P.E.T. Scaffolding Limited

Health & Safety



Last Reviewed by Mr CR Banks Miss DL Banks

INTRODUCTION

This document sets out the Health & Safety arrangements we have established at P.E.T. Scaffolding Limited. We have adopted this standard of policy and tailored it to represent our organisation.

The following is a description of the type of work that our company undertakes:

Erection and Dismantle of Scaffolding Towers.

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POLICY STATEMENT OF HEALTH AND SAFETY AT WORK

STATEMENT UPDATED 06.07.2016

1. P.E.T. Scaffolding Limited recognises and accepts its responsibility as an employer for providing a safe & healthy working environment for all employees.
2. P.E.T. Scaffolding Limited will take all steps within its power to meet this responsibility, paying particular attention to the provision and maintenance of:
3. Plant equipment and system of work that is safe.
4. Safe arrangements for the use, handling, storing and transport or articles and equipment.
5. Sufficient information, instruction, training and supervision to enable all employees to avoid hazardous and contribute positively to their own safety at work.
6. A safe place of work and safe access to it.
7. A healthy working environment.
8. Adequate welfare facilities.
9. P.E.T. Scaffolding Limited will meet and adhere to all standards and requirements established under statute, but the absence of standards or requirements will not be necessarily be regarded as grounds for failing to promote a desirable standard.
10. P.E.T. Scaffolding Limited accepts its responsibility to keeps its policies and procedures up to date with current regulations.
11. P.E.T. Scaffolding Limited is committed to the regular review, planning and development of this health and safety policy.
12. The policy will be renewed, added to or modified to comply with new regulations. And may be supplemented in appropriate cases by further statements relating to the work of particular departments or workers.
13. All updated policies will be issued to all employees to be reviewed and dated.
14. It is the responsibility of all employees to ensure that their duties are carried out in a safe and competent manner. To comply with the policy statement of Health & Safety At Work
15. Any employee who becomes aware of any matter or factor liable to become either directly or indirectly prejudicial to health and safety should report the circumstances immediately.
16. The Health & Safety at Work Act is aimed at securing your health and safety. The act is also designed to protect people, other than hose at work against risk to health & safety arising out of, or in connection with the activities of people at work.
17. It is the responsibility of the employer to review and implement this Health & Safety At Work Policy within their daily routine. It is a legal duty to take care for your own health and safety, and that of other employees affected by your conduct.
18. As an employee you do not have to pay for anything, your employer is required by law must provide for your Health and Safety. Remember that, in law, you are liable to the same penalties if you do not comply with the relevant requirements of the act.
19. P.E.T. Scaffolding Limited has a commitment to its employees to provide the necessary finances and resources, to enable the effective implementation of this Health and Safety Policy.

**POLICY STATEMET OF OPERATIVES UNDER 18 YEARS**

**a.** Trainees & operatives under 18 are to assist CISRS scaffold erectors in the safe erecting and dismantling of scaffolding.

**b.** All trainees & operatives under the age of 18 must be supervised by a CISRS qualified scaffold erector at all times.

**c.** All trainees & operatives under the age of 18 must remain on the ground level unless working from a fully boarded and guard railed platform.

**d.** Trainees & operatives under the age of 18 may erect basic scaffolding under the supervision of a CISRS qualified scaffold erector.

**e.** Any scaffolding erected by a trainee or operative under the age of 18 must be checked by CISRS qualified scaffold erector after completion.

**f.** Trainees & operatives under the age of 18 are responsible for their own safety and the safety of others affected by their acts or omissions.

HEALTH & SAFETY MANAGEMENT STRUCTURE

UPDATED 04.09.2016

*Carl .R. Banks*

*Director & Company Secretary*

*Health & Safety/ First Aider/ Policy updates/ CHAS/ COSH/ RIDDOR/ CITB/ Training of staff – MEWP, NVQ L2, Scaffolding CISRS Registration, Health & Safety touch screen training*

*Peter Martin (NEBOSH, DIPSM) at C.M.S.A*

*Health & Safety Advisor*

*Health & Safety updates/ On site audits*

*Matthew. K. O’Connor*

*Managing Director*

*Staff welfare on site/ Inspection of work site prior to work commitment/ Daily risk & method statements/ Scaffold harness inspections/ Work equipment inspections/ Daily work sheets/ Issue of P.P.E./Staff inductions/ PAT testing (12monthly)/ On site audit/First aider/ Implementation of staff/ Health & Safety bonus scheme/ Scaffold inspections/ Scaffold tags and inspectio*

*CISRS Basic Scaffold Erectors*

*Erect basic standard scaffolds/ First aider/ operate within HSE guidelines/ Issue handover certificates/ Annotate scaffold tags/ supervise labourers/ inspect apprentice workmanship*

*CISRS Advanced Scaffold Erectors*

*Erect specialised scaffolds (cantilever, hanging, chimneys, etc.)/ First aider/ operate within HSE guidelines/ Issue handover certificates/ Annotate scaffold tags/ supervise labourers/ inspect apprentice workmanship*

*Scaffold Apprentice*

*Erect basic standard scaffolding whilst under supervision only, by NVQ basic or advanced scaffold erectors/ operate within HSE guidelines/ supervise labourers*

*Trainee, Labourer, Driver and Yardmen*

*To operate within HSE guidelines/ To act as labourer/ driver/ yardmen ONLY under the supervision of scaffolers advanced/ basic/ apprentice*

 HEALTH & SAFETY RESPONSABILITIES

UPDATED 04.09.2016

 Director/ Company Secretary (Mr CR Banks)

1. The Implementation, reviews and issue of Health & Safety Policy.
2. Ensuring that appropriate insurance cover is maintained.
3. Safety information and training.
4. Recording of accidents, occupational diseases and dangerous occurrences.
5. Statutory notification and reporting of injuries, occupational diseases and dangerous occurrences to the local authority.
6. The maintenance of first aid supplies.

 Health & Safety Advisor (Mr P Martin)

1. Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/ inspections carried out in various workplaces.
2. Investigating accidents and implementing corrective action.
3. Reviewing health & safety legislation and implementing any new requirements pertaining to the company’s undertaking.
4. Liaising with managers, employees, sub contractors and specialists as and when appropriate.
5. Collating and reporting any accidents reportable under the reporting of injuries, diseases and dangerous occurrences regulations (R.I.D.D.O.R).

 Managing Director (Mr MK O’Connor)

1. Ensuring that risk assessments and reviews are conducted and control measures are implemented.
2. Fire precautions and emergency procedures.
3. Safety inspection of all personal protection equipment issued.
4. Ensuring all company vehicles are maintained and road worthy.

 CISRS Advanced & Basic Scaffold Erector/s

1. Their own safety and the safety of others affected by their acts or omissions.
2. The Wearing of all appropriate personal equipment.
3. Reporting accidents, injuries and defective equipment.
4. The daily supervision of untrained labourers as to the correct safe procedures to be followed whilst erecting and dismantling scaffolding.

Driver/Labourers

1. Their own safety and the safety of others effected by their acts or omissions.
2. Entering any vehicular defects into the vehicle defect register.
3. Assisting CISRS scaffold erectors in the safe erecting and dismantling of scaffolding.

 Trainee/Labourers

1. Their own safety and the safety of others affected by their acts or omissions.
2. Assisting CISRS scaffold erectors in the safe erecting and dismantling of scaffolding.

 Yardmen

1. The Maintenance of yard area.
2. The repair and maintenance of all scaffolding materials.

HEALTH SURVEILLANCE POLICY STATEMENT

UPDATED 04.09.2016

P.E.T. Scaffolding recognises its duty of care to protect workers who are at an increased risk to work related ill health.

Formal health surveillance is necessary if work damages an employee’s health in a particular way and the following factors apply:

* There is a valid way to detect disease or condition
* It is reasonably likely that damage to health will occur under particular work conditions at work
* Health surveillance is likely to benefit employees

Though risk assessment it has been deemed by CMSA Health & Safety advisers and P.E.T. management that staff are not exposed to hazardous substances, noise or hand/ arm vibrations (HAV).

A breakdown of P.E.T. Scaffolding staff and there operations are as follows:

Management duties consist of site visits/ quotations/ audits/ method statements/ telephone enquiries and order placements. Therefore managers experience no exposure to hazardous substances, noise or HAV.

Scaffolders do not use power tolls during the loading or unloading/ erection or dismantle of scaffolding.. All operatives work away from the depot and use only manual implements to erect and dismantle scaffolding i.e. spanners. Therefore scaffolders have no encounters with hazardous substances, noise of HAV.

Health & Safety Precautions in Place Against:

DERMATITIS Scaffolders work with three component wood/ aluminium/ forged steel. All scaffolders are issued F.O.C gloves to wear throughout operation.

RESPIRATORY Scaffolders work predominantly external 85% fresh air, and 15% in factories. Respiratory factors are considered when management produce risk assessments and method statements prior to works. P.E.T. employees are not expected to work in conditions where the are in danger of inhalation of hazardous substances, unless suitable PPE is provided and containment procedures are in place.
NOISE If scaffolderes are exposed to noise on specific sites they will be supplied with the correct PPE to counteract the effects.
HAND ARM VIBRATIONS Employees do not encounter any HAV during operations.

EMPLOYEE SAFETY AWARENESS

SAFE WORKING PROCEEDURES

UPDATED 04.09.2016

Induction

All employees shall be inducted on the dangers that apply to the place of work, fire procedure, escape routes, location of fire extinguishers and fire assembly point will be established.

P.P.E

Scaffold erectors are to wear P.P.E at all times except whilst in vehicle.

P.E.T Scaffolding Limited will supply all necessary P.P.E required and give adequate information, instruction and training on its use.

Hard Hats to be worn at all times whilst erecting and dismantling scaffold, loading or unloading.

Safety Boots to be worn at all times, both on site and off site and at P.E.t Scaffolding Limited premises.

Safety Harness to be worn in accordance with SG4:05 harnesses are available for use and are stored in a dry room, instruction on correct fitting of a harness is on instruction sheets along with SG4:10 users guide in main office.

Additional P.P.E may be required in carious instances, such as eye protection, ear protection, breathing equipment. These additional items will be supplied prior to work commencement where a risk assessment has advised of such P.P.E.

Training

All employees are given training appropriate to their responsibilities in accordance with the management of Health & Safety at Work Regulations. Training will be provided for the following situations:

* Induction training for new employee (Health & Safety Awareness, Company Procedure etc.)
* The Introduction or modification of new/ existing machinery or technology
* A change in employee position/ work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

Tool boxes

Regular tool boxes shall be held as an effective means of consultation with employees to inform them on health and safety matters to include: new legislation, regulations and updates to policies and procedures. Employees will be given guidance in implementing these within their daily work practice to ensure the health and safety of the public and employees. Amendments to policies and procedures will be highlighted to employees to be reviewed and signed as an agreement to comply

Risk assessment

If there is added risk involved in certain job instances, i.e. harmful gases/dusts, moving machinery, which would not normally be encountered an assessment of risk involved and countering procedures will be undertaken. If your work processes you encounter further risk which was not identified in your initial risk assessment. i.e. obstructions, general public or other operatives in your area of work it may be necessary to conduct a further risk assessment and you should contact your manager at work in order to assess how the risk can be removed or reduced. Do not proceed if you feel you are at risk of injury or that you are putting others at risk.

**Method statements**

Formal Risk Assessment & Method Statements (RAMS) will be prepared in writing where the risk is particularly high. The method statement will provide site- specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

**Work area**

You have a duty of care to protect the general public or others in the workplace including yourself from injury. This will entail ensuring the area of work that you are operating in is free from obstruction and safe to operate in. If you are working in an area with other contractors or general public you should cordon off your area of work using either cones or barriers. If neither are available erect a barrier using scaffold in order to keep others out of your area of work.

Asbestos in the work area

The area of works for scaffolding erection will be inspected for asbestos prior to work commitment. If asbestos is present at risk assessment, the necessary actions will be taken to eliminate or contain asbestos prior to the erection of scaffold and the arrival of P.E.T. personnel. Preventative measures implemented and instructions will be included within the daily RAMS. If asbestos is suspected within the area of work that has not been previously identified within the pre-site assessments and RAMS; personal must notify the site supervisor and evacuate the premises immediately and attend to another job or return to yard. The acting director (Matthew O’Connor/ Carl Banks) must be notified on evacuation of site and proceed to implement further assessments on the site. All works on the site of suspected asbestos must be suspended and personnel must not enter until the site has been re-assessed and the suspected asbestos has been eliminated or contained.

Working area during erection

Whilst erecting scaffold all operatives should use a three board wide working platform as means of a working area. A single handrail is also required when a harness is not worn. Check for trap ends and ensure tubes which boards are placed on are fixed. If scaffold fixing means having to lean out of the scaffold and is potentially dangerous, clip on using a full arrest harness.

Incomplete scaffolds

Ensure that if a scaffold is incomplete and has to be unattended, that the area which is to be finished is isolated from scaffold completed and ladders removed or handrails installed to prevent access to the area.

Client site

Employees will always familiarise themselves with client procedures when first attending a clients site. In particular:

* General site access
* Emergency procedures
* High risk work activities including permit to work systems.

Client site procedures and specific instructions will be followed at all times

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Supervision

Ensure that at all times there is a competent/trained scaffold erector to supervise the correct erection of scaffold, incorporating all the correct recognized bracing and ties is used whilst erecting scaffolds. Scaffold labourers are to work under the instruction of trained scaffold erectors.

Manual handling

P.E.T has a duty of care to its employee’s to ensure they sustain no injury or health related problem due to the manual lifting and carrying of scaffold equipment. It is recognised that Advanced , Basic and Apprentice (75% of workforce) scaffolders will have received formal training within the course of their NVQ L2 training. It is the responsibility of this 75% workforce to advise and instruct the remaining 25% Labour, Driver, Yardsman, workforce as to the correct methods for carrying equipment.

There is little to no risk of injury through manual handling during the scaffold erection process so long as employees follow basic procedure such as ensuring that they have the correct PPE & footwear, ensure that the area of work is clear of obstruction prior to scaffold erection, that ground is levelled as reasonably practicable and that ‘You’ our employee only carries an amount of equipment which feels reasonable and not excessive to lift, 20Kg ( a bag of cement) is the recognised industry standard. It is not in a scaffolder remit to perform duties for P.E.T that would put them at risk of injury; any such hazard should have already been addressed at the tender and supported by RAMS.

If an employee feels that they are being put at risk by either their working conditions, working environment or by other scaffolders they must notify either Director immediately and cease scaffold operation.

Lifting

Before lifting place feet hips width apart with one foot forward and to one side of object, relax knees and sink down until contact with the load is made. Get a good grip and raise head this helps to straighten the spine, before lifting in a smooth forward progressive movement.

Work equipment

All work equipment (including electrical equipment) used at work, as part of the company’s undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R). Before new equipment is introduced into the working environment, an assessment will be made by a supervisor in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training. No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer’s guidance and industry best practice In terms of equipment for hire, equipment is inspected and cleaned once returned from hire, ready for rehire. Any maintenance/ inspections undertaken on company equipment will be formally recorded with a hard copy on file.

Couplers/Fittings

Check for damage, missing components, seized or stripping of threads.

Boards

Boards must be banded at both ends, check for splits down the length of board more than 18’’ or any splits across the board. Check for noggins cut out of the board, if a board is defective it may be used only for toe boarding or it may be cut down to a usable length and re banded.

Tubes

Tubes must be straight and pitted to an extent to weaken.

Vehicles

Vehicles must be inspected daily by vehicle drivers for:- Defective tyres, Indicators, Lights, brakes etc. If a defect occurs the driver must make Mr. MK O’Connor aware of defect and enter defect into defect register.

Scaffold yard

The scaffold yard must be kept brushed and tidy, All scaffold materials and equipment must be stored safely and in there relevant areas. Any defective equipment found must be reported and stored in relevant area for repair or disposal. The yard area must be kept clear of obstructions at all times.

Ladders

Ladders must be inspected for defects prior to use by user. If defects such as rung damage, extending runner damage, hook damage is found ladders are to be discarded and placed in disposal area.

Gin Wheel and rope

Gin wheels may be used in conjunction with a rope and bucket for lifting equipment. Check for damage to rope, damage to bucket and handle. Ensure the gin wheel is correctly attached to scaffold with cantilever to spread loading.

Scaffold hoists

Must be correctly fitted as per manufacturer’s instructions, Check for damage to cable and signs of overloading. Points of erection must be strengthened with additional bracing and check fittings before use.

Chainsaws

Chainsaw usage is not permitted, the use of handsaws are permitted.

If any faults or damage of equipment is identified, stop use of equipment and report fault to work shop engineer/ supervisor.

Ladders

Ladders are to be used for gaining access to each lift as scaffold is erected. It is not acceptable to climb up exterior or interior of scaffolding to gain access to the working area. Ensure the ladder is on a firm base, is on a 75 degree or a 1 in 4 angle and protrudes at least 1m above place of exit and is securely fixed to scaffold structure.

Equipment storage

Boards and tubes should be laid flat on the ground whilst awaiting usage, not stacked against scaffolding where there is a risk of falling. Equipment not used after scaffold is erected is to be removed from site to prevent falling/tripping hazards.

Tube is to be stacked in scaffold rack in separate components i.e. 5ft, 8ft, 13ft, 16ft, and 20ft.

Couplers are to be stored in clearly marked storage bins according to type i.e. Double, Single, Sleeves, Joint pins, Swivels, Base plates etc.

Ladders are to be stored in ladder rack and supported there full length to prevent warping.

Boards are to be stored flat and in a dry ventilated area.

Handling of equipment during erection

Equipment should be man handled into position by placing men on suitable stable work areas to enable safe handling of equipment to erection location without the need to stretch or lean out of scaffold. This can be achieved by chain i.e. men in a row above each other at 2m levels passing equipment to top or by rope and buckets using the relevant knots. Scaffold erectors are to use safe means of handling tube, couplers and boards as per there NVQ L2 training. It is the responsibility of NVQ L2 and advanced scaffold erectors to instruct and supervise all apprentice and labourers under their supervision, as to the correct methods utilized, to manage and handle scaffold materials.

Transport of equipment

A. Vehicle weight limits should not be exceeded whilst transporting equipment to and from site.

B. Vehicles lights, tyres, mirrors, brakes are to be checked by driver before leaving the depot.

C. Ensure that loads are secure and evenly loaded.

D. Ensure that taco is used whilst operating outside 25 mile radius of depot.

E. Ensure that no more than 3No people are to travel in one vehicle cab.

F. All defects must be reported within 24 hours to Mr MK O’Connor and entered into defect register.

G. Any vehicle accidents must be reported to Mr MK O’Connor along with P.E.T vehicle registration and registration of vehicle involved with name and address of secondary driver and any witness details

**Manners at work**

Always behave at work in a responsible, polite and safe manner. If you feel that your co- worker is behaving inappropriately it is your duty to bring this to the attention of your contracts manager at your earliest convenience. If you feel that whilst on site you have been treated discourteously or that others are not operating in a safe manner or safe working conditions you should report this to a manager.

**Public safety**

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the company’s activities will be closed off by appropriate means e.g. safety signage, bollards, tape, hoarding) in order to restrict access.

SAFETY CHECK LIST

DO

1. Know the location of fire fighting equipment

2. Remember the fire instructions and means of escape.

3. Keep all means of escape free from obstructions.

4. Ensure fixtures, shelving, racking etc., are stable and free from defects.

5. Look out for faulty electrical appliances and report defects.

6. Remove electrical plugs from sockets and close all windows at the end of each day.

7. Know where the first aid box is situated.

8. Report any items which you think might affect safety.

9. Report any accidents and enter them into the accident book.

10. Ask for assistance when any item to be moved is to heavy or awkward for you to lift alone.

11. Be cautious of any trailing cables or flexes.

12. Ensure that all flammables and toxic materials are stored in a safe isolated area.

13. Report any artificial light that is not working.

14. Ensure that you are fully conversant with the correct and safe method of operating any machinery before you attempt to use it.

15.Be sure all ‘’No Smoking’’ areas are adhered to.

16. Pay attention to good housekeeping, clear floor of all items dropped, and mop up spillages.

17. Use step ladders for high items on shelves etc.

18. Ensure all masks, visors, safety spectacles and protective clothing are worn where applicable.

19. Ensure all electrical equipment is switched off at the end of each day.

DO NOT

1. Do not leave items on stairs or steps.

2. Do not attempt to reach high objects without proper equipment (e.g. Step ladder).

3. Do not tamper with electrical appliances and lighting.

4. Do not use machinery which has been reported as faulty.

5. Do place yourselves or others at risk.

6. Do not be careless with matches or cigarette ends.

7. Do not run on stairs.

8.Do not use fire escapes other than emergencies.

A GUIDE TO THE SAFE ERECTION AND DISMANTLING OF SCAFFOLDING

1. Introduction.

Erecting and dismantling scaffolds remains a high risk activity, not only to those who are carrying out the work, but other workers and the general public. The following guides are sets out steps that need to be considered by anyone involved in such work. It is aimed not only at those directly working in the scaffolding industry but also to clients, planning supervisors and principal contractors. Set out below are a number of key issues you will need to ensure scaffolding operations are undertaken.

2. The law and planning for safety.

Health & Safety at Work Act 1974.

Construction (Design & Management) Regulations 2007

Construction (Health, Safety and Welfare) Regulations 1996

Management of Health and Safety at Work Regulations 1999

Confined spaces Regulations 1997

Work at heights Regulations 2005

NASC/HSE Guidance Note SG4: 10

This guide is not designed to explain the above legislation in detail. However it is important to remember that a wide range of people ranging from clients through to self- employed have legal responsibilities. In simple terms the law requires that scaffolding operations are properly planned and then, carrying forward the results of the planning, to ensure the work is carried out safely on site.

3. Scaffold licenses

A license from the local authority is required before a scaffold can be erected on a public highway. An additional license is usually needed if you plan to install a protective fan. A license may set down standards on such matters as lighting and attaching high visibility tape to standards at ground level, or for a fan it may restrict the height at which it is set. For further advice you should contact your local highway authority.

4. Protection of the public

When scaffolding operations are in progress the public must be excluded from both the area of work and a sufficient area around it. Steps to ensure this will include:

a) Obtaining a temporary pavement or street enclosure whilst operations are carried out.

b) Undertaking operations in “quiet” hours i.e. early morning, at night or at weekends.

c) Incorporating fans, crash decks and “tunnels” as early as possible into a scaffold.

d) Erecting barriers and signs diverting the public away from operations.

e) Storing all loose scaffold materials securely on scaffolding.

f) Raising and lowering of all materials by controlled means only.

g) Also consider that disabled persons need proper access along pavements covered by scaffolding.

5. Asbestos in the work place

Prior to the commitment of a job, an asbestos trained employee shall conduct a risk assessment of the intended work place. If asbestos is in vicinity and a risk is presented, the client/ main contractor will be informed. Preventative or containment methods will follow, conducted by director Mathew O’Connor and/ or the client, prior to P.E.T. personnel attending the site

6. Scaffold erectors working at height

Scaffold erectors must follow safe systems of work to prevent people falling, in particular:-

a) When lifting and lowering materials scaffold erectors must be clipped on or working within a handling platform that is fully boarded, with double guard-rails and toe boards.

b) A minimum 3 board working platform together with a single guard-rail is provided as erection and dismantling works progress.

c) Safety harness to be worn at all times by scaffold erectors where fall of 2m or more are possible, and fitted with 1.75m length lanyard and a 55mm opening scaffold hook or similar for one handed operation.

d) Harnesses should be clipped on to a secure anchorage point. A secure anchorage point requires the following minimum conditions:-

. The scaffold must be tied into a sound structure as work progresses.

. Attachment can be to a ledger, transom or guard-rail supported with load bearing couplers or a transom supported by ledgers in a lift above fixed at both end by single couplers.

. At least one bay of a scaffold should remain boarded out as work progresses and this should be used for ladder access for the full height of the scaffold.

. Safe ladder access for scaffold erectors should be incorporated as early as possible into the erection process.

. Scaffold erectors should not be clambering up and down scaffolds without proper ladder access and safe working platforms provided on each lift being worked on.

7. Stability of scaffolds

Each year there are a number of scaffold collapses across the country. To make sure your scaffold does not collapse you should ensure that:-

. The anchors specified to tie the scaffold to a structure are suitable for the base material and they are installed correctly.

. Scaffold anchors or ties are installed as erection work progresses and should not be removed to early during dismantling operations.

. More ties will be needed on sheeted or netted scaffolds to ensure its stability.

. Do not overload scaffolding with equipment during erection and dismantling operations.

8. Training, supervision and monitoring

Effective training of scaffold erectors is possibly the most essential factor in preventing accidents on site in addition; do not forget the importance of monitoring the scaffold contractor. Client’s principal contractor and others in control should take reasonable steps to ensure that any work being carried out on their site or premises is undertaken safely.

Simple steps include:-

. Checking the training levels of scaffold erectors and who will supervise them on site.

. Site monitoring of scaffold erectors to ensure they follow proper safety standards.

. The Health & Safety Executive (HSE) have the role of monitoring the industry for compliance with current legislation. The visit to site of an inspector must be reported to the management. An inspector has the power to serve notice which prohibits any work continuing, the advice given by an inspector should be respected.

9. Working at Height

It is a requisite of all P.E.T. Scaffolding employees to work at height. All employees receive training relating to working at height during their 2 year NVQ Level 2 scaffolder rigging course which covers:

* Manual handling
* Workplace safety
* Fall arrest provision
* Scaffolding erection and dismantle
* P.E.T. employees operate as per HSE guidance SG410 using advanced guardrail system for erection of scaffold. Safety harness is required by law to be worn during erection.

 Apprentices/ labourers and yardmen are not permitted on scaffolding.

10. Tool Boxes

Regular tool boxes shall be held as an effective means of consultation with employees to inform them on health and safety matters to include: new legislation, regulations and updates to policies and procedures. Employees will be given guidance in implementing these within their daily work practice to ensure the health and safety of the public and employees. Amendments to policies and procedures will be highlighted to employees to be reviewed and signed as an agreement to comply

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11. Reference & Further Information

. Health & Safety Construction HSG150 HSE Books – Tel:- 01787 881165

. National Access & Scaffolding Confederation NASC Books – Tel:- 020 7822 7400

EMERGENCY PROCEEDURES

UPDATED 04.09.2016

FIRE PROCEEDURE

It is the company’s policy to take account of fire hazards in the workplace. All employees have a duty of care to protect employees and to conduct their operations in such a way as to minimize the risk of a fire. This involves compliance with the company’s no smoking policy; keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site supervisors/ fire officers are responsible for keeping their operating areas safe from fire, ensuring that all their staff are trained in the proper fire prevention practices and emergency procedures.

The fire officer remains responsible for the maintenance and testing of fire alarms and fire fighting equipment.

In an emergency, the fire officer will inform the emergency services and take control of evacuating the premises. The fire officer will ensure that all persons on the premises are told to evacuate and are accounted for at the assembly point. On arrival of the emergency services, the fire officer will provide all information required to deal with the emergency.

The fire officer is: - Mr MK O’Connor

Deputies are: - Mr CR Banks

 Mr E Wright

IN THE EVENT OF FIRE OR OTHER EMERGENCY

1. First ensure your own safety and warn others who may be in immediate danger.

2. Report fire or other emergencies to fire officer.

3. Leave the premises by the nearest safe exit, avoiding danger.

4. Go to the assembly gate outside the main gate by a safe route.

5. Remain at the assembly point until notified by the fire officer that it is safe to return to work.

6. If it is safe to do so, small fires may be attacked using the fire extinguisher provided.

IN THE EVENT OF AN INJURY

In the event of an accident/ injury, it is the responsibility of the injured person and/ or witness to report the accident to a first aider/ and your supervisor, to seek medical advice/ attentions. DO NOT attend to the injury yourself. If there is no first aider present, drive to the nearest hospital or call emergency services.

First Aiders: - Mr MK O’Connor

 Mr S Thorley

 Mr D Ritchings

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURENCES REGULATIONS (R.I.D.D.O.R)

UPDATED 04.09.2016

GENERAL STATEMENT

It is our policy that all workplace accidents will be reported in our accident book by oneself or by someone writing on behalf of the person who has had an accident. This will be kept in the main office along with first aid equipment. Apart from being a legal requirement, this enables us to investigate the more serious accidents to ensure that they do not reoccur. Therefore staff are expected to abide by the following procedures in the event of an accident.

LEGAL POSISTION

The law on accident reporting is covered by R.I.D.D.O.R. These regulations set down requirements for reporting certain types of accidents to the enforcement authorities and how this is to be done.

REPORTING ACCIDENTS

All accidents will be recorded as soon after the event as possible. This may be done by the injured employee or a colleague. If a visitor has an accident, then the employee whom they are visiting is responsible for ensuring that it is recorded, unless a first aider or appointed person is providing treatment. If this is the situation, they are responsible for making the report.

OFF SITE ACCIDENTS

If an employee is working on third part premises, details of any accident should be reported in their accident book as well as ours. This s because host employers have duties under R.I.D.D.O.R to report any reportable accidents which may occur to our staff should an accident take place on premises which they are responsible for. Employees should not use the accident book/ form to report an accident which occurred in their own home or on an activity which is not work related.

EMPLOYERS DUTIES

We expect all employees to assist us in complying with our legal duties under R.I.D.D.O.R . This means that employees are expected to have due regard for their health and safety and that of their colleagues. If safe systems of work have been introduced, staff are expected to follow them, along with any instructions. All employees are expected to report accidents in a timely manner. In the event that an employee fabricates or exaggerates an accident, we reserve the right to bring disciplinary proceedings which could result in dismissal.

ACCIDENT INVESTIGATION

Unless the accident is trivial, it will be reported to the health and safety advisor and investigated by the manager and/or health and safety advisor, to the appropriate extent. This will help ensure that the accident is not repeated. Where necessary, remedial measures will be introduced and monitored. Details of such accidents will be discussed at our health and safety meetings.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (C.O.S.H.H)

UPDATED 04.09.2016

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be required from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Health & Safety coordinator/ representative, in line with the control of substances hazardous to health regulations (C.O.S.H.H)

An inventory of all substances and materials hazardous to health is held at head office.

 Mr CR Banks is responsible for:-

1. Conducting COSHH assessments and reviews.

2. Maintaining a file of materials safety information.

3. Where necessary issuing instructions on working procedures and dealing with minor leaks/spillage of hazardous substances.

All employees should:-

1. Look for hazardous labels on containers.

2. Comply with safety precautions and work instructions on container labels or as issued by supervisors.

3. Report damaged or leaking containers and spillages to Mr C Banks.

MAJOR LEAK OR SPILLAGE OF FLAMMABLE OR HAZARDOUS SUBSTANCES MAY GIVE RISE TO SERIOUS DANGER – SEE EMERGENCY PROCEDURES.

ASBESTOS AWARENESS STATEMENT

UPDATED 04.09.2016

P.E.T understand its legal obligation to protect the health & welfare of its employees in relation to asbestos exposure in the workplace.

In 2008 both directors Mr C.Banks & Mr M.O’Connor attended asbestos awareness courses.

In March 2013 Mr M O’Connor(contract manager & director) attended a further asbestos awareness course to update and familiarise further.

Through consultation with our external health & Safety advisor Peter Martin @ CSMA (DIPSM NEBOSH) it is recognised that there is little likely hood that scaffolders in our employ will be exposed to asbestos in the workplace during normal scaffold erection activities.

As scaffolders our brief is to erect scaffolding to provide access solutions for other work trades to enable them to safely carry out their individual trades, our general client base and scaffold users are roofing tradesmen - ,bricklayers – maintenance engineers – ducting installers – solar panel installers – house builders – window fitter – facia cladders.

It is not in our remit to :- move – handle – drill – cut – demolish – install – clean – remove or interfere with any type of materials of any description, ie wood – glass – metal – asbestos or other.

All works undertaken by P.E.T Scaffolding are subject to a site specific Rams. In the process of risk management any risk presented by asbestos will be identified. By Mr M O’Connor managing director, prior to tendering the works. P.E.T Scaffolding work on the basis that if there is any risk of asbestos being disturbed through scaffolding erection. It is to be removed or suitably contained prior to our operatives undertaking there erection procedures. This will be identified at the time of tender when all sites and possible future works are personally inspected.

P.E.T Scaffolding work on the basis that if asbestos is present and in a stable condition and is not in the near vicinity and will not be interfered with during scaffold erection process’s we will undertake the works.

If asbestos is in a crumbled and disintegrating condition and likely to be disturbed during a scaffold erection, no works will be undertaken until it is contained.

As every scaffold erection location erected by P.E.T has to be assessed prior to installation, any risks posed by asbestos will be identified by M O’Connor prior to erection.

Since 1997 P.E.T have had nil instances of asbestos exposure to personnel. A contributing factor to this is the fact that 85% of our work load is new house build where asbestos is not an issue, with the remaining 15% being re-roof – remedial – house build – engineering maintenance, type access works.

P.E.T’S present contracts have proven to give nil exposure to asbestos for its work force in the past 6 years, should that change ie, we win a contract for demolition power stations, chemical works etc. the matter will be revisited.

During the assessment of whether asbestos training for the workforce would be beneficial to P.E.T Scaffolding, It was noted that since 1987 we have had no evidence of any staff coming into contact with asbestos in the work place. It is also noted that Earl Wright scaffolder with P.E.T since 1992 attended asbestos awareness course at Bentley Motors in aprox 1998/1999 and in the past 15 years again has come into contact with nil asbestos. It is therefore considered impracticable to train staff for a possible encounter with a substance which will be identified and contained prior to their works.

ENVIROMENTAL HEALTH & SAFETY ARRANGEMENTS

UPDATED 07.07.2015

1. Mr CR Banks will act as a referral point for all environmental issues.

2. The site will adopt the best environmental practices and comply, as a minimum, with the requirement of environmental legislation. In exercising this responsibility, recognition will be taken of guidance note produced by both regulatory authorities and the environmental Health & Safety Advisor.

3. Regular monitoring of all discharges, whether it is into the atmosphere, land or aquatic environment, will be undertaken and recorded.

4. Changes in process, procedure, or the provision of new facilities which could impact upon the environment, must be referred to the named individual responsible for environmental issues at an early stage in their development.

5. The site will develop and foster good relationships with all relevant environmental regulatory bodies and will comply with the conditions imposed by licences, agreements, and permits etc. issues by such bodies.

6. The work force will be trained and educated in the exercise of environmentally responsible actions, which will include the husbanding of all resources.

7. The site will adhere to its practice of segregating trade effluent, fowl drainage and surface water for separate treatment and disposal.

8. All spillages or site accidents which could compromise the sites treatment and disposal facilities or licenses, or the surrounding environment, must be reported promptly to the nominated individual responsible for environmental issues.

9. The site will consider recycling as the first option for the processing of all waste streams.

10. Segregation, for separate disposal, of waste materials and redundant chemicals, which could compromise the sites waste disposal facilities or licenses, will be practised. Specific arrangements will be made for the disposal of this material through approved contractors.

11. All waste transport contractors and waste disposal sites will be audited to ensure that they are competent and properly licensed to provide the service they are offering. All documentation associated with these audits will be stored.

12. A complaints register will be maintained to document any complaints arising from within or external to the site. A summary of any legislation and actions taken to prevent reoccurrence will be recorded.

13. Waste minimisation plans and procedures for conservation of energy will be developed.

14. Environmental noise will be monitored at key points on the site and targets for noise emissions will be developed.

15. Policies for investigation of the environmental impact of suppliers will be developed, leading to a register of suitable suppliers.

P.E.T. ALCOHOL & DRUGS POLICY

UPDATED 07.07.2014

Employees found to be under the influence of alcohol whilst on work premises or otherwise during the hours of employment will be given a warning and sent home. Any further breach of P.E.T. SCAFFOLDING ‘No drink, No drugs’ rule will mean their employment being terminated. Employees found under the influence of drugs other than those prescribed by a doctor or obtained through a chemist will be dismissed instantly and their employment terminated.

Employees prescribed pain relief or otherwise which will affect their daily duties have responsibility to report to Mr M K O’Connor who will evaluate whether it is possible to continue your trade safely or sick leave is required.

P.E.T. WORKING AT HEIGHT POLICY

P.E.T as a company recognises its obligation to avoid working at height where possible in order to comply with HSE work at height regulations. The process of erecting scaffolding requires personnel to work at height throughout there working day. This is an unavoidable hazard for which P.E.T has put in the following measures to limit any negative impact working at height may have on its work force.

1. All works are proceeded by a risk assessment, this will highlight if a safer measure can be introduced into the scaffolding installation process in order to reduce the danger working at height poses. A typical example would be to use MEWPS for access during the erection of handrails to steelwork of new steel framed buildings instead of the use of ladders
2. Method statements provided to staff for each individual scaffold, includes the safe procedure of scaffold erection.
3. Staff are put through Apprenticeship to receive NVQ L2 qualification on their specific field od erecting scaffolding at height
4. Preventative P.P.E is supplied and inspected regularly to facilitate safe working at height during scaffold erection
5. It is recognised by P.E.T as a scaffolding erection company and by the construction industry that scaffolders have to work at height and that this is unavoidable in most instances

MANUAL HANDLING 12.01.17

P.E.T is committed to reducing manual handling where possible, unfortunately the process of scaffolding erection requires constant carrying – and lifting of scaffold materials. P.E.T does however try to minimize handling when on new build sites by storing all scaffold in fork lift stillages this minimizes loading and unloading of equipment onto wagons and enable equipment to be positioned closer to scaffold erection area and so minimizes the need to carry

P.E.T BRIBERY POLICY

P.E.T Scaffolding operate zero tolerance in respect of bribery or corruption within the company. The implications of this practice can lead to a criminal record and imprisonment for persons found guilty of such practice.

Bribery, which is the offering, promising or giving of a bribe (active bribery) , accepting a bribe (passive bribery) or if a company fails to prevent bribery being carried out on its behalf (corporate bribery) will not be tolerated and will lead to instant dismissal of employee, followed by legal proceedings to recover financial losses and undetermined compensation for damages to business reputation and business performance