

MARTIN CHILDS LTD

HEALTH AND SAFETY POLICY

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Statement of Intent

1.	Martin Childs Limited (MCL) recognises and accepts its legal obligations, under the Health and Safety at Work, etc. Act 1974 and all applicable regulations made under it, to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees, persons in training, directors, contractors and temporary workers ("employees") and the health and safety of visitors and other persons who attend or use its premises and who may be affected by its work ("visitors").
2.	In accordance with its legal obligations, MCL has carried out a risk assessment of its activities, equipment, facilities, buildings and all other related arrangements where matters of health and safety may be involved. This Health and Safety Policy ("The Policy") is designed to enable MCL to comply with its statutory health and safety obligations, to apply the necessary measures identified in its risk assessment and to adopt all other reasonably practicable measures (within the limits of available resources) to: -
	<ul style="list-style-type: none"> a) Reduce hazards and the risk of personal injury to its employees and visitors arising out of its activities. b) Maintain a safe and healthy place of work. c) Reduce hazards and the risk of damage to its property.
3.	In particular, MCL shall: -
	<ul style="list-style-type: none"> a) Continue to identify hazards and assess risks to health and safety. b) Provide and maintain safe plant, equipment and systems of work that are free of risk to health. c) Maintain any place of work under its control (including access and egress) to ensure they are safe and free from risk to health. d) Provide safe arrangements for the use, handling, storage and transport of articles and substances. e) Provide adequate and appropriate information, instructions, training and supervision. f) Consult with all employees on health and safety matters. g) Liaise with contractors and other employers where necessary. h) Monitor, inspect and review the implementation of this Policy. i) Review this Policy annually and update it as necessary.
4.	To this end, proper implementation and application of this Policy by everyone is paramount. Employees are required to comply with the terms of this Policy and any related arrangements or policies from time to time in force, take all reasonable steps to protect their own safety and that of other employees and co-operate with management in the implementation of this Policy.
5.	The ultimate responsibility for overseeing the implementation of this Health and Safety Policy rests with the Managing Director of Martin Childs Limited.

SIGNED:



C M Childs (Managing Director)

DATED: 3rd Jan 2017

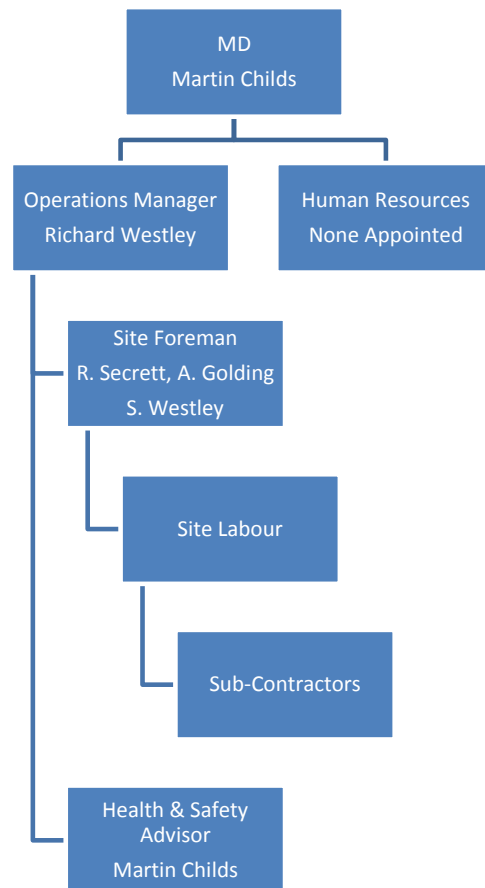
Organisation

Persons Responsible for Health, Safety and Welfare

RESPONSIBILITY	POSITION	NAME
Overall responsibility for Health and Safety	Managing Director	Martin Childs
Health and Safety Advice	Managing Director	Martin Childs
COSHH Assessments	Competent Person	Ref. Training lists
Safety Inspections	Competent Person	Ref. Training lists
Risk Assessments	Competent Person	Ref. Training lists
Safety Training	Company Safety Advisors / CITB	TDA as required
Accident Reporting	Appointed person (Safety Advisor) or Director in Charge:	Martin Childs
Accident Investigation	Managing Director	Martin Childs
Managing Director	Martin Childs	N/A
Fire Wardens	most senior trained person	Refer to office / site fire plans as applicable
First Aider	First Aider (FA) or Appointed Person (AP)	Tom Golding Carl Paine Jon Secrett Shaun Westley Allan Marsh
Personal Protective Equipment	Company Safety Advisor	Tracy Edwards
Building Manager	Land Lord	(Paul Meachen)
Plant Maintenance	Operations manager	Richard Westley

MARTIN CHILDS LIMITED

Health and Safety structure



Responsibilities

1.0 Management	
1.1	The ultimate responsibility for preparing and reviewing this Policy rests with the Managing Director. If necessary he shall be assisted by the Company's Safety Advisor and/or other members of management and/or employees appointed by him from time to time.
1.2	The Managing Director is also responsible for the implementation of this Policy. However, this responsibility may be shared with nominated Director(s) (for specified work, work areas, employees and visitors in their department), the Company's Safety Advisor (for all work, work areas, employees and visitors of the business).
1.3	In particular, Directors (for work, work areas, employees and visitors in their departments), the Company's Safety Advisor (for all work, works areas, employees and visitors of the business) shall be responsible for: -
	<ul style="list-style-type: none"> a) Identifying risks within their area(s) of responsibility and putting in place arrangements for eliminating, reducing, isolating or controlling such risks. b) Monitoring the implementation of this Policy. c) Advising all employees in their area(s) of responsibility on all matters of health and safety. d) Monitoring the physical conditions of the premises at their area(s) of responsibility to ensure that employees and visitors are exposed to the lowest reasonably practicable level of risk. e) Providing and communicating up to date health and safety information. f) Providing or arranging health and safety training. g) Liaising with the health and safety enforcing authorities. h) Providing support to the Managing Director.
1.4	In addition, Directors and the Company's Safety Advisor must make appropriate arrangements within their areas of responsibility for monitoring the implementation of the Company Health and Safety Policy including regular safety audits. Where necessary remedial action should be agreed on, reported to the Managing Director and carried out within reasonable time.
1.5	In addition, the Company's Safety Advisor shall consult with all employees on health and safety matters on behalf of the employer.
1.6	It is the responsibility of the Safety Advisor and Human Resources Manager to ensure that all new employees receive a Health and Safety Induction to the Company as soon as reasonably practicable and relevant health and safety information, instruction or training within a reasonable time of joining MCL.
2.0 Employees	
2.1	Employees have a legal duty to take reasonable care for their own health and safety and for that of others who may be affected by their actions or omissions.

2.2	In addition, employees are required to comply with the terms of this Policy to the extent that it applies to them. Failure to do so may result in disciplinary action (including, where appropriate, dismissal). In particular, employees should familiarise themselves with the provisions dealing with emergencies, fire precautions and procedures, bomb alert procedures and first aid arrangements.
2.3	Employees are required to report to the Company's Safety Advisor anything which they suspect may represent a serious and immediate health and safety danger and/or a shortcoming in the Company's health and safety arrangements.
2.4	Any employee with a disability or suffering from any condition which may affect the implementation of any of the terms of this Policy in relation to them are encouraged to inform their Line Manager of this disability or condition and any effect they believe it might have.
2.5	No employee shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare under this Policy. An employee who is found to have engaged in such interference or misuse may be subject to disciplinary action (including, where appropriate, dismissal).
2.6	An employee who has any question in relation to this Policy or any health and safety matter should contact the Company's Safety Advisor.

General arrangements

Information, Instruction, Training and Supervision

3.0 Information	
3.1	Health and safety information comes from numerous sources. Employees seeking health and safety information are advised in the first instance to contact the Company's Safety Advisor. Alternatively, authoritative and usually free information is available from www.hse.gov.uk
3.2	Free advisory leaflets on a wide range of health and safety issues may be obtained from the Company's Safety Advisor or direct from the Health and Safety Executive.
3.3	Safety information, guidance notes, safety bulletins and the Company Health and Safety Policy are available to view on the Company's Intranet.
4.0 Instruction	
4.1	Specific practical information (instruction) on how to carry out processes or use equipment safely can be obtained from the Company's Safety Advisor. In addition, manufacturer's instruction manuals should be consulted before any equipment is used and in the event of a fault, defect, problem or query. Manufacturer's Material or Product Safety Data Sheets (MSDS) and Control of Substances Hazardous to Health (COSHH) information must be consulted before use or specification of materials or substances potentially hazardous to health. The Health and Safety Executive publish guidance annually (EH40) on occupational exposure limits, maximum exposure standards and occupational exposure standards for substances covered by the COSHH Regulations. Employees are urged to seek advice and clarification from the Company's Safety Advisor.
5.0 Training	
5.1	Health and Safety Training will be arranged by the Company's Safety Advisor as and when appropriate and may be provided internally or externally. In particular, it is envisaged that training shall be provided upon employees joining MCL and on their being exposed to new or increased risk (i.e. following the introduction of new equipment, technology or systems of work). Where appropriate (e.g. rail work, first aid) training shall be repeated periodically. Records of all training shall be kept centrally by the Company's Safety Advisor.

6.0 Supervision	
6.1	Notwithstanding a normal level of management necessary to ensure direction and control of its employees in achieving the aims and objectives of the Company and its Clients, MCL will provide supervision of its employees so far as is reasonably practicable and necessary to ensure the Health and Safety of its employees and any other persons who may be affected by its activities. This will particularly apply to young (under 18) or vulnerable persons in its employ. The level of supervision will be appropriate to the task undertaken and the assessed capabilities of the employee.

General Health and Safety Precautions

7.0 General Health and Safety	
7.1	Having carried out a risk assessment, MCL has and shall continue to have and employees are required to maintain, a clear understanding of the hazards involved in any particular situation and remain vigilant towards the general condition of any equipment, materials and other items in use.
7.2	Employees shall receive suitable and sufficient training to help them maintain safety awareness, look out for safety risks and understand the importance of minimising risks and of adhering to methods which are designed to achieve this.
7.3	All known problems and/or defects to equipment or items must be reported to the Company's Safety Advisor. If necessary, the relevant equipment or item shall be taken out of use for repair or replacement.
7.4	Employee's clothing and footwear must be suitable for the work they do and in accordance with the Company's dress code. Where a risk assessment for a work activity requires the issue of Personal Protective Equipment it will be provided and must be used. PPE will be issued to the individual and must be signed for. Issue records will be held by the Company's Safety Advisor. <i>See also Site Specific PPE Policy.</i>
7.5	Exceptionally, employees who do certain types of work may be required to undergo medical screening before commencing work and medical surveillance during their time at work. <i>See also Rail Specific Health and Safety Policy Document.</i>
7.6 Risk Assessment	
7.6.1 Generally	
	<p>The main objective of Risk Assessment is to determine the measures required by the organisation to comply with relevant Health and Safety Legislation and thereby to reduce the level of occupational injuries and ill health.</p> <p>The purpose of Risk Assessment is to help the employer to determine the measures required to comply with their legal statutory duty under the Health & Safety at Work Act 1974 or its associated Regulations.</p> <p>The Risk Assessment will need to cover all of those who may be at risk such as staff, clients, contractors and members of the public.</p>

7.6.2 Management of Risk Assessment	
	<p>The Health and Safety Executive guidance to small and medium sized enterprises in the service sector dictates 5 steps to Risk Assessment. These are:</p> <ul style="list-style-type: none"> • Look for the hazards. • Decide who might be harmed. • Evaluate the risks and decide whether existing precautions are adequate or if more should be done. • Record the significant findings. • Review the assessment periodically and revise if necessary.
	<p>Hazard Identification</p> <p>Hazard identification is the crucial first step to Risk Assessment. Only significant hazards which could result in serious harm to people should be identified, trivial hazards should be ignored.</p> <p>It is important that unsafe conditions should not be confused with hazards. Unsafe conditions should be rectified as soon as possible after identification. Examples include fire doors propped open, trip hazards, faulty warning systems, missing or damaged fire-fighting appliances.</p>
	<p>Persons at Risk</p> <p>Employees and contractors who work full time at the workplace are the ones most obviously at risk, however, there are other Companies at special risk who may spend time in and around the workplace. These include trainees, young persons, new and expectant mothers, cleaners, contractors and maintenance workers, visitors and members of the public.</p> <p>The Risk Assessment must include any special or additional controls necessary to address the vulnerability of anyone in these Companies, perhaps because of inexperience or disability.</p>
	<p>Evaluation of Risk Level</p> <p>During most Risk Assessments it will be noted that some of the risks have already been addressed or controlled. The purpose of the risk assessment therefore is to reduce the residual risk.</p> <p>For most situations a qualitative Risk Assessment is all that would be required. During the assessment a judgement is made as to whether the risk is high, medium or low in terms of someone being injured. The designation dictates a timetable for action to reduce the risk –therefore high risk should be dealt with in days, medium risk in weeks and low risk in months (if at all).</p> <p>A quantative Risk Assessment will attempt to quantify the risk in terms of the likelihood of its occurrence and the severity of the injury. The likelihood depends on such things as the control measures in place, the frequency of exposure to the hazard and the category of person exposed to the hazard. The severity will depend on the magnitude of the hazard, voltage, toxicity, etc.</p> <p>The Health and Safety Executive suggest a simple 3x3 matrix:</p>

	<p>Likelihood of Occurrence</p> <table border="0"> <tr> <td>Harm is certain or near certain to occur</td> <td>High</td> <td>3</td> </tr> <tr> <td>Harm will often occur</td> <td>Medium</td> <td>2</td> </tr> <tr> <td>Harm will seldom occur</td> <td>Low</td> <td>1</td> </tr> </table>	Harm is certain or near certain to occur	High	3	Harm will often occur	Medium	2	Harm will seldom occur	Low	1
Harm is certain or near certain to occur	High	3								
Harm will often occur	Medium	2								
Harm will seldom occur	Low	1								
	<p>Severity of Harm</p> <table border="0"> <tr> <td>Death or major injury (as defined by RIDDOR)</td> <td>Major</td> <td>3</td> </tr> <tr> <td>7 day injury or illness (as defined by RIDDOR)</td> <td>Serious</td> <td>2</td> </tr> <tr> <td>All other injuries or illnesses</td> <td>Slight</td> <td>1</td> </tr> </table> <p>Risk = Severity x Likelihood</p>	Death or major injury (as defined by RIDDOR)	Major	3	7 day injury or illness (as defined by RIDDOR)	Serious	2	All other injuries or illnesses	Slight	1
Death or major injury (as defined by RIDDOR)	Major	3								
7 day injury or illness (as defined by RIDDOR)	Serious	2								
All other injuries or illnesses	Slight	1								
	<p>Risk Control Measures</p> <p>In established workplaces some degree of risk control will already be in place. It is important that the Risk Assessment evaluates these controls to determine their effectiveness so that an estimate of the residual risk may be made. It may be necessary to strengthen these controls, for example by introducing a permit to work scheme. Many hazards have had specific acts, regulations or recognised standards developed to reduce associated risks, among which are lead, asbestos, fire and electricity. <i>(Work on rail has its own specific procedures –refer to separate Policy and Procedures Manual).</i></p> <p>Advice on risk or control measures should be sought from the Company's Safety Advisor.</p>									
	<p>Principals of Prevention</p> <p>The Management of Health and Safety at Work Regulations 1999 specifies the general principles of prevention when considering Risk Assessments and these are:</p> <ol style="list-style-type: none"> 1. Avoid risks. 2. Evaluate the risks which cannot be avoided. 3. Combating risks at source. 4. Adapting the work to the individual so far as is reasonable, especially regarding the design of the workplace. 5. Adapting to technical change. 6. Replacing the dangerous by the non-dangerous or less dangerous. 7. Developing a coherent overall prevention policy. 8. Giving collective protective measures priority over individual protective measures (use of PPE for example). 9. Giving appropriate instruction, information and training to employees. <p>Hierarchy of Risk Control</p> <p>The principals of prevention should be considered alongside the hierarchy of risk control which is:</p> <ol style="list-style-type: none"> 1. Elimination of the hazard – do something else. 2. Substitution – use something else. 3. Engineering controls – isolation, insulation, ventilation. 4. Reduced or limited time exposure – job rotation, planned breaks. 5. Good housekeeping – keep the work area clear, keep fire exits unobstructed. 									

	<ol style="list-style-type: none">6. Safe systems of work – think through how the job is to be done safely.7. Training and information – if you do not know how, do not guess – ask.8. Personal Protective Equipment – a last resort, it only protects you and if it fails will be unsafe.9. Monitoring and supervision – employer’s responsibility to ensure you are working safely.10. Review – regular checks on the system of work to ensure it is still valid.
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	<p>Record Risk Assessment Findings</p> <p>For an assessment to be “suitable and sufficient” only the significant hazards and conclusions need to be recorded. The record should also include details of the Companies of people (not individuals) affected by the hazard, the control measures in place and their effectiveness. The conclusions should identify any new controls required and the review date.</p> <p>The written records will be kept with the Safety Policy as an appendix to the document.</p>
	<p>Monitoring and Review</p> <p>Risk controls should be reviewed periodically. Reviews may be necessary as a result of introducing new procedures, equipment or a change in location. New legislation may be implemented or there may be change in personnel, for example the introduction of trainees.</p> <p>The Risk Assessment need only be revised if significant changes have taken place since the last review.</p>
	<p>Special Cases</p> <p>There are several groups of persons requiring additional Risk Assessment by virtue of the fact that they may be more “at risk” than other Companies. Among these are young persons, expectant or nursing mothers and disabled workers.</p> <p>Young Persons</p> <p>The Management of Health and Safety at Work Regulations 1999 define a young person as anyone under the age of 18. A special Risk Assessment must be undertaken which takes into account their immaturity and this must be completed before the young person starts work. Young workers have a lack of experience and awareness of risks in the workplace and may be subject to peer pressure and are risk tolerant. They may be trainees or on unpaid work experience.</p> <p>If the young person is below school leaving age the parents or guardian must be advised of the outcome of the Risk Assessment and the measures which will be taken to protect the child.</p> <p>The following key elements should be covered by the Risk Assessment:</p> <ul style="list-style-type: none"> • Details of the work activity including any equipment or hazardous substances. • Details of any prohibited equipment or processes. • Details of health and safety training to be provided. • Details of supervision arrangements.
	<p>Expectant and Nursing Mothers</p> <p>In accordance with the Management of Health and Safety at Work Regulations 1999, the Company will assess whether any type of work could present a particular risk to expectant or nursing mothers. If the risks are deemed unavoidable the Company will alter the woman’s working hours or conditions to avoid the risks. Alternatively the Company will offer similar work or suspend the woman on full pay.</p> <p>The Company will expect to be notified in writing by the woman that she is pregnant, has given birth within the past six months or is breastfeeding.</p>

	<p>Fortunately there are few circumstances within the normal working patterns of the Company that would expose a woman and her baby to such risks.</p> <p>Typical factors affecting such women are:</p> <ul style="list-style-type: none"> • Manual handling. • Chemical or biological agents. • Ionising radiation. • Passive smoking. • Lack of rest room facilities. • Temperature variations. • Prolonged standing or sitting. • Stress and violence to staff.
	<p>Workers with a Disability</p> <p>The Company positively encourages the employment of workers with a disability and will make every reasonably practicable accommodation to ensure such workers are not disadvantaged relative to able-bodied workers.</p> <p>Each case will be individually risk assessed to ensure appropriate controls are in place to protect them, but some examples are:</p> <ul style="list-style-type: none"> • Employees with a hearing problem will be warned by colleagues or vibrating signals, flashing lights or colleagues tasked with ensuring emergency signals are conveyed. • Wheelchair workers will have a clear wheel chair accessible access and emergency egress route out of the buildings and onwards to the assembly point. • Safe systems of work and welfare facilities will be made suitable for workers with disabilities
	<p>Lone Workers</p> <p><i>See also Lone Working Policy.</i></p> <p>Lone workers, which will cover almost all of our staff at some time, should not be at more risk than other employees. The Company will undertake Risk Assessments on a case-by-case basis to consider whether the job can be properly controlled by one person.</p> <p>Other factors that will be considered in the Risk Assessment are:</p> <ul style="list-style-type: none"> • Whether the particular workplace presents a special risk to someone working alone. • Is there safe access and egress from the workplace? • Can all the equipment be safely handled by one person? • Is violence from others a risk? • Would women and young persons be especially at risk? • Is the worker medically fit and suitable for working alone? • Is special training and supervision required?

Risk Assessment Pro-forma

Risk Assessment Pro-forma

Risk Assessment for:	Assessment Prepared:	Step 4: Assessment Review
Project: Site...	Name... Signature... Date...	To be completed once on site: Are the hazards and risks altered now that the site can be appraised? Name... Signature... Date ... Add additional information overleaf.
Step 1: Identify the Hazards	Step 2: Who will be affected?	Step 3: What are the Risks?
List the significant hazards here:	List the groups of people who are at risk from the significant hazards you have identified	List the existing precautions and controls or note where the information may be found. List risks which are not adequately controlled and the action needed

Confirm that subject to the above precautions and controls being undertaken (Step 3) all residual risks will be low and acceptable.
Confirmed (Signature).....
If any residual risk remains unacceptably high work cannot proceed until adequate precautions or controls are in place. All risk assessments must be reviewed and assessed once on site.
Hazard: Anything that can cause harm (e.g. chemicals, electricity, cold, working at height, moving vehicles, etc.)
Risk: What is the chance that somebody could be injured by the hazard? High or Low?

Assessment Review
Add here any further information on the hazards and risks that can be seen once on site. What precautions and controls are needed to ensure that residual risks are acceptably low to enable the work to proceed?

Work Arrangements and Working Areas

8.0 General Precautions	
8.1	<p>Martin Childs Limited (MCL) has a specific duty to ensure that its workplaces shall be of sound construction with safe means of access and egress. Working areas shall be designed to ensure adequate space, light, temperature and ventilation for reasonable comfort and safety. Noise levels should be as low as the work activity permits and within safe limits. Where it is not reasonably practicable to keep noise to safe limits, Personal Protective Equipment (PPE) shall be provided and must be used by the employee.</p>
8.2 Noise	
	<p>It is extremely unlikely that MCL staff will encounter the noise levels described below within our normal office environment. As an indication a quiet office will be around 40-50 dB (A), normal conversation around 50-60 dB (A) a loud radio around 65-75 dB (A). Every extra 3 dB (A) is a doubling of the noise level.</p> <p>Employees must be aware that any work area of special hazard (>85dB (A) lepd) must be signposted clearly and be subject to suitable safety measures and access arrangements. If you have to shout to be heard from 2 metres away the noise level is likely to be in excess of this level. Appropriate protective equipment/clothing must be provided for dealing with any particular danger or risk at the relevant area and must be used/worn.</p> <p><i>It must be noted that employees are most likely to be exposed to this noise level in work areas outside the control of the Company (e.g. construction sites and trackside). The Company's Safety Advisor must be informed immediately if an employee is likely to be exposed to this level of noise.</i></p>
8.3 Special Hazards	
	<p>Only specially trained and authorised employees may enter and, if necessary, work in a special hazards area, including plant rooms, boiler rooms, electrical intake and switch rooms, lift motor rooms, on roofs and in confined spaces which are likely to be unventilated.</p> <p>Such employees are required to contact the Company's Safety Advisor and take all the necessary precautions before commencing work.</p>
8.4 Emergency Exits	
	<p>Corridors and staircases must provide safe emergency escape routes and access. They must not be obstructed or used as storage or work areas. Designated fire doors opening onto emergency escape routes must be kept closed at all times. Final exits must be easily openable from inside without use of a key. Windows, doors and gates shall be suitably constructed and, if necessary, fitted with safety devices.</p>

8.5 Slips and Trips	
	Slips and trips on the same level are the main cause of injuries within a normal office environment (HSE statistics indicate 50% of office based reported accidents). Employees are reminded that polished/wet floors may be slippery. Employees should not run within the office environment. In addition, all floors must be kept dry and free of litter, goods, trailing cables, etc. An employee who detects torn floor surfaces (i.e. carpet) should report this immediately to the Company's Safety Advisor.
8.6 Falls	
	Access to high level storage should be made using adequate equipment which shall be made available on request. Chairs, desks, boxes, etc. are not suitable. Manual handling instructions must be followed when carrying any load.
8.7 Office Temperature	
	MCL will take reasonable measures to ensure the office temperature is kept within a comfortable range and in any event above the statutory minimum of 16 degrees centigrade (after the first hour of work and except for cold rooms, rooms which are open to the outside and the like). There is no set maximum temperature, but MCL shall endeavour so far as is reasonably practicable to ensure that temperature is maintained at a comfortable level. In addition, MCL shall endeavour to keep buildings at a comfortable humidity range (40-75% RH) to prevent irritation to eyes and respiratory tract. When requested to do so, the Company's Safety Advisor will carry out temperature and humidity monitoring.
	Where, due to an employee's work, it is not practicable to maintain the temperature and level of humidity as specified in clause 8.7 above (i.e. because an employee's duties require them to work outside) MCL shall take all reasonable measures to prevent the risk of injury to the employee (e.g. by providing Personal Protective Equipment, allowing for acclimatisation to the work environment and training). Employees are required to adhere to all such measures and use appropriate Personal Protective Equipment at all times.
8.8 Heating and Cooling Equipment	
	Portable cooling equipment (desk top fans, etc.) must not be positioned in such a way that hair or clothing might be drawn in, entangled or trapped. Heating apparatus must not be placed near paper, furnishings and other equipment or material which can catch fire. Air conditioning and hot water systems shall be inspected checked and maintained by competent persons, as required by law. Personal heating or cooling equipment must not be used , except by the prior written authorisation of the designated Building Manager (in which case, all equipment shall be subject to the Company's Portable Appliance Testing (PAT) regime, as required by law.

8.9 Lighting	
	<p>It is important that employees have adequate lighting suitable for the activity which they carry out. Accordingly, MCL shall endeavour, so far as is reasonably practicable, to supply lighting levels in accordance with the CIBSE lighting guides.</p> <p>Lighting shall also be provided at places of particular risk (e.g. plant rooms, lift motor rooms). Automatic emergency lighting, powered by an independent source, shall be provided where sudden loss of light would create a risk to health and safety.</p>
8.10 Smoking	
	<p>It is MCL policy to provide a working environment which is free from tobacco smoke. Consequently, MCL operates a no-smoking policy within its office.</p> <p>Employees are expected to comply fully with the provisions of this clause. Persistent non-compliance may result in disciplinary action.</p>
8.11 Alcohol	
	<p>Generally</p> <p>The consumption of alcohol during the working day will have a detrimental effect on an employee's performance at work and impair judgement and risk perception. The Company therefore does not condone the consumption of alcohol during the working day and will regard its consumption by staff based on, driving to or visiting construction sites as a breach of the Health and Safety Policy and may take disciplinary action.</p> <p>It will be at the discretion of the Managing Director or Operational Directors to allow the consumption of alcohol to take place during the working day, on or off MCL premises on specific occasions which will not conflict with the health and safety of the person or persons involved and as long as the individuals understand and conform to the requirements of the Road Traffic Act and other such regulations as may apply.</p> <p>Consuming alcohol in combination with prescription or "over the counter" medication may enhance the intoxication effect. Refer to the Company's Safety Advisor for information or consult your GP.</p> <p>Design and project staff should not under any circumstances drive or visit a construction site or sites until their blood alcohol level returns to normal (the body assimilates approximately 1 unit of alcohol per hour).</p> <p>Notwithstanding the foregoing, under no circumstances will an employee be allowed to break the relevant Rail Company Standard on drugs and alcohol (GE/RT8070 or GO/RC3551). See separate Rail Health, Safety and Environmental Procedures Manual. Any employee who might reasonably be expected to be involved in on site rail work will be required to ensure that they are available and fit for work and not under the influence of alcohol or medication which is detrimental to the health and safety of themselves or others.</p>

8.12 Disciplinary Action

Alcohol and/or drug consumption or dependency may lead to disciplinary action where:

- a) It exposes any employee or visitor to potential danger.
- b) There is a risk of or actual damage to any Company plant, equipment, machinery or property.
- c) An employee's work performance is unsatisfactory or could be impaired as a result of such consumption or dependency
- d) An employee refuses to seek advice or accept treatment.
- e) There are persistent problems or there was a one-off serious incident at work as a result of such consumption/dependency.
- f) It leads to a breach of law or the in-house rules of a Client.
- g) Breaking of relevant Rail Company or Line Standards (See Rail Procedures Manual GE/RT8070).
- h) Breaking of NHS procedures.

8.13 Display Screen Equipment	
	<p>Generally:</p> <p>Health and Safety Executive statistics for 2003/04 indicate that typists (i.e. DSE operators) are 18 times more likely than average to suffer musculoskeletal work related upper limb disorders, ahead of road construction workers with 16 times the average.</p> <p>Any employee who habitually uses display screen equipment for a significant part of his/her normal work (i.e. an employee who uses DSE daily and continuously for an hour or more at a time, is highly dependent on DSE for their work, with little choice whether or not to use DSE and probably with special training or skills) is defined as a user (employee) or operator (self-employed) under the Regulations. MCL will assess their display screen equipment workstation (and where necessary and reasonably practicable adapt it) to ensure that its design and layout avoids the health risk of visual fatigue and back, shoulder, neck, arms, legs and wrist aches. Appropriate chairs, work areas and equipment shall be provided (i.e. footrest or lumbar support).</p>
8.15	DSE users are encouraged to take periodic breaks from using the equipment (i.e. 10 minutes every hour) to perform other duties related to their position.
8.16	On request, employees defined as "users" of DSE shall receive a voucher for (or be reimbursed on production of a receipt for the cost of) an eye and eyesight test by an approved Optician. If an employee requires special corrective appliances for display screen work only , MCL shall bear the cost of such basic appliance (i.e. the cheapest frame and basic lenses for glasses).
8.17	DSE users shall be given written information and guidance on the safe use of display screen equipment. If necessary, DSE users shall attend training on the safe use of display screen equipment. Any DSE user who wishes to get information relating to health and safety aspects of display screen equipment should contact the Company's Safety Advisor.
8.18	Employees must switch off all monitors and display screen equipment at the end of their working day to avoid the risk of fire.

9.0 Lone Working (General)	
	<p>Lone and After Hours Working in MCL Office</p> <p>Should it be necessary and as far as reasonably practicable, lone/after hours working shall only be carried out after a suitable and sufficient Risk Assessment has been undertaken and if:</p>
9.1 Office Based	
	<ul style="list-style-type: none"> a) Adequate security to prevent unauthorised intrusion is in place. b) The person working alone has had sufficient instruction, information and training to deal with any likely hazard or emergency affecting their health and safety and is competent to open up or secure the building. c) A telephone (allowing external and internal connection) is available to the person working alone or after normal hours. d) An appropriate and adequate safety procedure is established (i.e. a telephone reporting system/regular security patrols). e) Special arrangements are made to ensure the safety of any disabled employee who works alone/after normal hours.
9.2 Out of Office	
	<ul style="list-style-type: none"> a) When staff are required to visit unoccupied premises alone they shall ensure that a responsible person has been informed: <ul style="list-style-type: none"> • Where they are going. • What they are going to do there. • How long they are likely to be there. • The hazards likely to be encountered on site. b) A safe system of work and risk assessment will be established with a nominated responsible person acting as point of contact with the lone worker. Should scheduled communication fail to materialise; then the responsible person will establish whether contact can be gained through mobile telecommunications or whether emergency procedures need to be initiated. c) All personnel will sign in and out of their nominated office and will always establish a contact with a nominated person before leaving the office. d) MCL staff should always sign in and out of sites or client offices where such procedures exist. e) Persons leaving for home from site should contact their office to apprise them of the fact. f) Rail procedures must be followed when working on rail property. <i>See separate Rail Procedures Manual</i>

Other Issues

10.0 New and Expectant Mothers	
	Where an assessment of the health and safety risks of the Company's work activities indicate a specific risk to female employees who are of child-bearing age, or if pregnant to her unborn baby, MCL will take all reasonably practicable steps to prevent such risks. Where the taking of any action under the relevant statutory provisions does not either mitigate or obviate the risk, and where it is reasonable and practicable to do so MCL may alter the employees working conditions or hours of work.
10.1	If it is not reasonable to alter the employee's working conditions or hours of work, or doing so would not prevent health and safety risks, MCL shall suspend the employee for as long as is necessary to avoid such risk. During her suspension, the employee shall receive remuneration at the rate of a 'week's pay' (as defined by law) for each week of suspension
10.2	A new or expectant mother who works at night and who is required for health and safety reasons not to be at work for a period of time (under a certificate of a registered medical practitioner or midwife), shall be suspended for this period. During her suspension, the employee shall receive remuneration at the rate of a 'week's pay' (as defined by law).
11.0 Manual Handling Operations	
11.1	Manual handling operations include any task which involves lifting, carrying, putting down, moving and supporting loads through physical effort. The Health and Safety Executive statistics for 2003-04 indicate 12% of reportable accidents were manual handling related.
11.2	As far as reasonably practicable, manual handling operations shall be avoided, i.e. by eliminating or redesigning the task or by using automation or mechanisation. Where a manual handling operation has to be carried out, it will be assessed and any risk of injury identified. All reasonably practicable safety measures must be taken; no employee should be asked or attempt to lift a load that is too heavy.
11.3	Generally any employee who carries out a manual handling operation should:
	<ul style="list-style-type: none"> a) Check that the area through which and to which the load is carried is clear and tidy. b) Wear shoes which have a good grip and, if deemed necessary, protective toecaps. c) Not wear loose clothing, wear gloves (when necessary) and use all other supplied and necessary protective and handling equipment. d) Stand close to the load and plant feet firmly with legs approximately 30 centimetres apart. e) Squat with bent knees, keeping his/her back straight and chin tucked in. f) Grip the load firmly and stand up slowly with the load kept near the body – the load should not be lifted above chest height.

	<p>g) Use smooth movement; avoid jerking, twisting, jumping, etc.</p> <p>h) Lower the load slowly bending the knees and letting the legs take the strain.</p> <p>i) Take extra care if suffering from a back problem.</p> <p>j) Ask for help if necessary.</p>
12.0 Disposal of Waste / Rubbish	
12.1	<p>Workplaces, furnishing, fittings, floors, walls and ceilings should be kept clean. Waste should be disposed of regularly in suitable receptacles.</p> <p>Paper, ink and toner cartridges, aluminium cans, etc. and other items designated as recyclable should be segregated and placed in the appropriate collection receptacles as detailed in the Company's Environmental Policy.</p>
12.2	Hazardous waste materials must be disposed of only in approved containers. Sharp objects should be wrapped and segregated before disposal.
13.0 Visitors to Martin Childs Limited Office	
13.1	The responsibility for the safety of visitors to our offices rests with the person who invited them. All visitors shall be given safety information, instruction and training, protective clothing or other safety equipment as may be necessary and appropriate.
13.2	As far as reasonably practicable, the location of any visitor with impaired mobility shall be known at all times to the person who invited the visitor. Such a visitor shall be accompanied by an employee throughout the visit and shall not be taken above or below ground floor level (as far as this is reasonably practicable). For the purpose of this Policy, a person has impaired mobility if he/she cannot, without the assistance of someone else use stairs to leave a building.
13.3	Every precaution must be taken to ensure that visitors do not enter hazardous areas (unless they have written authorisation, they were informed in advance of the specific hazards and they wear suitable protective clothing).
14.0 Children and Young Persons	
	Employees should not bring children (defined as persons below school leaving age) to work, except with the prior written authorisation of the employee's department manager (which shall be at his/her absolute discretion). An employee who is authorised to bring a child to work must keep them in close supervision at all times.
15.0 Work-related Psychiatric Illness and Excess Stress	
15.1	Some stress at work is unavoidable and may have a positive effect. All reasonable measures have been and shall continue to be taken, however, to prevent the risk of work-related psychiatric illness and excess stress to employees. Poor attitude, behaviour or work performance and increased sickness absence may indicate that an employee is suffering from excess stress/psychiatric illness.

15.2	Any employee who suspects that he/she may be suffering from a work-related psychiatric illness or excess stress, should inform his/her Line Manager, Human Resources Manager or any other member of management whom the employee feels comfortable to address as soon as possible.
15.3	As far as reasonably practicable, MCL shall take steps to alter any working conditions and arrangements or workload which are found to cause the employee's psychiatric illness/excessive stress quickly and adequately. Reasonable efforts shall be made to reduce the risk of future recurrence of such work conditions, arrangements or workload (in association with the work grade of that employee).
16.0 Violence, Harassment and Bullying	
16.1	All reasonable precautions have been and shall continue to be taken to prevent the risk of violence (defined by the HSE as <i>any incident in which an employee is abused threatened or assaulted in circumstances relating to their work</i>) against employees and of harassment or bullying of employees at work. However, should employees be subjected to violence, bullying or harassment at work, they are encouraged to report the matter to the Human Resources Manager at the earliest opportunity, or to any other member of management whom they feel comfortable to address. Employees may then follow the relevant procedure set out in the Anti-harassment Policy in force from time to time.
16.2	All complaints of harassment, bullying or violence will be taken seriously and shall be investigated fully, promptly and objectively. As far as reasonably practicable, MCL shall take steps to keep the employee's identity and complaint, the identity of the alleged offender and the investigation, confidential. If the result of the investigation so merits, disciplinary action shall be taken against an offending employee.
17.0 Health Surveillance	
17.1	As necessary and appropriate and having regard to the work they do and identified risks related to it employees shall receive health surveillance. In certain cases this might be a prerequisite for any job-offer and/or continuation of work. Records of all checks shall be kept safely and confidentially (as required by law). Refer to Rail Safety Manual for additional duties.
18.0 Mobile Phones	
	<p>Mobile phones must not be used whilst in control of a vehicle. It is an offence to use a mobile phone whilst driving. The law currently permits the use of an appropriate hands free unit whilst driving but it can be used as evidence if the driver is on the phone during an accident; and will count against the driver even if the accident was not their fault.</p> <p>Company policy is that no employee shall use their mobile phone whilst driving and all calls for the duration of the journey must be diverted to voicemail or to the MCL office.</p>

19.0 Electrical Equipment	
19.1 Generally	
	All electrical equipment must be safe and suitable for its intended use and must be used in accordance with manufacturer's instructions and information, instructions and (where appropriate) training provided. In particular:
19.2	<ul style="list-style-type: none"> a) Electrical equipment must never be used with wet hands. b) Earth connections must not be interfered with. c) Electrical equipment must be positioned safely and securely (i.e. not too close to walls and partitions allowing for adequate ventilation and cooling). d) Conductors and liquid containers (i.e. a cup of tea) must be kept clear of all electrical equipment. e) Electrical equipment and the mains supply must not be overloaded.
19.3	All electrical equipment and its location shall be recorded to enable necessary tests to be made.
19.4	All electrical equipment will be visually inspected and tested regularly and should normally bear a record or sticker to show this. The results of testing shall be recorded. Out of date equipment must not be used.
19.5	Faults can occur between checks. Therefore, employees should look out for and pay particular attention to the following potential faults/defects:
19.6	<ul style="list-style-type: none"> a) Damage to the insulating sheath around an electrical cable. b) Damage to a plug. c) Joints in the cable, other than proprietary cable connections. d) Damage to the external casing of equipment. e) Overheating (this may be evidenced by burn marks or discolouration to plugs, casing or cables). f) Evidence of inappropriate use, i.e. if equipment is wet. j) Any loose connections.
19.3	<p>Employees must report any fault or defect which they notice in any electrical equipment to the Company's Safety Advisor as soon as they discover it. Faulty or defective equipment should not be used until repaired.</p> <p>If electrical equipment cannot be repaired immediately, it should be disconnected and isolated from the mains supply.</p> <p>All equipment shall have a means of isolation which is easily accessible and identifiable. The isolation must be secured (i.e. by removing the plug) or, if this is not possible or cannot be done safely, by attaching a clear notice (i.e. DO NOT USE – FAULTY EQUIPMENT). Barriers must be used where necessary.</p>

20.0 Portable Electrical Equipment	
20.1	The use of any portable electrical equipment which is not owned by MCL must be authorised in advance by the relevant Director. The equipment must be tested regularly by a trained and competent person in accordance with the Company's procedures.
20.2	Portable equipment should be connected to the nearest socket outlet available. Special attention should be paid to the condition of any flexible cable and its termination at the portable equipment and plug. Where possible, double insulated equipment should be used.
20.3	All new portable electrical equipment should be of low voltage (and, where possible, cordless) or double insulated.
21.0 Fuses and Similar Devices	
21.1	When using any equipment, the smallest fuse compatible with it should be used to protect the equipment and flexible cable and to reduce the risk of fire.
21.2	Employees must not replace fuses. Fuses shall be replaced only after the reason for the fuse blowing up has been ascertained and the cause remedied. Only proper cartridge fuses may be used for replacement.
21.3	A main board fuse must never be replaced except by a competent electrician.
21.4	Residual current devices (RCDs) shall be used in areas of hazard (i.e. where water has to be used near electrical equipment). Plug-in RCDs must be manufactured to BS 7071.
22.0 Electrical Cables	
22.1	Flexible cables must be of the correct size for the load to be carried and must be sheathed with rubber or PVC. The outer sheath of every flexible cable must be firmly clamped to stop the wires pulling out of the terminals.
22.2	Flexible cables must not be used for voltages above 240v or a loading greater than 3 kilowatts. Cables must also be kept away from hot surfaces. Where contact with hot surfaces is inevitable, suitable insulation is obligatory. Twin core cables, such as bell wire and twisted flex must not be used on 240 volts.
22.3	All flexible cables must be examined frequently to ensure that they are free of damage and that earth continuity is maintained. Trailing, frayed and loose cables must be reported immediately.

22.4	Flexible cables of excessive length should not be used. In so far as this is practicable, there shall be sufficient socket outlets to avoid the need for long flexible cables or extension cables. Extension cables should be used with caution and must be joined by proper plugs and sockets.
22.5	In so far as possible, all cables must be:
	<ul style="list-style-type: none"> a) Kept clear of the floor or be protected to prevent heavy objects being placed or dropped on them or people walking or tripping over them. b) Protected where they pass over or round sharp objects or corners. c) Kept clear of radiators and pipework. d) Laid to avoid being trapped in doors.
22.6	Only one cable should be used from any single plug, except where 2, 3 or 4 way multiple sockets are available, but in such case, the total load must not exceed 3 kilowatts.
23.0 Fire Hazards	
23.1	Equipment which is not in regular use should be unplugged. All equipment should be switched off and/or unplugged before cleaning or making adjustments. Where possible, tools and power socket outlets should be switched off before plugging or unplugging.
23.2	Only dry powder or carbon dioxide extinguishers may be used on electrical fires. Water and water-based extinguishers must never be used on electrical equipment or flammable liquid fires.
23.3	In the event of fire, the fire alarm must be raised immediately and the fire procedure outlined elsewhere followed.
23.4	All electric incidents/accidents must be reported to the Company's Safety Advisor in accordance with the procedure set out in this Policy's section on Reporting of Accidents.

24.0 Electricity-related Injuries	
24.1	In the event of any person suffering electric shock, it is important to:
24.2	<ul style="list-style-type: none"> a) Raise the alarm. b) Turn off the power and, if possible, isolate the supply. c) Call the appointed person(s) (who take charge in case of injury/illness). Medical help must be called if the victim seems to be unconscious. d) If it is not possible to turn off the power do not touch the victim, but try to move them out of contact with the live equipment using a non-conductive object such as a wooden broom handle (i.e. by moving the equipment). In so far as possible, the victim should not be moved. e) If the person is breathing place them in the recovery position to maintain an open airway and allow the mouth to drain if necessary. f) If the person is not breathing the first aider should apply mouth to mouth and in the absence of a pulse, chest compressions. g) If the person regains consciousness treat as for normal shock. h) Remain with the person until medical help arrives.
24.3	All electrical burns (other than very minor and superficial burns) must be inspected by a qualified medical practitioner. Burns can be cooled with clean water and covered with a clean dry cloth or burn dressing. Do not apply lotions, creams, or ointments to the wound area.
24.4	All electricity-related injuries must be reported to the Company's Safety Advisor in accordance with the procedure set out in this Policy's section on Reporting of Accidents.

Work Equipment

25.0 Work Equipment - General Precautions	
25.1	Work equipment includes any machinery, appliance or tool which is used by an employee at work and includes computers, photocopiers and printers/plotters as well as hand tools used by staff undertaking surveys and inspections. It may include equipment not in the Company's ownership (i.e. equipment which is owned privately by an employee or hired-in).
25.2	Incorrect and/or careless use of equipment can result in personal injury to any person and damage to property or equipment.
25.3	All equipment must be used with due care for its intended purpose and in its intended condition of use only. Equipment must be used in accordance with its instructions for use and any applicable directions and training.
25.4	Where necessary, employees shall receive information, instruction and training before they begin to use any equipment (and thereafter, if necessary). This shall include information about potential hazards, safe conditions and methods of use, use of protective equipment, possible emergencies and emergency action. Only trained and authorised employees may use hazardous equipment. Use of hazardous equipment by unauthorised employees may result in disciplinary action.
25.5	All equipment must be maintained in a safe and efficient condition and good repair. Storage and maintenance must be suitable for the specific equipment. Where necessary, equipment shall be inspected to ensure that it is safe for use without risk of injury or damage and appropriate records shall be kept up to date.
25.6	Employees are required to report any fault/defect which they notice in any work equipment or safety device attached to it or any personal protective equipment to the Company's Safety Advisor immediately on discovering the said fault/defect. Equipment must not be used until defects/faults have been rectified unless it has only minor defects which do not carry risk to health and safety.
25.7	Where necessary, safety devices shall be attached to equipment (i.e. protective devices, markings or warnings). Equipment must be operated with or in accordance with any safety devices attached to it. Safety devices must not be removed, circumvented or otherwise tampered with. An employee, who removes, circumvents or otherwise tampers with a safety device may be subject to disciplinary action (including, where appropriate, dismissal).
25.8	Where appropriate, employees shall be provided with Personal Protective Equipment. Employees must use such equipment at all times when operating, working or being in the vicinity of the relevant equipment.

25.9	When buying new work equipment or disposing of old equipment, relevant legal requirements and product safety regulations shall be followed. For example, all new equipment must carry the CE mark or appropriate international kitemark.
25.10	Employees may not take any work equipment out of Company premises, except with the prior authorisation of their Department Manager.

Emergencies

26.0 Emergencies - General Precautions	
26.1	In the event of any emergency, the fire alarm will sound and a designated employee ("the designated employee") shall assume control, ensure the evacuation of all persons present to their assembly point(s), contact the emergency services when required and ensure compliance with any relevant emergency procedure.
26.2	The paramount consideration in all cases of emergency is personal safety. For the duration of any emergency, the designated employee has overall control. Employees and visitors are required to co-operate with instructions given to them by the designated employee present at the scene and to use common sense. Employees and visitors are advised not to rush or attempt to pass others when leaving the scene of an accident.
26.3	All exits and exit routes must be kept clear and must allow safe and free passage in the event of an emergency.
26.4	It is the responsibility of the Company's Safety Advisor to remind employees of the correct emergency procedure at least once every six months.
27.0 Emergencies - Disabled Employees and Visitors	
27.1	It is the responsibility of Directors (for work, work areas, employees and visitors in their departments) and the Company's Safety Advisor (for all work, work areas, employees and visitors of the business) to be aware of any disabled employee or visitor in their work area and in the event of an emergency, in addition to following the normal emergency procedures, to arrange for assistance for disabled employees/visitors and inform the designated employee of this.
27.2	Disabled employees/visitors with impaired mobility (i.e. anyone who cannot without the assistance of another use stairs to leave a building) who are on a ground floor should, in case of an emergency, wait until the initial rush is over and then evacuate the building. If such an employee/visitor is on another floor, he/she must inform at least two persons of his/her location as soon as an emergency occurs and ask them to inform the designated employee/emergency services. The employee/visitor should then proceed to a designated/protected escape area which will be separated from fire by fire-resisting construction and await assistance (protection lasts at least 30 minutes). The employee/visitor may ask someone to stay with them, whilst waiting for assistance. Should a disabled employee/visitor have to be evacuated and this is safe, the power to the lift will be restored. Otherwise the employee/visitor shall be evacuated through the building or by the stairs by the emergency services.

27.3	Employees/visitors with impaired hearing who cannot hear the fire/emergency alarm must inform the Company's Safety Advisor about this and avoid working in isolated areas. If such an employee/visitor must work alone, he/she must ensure that someone knows where he/she is and will inform them, in case of an emergency.
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Fire Precautions and Procedures

28.0 Precaution Measures	
28.1	All employees and visitors are required to familiarise themselves with the position of fire alarms, telephones and fire extinguishers nearest to them and their place of work and of all exits and routes to emergency exits of the building(s) in which they work or which they visit.
28.2	In addition, employees are required to know the sound(s) of the Company's fire alarm system and understand its/their meaning. The fire alarm system shall be tested weekly by a designated person in each office and the results recorded.
28.3	All areas have been and shall continue to be appraised periodically for risks from fire and all necessary preventative action taken.
28.4	All exits and exit routes must be kept clear and must allow safe and free passage in the event of fire. Corridors and staircases should not be used as working or storage areas. All exit doors should be able to be opened easily and immediately from within (in the direction of escape) and without the need for a key. Fire doors should be automatic self closing and not propped open at any time.
28.5	Emergency routes and exits shall be indicated by clear signs and, where necessary, shall be illuminated.
28.6	Fire alarms, detectors and extinguishers shall be inspected, tested and maintained regularly as appropriate to ensure that they are in an efficient state and working order and in good repair.
28.7	The fire evacuation procedure will be exercised at least once every six months in co-ordination and with the approval of the Company's Safety Advisor. The exercise will be reviewed by the Company's Safety Advisor and a report compiled. Employees and visitors must comply with the fire evacuation procedure on hearing a fire alarm. Failure to do so may result in disciplinary action.
29.0 In the event of Fire	
29.1	Any employee/visitor who discovers a fire is required to shout "FIRE" and activate the nearest fire alarm and alert the Fire Marshal. Fires should only be tackled if it is safe to do so, there is a clear escape route, there are fire extinguishers of the appropriate type and the employee/visitor is trained and confident in the use of fire extinguishers. Employees should not tackle fires larger than a burning wastepaper basket. If the employee/visitor considers it unsafe to tackle the fire, he/she should evacuate the premises immediately by the shortest possible route, go to his/her designated assembly point and report to the designated employee.

29.2	An employee/visitor who hears the fire alarm should leave the building immediately and report at his/her assembly point. If there is time, employees should close all doors and windows. Employees and visitors must not stop to collect personal belongings.
29.3	Employees/visitors must remain in their assembly point (or move to any other area when directed by the designated employee or emergency services) until authorised to re-enter buildings.
29.4	On completion of evacuation, the designated employee must be able to confirm that all employees and visitors evacuated the premises and/or whether there are any remaining employees/visitors within the premises and, if so, their identity.
29.5	Every event of fire shall be reported to and recorded in writing by the Company's Safety Advisor (immediately after the event) who shall report this to the Health and Safety Executive, as required by law. Any fire outbreak may be investigated and suitable procedures and/or arrangements put in place to prevent the future occurrence of similar incidents.
30.0 Fire Extinguishers	
30.1	Prompt and correct use of fire extinguishers can prevent a fire from spreading. The correct type of fire extinguisher must be used to avoid increased risk and danger to the operation. Training in use of fire extinguishers may be arranged through the Company's Safety Advisor. Water and water-based extinguishers must never be used on electrical or flammable liquid fires.
30.2	The majority of fire extinguishers now meet new colour coding standards with a red cylinder body and colour coded label. <ul style="list-style-type: none"> • Red with red label – water, used for tackling paper, textile, wood fires. Do not use on electrical or flammable liquid fires. • Red with cream label – foam, use for flammable liquid fires. Do not use on electrical fires. • Red with black label – CO₂, use on electrical fires. Do not use in confined spaces, do not hold the extinguisher cone when discharging. • Red with blue label – dry powder, use on liquid and electrical fires. • Fire blanket should be used on all electrical fires, flammable liquids and gases, solvents, petrol, oil and similar materials.

Bomb Alert Procedure

31.0 Procedure	
31.1	Anyone receiving a bomb threat or discovering a suspicious object/vehicle should inform the Company's Safety Advisor immediately and remain in the vicinity and make themselves known to the first security personnel arriving on the scene.
31.2	If a bomb threat is received, it is important to try to: <ul style="list-style-type: none"> a) Get answers to the questions "where is the bomb", "what time will it go off", "what kind of bomb is it", "why are you doing it" and "do you have a code word"? b) Assess the gender, age, Company, accent and state of mind (i.e. intoxicated or irrational) of the caller. c) Identify any noticeable background noise/distraction (i.e. traffic). d) Assess whether the call is from a public, mobile or private telephone.
31.3	If a suspicious object or vehicle is identified/found, it is important to: <ul style="list-style-type: none"> a) Note it's exact location and easily recognisable identifying features (i.e. registration number, name markings). b) Advise those present in the immediate vicinity to clear the area and remain at a safe distance. c) Detail in one's mind why suspicion was aroused.
31.4	Under no circumstances should anyone touch a suspicious object or vehicle.
31.5	Mobile phones and radio transmitters must not be used near a suspicious object/vehicle.

Emergency First Aid Treatment

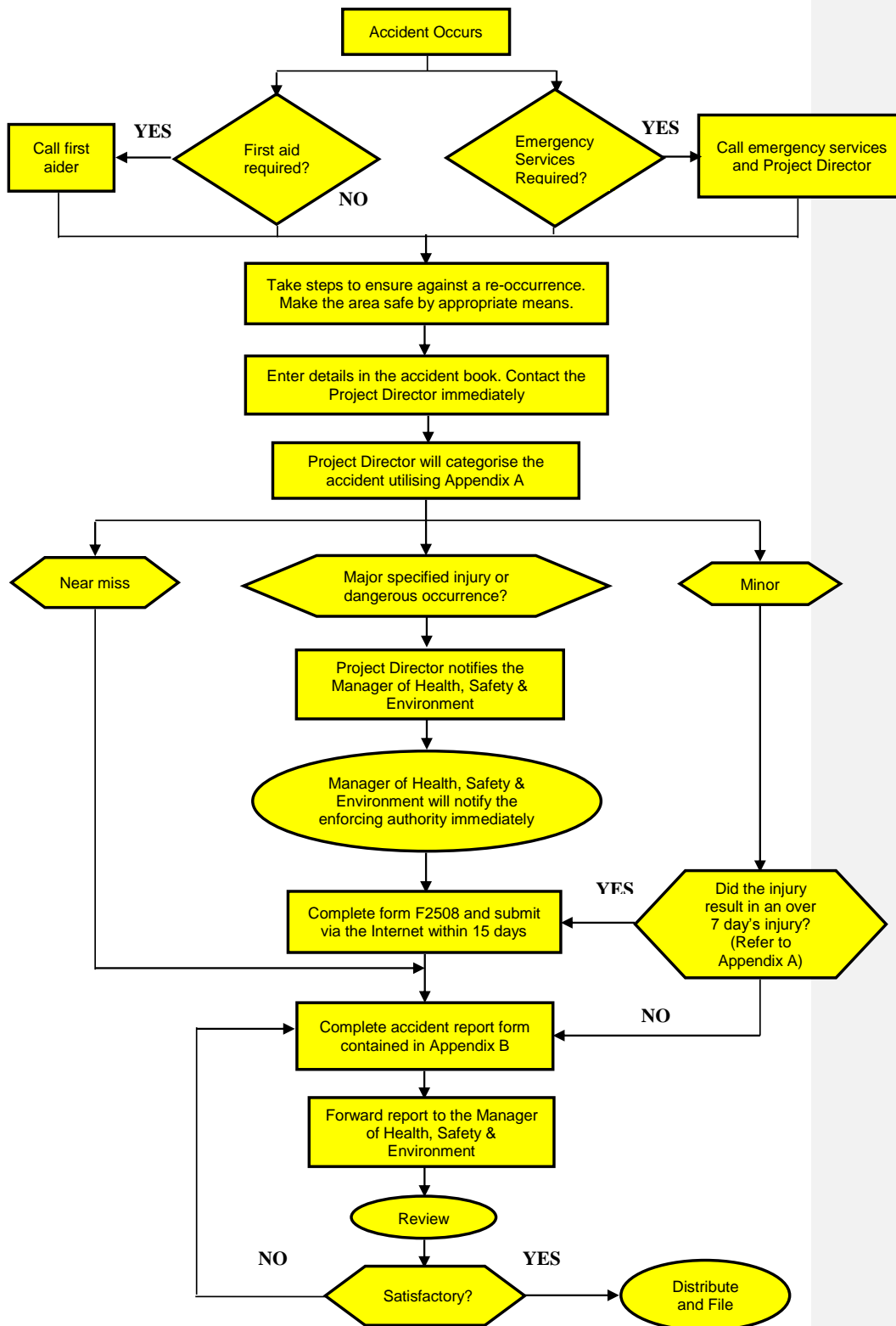
32.0 First Aid	
32.1	It is the responsibility of the Company's Safety Advisor to maintain adequately stocked first aid boxes, obtain (or make arrangements to obtain) first aid supplies, select and provide training to appointed person(s) (who take charge in case of injury/illness) and post a full list of their location and internal phone numbers and the location of first aid box(es)/authorised person on the office bulletin board.
32.2	First aid box(es) are located within each office, usually with the designated first aider. Employees are required to familiarise themselves as to the exact position of the first aid box nearest to them and the name of the person responsible for it. Mobile employees shall carry with them a first aid kit suitable for treating minor injuries.
32.3	<p>Where necessary, appointed person(s) (who take charge in case of injury/illness) shall be called to the scene of an accident/incident where they will assess the situation quickly and safely, call for appropriate help (and if suitably trained and certified) give early, appropriate treatment in a sensible order of priority. They will arrange for any injured person to be taken to hospital, see a doctor or go home (as appropriate) and ensure that an accident/incident report is completed and returned to the Company's Safety Advisor and that the office Accident Book is filled in.</p> <p>Unless there is an imminent threat to life, an injured person should not be moved except by the ambulance service or a suitably qualified person.</p>

Reporting & investigation of Accidents

33.0 Procedure	
33.1	<p>General Accidents at Work</p> <p>Any accident at work or in connection with work (whether involving an employee, visitor or other person, whenever and wherever it occurs on Company premises) must be reported immediately and fully to the Company's Safety Advisor (first by e-mail and then in writing) who shall arrange for the accident to be investigated and for a written report to be prepared).</p>
33.2	<p>Notification of Major Injuries and Dangerous Occurrences</p> <p><i>It is fortunate that in our type of business reportable events will be rare, however, the following procedures must be followed in the event of a serious accident or incident.</i></p> <p>It is the responsibility of the Company's Safety Advisor to report to the appropriate enforcing authority by quickest practicable means (Local Authority Environmental Health for MCL office, Health and Safety Executive for construction sites) the incidents described in clauses a) to d) below, in the manner prescribed by law:</p>
	<p>a) Any accident (whether involving an employee, visitor or other person, whenever and wherever it occurs on Company premises) arising out of or in connection with work and resulting in death or major injury (i.e. amputations, most fractures and major dislocations, temporary or permanent loss of sight, serious injuries from electrical accidents, most injuries leading to loss of consciousness, acute illness which results from exposure to harmful substances or biological agents, injuries following an assault at work).</p> <p>b) Any accident (whether involving an employee, visitor or other person, whenever and wherever it occurs on Company premises) arising out of or in connection with work and resulting in injury requiring hospitalisation for more than 24 hours or any other injury which results in an employee being absent from work for more than 3 days (including non-work days) after the day of the accident.</p> <p>c) Any dangerous occurrence (whether involving an employee, visitor or any other person, whenever and wherever it occurs on Company premises). Examples of dangerous occurrences include (but are not limited to) collapse of scaffolding over 5 metres high, overturning or lift/lifting equipment failure, electrical short circuit or overload causing fire or explosion, unintended collapse of any building or structure under construction involving a fall of more than 5 tonnes of material, explosion or fire causing suspension of normal work for over 24 hours, accidental release of a substance which may damage health.</p> <p>d) Any reportable work-related disease which an employee suffers (i.e. occupational dermatitis, skin cancer or acne, lung diseases such as occupational asthma and asbestosis, infections such as hepatitis, leptospirosis, legionellosis, tuberculosis and tetanus, occupational cancer and hand-arm vibration syndrome).</p>
33.3	<p>Every report to the Company's Safety Advisor and to the Enforcing Authority must include the date, time and place of injury, disease or occurrence, personal details of those involved and a brief description of the nature of the event/disease.</p>

33.4	Records of any reportable injury, disease or dangerous occurrence shall be kept by the Company's Safety Advisor in the appropriate Accident Book for at least 3 years from the date of the record.
33.5	<p>Responsibilities</p> <p>Site operatives</p> <p>Must ensure all accidents and cases of near misses are reported to the site supervisor and/or the project manager.</p> <p>Site supervisor</p> <p>Responsible for:</p> <p>Ensuring all accidents and incidents are recorded and the MCL Accident Report Book is completed together with the Project Accident Report book;</p> <p>Advising if the emergency services are required;</p> <p>Ensuring that contact is made with the MCL management office, the Client unit manager and if required, the subcontractors line manager;</p> <p>Ensuring that no one leaves the work site or disturbs the accident scene if there is reason to believe an investigation is required; and</p> <p>Initiating a 'For Cause' screening if it is thought that an intoxicating substance might have been a possible cause of the incident.</p> <p>First aider/appointed person</p> <p>Responsible for ensuring that the administering of First Aid treatment and/or ensuring the injured person is comfortable and further ensuring where emergency services are required, they are called for. The first aider must ensure the injured party completed the site accident book or he should complete it on their behalf.</p> <p>Project manager</p> <p>Responsible for:</p> <p>Ensuring that an investigation of all accidents and cases of near miss are undertaken;</p> <p>Completion of the MCL Accident Report Book</p> <p>Isolation of the site/location of the accident or near miss until an investigation has taken place;</p> <p>Informing, where necessary, the projects director;</p> <p>Ensuring that the Project Accident Report Book is completed;</p> <p>Undertaking and/or assisting the project director in any subsequent investigation; and</p> <p>Ensuring that all recommendations and remedial actions as a result of any accident or near miss investigation are fully implemented.</p>

<p>Project director</p> <p>Responsible for:</p> <p>Ensuring that all accidents and near misses are investigated;</p> <p>Ensuring that the director responsible for Health and Safety is notified of all events</p> <p>Ensuring that clearly defined recommendations following any event are clearly communicated throughout the company to employees and subcontractors.</p> <p>Manager responsible for health, safety & environment</p> <p>Responsible for:</p> <p>Ensuring that the appropriate Enforcing Authority is informed;</p> <p>Advising the MCL board of directors in respect of steps necessary to avoid a re-occurrence</p> <p>Assisting the Enforcing Authorities in any subsequent investigation.</p> <p>Procedure</p> <p>Detailed on the process Flow Diagram below is the company Accident & Near Miss Reporting procedure.</p> <p>Also refer to the Health, Safety & Environmental Procedures Manual Section 4.16 for guidance in respect to Investigation techniques.</p>



Site Safety Issues

The following pages relate to Martin Childs Limited's staff resident on or visiting construction sites or undertaking site inspections or surveys and should be read in addition to and not excluding the foregoing general Health and Safety Policy and procedures.

34.0 Working at Height	
34.1	<p>Generally</p> <p>When working at heights, employees must produce a Risk Assessment for all works where as stated in the Regulations:</p> <p>“A place is ‘at height’ if (unless these Regulations are followed) a person could be injured falling from it, even if it is at or below ground level.” “Work” includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.</p> <p>For instance, a sales assistant on a stepladder would be working at height, but would not be applied to a mounted police officer on patrol.</p> <p>All necessary precautions must be taken to avoid the risk of falling and dropping of objects to the ground.</p> <p>Duty Holders’ Responsibilities</p> <p>The Regulations require duty holders to ensure:</p> <ul style="list-style-type: none"> • All work at height is properly planned and organised. • All work at height takes account of weather conditions that could endanger health and safety. • Those involved in work at height are trained and competent. • The place where work at height is carried out is safe. • Equipment for work at height is appropriately inspected. • The risks from fragile surfaces are properly controlled. • Risks from falling objects are properly controlled. • Ensure that no work is carried out at height if it is safe and reasonably practicable to be carried out other than at height. • Ensure that the work is properly planned, appropriately supervised and carried out in as safe a way as is reasonably practicable. • Plan for emergencies and rescue. • Take account of the Risk Assessment carried out under Regulation 3 of the Management of Health and Safety at Work Regulations. <p>To this end, employees should only work behind properly erected edge protection by way of a barrier with an intermediate rail and a top rail set to a height of approximately 950 and 470mm respectively with a toeboard of 150mm minimum. Where this is not available our staff will be expected to remain not less than 2.0 metres from an exposed edge with a defined edge using tape or other means as a barrier.</p>

	<p>Fall arrest or fall restraint equipment (Bosun's chair/safety harnesses) must only be used by persons trained and competent in their use and correct fitting. They must have had the harness tested prior to use.</p> <p>The Bosun's chair/harnesses must be adequately anchored to the structure at all times.</p> <p>In addition, when working at a height, special care must be taken to avoid risks to the health and safety of persons below. Equipment must be secured where appropriate and "KEEP CLEAR" or "FALLING ZONE" notices must be posted</p>
35.0 Safety Harnesses	
	<p>Safety lines fitted to safety belts must limit a fall to 0.6 metres. Where it is necessary to have a fixed length line which permits a longer fall, a full harness must be worn together with a shock absorber. In any event, the line must not allow a fall of more than 1.8 metres. In a situation where a fixed-length line would not limit a free fall to 1.8 metres or less, an inertia reel type safety line must be used with a full harness. Safety lines/belts/harnesses must be stored properly, in accordance with instructions. Should they be found to be defective (i.e. damaged accidentally or through shock loading), they must not be used.</p> <p>Before undertaking work using a harness each individual must ensure:</p> <ol style="list-style-type: none"> 1. They have received suitable training in the use of the equipment. 2. They are competent to put on and adjust the equipment to fit correctly. 3. There are suitable and sufficient anchor points to clip to. 4. There is a safe system of work in place. 5. There is an emergency recovery plan in place should they fall.
36.0 Scaffolding	
	<p>General access scaffolds and mobile towers must be assembled and modified by properly trained and competent persons. A minimum walkway of 600mm will be provided. Refer to Working At Heights above.</p> <p>It is Company policy that MCL staff will not be trained in these skills and are therefore under no circumstances to interfere with, adapt, adjust or alter in any way any scaffold, staging or tower.</p>
37.0 Ladders and Steps	
37.1	<p>Generally <i>With the exception of lightweight sectional (surveyors) ladders or office steps MCL will not own access equipment. All steps, ladders and pulpit style platforms will be hired in or used by permission of a contractor. Also refer to Working at Heights above.</i></p> <p>All use of ladders must be risk assessed as per the Working at Heights Regulations 2005. Prior to all use of ladders they must conform to the duty holders' responsibilities Regulation 16 as listed above.</p> <p>Staff using such equipment must be aware of the following guidelines:</p> <p>Ladders and other access equipment must be inspected regularly, including before</p>

	<p>and after use. If any defect is found, remedial action must be taken immediately and the ladder/access equipment must not be used until such remedial action has been completed (report this to the Company's Safety Adviser). Wooden ladders/access equipment must not be painted. They must be checked for rot, decay, mechanical damage, splintering and wear and tear of the stiles, head and foot of the stiles and rungs. Metal ladders and access equipment must be checked for corrosion and excessive wear, oxidation, distortion and twisting.</p> <p>Work should not be carried out from a ladder unless a Risk Assessment states that it is the safest access.</p> <p>A ladder must not be used if any of the following restrictions are not satisfied. This includes work where:</p> <ul style="list-style-type: none"> • Two hands are required. • The work is at excessive height. • Where the ladder cannot be secured or made stable. • The work is of long duration. • The work area is very large. • The equipment or material to be used is heavy or bulky. • The weather conditions are adverse. • There is no protection from vehicles.
37.2	Whenever using a ladder, employees must ensure that it is placed securely to prevent it from slipping or falling. A ladder must stand level, on firm footing, at an angle of 75 degrees. The ladder must be supported to prevent undue swaying or sagging.
37.3	Ladders used in independent tied tubular scaffold will invariably be timber "pole" ladders, which should be firmly and levelly footed, tied at the top to the scaffold and pass the step off point by not less than 1 metre.
37.4	Ladders longer than 3 metres should be securely fixed at the upper end or, if this is not practicable, near the lower end. If neither of these is practicable and the ladder is less than 6.5 metres long, a person must hold the ladder at its foot to prevent it slipping.
37.5	Overreaching and the carrying of loads should be avoided when using a ladder. Staff are advised to maintain three points of contact with the ladder at all times.
37.6	A sectional/surveyor's ladder should not be pulled up to gain access to an upper level.

38.0 Mobile Elevating Working Platforms (MEWPS)

MCL staff must only use a MEWP (cherry picker) if trained and competent to do so. Otherwise they must utilise a trained and competent person to operate the equipment. MCL staff should be aware of the following general requirements for the safe use of a MEWP:

- The mobile elevated work platform must never be moved in the elevated position.
- It must be operated on level and stable ground.
- The tyres must be properly inflated and the wheels immobilised.
- Outriggers should be fully extended and locked in position.
- Due care must be exercised with overhead power lines and other obstructions.
- All occupants of the working platform should wear safety harnesses securely fixed to the platform.
- There should be an emergency plan in place in case of machine failure.

39.0 Asbestos	
39.1	<p>Generally</p> <p>Asbestos was widely used in the UK between the 1950s and 1980s (e.g. asbestos insulation board, asbestos cement, pipe lagging, etc. Consequently, it is likely that asbestos is present in all buildings erected, refurbished, altered or improved during the last century. MCL will undertake Risk Assessments and surveys of its own offices to establish a suitable management plan. All reasonably practicable steps will have been taken to prevent and, where not possible, reduce to the lowest level possible the exposure of employees and visitors to asbestos.</p>
39.2	<p>Where MCL staff act as designers on Client property they will be expected to ask for copies of the Asbestos Management Plan, Health and Safety Files, Asbestos Surveys, etc. before undertaking surveys or investigation works and where these are not available to urge the Client to have the relevant level of survey undertaken. Advice is available from the Company's Safety Advisor.</p>
39.3	<p>There are no circumstances under which MCL employees will be expected to work in areas where they may be exposed to asbestos fibres released by construction activities.</p>
39.4	<p>An employee who uncovers hidden material or dust which he/she suspects may contain asbestos must stop work immediately and contact the Company's Safety Advisor who shall arrange for the material/relevant area to be inspected (and, if necessary, closed down) and for asbestos to be removed.</p>
39.5	<p>All asbestos removal must be carried out under controlled conditions by an HSE licensed asbestos removal Company. Employees must not attempt to carry out asbestos removal works under any circumstances.</p>

40.0 Personal Protective Equipment (PPE)	
40.1	<p>Generally MCL will provide PPE appropriate for the risks involved and suitable for the job at hand and the particular employee undertaking the task. It will be issued whenever there is a risk to health and safety which cannot be adequately controlled by alternative means. Personal Protective Equipment must be used or worn in accordance with instructions for use and directions and training given.</p>
40.2	Any employee whose work may involve a risk for whatever period of time of:
	<ul style="list-style-type: none"> a) Falling or flying particles of dust, chemical or metal splash, projectiles, gas and vapour or radiation, shall wear goggles or face screens. b) Falling or flying objects, risk of head bumping or hair entanglement, shall wear a helmet, bump cap, skull cap, hats or cape hoods as may be appropriate. c) Excessive noise or sound pressure, shall wear adequate ear protection such as ear muffs or ear plugs. d) Extremes of temperature, adverse weather, contaminated dust or spray from pressure leaks or spray guns, shall wear suitable overalls, boiler suits or other special protective clothing as may be appropriate. e) Abrasion, extremes of temperature, cuts, impacts, punctures, electric shock, vibration or skin infection or disease, shall wear gloves, gauntlets, mitts or armlets as may be appropriate. f) Wet surfaces, foot punctures, slipping, cuts, falling objects, abrasion, metal and chemical splash or electric build-up, shall wear safety boots/shoes, gaiters, leggings or spats as may be appropriate. g) Dust, vapour, gas or oxygen deficient atmosphere, shall use/wear breathing apparatus, filter face piece or respirator or air-fed helmets as may be appropriate.
40.3	In all cases, employees must wear adequate footwear and clothing for their work/work area. Jewellery and loose clothing should not be worn where there is a risk of entanglement, drawing-in and entrapment and long hair must be protected by suitable headgear.
40.4	Personal Protective Equipment must be maintained and stored properly and in accordance with any relevant instructions (i.e. manufacturer's maintenance schedule). Any defects must be reported immediately on their discovery to the Company's Safety Advisor.

41.0 Lifting Equipment	
41.1	<p>Generally</p> <p>The Company operates lifting equipment as defined by the appropriate Regulations. Employees may only operate such equipment when trained, competent and qualified to do so, which includes any equipment used at work for lifting or lowering loads or people and any attachment used for anchoring, fixing or supporting it. Examples include forklifts, hoists, lifts, cranes, mobile elevating working platforms (MEWPS) or cherry pickers, chains, ropes and slings and eyebolts.</p> <p>Crane lifts on site will be sub-contracted and employed only on a "contract lift" basis The following information is for general guidance only.</p>
41.2	Lifting equipment must be:
	<ul style="list-style-type: none"> a) Strong, stable and suitable for its particular use. Any load attached to lifting equipment shall also be suitable. b) Marked to indicate safe methods of use and safe working loads. If trained and competent to do so employees must operate equipment in accordance with its marking and must not load it beyond safe limits. c) Positioned or installed in such a way so as to prevent the risk of injury. d) Thoroughly examined by a competent person after installation or assembly and before being put to service, where safety depends on the installation or assembly condition. e) Inspected regularly and tested periodically as may be specified by law by competent persons with an appropriate report being drawn (if necessary).
41.3	Any lifting equipment which is used to lift or carry people must be suitable and safe for this purpose and must be marked accordingly. The equipment shall be tested and inspected regularly, as required by law.
41.4	All lifting operations must be carried out in a safe manner by employees who are properly trained for the task. In addition, all lifting operations must be planned and supervised.
41.5	No employee may ride mobile work equipment unless it is suitable for that purpose, incorporates all necessary safety features and the employee is properly trained for riding the specific equipment e.g. MEWPs.
41.6	Only authorised employees who are trained to the standards specified in the Approved Code of Practice "Rider Operated Lift Trucks – Operator Training" may operate forklifts.

42.0 Electricity and Electrical Equipment Overhead Power Lines and Electrified Rails	
42.1	<p>Generally</p> <p>It is important to note that electrocution by high voltage electricity is normally instantly fatal. Electricity can flash from overhead power lines up to 18 metres, even if the power line is not touched by plant/equipment. On discovering a person who has been electrocuted by high voltage electricity the police and electricity supply Company must be informed. If the person affected remains in contact with or within 18 metres of the electrical cable they should not be approached within 18 metres until the supply has been switched off and the clearance has been given by the emergency services.</p> <p>Wherever possible, when working near overhead lines, the owner of the lines should be asked in advance to switch them off or, if this is not possible, be consulted about the safe working distance from the lines. Where overhead cables are not switched off, work must be carried out at a safe distance.</p>
42.2	<p>When working near electrified railways/tramways, the line or track operating Company must be consulted in advance.</p> <p>Refer to Rail specific Health and Safety Guidance and Procedures.</p>
42.3	<p>Where possible low voltage, cordless, air, hydraulic or hand-powered tools should be used (especially for work outdoors). Equipment used on construction sites should be reduced by transformer to a maximum 110v and centre tapped to earth</p>

43.0 Radiation Hazards Non-ionising Radiation	
43.1	<p>This includes infra red, visible light including laser, ultraviolet and microwave radiation.</p> <p>Exposure to non-ionising radiation should be restricted by use of shielding. Where shielding is difficult, i.e. because an employee works outdoor in the sun, Personal Protective Equipment (e.g. suitable clothing and sunscreen/sunblock) should be used.</p> <p>The exposure of other persons in the vicinity must be considered and, where necessary, avoided.</p>
44.0 Ultra-violet Radiation	
44.1	<p>Electric arc welding often involves sources of intense UV radiation which may damage eyes and skin. As much as possible, the work-piece or work area should be shielded and those working in the area should wear eye protection. Access should be restricted in so far as possible, to prevent others from entering the area unprotected.</p>
45.0 Microwave Equipment	
45.1	<p>There shall be arrangements for periodic examination of radiation levels outside microwave ovens. Damaged microwave ovens must be labelled as such, their plug removed (where this can be done safely) and a notice attached saying "FAULTY OVEN – DO NOT USE". A defective oven must not be used until fully repaired. Any fault/damage must be reported to the Company's Safety Advisor.</p>
45.2	<p>No-one should look along the wave guide where a microwave apparatus is in use or examine a highly directional radiator at close quarters.</p> <p>Personnel should not work adjacent to mobile phone masts, microwave transmitters, etc. without first obtaining safety information from the owner.</p>
46.0 Ionising Radiation	
46.1	<p>It is extremely unlikely that any staff will encounter ionising radiation during the course of their employment.</p> <p>Principal workplaces where this might be encountered among our Clients are the nuclear industry, medical centres (hospitals and research centres) and Universities.</p> <p>The effects of ionising radiation depend on:</p> <ul style="list-style-type: none"> • The size of the dose – the higher the dose the more serious the effect. • The area or extent of the body exposed. • The duration of the exposure, a long exposure to a low dose is likely to be less harmful than a short exposure to a high dose.

	<p>Protection is obtained by a combination of shielding, time and distance:</p>
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- Shielding – is the best method and involves placing a physical shield between the worker and the source. The thicker and denser the shield the more protection is obtained.
- Time – reduce the time exposed and therefore reduce the accumulated dose.
- Distance – the effect of the radiation decreases as the distance between the source and the worker increases.

47.0 Work Related Noise	
47.1	<p>Generally It is extremely unlikely that MCL staff will encounter the noise levels described below within our normal office environment. As an indication a quiet office will be around 40 - 50 dB (A), a loud radio around 65 - 75 dB (A). Every extra 3 dB (A) is a doubling of the noise level.</p> <p>Site staff Wherever there is a noisy work environment (i.e. an employee needs to shout to communicate with a person about 2 metres away), the Company's Safety Advisor should be informed and shall arrange an assessment of noise levels. A record of any assessment shall be kept until a new assessment is made.</p>
47.2	<p>If noise or sound pressure exceeds the level prescribed by law (85dB (A) lepd), steps shall be taken to reduce the noise/sound pressure to the lowest level reasonably practicable. Where noise level is between 85dB (A) and 90dB (A) lepd, employees shall be supplied with ear protection (i.e. ear muffs or ear plugs) which they are advised to wear and with information about the risks involved. Where noise levels exceed 90dB (A), employees shall be supplied with ear protection which they must wear whenever they are in any area of such high noise ("a hearing protection zone") and with information about the risks involved.</p>
47.3	<p>Where necessary and so far as this is reasonably practicable, hearing protection zones shall be marked with appropriate notices.</p>
47.4	<p>Ear protectors must be maintained and stored properly and in accordance with any relevant instructions (i.e. manufacturer's maintenance schedule). Any defects must be reported immediately on their discovery to the Company's Safety Advisor.</p>
47.5	<p>Any employee who, on a daily basis, is exposed to noise of at least 90dB (A) lepd on average (disregarding any ear protection equipment), who works for more than a few weeks in any 12 month period in an environment where noise levels are at least 95dB (A) lepd, or who is exposed to higher noise levels for very short periods of time, shall be offered regular hearing checks.</p>

Confined Spaces

48.0 Confined Spaces	
48.1	<p>Generally A confined space can be any place that is substantially but not always entirely enclosed, where there is a reasonably foreseeable risk of injury from conditions and or hazardous substances in the place or nearby.</p>
48.2	<p>Definition</p> <p>Confined space It is defined as any place including a chamber, tank, silo, pit, trench, pipe, sewer flue, well or similar space which by reason of its enclosed nature poses a <i>specified risk</i>.</p> <p>Specified risk A risk to any person at work of:</p> <ul style="list-style-type: none"> • Serious injury arising from fire or explosion. • Loss of consciousness arising from an increase in body temperature. • Loss of consciousness or asphyxiation arising from gas, fume, vapour or lack of oxygen. • Drowning arising from an increase in the level of liquid. • Asphyxiation arising from a free flowing solid or because of entrapment by it. <p>Hazards from asbestos, biohazards (hepatitis, leptospirosis, Legionella, tetanus, AIDS from sharps), etc. are additional risks that may be encountered in confined spaces and will be subject to additional control measures.</p>
49.0 Work in Confined Space	
	<p>No member of staff will enter a confined space posing a specified risk for any purpose unless it is not practical to achieve that purpose without such entry.</p> <p>Other than in an emergency no member of staff shall enter, carry out work or leave a confined space unless there is a safe system of work in place relevant to the specified risks (see above for specified risks).</p> <p>No member of staff shall enter a confined space posing a specified risk unless they have undergone specific detailed training whether acting as a rescuer, watcher or are actually carrying out the work inside the confined space.</p> <p>No member of staff will enter a confined space unless and until a detailed Risk Assessment is in place, prepared by a competent person and forming part of a permit to work applicable to the particular task in the confined space.</p> <p>No member of staff will enter a confined space posing a specified risk until suitable and sufficient emergency rescue arrangements have been set up.</p>

50.0 Safe System of Work	
	<p>Unless competent to do so, MCL staff should seek assistance from the Company's Safety Advisor in preparing a safe system of work.</p> <p>In general terms this safe system of work will need to consider:</p> <ul style="list-style-type: none"> • The type and extent of supervision. • Competence and training of people doing the work. • Communications within the confined space, from within to outside and outside to emergency services. • Testing and monitoring the atmosphere for hazardous gas, fume, vapour, dust, etc. and the concentration of oxygen. • Gas purging of toxic, flammable or noxious gases with inert gas, e.g. nitrogen. • Ventilation, possibly by mechanical means. • Removal of residues providing this does not create additional hazards. • Careful isolation of the confined space from gases, liquids and flowing materials by locking off valves, removing pipework or blanking off pipes. • Isolation from electrical and mechanical services. • If necessary, the provision of personal and respiratory protective equipment. • Careful control of gases via air hoses to breathing apparatus. • Access and egress. • Fire prevention. • Lighting including emergency lighting. • Emergencies and rescue. • Limiting working periods. • Suitability of individuals.
51.0 Working On, Near or Over Water	
51.1	<p>Generally</p> <p>If employees have to work over or in the vicinity of water, there must be a safe system of work in place and you are obliged to follow that system of work to keep yourself and others safe during the project.</p> <p>Equally important is the provision of the correct equipment and that this equipment has been tested and is deemed to be safe.</p>
51.2	<p>Training</p> <p>Training of staff and others by giving a correct briefing prior to starting work is also vital, as is the preparation of an emergency procedures plan, which may become necessary. This will enable everyone to respond quickly to any given situation and be able to recover quickly and safely.</p>
51.3	<p>Legislation</p> <p>Every employer must make a suitable and sufficient Risk Assessment of the risks to health and safety to its employees and others affected by its work. They must introduce preventative and protective measures as appropriate.</p> <p>Any boat or small craft used to convey person/s to and from a place of work must be suitably maintained, safe and under the control of a suitably qualified person.</p>

	<p>If there is any risk of a person/s falling from the edge of adjacent land, scaffolding or other such structure, etc. then a guard rail or fencing will be required. These may be removed temporarily for access purposes, but must be replaced as soon as possible.</p> <p>Safety nets may be used where it is inappropriate to provide full and proper scaffolding and toe boards, provided that everything practicable has been done in respect of supplying scaffolding.</p> <p>Safety harnesses can be used instead of nets to provide secure anchorage if such points exist and the harness can be constantly worn and attached.</p>
51.4	<p>Health Considerations</p> <p>Training and information will be provided to all personnel expected to work on, over or near water.</p> <p>When working over water, consideration must be given to the health implications, should a worker fall into the water. Whilst not wishing to alarm, the possibility of Leptospirosis (Weil's Disease) must not be overlooked. Leptospirosis is an occupational hazard for anyone working near water or other damp areas.</p> <p>Should anyone think they have come into contact with the disease, they should be aware of the symptoms:</p> <ul style="list-style-type: none"> • Fever. • Headaches. • Chill. <p>Early symptoms resemble influenza.</p> <p>Other symptoms include:</p> <ul style="list-style-type: none"> • Tightening of the skin. • Yellowing of the skin. • Internal bleeding. • Failure of internal organs <p>It is essential when working over or in water that your GP is aware of the nature of your work and cards notifying anyone of your work should be carried at all times.</p> <p>Precautions include:</p> <ul style="list-style-type: none"> • Do not rub your eyes. • Thoroughly wash your arms and forearms. • Clothing should be dried as soon as possible. • Wash any cuts or scratches immediately, apply antiseptic to the wound and cover immediately • Every accident at work involving the possibility of Leptospirosis is to be registered in the accident book. <p style="text-align: center;">This disease can be fatal within four weeks if not treated!</p>

51.5	<p>Causes of entry into water:</p> <ul style="list-style-type: none"> • Falls from heights. • Trips, slips from low level. • Persons being knocked over by moving objects. • Loss of balance. • Failure of absence of barriers. • Failure of ropes or lines. <p>Ensure you have a safe system of work in place to prevent these causes.</p>
51.6	<p>Safety Precautions</p> <p>Lifebuoys should be available wherever people are working on, near or over water. Standard 760mm diameter lifebuoys with rope lifelines attached should be conspicuous and all persons aware of their presence.</p> <p>Check periodically to ensure no-one is missing, wear hi-vis clothing, keep in contact via voice (shouting) or telephone if necessary, ensure the areas are lit in poor visibility areas, have a means of alarm at hand at all times, check details of tides and weather, ensure equipment and tools are safe and can be used in an emergency.</p> <p>Do not attempt to retrieve tools or equipment that has been dropped into the water</p> <p>Diving safety regulations are in force and expert advice should be sought if necessary</p> <p>A clearly identified rescue procedure should be enforced and all involved should understand their part in the procedures</p>
51.7	<p>Safety Checklist – Working Over Water</p> <ul style="list-style-type: none"> • Safe system of work. • Training of employees. • Scaffolds and handrails. • Safety nets and secure fixings. • Safety harnesses of the right type and worn correctly. • Life jackets – right size and type. • Buoyancy aids – suitable for purpose. • Rescue procedures. • Lifebelt – correctly positioned. • Rescue lines – available, trained personnel ready for action. • Rescue boat – properly equipped and experienced crew. • Safety nets or lines just in or on water. • On shore audible alarm. • Good communications. • Emergency services – telephone numbers displayed • Site access for vehicles. • Trained first aiders.

52.0 Site Visits	
52.1	<p>Procedure for Site Visits</p> <p>When you are making an official visit to other premises or working away from the office, at home or the office of a client, construction site on or at another consultancy, your health and safety is the responsibility of the person(s), firm or contractor controlling that location.</p> <p>Nevertheless MCL, as your employer, is not absolved from its responsibility, but can only discharge its duty of care with your co-operation.</p> <p>Your compliance with the following guidelines will help with the target of principal aims of ensuring your safety and the safety of others.</p>
52.2	<p>Times and Locations of Visits</p> <p>If you intend to be out of the office for any reason you must enter the precise details of any time and location into your desk diary. It is in your interest to let someone know of your arrangements or change of arrangements for the Company to know where you are and when you should return.</p>
52.3	<p>Out of Normal Working Hours</p> <p>Members of staff should take special care when visiting site, inspecting properties unaccompanied, leaving offices or attending meetings or appointments after dark and should remain on guard when travelling on public transport late at night or in remote locations.</p> <p>You should be wary of escorting strangers around properties late at night by yourself. The carrying of personal alarms should be considered as per the advice for women's safety "Positive Steps" issued by the Metropolitan Police.</p>
52.4	<p>Permission to Visit Sites</p> <p><i>Do not enter a site without permission to do so from the controller of the premises or site.</i></p> <p>On construction sites, report immediately to the site office of the Principal Contractor. This is a legal issue as it is the Principal Contractor's responsibility to control who may enter the site.</p> <p>If visiting occupied buildings, make prior arrangements with the person in charge and report on arrival to the premises and on leaving.</p> <p>Always seek assistance from others on the site when safety is at risk.</p> <p>Do not visit a site or an empty building or unfrequented place (i.e. ducts) in an existing building on your own or without permission.</p> <p>Make sure someone knows where you are at all times and report back at an agreed time.</p> <p>Establish an action plan in case of non-appearance after the allotted time.</p>

52.5	<p>Planning a Site Visit <i>Plan a visit and make sure that you take appropriate equipment and protective clothing.</i></p> <p>You must familiarise yourself with all safe working rules for the site or place you are visiting. Such rules could cover access and egress to certain locations, the use of safety harnesses, wearing of safety helmets or ear protection amongst others.</p>
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53.0 Rail	
53.1	<p>Generally The specific requirements for health, safety and environmental procedures for all MCL staff working on rail projects are contained in a separate volume. All staff working on or near rail property will be trained and certified as competent to undertake specific duties.</p> <p>These procedures are specific to the particular hazards of working on rail property and are to be read and used by all staff working on rail property in conjunction with the Company's General Health and Safety Policy. Where the requirements for health, safety and environmental procedures relating to staff working on rail property exceed the requirements of the Company's Health and Safety Policy and Procedures, the Rail Procedures and Policies take precedence.</p> <p>In case of doubt or to clarify the requirements on staff, please seek advice from the Company's Safety Advisor.</p>
54.0 Content of Rail Procedures Manual	
	<p>Health, Safety & Environmental Procedures Manual</p> <p>1 Introduction</p> <p>1.1 Purpose</p> <p>2 Definitions and Abbreviations</p> <p>2.1 Definitions</p> <p>2.2 Abbreviations</p> <p>3 References</p> <p>3.1 Legislation</p> <p>3.2 MCL</p> <p>3.3 Network Rail</p> <p>3.4 LUL</p> <p>3.5 National Standards</p> <p>4 Procedural Requirements – Health, Safety and Environment</p> <p>4.1 The Construction (Design & Management) Regulations</p> <p>4.2 Selection of Subcontractors/Competence Assessment</p> <p>4.3 Supervision</p> <p>4.4 Risk Management</p> <p>4.5 Records</p> <p>4.6 Project Health, Safety and Environmental Plan</p> <p>4.7 Method Statements</p> <p>4.8 Health, Safety and Environmental Meetings</p> <p>4.9 Consultation, Information & Instruction</p> <p>4.10 Training Needs Analysis</p>

4.11	Drugs & Alcohol
4.12	Emergency Preparedness
4.13	Railway Possession Management / Working On or Near the Line
4.14	Training and Briefings
4.15	Occupational Health & Medical Fitness
4.16	Accident & Near Miss Reporting
4.17	Permit to Work Systems
4.18	Performance Measurement
4.19	Control of Working Hours on the Railway (General & Safety Critical Work)
4.20	Transgressions
4.21	Lone Working
4.22	Plant & Equipment
4.23	Lifting Operations
4.24	Working at Height
4.25	Confined spaces
Procedural Requirements – Health, Safety and Environment	
4.26	Demolition (dismantling)
4.27	Electrical Safety on Construction Sites
4.28	Excavations
4.29	Asbestos
4.30	Substances & Materials
4.31	Occupational Noise
4.32	Personal Protective Equipment
4.33	Manual Handling
4.34	Display Screen Equipment
4.35	Fire
4.36	First Aid
4.37	Welfare
4.38	Site Access & Security
4.39	Disaster Recovery
4.40	Hand back
4.41	Assessment of Competency for Safety Critical Work
4.42	Environmental Aspects & Impacts
4.43	Environmental Targets & Objectives
4.44	Waste Management
4.45	Pollution Incident Control Plan

55.0 Appendices to Procedures Manual	
	Generally: PR denotes a procedure, FM denotes a form requiring completion
	PR/001 - Compliance with CDM Regulations - Principal Contractor
	PR/002 - Compliance with CDM Regulations - Planning Supervisor
	PR/003 - Compliance with CDM Regulations - Designer
	FM/001 - Selection of Subcontractors Assessment Form
	PR/004 - Performance Measurement
	FM/002 - Site Supervisor's Checklist
	PR/005 - Risk Management
	PR/006 - Project Health, Safety & Environmental (Model) Plan & Guidance
	PR/007 - Method Statement (Model) Guidance
	FM/003 - Method Statement Delivery Schedule
	FM/004 - Company Health, Safety And Environmental Committee Meeting (Guide)
	FM/005 - Project Health, Safety And Environmental Committee Meeting (Guide)
	FM/006 - Subcontractors Pre-Start Meeting Checklist (Guide)
	FM/007 - Training Needs Analysis Form
	FM/008 - Competence & Training Matrix
	FM/009 - Medical Self Assessment Form
	PR/008 - Drugs & Alcohol
	FM/010 - Training & Briefings Record
	PR/009 - Occupational Health
	PR/010 - Accident & Near Miss Reporting
	FM/011 - Event Report Form
	FM/012 - Transgressions Record Form
	PR/011 - Plant & Equipment
	PR/012 - Lifting Operations and Lifting Appliances
	PR/013 - Working at Height (Mobile Working Platforms)
	PR/014 - Permit to Work Systems
	PR/015 - Electrical Safety on Construction Sites
	PR/016 - Excavations
	PR/017 - Asbestos
	FM/013 - Personal Protective Equipment Issue Record
	FM/014 - Site Welfare Facilities Assessment Form
	FM/015 - Schedule of Hazardous Substances & Materials Form
	PR/018 - Site Access & Site Security
	PR/019 - Disaster Recovery
	PR/020 - Hand back
	PR/021 - Assessment of Competency for Safety Critical Work
	PR/022 - Medical Fitness
	PR/023 - Possession Management
	PR/024 - Working On or Near the Line
	PR/025 - Environmental Aspects & Impacts
	PR/026 - Environmental Targets & Objectives
	PR/027 - Waste Management
	PR/028 - Pollution Incident Control Plan
	PR/044 - Right to Refuse Work

Comment [MC1]:

Construction (Design & Management) Regulations 2007

56.0 Construction (Design and Management) Regulations 2007	
56.1	<p>Planning Supervisor Where the Company is appointed by the Client as Planning Supervisor, the following arrangements will apply:</p> <ol style="list-style-type: none"> 1) Where the operation/project is notifiable to the HSE, the Planning Supervisor will inform the HSE on Form 10 (rev) of the operation/project, our appointment as Planning Supervisor and sign the declaration of our acceptance of the appointment as Planning Supervisor, as soon as practicable after the confirmation by the Client of our appointment. 2) On receipt of the required information from the Client, the Company will produce the Pre-tender Health and Safety Plan for inclusion in the tender documentation, to be provided to those Contractors selected to bid for the role of Principal Contractor. 3) The Company will, if requested by the Client, advise the Client of the competence of the Designers, Principal Contractors and the adequacy of their resources, to meet the obligations placed on them by Health and Safety Legislation. 4) The Company will ensure co-ordination between all those having a design function on the operation/project. 5) The Company will commence the preparation of the Health and Safety File and ensure that it is developed during the Construction Phase and provided to the Client on completion of the operation/project.
56.2	<p>Designer Where the Company is appointed by the Client as a Designer, the following arrangements will apply to the operations/project.</p> <ol style="list-style-type: none"> 1. The Lead Designer will inform the Client of their duties under the Construction (Design and Management) Regulations 1994. 2. The Lead Designer will take all reasonably practicable steps to identify the significant Health and Safety hazards and risks of their design and that of other Designers involved with the project. 3. The Designer shall prepare designs with adequate regard to health and safety and to the information supplied by the Client. 4. The Designers will take reasonable steps, having regard to the hierarchy of risk control, to reduce the risk to the health and safety of those persons involved in the construction of the project and of those persons who will have to carry out maintenance on the structure during the life of the structure when preparing the design. 5. The Designer will include adequate health and safety information with the design including hazards that remain in the design and the resultant risks. Wherever possible this information will be inserted on the working drawings to facilitate communication of the risks to the construction staff.

	<ol style="list-style-type: none"> 6. The Company will provide adequate information about those risks, identified during the design that cannot be eliminated. 7. The Company will co-operate with and co-ordinate their work with other Designers and provide the Planning Supervisor with information for the Safety Plan and as work progresses information for inclusion in the Safety File.
56.3	<p>Client Agent Where the Company is a Client or appointed as the Agent of a Client(s), the following arrangements will apply:</p> <ol style="list-style-type: none"> 1. No construction work, to which the Construction (Design and Management) Regulations 1994 apply, shall start until a Construction Phase Health and Safety Plan has been prepared or developed by the Principal Contractor. 2. Where the construction work falls within the scope of the Regulations, a Planning Supervisor will be appointed at the earliest practicable time during the concept and feasibility phase. 3. All available and relevant information concerning the operation/project will be made available to the Planning Supervisor and Designers, as will any other relevant information that can reasonably be obtained from other sources. 4. No person shall be appointed as Planning Supervisor, Designer or Principal Contractor until they have provided the Company with evidence of their competence to carry out the work for which they wish to be appointed and satisfy the Company that they have allocated or will allocate adequate resources to meet their health and safety obligations. 5. Where the Company has been appointed as the agent for the Client(s), a declaration, in writing, shall be sent to the HSE stating that the Company has been appointed as Agent of the client(s).
56.4	<p>Principal Contractor In the event that the Company takes on the role of Principal Contractor the following additional duties will apply:</p> <ol style="list-style-type: none"> 1. The Company as Principal Contractor will satisfy itself that Designers and Contractors they engage are competent and adequately resourced. 2. The Company will ensure that a suitable Construction Phase Health and Safety Plan is: <ol style="list-style-type: none"> a. Prepared before construction begins. b. Is implemented. c. Is kept up to date as the project progresses. 3. The Company will promote co-operation between contractors. 4. Restrict entry to the site to authorised persons. 5. Enforce any site rules. 6. Display the project notification (Form F10) on site. 7. Provide relevant information to contractors including any who are self-employed.

	<ol style="list-style-type: none">8. Provide the Planning Supervisor promptly with any information relevant to the Health and Safety File.9. Encourage people at work or their representatives to offer advice on health and safety.10. Ensure that people at work receive information on health and safety and ensure that the workforce is consulted about health and safety matters.11. Include any reasonable rules in the Plan.12. Give reasonable directions to any contractor.
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