsibility to carry out all Risk Assessment (see **Appendix B**), COSHH Assessments, and for the Construction Safety Plan under the CDM regulations, he will also carry out announced and unannounced Safety Audits of the sites. He is also responsible for identifying and arranging training to ensure all members of staff have the skills and knowledge to carry out tasks given to them. In the event that Safety Officer requires information or assistance as members of Thames Valley Construction Training Association he can call on Michael Jones (MIOSH RSP) of Safety and Training Services to provide expert information and support. He advises the Board on all matters of Health and Safety. In the event of an accident reportable to the HSE or an incident that requires investigation and reporting under Riddor, he will carry out the investigation and report to the HSE and to the Board

HEALTH AND SAFETY POLICY STATEMENT

CONTRACT MANAGER : It is the responsibility of Contract Managers to ensure that the required resources are provided to the sites to maintain a safe working environment. They must also inform the Safety Officer of any changes of design or materials that may require a variation of the Construction Health and Safety Plan.

SITE MANAGER : Daily responsibility for Health and Safety on site is delegated to the Site Manager. He is responsible for ensuring the safe conduct of work on site by ensuring:

- 1) Everyone arriving on site signs in and has the Site Induction.
- 2) Method Statements are explained to operatives in toolbox talks.
- 3) Operatives have and use correct Personal Protection Equipment.
- 4) The First Aid box is maintained on the site.
- 5) The Fire Evacuation Siren is in good order.
- 6) The necessary statutory signs are displayed
- 7) The welfare facilities are kept clean and functioning.
- 8) Any injury no matter how trivial is recorded in the accident book.

If in doubt about what is required the Site Manager should contact the Safety Officer who will advise.

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OPERATIVES AND SUBCONTRACTORS : It is the responsibility of any person on site who is unsure about any aspect of Health and Safety or safe working practices and procedure to ask for assistance and advice, first from the Site Manager, if they are not satisfied with the response at this level they should contact the Safety Officer direct.

Everyone on site shares the responsibility for the Safety and Welfare of their fellow workmates and the general public. If they see a dangerous situation developing or a bad practice being carried out they must report it to the relevant authority for action to stop it. If in doubt about who to contact report it to the Company Safety Officer David Barrett.

MONITORING EFFECTIVENESS OF THE POLICY AND ARRANGEMENTS : The Safety Officer will report to the board meetings on the effectiveness of the Policy and the arrangements it contains. He will establish this during his site visits, particular attention will be set on the correct use of PPE, the injury rate, the condition of Welfare Facilities and the knowledge of the Health and Safety Plan and its method statements shown by operatives on site. He will maintain a database of reportable accidents and RIDDOR events to ensure that any increase in injury rate or a rising trend of near misses will be detected.

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ARRANGEMENTS FOR JOINT CONSULTATION WITH EMPLOYEES : The staff numbers of about 50 means that a regular standing consultative committee is unnecessary, all staff and management know each other. Any employee may contact the Safety Officer directly if they desire to do so. They will also be given the opportunity to comment or advise on any method statement at the toolbox talk at which it is explained, if they object to the proposed course of action they may immediately appeal to the Safety Officer who will decide on the correct and safest course of action to be taken.

HEALTH AND SAFETY POLICY STATEMENT

3. ARRANGEMENTS AND PROCEDURES

ACCIDENT REPORTING AND INVESTIGATION TO PREVENT REPETITION

: Any incident or accident resulting in an injury that is likely to prevent the injured person working for three days or is fatal must be reported to the Health and Safety Executive, any incident or accident that had the potential to cause such injuries even if no one is actually injured must also be investigated and reported (under RIDDOR).

It is the responsibility of the Site Manager to **Immediately** inform the Safety Officer when such an incident takes place. It is the Safety Officers responsibility to investigate and send a report to the Health and Safety Executive. He is also responsible for reporting the incident to the Board and for recommending the steps to be taken to prevent repetition of the incident, in particular by making additions to the company safety rules. The Board of the Company will decide whether these steps will be sufficient and effective in preventing a repeat. In the event of a serious accident the Safety Officer will immediately report it to the Health and Safety Executive and seek their assistance in the investigation

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4. SUB CONTRACTORS

ASSESSMENT, SELECTION AND MANAGEMENT

: Before any order is placed with a Sub-contractor they must be assessed to ensure they are competent to carry out the works involved in a safe manner.

The Safety Officer will carry out this paper assessment from answers given and examples provided for the questionnaire Appendix C.

: If the sub-contractor is found to be suitable the order for the work will be given by one of the Quantity Surveyors, a copy of our Health and Safety Policy will accompany the order together with copies of the Risk Assessment and Method Statements for the work, where the sub-contractor is an acknowledged specialist in their field (i.e. demolition, asbestos removal etc) they will be required to provide these assessment and statements.

MANAGEMENT OF SUB- CONTRACTORS

: Day to day management on site will be the responsibility of the Site Manager who will ensure that method statements, safe working practices and the use of Personal Protective Equipment are adhered to, flagrant breaches or non co-operation in these matters should be reported to the Contract Manager, who will contact the sub-contractor at a suitable management level, persistent breaches of the Health and Safety rules will be reported to the Safety Officer who will instruct the Quantity Surveyors to suspend payments and further orders until the sub-Contractor rectifies the faults in their working practices.

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**5. CONTROL OF SUBSTANCES
HAZARDOUS TO HEALTH
(COSHH)**

The Safety Officer is responsible for COSHH Assessments, most of the materials used on construction sites will have been assessed in the past and will be in the assessment library, however new materials or products will be used from time to time, any person ordering such materials must inform the Safety Officer who will obtain information from the manufacturers/suppliers, produce a COSHH Assessment which will be passed on to the operatives via a toolbox talk, the operatives will be given a copy of the COSHH Assessment so they can refer back to it if they need to. Any operative who is asked to use a substance or material they are unfamiliar with MUST bring this to the attention of the Site Manager who will refer to the COSHH assessment library to ensure the operative is given the best information relating to the safe use of the substance, if anyone is in any doubt consult the SAFETY OFFICER **before** using the substance.

Remember when ordering any substance ask the Safety Officer 'Do we have a COSHH Assessment of this?'

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Asbestos

Before any work is commenced on an existing building it is a **legal requirement** that the correct level of examination for the presence of asbestos has been carried out.

- 1) Ask the client for the register of asbestos containing material in the building. This should be a Category 1 survey

This should be sufficient for very minor works such as redecorations etc.

- 2) If the work requires any form of opening up of structures, that is drilling holes through walls or anything greater, at minimum, a Category 2 is required, this is an examination of not easily accessible areas for instance lifting suspended ceiling tiles to see what is above them or lifting floorboards to check for pipe lagging etc.
- 3) If the work consists of any more major opening up, demolition of a wall, removal of a ceiling etc., a Category 3 survey is required. This requires the parts of the building being disturbed to be opened up, holes cut in ceilings, pipe ducts drilled into, and samples taken of any suspicious materials found, **NOTE** it does not have to be undertaken on the whole building just those parts on which the work is being undertaken.

All asbestos surveys whether received at Tender stage or later by our request must be checked by David Barrett, Safety Officer, to ensure the correct Category of survey has been carried out.

No work is to be carried out on any existing building until the Safety Officer is satisfied that the correct Asbestos survey has been carried out and that those working on that site have understood its results. A copy must be kept on site for the duration of the works. If, as a variation, work is to be carried out in an un-surveyed area the correct survey must be extended to this area before work commences

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6. CONSTRUCTION DESIGN AND MANAGEMENT (CDM)

CDM/H+S COMPETENCE DUTY HOLDER ROLE

GENERAL

D. Barrett, the Director responsible to the Board for Health and Safety, and is also the Company Safety Officer, has attended the following courses;

14th May 1992 Managers/Supervisors Duties within the Health and Safety at Work Act

8th September 1995 CITB Construction Design and Management Course

4th September 1996 First aid

8th April 1997 Construction (Health Safety and Welfare) Regulations 1996

October 1998 5 day Construction Health and Safety Management Course

5th March 2003 Method Statement Writing Course (As a refresher).

26th February 2007 CDM2007 NFB/CITB COURSE

He has also attended three NFB/HSE seminars helping to monitor the progress of CDM regulations and safety on building sites.

He is a Director of The Thames Valley Construction Training Association Ltd.

After the award of a contract the specification, schedule of works, and pre-Tender Health and Safety Plan are passed to D. Barrett for preparation of the construction phase Health and Safety Plan. As part of this process all operations and materials are risk assessed on standard forms.

Following the Risk Assessments, Method Statements are produced which aim to minimise the identified hazards and thereby reduce if not eliminate the risk involved. The Safety Officer monitors the effectiveness of the use of these methods through feedback from Site Managers and the Minutes of Site Meetings, he in turn reports to the Company Monthly Management Meeting.

Francis Construction Ltd is aware that the major causes of accidents and ill health in the construction process are:

- 1) Lack of adequate planning.
- 2) Lack of adequate training.
- 3) Lack of adequate supervision.

Francis Construction Ltd has achieved Investors In People and has an ongoing programme of training of both operatives and supervisors to ensure they have the skills and knowledge required to minimise the hazards that can lead to accidents and ill health.

Francis Construction Ltd is a member of The Thames Valley Construction Training Association Ltd which, apart from identifying and providing the training courses required for the members, also acts as a Safety Group advised by Michael Jones, M.I.O.S.H, R.S.P. of Safety and Training Services. We receive regular monthly bulletins on Health and Safety matters including legal updates, press cuttings and HSE publications and notices.

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General Organisation and Compliance with CDM 2007 Regulations 4,5,6 and 22-24 and Part 4

Before commencement of work we must ensure that the client is aware of their responsibilities, a CDM coordinator is in post, and, that they, with the client, have informed the HSE. A copy of the F10 (rev) must be displayed on site.

It is also our responsibility to ensure the client and the design team are competent to address health and safety issues of the project.

We must ensure that the project is properly planned and we must inform any contractor working for us of the amount of time they have to plan and prepare their work. We must give them adequate warning of the planned start date on site and at what part of the programme they are expected on site, on larger projects they should be issued with the programme flow chart clearly showing their work. They must be consulted as to the time they require to carry out their works before the programme is drawn up. Specialist contractors must be asked to produce a risk assessment and method statement for their work, any queries they have must be promptly addressed. Contractors must be advised as to the progress of the project and any possible changes to the programme.

In design and build projects or where there is any contractor design we must satisfy ourselves that the designers we use are competent.

We must provide suitable welfare facilities for all on site. (See Site Set Up, Minimum Requirements, page 23)

We must take reasonable precautions to secure the site and prevent unauthorised access. I.E Heras fencing and LOCKED gates. Ensure we make a list of site rules, tell everyone on site what they are, (Site Induction) and implement them.

We must provide any subcontractor with the information they need to plan their work, this includes copies of all, or parts of, the plans etc.

We must liaise with the CDM Coordinator on any design work or changes that occur during construction and provide him with any information relevant to the Health and safety File '**PROMPTLY**'.

We must carry out a site induction to ensure all on site are aware of potential hazards and the health and safety arrangements on site. We must check they are suitably trained.

The HSE Notification (F10rev) must be displayed on site.

Regulations 5 and 6

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Day to day coordination on site will be achieved by requesting all operatives on site to sign in, this will ensure that the Site Manager has the opportunity to speak to all operatives and coordinate the work on site. Everyone attending site for the first time or after a long break away from the site will undertake a site induction to ensure they are aware of the arrangements on that site.

There must be regular contact between all parties involved to ensure good co-operation and co-ordination is achieved. The Principal Contractor should take the lead, ensuring that a team approach is achieved, we must decide on how frequently site meetings occur, they must suite the project not the client's diary.

If there are other construction projects in the near vicinity we must ensure that we communicate with them to ensure co-operation and co-ordination between the sites, i.e. both sites cannot site a major lift crane in the same place on the same day, but you might be able to share the crane!

We must ensure good communication on site, relevant information should be given to all on site and they must be given the opportunity to make suggestions at to how to proceed, toolbox talks are an excellent way of carrying this out, not as a lecture but as a 'led' discussion.

Regulation 14

There can only be one principal contractor for each project, if there are two projects running across the same site, say commissioned by two different clients, it is best practice to nominate one as principal contractor, at a minimum the two contractors must co-operate and co-ordinate such activities as vehicle movements etc.

Regulation 22(1)(a)

We must plan, manage and co-ordinate the work during the Construction Phase of the project, taking into account the information in the pre-construction information pack provided by the client's team.

We must allocate sufficient time and resources to manage health and safety on site and this must be in proportion to the complexity and risk of the project.

We must help and work with our subcontractors to plan for and to manage the risks related to their work, especially if this creates risk for others, it is our responsibility to supervise and monitor all works on site.

The Health and Safety Plan

Regulation 23

HEALTH AND SAFETY POLICY STATEMENT

The way the construction phase of the project and the way in which health and safety matters will be managed and addressed must be clearly set out in writing in the Plan. It must be clear and site specific in its approach. The essential information must be clearly available to all on site. Clear and relevant to that specific site, all those involved should have input and be involved in its development and implementation as the plan progresses.

The Plan must be site specific, and organised so that relevant sections are available to designers and contractors.

It can be phased so that if the design for the later phases of construction is not complete at the beginning of work, a plan for the initial stages can be prepared before the project begins. Later activities that have a high risk may be outlined to enable careful planning as the project proceeds, the Plan can be revised and updated as the project develops.

Repetition of information should be avoided, if the information is in another document the Health and Safety Plan should refer to it.

Regulation 23(1) and 43

We must ensure that the Health and Safety Plan is not just a paper exercise, monitoring arrangements must be put in place to ensure that the Plan is used as a practical aid to site management. These arrangements must be discussed and agreed with the client.

The purpose of this monitoring is to ensure that the precautions set out in the Plan are appropriate and are followed, it is our responsibility to ensure sub-contractors adhere to and comply with the Plan, we must take appropriate action to deal with any risk and can give reasonable instructions to sub-contractors whether we have appointed them or not (as in Nominated Sub-Contractors).

The plan must be reviewed, revised and refined as the project proceeds, it is not set in stone, any changes to the Plan must be notified to all concerned including the Planning Co-ordinator.

Regulation 22(1) (d)

We must include any site rules needed for the management of health and safety on site in the Plan, these should include such things as, Permits to Work, Emergency Instructions, etc. The actual document is not required in the Plan but it should refer to them.

Site Rules must be set out in writing, be clear and understandable, brought to everyone on sites attention and above all enforced. They must be included in the Site Induction and displayed on the notice board for all to refer to.

Regulation 22(1)(k)

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The most recent copy of the F10(rev) must be displayed on site for all to see.
(Mess Room is better than Site Office!)

Regulation 22(1)(I)

can disappear. Everyone entering the site must undergo the Site Induction, this includes the Designers and Client.

The steps taken may need reviewing, for example, if children persistently play on the site at weekends further action must be taken to prevent this, simple things such as cutting a viewing window in a solid hoarding may be effective. but they must include the following:

Site Specific Health Risks

Site Rules

Where to get Personal Protective Equipment.

Security Arrangements

Available welfare facilities

Emergency procedures

The site induction must be site specific, our sites are not that large at present

We must take reasonable steps to prevent authorised access to the site, Heras type fencing is ideal, all person coming onto the site should sign in, if possible arrange the site office so that persons entering the site must pass it before they

First Aid facilities

Accident reporting

Consultation arrangements.

Requirements for toolbox talks

The individual's responsibilities for health and safety

Responsibility for other Contractors

We do not, as Principal Contractor, have to undertake detailed supervision of other contractor's work, this is a two edged sword, the HSE will almost certainly hold the Principal Contractor responsible if the action of another contractor on site lead to a serious accident, this needs time and courts to decide where the line lies!

The Safety Officer will monitor Health and Safety performance by a combination of announced and unannounced safety audits on site, combined with the minutes of site meetings and discussion at the Company Monthly Management Meeting. Corrective action is taken by instruction passing along line management or in more urgent examples by direct order of the safety officer backed up by his position as a Director of the Company.

Francis Construction Ltd can demonstrate its ability to manage people and

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processes that will be relevant to health and safety by examination of our accident record, copy attached.

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7. SPECIALIST KNOWLEDGE, ABILITIES, AND EXPERIENCE

Francis Construction Ltd have over seventy years of experience in the construction industry, the present board of Directors includes Mark Barrett A.M.I.C.E. Our contracts managers Dave Comley, Peter Steel and David Godfrey have over twenty five years of site and contract management experience each. In addition Francis Construction Ltd has its own Joinery Shop that manufactures specialist joinery products for many of the local construction companies. Over the years Francis Construction Ltd has built up good relationships with several well-known architectural and engineering practices that we use to compliment our knowledge of the building process. As a member of T.V.T.C.A. and its associated safety group (copy of certificate enclosed) we are able to call on professional health and safety advice at any time.

8. FIRST AID

All operatives are to be encouraged to attend the First Aid Course to become qualified Appointed Persons.

All Site Managers and all members of the joinery shop staff will be required to hold a certificate, Site Managers because they are attached to the site so will most likely be on site, joinery shop operatives because this area is where the company is most likely to have an accident involving serious wounds and trauma.

A List of Appointed Persons will be displayed on every site notice board.

9. HAZARDS ASSOCIATED WITH THE WORK ACTIVITY

All work activities will be risk assessed by the Safety Officer to determine the hazards involved with the activity and the method of work to be used to minimise the risk of the occurrence of these hazards.

From this risk assessment a Method Statement will be drawn up clearly detailing the safest way considered for the task to be undertaken, what equipment and PPE to be used. The Method Statement will be discussed at a toolbox talk, operatives are to be encouraged to come up with ideas based on their experience to further reduce the risk involved, any good ideas will be incorporated in the method statement.

The nature of the Construction Industry creates a whole range of hazards, the most significant and the cause of the greatest number of casualties is the falling of operatives or objects from heights. This being so every care to prevent falls of any kind must be used, all operatives on site are to wear hard

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hats to avoid head injuries from any falling objects. Scaffolds will have hand rails, kick boards and brick guards, Ladders will project above lifts by 1.2 m and will be tied on, when installing joists passive arrest systems such as bean bags will be used. It is very important to erect safety barriers to any leading edges or holes left for lifts, staircases, or service duct risers, covering with a loose piece of plywood is good enough.

Manual handling is also a common cause of long-term injuries and all lifts must be planned. Use mechanical means if at all possible.

10. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Every operative will be issued with the following basic kit on Induction;

- 1) Hard Hat
- 2) Safety Boots (Chukka or Rigger boot style)
- 3) Hi Vis Storm Coat
- 4) Hi Vis Waistcoat
- 5) Hi Vis Waterproof over trousers
- 6) Goggles
- 7) Ear Defenders

In addition the following must be available on site for all employee's;

Gloves –Rigger style, rubber H-Duty waterproof, and Disposable latex or similar

Dust Masks/Respirators for dusty conditions

Disposable Ear Defenders

Spare Hi Vis Waistcoats

Spare Hard Hats

The Site Manager is responsible for ensuring that the operatives have and are using the PPE identified for use in the method statement before the activity is started.

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11. FIRE AND EMERGENCY PROCEDURE

The standard Company Fire Procedure follows, however as part of the Construction Plan under CDM for each site an Individual Fire and Evacuation plan will be drawn up. This site-specific plan is to be brought to the attention of every person visiting site as they undergo their Site Induction, copies of it will be posted in the Mess Room and Site Office.

FIRE PLAN**On discovery of a Fire**

- 1) Activate the Fire Evacuation Alarm. (Klaxon horn in Site Managers Office)
- 2) Call the Fire and Rescue Service by dialling the Emergency Services number, 999. Stay calm, when requested give the site address, e.g. Francis Construction Ltd, Armour House, Colthrop Lane Thatcham, RG19 4DP, and the telephone No. 01635 862222.
- 3) If it is safe, use the Fire Fighting Equipment available on the site to contain or extinguish the fire.
- 4) On hearing the Fire Evacuation Alarm, vacate the site as quickly as possible by the shortest safe route. DO NOT STOP AND COLLECT PERSONAL ITEMS. Assemble at the Assembly Point at the (TBA)
- 5) Whilst awaiting the arrival of the Fire Brigade the Fire Control Officer will call the role of all those on site.
- 6) On arrival of the Fire Brigade the Fire Control Officer will liaise with the senior Fire Officer present, he will inform him of any hazards such as gas cylinders etc. on the site. He will also inform him of the last known whereabouts of any unaccounted for personnel.
- 7) Fire Control Officer will then hand control of the site to the Senior Fire Officer remaining on hand to offer any assistance or advice required.
- 8) No personnel are to re-enter the site until the Fire Officer has declared it safe to do so.

11. FIRE AND EMERGENCY PROCEDURE (CONTINUED)**FIRE PLAN (CONTINUED)**

The Fire Control Officer is the most senior member of staff on site (Usually Site

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Manager).

All sites will be appraised to establish the correct number and type of extinguishers are present on the site, The klaxon and extinguishers will be kept at the fire control point in the Site Managers Office.

When Hot Works Permits are required extra extinguishers/ fire fighting equipment will be required in the vicinity of the hot works being carried out. Evacuations for other reasons may be required, the hazard involved will be identified during the drawing up of the Construction Phase Health and Safety Plan. Those on site will be made aware of the hazard and the plan to avoid/evacuate at their site inductions.

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12. RISK ASSESSMENT (SEE APPENDIX B)

The Company Safety Officer whilst drawing up the Construction Phase Health and Safety Plan for each site will identify any hazards on that particular site not already identified in the Pre-Construction, he will carry out risk assessments on the hazards identified in the both the Pre-Contract and Construction Phase Health and Safety Plans from which Method Statements of Safe Working Practice will be drawn up to minimise the risk.

These Method Statements will be incorporated in the Construction Phase Health and Safety Plan that will be issued to site after the Planning Supervisor has approved it as suitable.

The Site Manager will explain the Method Statement to the Operatives involved at a tool box talk, operatives will be given the opportunity to comment on the statement and possibly improve on it based on the experience and expertise, however no major change to the Method will be made without consulting the Company Safety Officer.

The Site Manager is responsible for ensuring the Work Activity is carried out following the procedure laid down in the Method Statement, he is also responsible for ensuring that operatives have and use all PPE required by the Method Statement.

As each project proceeds and matters change on site it may well be necessary for further assessments to be made. All variations of structure or material must be referred to the Company Safety Officer so that an assessment of the effects of these variations can be made.

HEALTH AND SAFETY POLICY STATEMENT

13. TRAINING

Every member of staff will have a formal job appraisal interview each year as part of the company's Investors In People initiative, Designated Managers will carry out the interviews. At these interviews all members of staff will have the opportunity to discuss their further training requirements or renewal of skills/proficiency cards they already possess. In addition, where members of staff are in agreement, we will arrange for the Health and Safety test to ensure their CSCS cards remain valid, members of staff who do not want assistance are required to arrange their own tests. The company will refund the cost of the test.

In addition any training need identified during the year will be referred to David Barrett who will arrange for the operative(s) concerned to attend a course organised by the Thames Valley Training Association at the earliest opportunity.

David Barrett will maintain a register of the skills and training of all members of staff to ensure skills and proficiency cards are not allowed to lapse.

David Barrett will be responsible for the Apprentice Training Scheme and will liaise with the CITB and the Thames Valley Construction Training Association to ensure the Company has the best possible candidates who will receive the best possible support to enable them to complete their apprenticeships.

It is the Companies policy to claim back as much of the CITB Levy as possible by obtaining grants for Training carried out.

14. WELFARE FACILITIES

All sites will have as a minimum the following facilities;

- 1) Heated Mess Room with clothes drying facility, large enough to accommodate all operatives on site.
- 2) A method of heating a simple meal (A Microwave)
- 3) A method of safely storing food (A Refrigerator)
- 4) A method of preparing a hot drink (A Kettle)
- 5) Hot and cold running water for hand washing etc.
- 6) A toilet block of suitable size for the number operatives on site.

The Site Manager is to inspect these facilities weekly to ensure they are kept in good repair, the Safety Officer will inspect them monthly as part of the announced monthly Health and Safety Audit.

HEALTH AND SAFETY POLICY APPENDIX A

HEALTH AND SAFETY RULES

The following rules are to be followed by all employees. Any employee wilfully disregarding them lays themselves open to instant dismissal.

- 1) Suitable protective clothing/equipment will be worn at all times. Site Managers /foremen will advise persons on site what is required, in particular, safety helmets and suitable footwear must be worn.
- 2) All access equipment including steps, ladders, towers, etc. must be kept in good repair.
- 3) Safety rails, lifelines or harnesses must be used when working at height. No person is to work on unprotected joists where the gap between the joists is greater than 400mm.
- 4) Work areas must be kept tidy and clear of dangerous debris.
- 5) No unauthorised person may drive any mechanically propelled plant.
- 6) No unauthorised person or untrained person may change any abrasive wheel or grinding disc
- 7) Fire Fighting equipment must be kept in good working order and not obstructed by stored materials. All staff must be aware of the position and method of operation of such appliances. Site Managers are to ensure that all staff are aware of the emergency procedures and evacuation plans drawn up under CDM
- 8) No person shall ride as a passenger on any mechanically propelled vehicle unless that vehicle has a properly constructed seat for such a purpose.
- 9) No stored materials, parked vehicles etc. are to be positioned obstructing any safety sign or escape route.
- 10) No unauthorised person is to erect, alter or dismantle any scaffold.
- 11) No alcoholic drink or narcotic is allowed on site, no person under the influence of alcohol or narcotics is allowed on site.
- 12) Manual handling will be kept to a minimum by use of mechanical handling wherever possible.
- 13) All portable electrical tools are to have a valid certificate of test before they are used on site. The Site Manager is to visually check all personal, hired and company owned electrical equipment before use.
- 14) On particular sites additional rules may apply. Employees must ask, and Site Managers must inform all operatives/visitors of specific additional rules.

HEALTH AND SAFETY POLICY APPENDIX A HEALTH AND SAFETY RULES

Hazardous Materials

Asbestos

See Above Under COSSH

The Asbestos Register for the building **will** be requested from the client and brought to the attention of all operatives on site before they commence any work activity.

Before commencing any Major works or Demolition a Type 3 (Intrusive) Survey **will** be carried out, and any asbestos products removed before any other works take place.

Any employee who suspects the presence of asbestos lagging/insulation **must** report this to the Site Manager who will arrange for its identification and, if necessary, its removal by an authorised person.

Buried Services

Prior to every excavation the relevant authorities must be consulted as to the position of any buried services. Non-powered hand tools only, are to be used in excavations in positions so identified.

Lead

In normal building operations it is unlikely that lead will present a significant health hazard, however persons brazing lead should avoid inhaling the fumes produced, care is also to be taken in stripping old lead based paints.

Hardwood Dust

When sanding hardwoods and MDF boards with power tools a suitable facemask must be worn.

Dangerous, Hazardous or Infectious Materials

Anyone who suspects the presence of any of the above will contact DWJ Barrett who will arrange for its identification and removal as required. He will be responsible for controlling and assessing the material and will draw up a method statement to deal with it.

**HEALTH AND SAFETY APPENDIX B –
STANDARD RISK ASSESSMENTS**

Attached example form follows: -

RISK ASSESSMENT

SITE: Reading

FRANCIS CONSTRUCTION

<u>TASK</u>	<u>Site Security</u>	PERSONS AT RISK	<u>General Public</u>	
LOCATION	<u>Site</u>	PERSON RESPONSIBLE	<u>SITE MANAGER</u>	
<u>ACTIVITY</u>	<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
Site Security	Injury to intruders, theft vandalism Injury to operatives	Unauthorised entry onto site	Security fencing to site and compound with locked gates	
Assessment Date	Nov '05	Assessed By	DWJB	Issued to site

RISK ASSESSMENT		<u>SITE</u>	Reading	FRANCIS CONSTRUCTION	
<u>TASK</u>	Scaffolding		PERSONS AT RISK	Operatives working at height and anyone passing below	
LOCATION	SITE		PERSON RESPONSIBLE	<u>SITE MANAGER</u>	
<u>ACTIVITY</u>		<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
Erecting Scaffolding,		Fall from scaffold, Objects falling from scaffold	Serious injury, possibly fatal	All scaffolding to be designed and erected by competent persons, all are to be fitted with brick guards, toe-boards and where necessary netted, no one is to alter or adapt a scaffold unless they are qualified to do so. Ladders are to project 1.2m above lifts and to be tied in position	
Assessment Date	Nov '05	Assessed By	<u>David Barrett</u>	Issued to site	

RISK ASSESSMENT

SITE: Reading

FRANCIS CONSTRUCTION

<u>TASK</u>	Using Vibrating Tools	PERSONS AT RISK	Operatives using Vibratory equipment such as demolition guns	
LOCATION	SITE	PERSON RESPONSIBLE	Site Manager,	
<u>ACTIVITY</u>	HAZARD	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
Using Demolition Hammer with bolster attachment to remove plaster from walls	Vibration	Vibration white finger, damage to the circulation due to excessive and repetitive vibration leading to nerve damage and then possibly Gangrene	Check grips on hammers are in good condition, operatives to wear gloves Ensure operatives have regular breaks and never work for more than two hours solid on the hammer, rotate work activity to share time spent on hammer, check operatives at end of shift to see if they have experienced any tingling or numbness in their fingers or hands	
Assessment Date	Nov '05	Assessed By	DWJB	Issued to site

RISK ASSESSMENT

SITE: Reading

FRANCIS CONSTRUCTION

<u>TASK</u>	<u>Rights of way/Public access</u>	PERSONS AT RISK	<u>General Public, and operatives</u>	
LOCATION	<u>Site</u>	PERSON RESPONSIBLE	<u>SITE MANAGER</u>	
<u>ACTIVITY</u>	<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
Obstruction of Rights of way/ public access	Persons inadvertently entering dangerous areas following usually safe routes	Injury to members of the public	All accesses or rights of way blocked or otherwise made dangerous by our works are physically barriered off and well signed safe alternatives routes established	
Assessment Date	Nov '05	Assessed By	DWJB	Issued to site

RISK ASSESSMENT

SITE: Reading

FRANCIS CONSTRUCTION

<u>TASK</u>	<u>Manual Handling</u>	PERSONS AT RISK	<u>operatives</u>	
LOCATION	<u>Site</u>	PERSON RESPONSIBLE	<u>SITE MANAGER</u>	
<u>ACTIVITY</u>	<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
Movement of heavy materials by hand.	To heavy an object, poor technique, trips , fingers crushed dropping heavy object	Trauma, back injuries, repetitive strain.	Use mechanical delivery systems if possible, assess weight, ensure enough trained experienced operatives to handle, ensure they are correctly distributed to evenly spread load, ensure correct PPE	
Assessment Date	Nov '05	Assessed By	DWJB	Issued to site

RISK ASSESSMENT

SITE: Reading

FRANCIS CONSTRUCTION

<u>TASK</u>	<u>Lifting Operations</u>	PERSONS AT RISK	<u>General Public, and operatives</u>	
LOCATION	<u>Site</u>	PERSON RESPONSIBLE	<u>SITE MANAGER</u>	
	<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
Lifting Loads or prefabricated parts of the structure into place or onto work platforms	Failure of crane/ forklift, due to mechanical failure overloading soil movement beneath vehicle, over reaching	Trauma or fatality due to impact with falling objects	All lifting operations are to be planned by experienced and trained operatives. Capacity and operating radius of the lifting device are to be checked, stability of ground to be checked. Keep area around lift clear of all non-essential staff, give toolbox talk explaining the procedure and method statement to be followed, NO ONE IS TO BE UNDER THE LOAD AT ANY TIME	
Assessment Date	Nov '05	Assessed By	DWJB	Issued to site

RISK ASSESSMENT

SITE: Reading

FRANCIS CONSTRUCTION

<u>TASK</u>	<u>Maintenance/Access to services</u>	PERSONS AT RISK	<u>General Public, operatives</u>	
LOCATION	<u>Site</u>	PERSON RESPONSIBLE	<u>SITE MANAGER</u>	
<u>ACTIVITY</u>	<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
General construction	Blocking access to exist services Prevention of Maintenance, inability for emergency isolation	Fire Explosion Flooding Etc.	Ensure that all accesses to services are kept clear if possible. If not try to install alternative shut down or clearing access points.	
Assessment Date	Nov '05	Assessed By	DWJB	Issued to site

RISK ASSESSMENT

SITE

Reading

FRANCIS CONSTRUCTION

TASK

Working at Height

PERSONS AT RISK

Operatives working at height and anyone passing below

LOCATION

General

PERSON RESPONSIBLE

Site Manager

ACTIVITY

HAZARD

RISK

CONTROL MEASURES

COMMENT

Working on ladders

Falling

Serious Injury or death

Avoid ladders wherever possible, use scissor platforms, cherry pickers etc. Make sure operative is trained in ladder use and understands the risks involved. Ladder to be tied at top by holdfast or similar before work commences.

Assessment Date

Nov '05

Assessed By

DWJB

Issued to site

RISK ASSESSMENT

SITE: Reading

FRANCIS CONSTRUCTION

<u>TASK</u>	<u>General Builders Works</u>	PERSONS AT RISK	<u>Operatives and Visitors</u>	
LOCATION	General on Site	PERSON RESPONSIBLE	Site Manager	
<u>ACTIVITY</u>	<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
<u>Working At Height</u>	Falls of Operators or Materials	Truama	Ensure all scaffolds are designed and erected by Trained and skilled operatives, Ensure all hand rails are in place and secured, use fall arrest bags if necessary. Remember passive measures are always better than active.	
Services	Electrocution, fire explosion, flood, contamination with sewage	Trauma, Burns, Drowning, infections	Checks for services on plans with CAT scan and with M+E engineers and suppliers, ensure hand tools only in the vicinity, ensure operatives have correct PPE.	
Stored Materials	Collapse of stacks, Dangerous Chemicals etc. Vandalism	Trauma, Chemical Burns, Eczema, damage to eyes, contamination of environment.	Ensure all dangerous materials are locked in a secure container all other materials to be stored in a Heras fenced area with a secure gate.	
Waste Materials	Trips and falls, difficult footing and access	Trauma, Chemical Burns, Eczema, damage to eyes, contamination of environment.	Ensure all waste materials are cleared away and safely disposed of off site, keep the site tidy!	
Assessment Date	Nov '05	Assessed By	David Barrett	Issued to site

RISK ASSESSMENT

SITE: Reading

FRANCIS CONSTRUCTION

<u>TASK</u>	<u>General Builders Works</u>	PERSONS AT RISK	<u>Operatives and Visitors</u>	
LOCATION	General on Site	PERSON RESPONSIBLE	Site Manager	
<u>ACTIVITY</u>	<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
<u>Working At Height</u>	Falls of Operators or Materials	Truama	Ensure all scaffolds are designed and erected by Trained and skilled operatives, Ensure all hand rails are in place and secured, use fall arrest bags if necessary. Remember passive measures are always better than active.	
Services	Electrocution, fire explosion, flood, contamination with sewage	Trauma, Burns, Drowning, infections	Checks for services on plans with CAT scan and with M+E engineers and suppliers, ensure hand tools only in the vicinity, ensure operatives have correct PPE.	
Stored Materials	Collapse of stacks, Dangerous Chemicals etc. Vandalism	Trauma, Chemical Burns, Eczema, damage to eyes, contamination of environment.	Ensure all dangerous materials are locked in a secure container all other materials to be stored in a Heras fenced area with a secure gate.	
Waste Materials	Trips and falls, difficult footing and access	Trauma, Chemical Burns, Eczema, damage to eyes, contamination of environment.	Ensure all waste materials are cleared away and safely disposed of off site, keep the site tidy!	
Assessment Date	Nov '05	Assessed By	David Barrett	Issued to site

RISK ASSESSMENT

SITE: Reading

FRANCIS CONSTRUCTION

<u>TASK</u>	<u>GAS</u>	PERSONS AT RISK	<u>General Public, operatives</u>	
LOCATION	<u>Site</u>	PERSON RESPONSIBLE	<u>Site Manager</u>	
<u>ACTIVITY</u>	<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
Excavating	Damage to gas supply	Explosion fire burns death.	Underground Before excavation commences the local supplier must be contacted and all information of services in the area established. Reported positions are to be marked on the surfaces and excavation in this area is to be undertaken by hand tools only. Even where no Supplies are reported dig cautiously going down in layers look for pipe markers or previously disturbed ground	
Assessment Date	Nov '05	Assessed By	DWJB	Issued to site

RISK ASSESSMENT

SITE: Reading

FRANCIS CONSTRUCTION

<u>TASK</u>	<u>Fragile materials/Glazing</u>	PERSONS AT RISK	<u>General Public, operatives</u>	
LOCATION	<u>Site</u>	PERSON RESPONSIBLE	<u>Site Manager</u>	
<u>ACTIVITY</u>	<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
Dropping or sudden failure leading to sharps	Sharps created during failure	Cuts and trauma	Only properly trained personnel with the correct PPE are to handle move and install fragile materials /glazing. The area around and below will be closed to all other personnel for the duration.	
Assessment Date	Nov '05	Assessed By	DWJB	Issued to site

RISK ASSESSMENT

SITE: Reading

FRANCIS CONSTRUCTION

<u>TASK</u>	<u>Foul Drainage</u>	PERSONS AT RISK	<u>General Public, operatives</u>	
LOCATION	<u>Site</u>	PERSON RESPONSIBLE	<u>Site Manager</u>	
<u>ACTIVITY</u>	<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
Excavating	Damage to Foul Drainage	Flood, erosion, drowning Contamination with infectious material	Before excavation commences the local supplier must be contacted and all information of services in the area established. Reported positions are to be marked on the surfaces and excavation in this area is to be undertaken by hand tools only. Even where no Supplies are reported dig cautiously going down in layers look for pipe markers or previously disturbed ground Before entering any storm drain check 1) Foul air 2) PPE On leaving wash hands well with soap and hot water before eating drinking or smoking. Remember to warn of flu like symptoms at toolbox talk, it could Wiel's Disease from Rats get GP to blood test	
Assessment Date	Nov '05	Assessed By	DWJB	Issued to site

RISK ASSESSMENT

SITE: Reading

FRANCIS CONSTRUCTION

<u>TASK</u>	<u>Flammable Materials</u>	PERSONS AT RISK	<u>General Public, operatives, Fire Brigade</u>	
LOCATION	<u>Site</u>	PERSON RESPONSIBLE	<u>Site Manager</u>	
<u>ACTIVITY</u>	<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
Storage or use of Flammable materials	Fire	Injuries to operatives, staff pupils, fire brigade personnel, public.	All flammable materials are to be kept in properly sealed correct containers and they are to be kept to a minimum on site, a Hot Works Permit system will be used to minimise risk of a fire breaking out during or after the working day, Smoking will not be allowed on site.	
Assessment Date	Nov '05	Assessed By	DWJB	Issued to site

RISK ASSESSMENT

SITE: Reading

FRANCIS CONSTRUCTION

<u>TASK</u>	<u>Fire Safety</u>	PERSONS AT RISK	<u>General Public, staff, pupils and operatives</u>	
LOCATION	<u>Site</u>	PERSON RESPONSIBLE	<u>Site Manager</u>	
<u>ACTIVITY</u>	<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
Hot Working in buildings	Fire	Hot works leading to ignition of flammable parts of the building structure	Hot Works Permit System Requiring stopping of hot works before the end of day so that any smoulder may be identified and extinguished before end of day, also to ensure that fire fighting equipment is on hand at all times	
Assessment Date	Nov '05	Assessed By	DWJB	Issued to site

RISK ASSESSMENT

SITE:

FRANCIS CONSTRUCTION

<u>TASK</u>	<u>ADJACENT STRUCTURES</u>	PERSONS AT RISK	<u>General Public, operatives</u>	
LOCATION	<u>Site</u>	PERSON RESPONSIBLE	<u>Site Manager</u>	
<u>ACTIVITY</u>	<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
General works	Injury operatives, staff and pupils.	Works leading to collapse or failure of adjacent structures, e.g. Excavation adjacent to foundations	All works which may affect adjacent structures are only to be carried out with advice of structural engineer, who will advise on propping /stabilisation to prevent collapse	
Assessment Date	5/7/04	Assessed By	DWJB	Issued to site

RISK ASSESSMENT

SITE Reading

FRANCIS CONSTRUCTION

<u>TASK</u>	<u>ADJACENT STRUCTURES</u>		PERSONS AT RISK	<u>General Public, operatives</u>	
LOCATION	<u>Site</u>		PERSON RESPONSIBLE	<u>Site Manager</u>	
<u>ACTIVITY</u>	<u>HAZARD</u>		<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
General works	Injury operatives, staff and pupils.		Works leading to collapse or failure of adjacent structures, e.g. Excavation adjacent to foundations	All works which may affect adjacent structures are only to be carried out with advice of structural engineer, who will advise on propping /stabilisation to prevent collapse	
Assessment Date	Nov '05		Assessed By	DWJB	Issued to site

RISK ASSESSMENT

SITE

Upton House
School

FRANCIS CONSTRUCTION

<u>TASK</u>	Working at Height	PERSONS AT RISK	Operatives working at height and anyone passing below	
LOCATION	SITE	PERSON RESPONSIBLE	<u>SITE MANAGER</u>	
<u>ACTIVITY</u>	HAZARD	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
Working on Scaffolding, Laying Bricks, Rendering, Painting, Etc Etc	Fall from scaffold, Objects falling from scaffold	Serious injury, possibly fatal	All scaffolding to be designed and erected by competent persons, all are to be fitted with brick guards, toeboards and where necessary netted, no one is to alter or adept a scaffold unless they are qualified to do so. Ladders to project 1.2m above lifts and tied in position	
Installing joists, trusses etc.	Falling of person or object	Serious possibly fatal injury	Passive fall arrest systems to be used, preferably soft landing bags, or arrest netting, harness/rope systems are second best and frustrating to work with. None is to work underneath during installation of joists or trusses	
Roof tiling	Fall of person or object	Serious possibly fatal injury	Roof to be scaffolded <u>all</u> round including gable ends Ensure the top lift of the scaffold is high enough to prevent an operative sliding down the roof and continuing their fall. Ensure brick guar will prevent tiles falling to the ground'	
Assessment Date		Assessed By	Issued to site	

RISK ASSESSMENT

SITE: Reading

FRANCIS CONSTRUCTION

<u>TASK</u>	1) Excavating, Traffic Management, Opening live sewer	PERSONS AT RISK	Groundworkers, other on site, General Public	
<u>LOCATION</u>	Road Crossover, Drainage connection	PERSON RESPONSIBLE	Site Manager,	
<u>ACTIVITY</u>	<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
Excavation of ground, lowering levels, digging trenches	Striking Services	Flooding, Gas fires/explosion, electrocution	CAT Scan, Request information from service providers. Mark Identified services on ground Hand dig within .5 metres. Operate permit to dig—Daily	
Installing Traffic Management	Manual Handling Equipment Falling Over Traffic	Sprains and strains etc Damage to vehicles, cause of accident Operatives in Contact	Ensure there are sufficient trained staff to carry equipment Ensure you have sufficient sand bags/Ballast. Remember HIGH winds. Ensure signals are erected and moved as necessary, remove once work is complete, try to keep plant/spoil heaps between operatives and traffic.	
Work involving Live Sewers	Faulty Equipment Rain Surge Oxygen Deficiency Gas	Traffic confusion, injury to maintenance operative Drowning Asphyxiation/Drowning Explosion	Ensure all equipment is tested before deployment to site Ensure adequate egress points from trench. Test atmosphere before entering confined space No Naked lights nearby	Remember gases can lie in the bottom of trenches
Assessment Date	Nov '05	Assessed By	Issued to site	

RISK ASSESSMENT

SITE: Reading

FRANCIS CONSTRUCTION

<u>TASK</u>	<u>Asbestos</u>	PERSONS AT RISK	<u>General Public, operatives</u>	
LOCATION	<u>Site</u>	PERSON RESPONSIBLE	<u>Site Manager</u>	
<u>ACTIVITY</u>	<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL MEASURES</u>	<u>COMMENT</u>
Disturbances of asbestos containing materials	Inhalation	Damage to lungs leading to mesothelioma	Anyone suspecting the presence of asbestos is to contact David Barrett to arrange for a sample to be taken and tested, the material is not to be disturbed and if the surface has been damaged the material should be dampened to prevent production of dust	
Assessment Date	Nov '05	Assessed By	DWJB	Issued to site

RISK ASSESSMENT

SITE: Reading

FRANCIS CONSTRUCTION

<u>TASK</u>	<u>ADJACENT STRUCTURES</u>	PERSONS AT RISK	<u>General Public, operatives</u>	
LOCATION	<u>Site</u>	PERSON RESPONSIBLE	<u>Site Manager</u>	
<u>ACTIVITY</u>	<u>HAZARD</u>	<u>RISK</u>	<u>COMMENT</u>	
General works	Injury operatives, staff and pupils.	Works leading to collapse or failure of adjacent structures, e.g. Excavation adjacent to foundations		
Assessment Date	Nov '05	Assessed By	DWJB	Issued to site

**HEALTH AND SAFETY POLICY APPENDIX C –
SUBCONTRACTOR REGISTRATION FORM**

Attached example form follows:

**HEALTH AND SAFETY POLICY APPENDIX C –
SUBCONTRACTOR REGISTRATION FORM**

SUBCONTRACTOR REGISTRATION FORM

Company Name.....

Address.....

.....

Postcode.....

Telephone..... Fax.....

Email.....

Contact Name.....

Value of Work you wish to be considered for

MINIMUM £..... **MAXIMUM £.....**

Areas you are willing to operate in.....

.....

Type of
Company.....
.....

Year
Founded.....

Date Registered..... **Reg. Number.....**

CIS Type..... **Valid Until.....**

VAT Registration
Number.....

**HEALTH AND SAFETY POLICY APPENDIX C –
SUBCONTRACTOR REGISTRATION FORM**

Continued on Next Page

SUBCONTRACTOR REGISTRATION FORM (Continued)

Health and Safety.

If you have more than 5 staff you are required by law to have a written Health and Safety Policy. Please attach a copy

Please attach a sample of:

A Risk Assessment

A Method Statement

Please provide evidence of ongoing Health and Safety training within your organisation.

Have you been the subject of HSE Improvement or Stop notice within the last five years? YES/NO

If yes please explain.