



# OCCUPATIONAL HEALTH & SAFETY POLICY

## General Statement of Intent

Talus Solutions Ltd, (“The Company”) will comply with its legal duties in order to provide a safe and healthy working environment for its employees and others affected by its activities. It will take positive action to ensure that other contractors' employees, occupiers of premises, and members of the public do not have their health and safety adversely affected by the work operations of the company. The only acceptable standard of health and safety, and for welfare facilities, will be full and proper compliance with the requirements of legislation. Where it is possible and practical to do so, the company will exceed the minimum requirements of the legislation.

Talus Solutions Ltd will seek to ensure that each company with whom it contracts or subcontracts aspires to a similar high standard of health and safety management.

In recognition of the importance that this company places on the engagement and wellbeing of its employees, the company will:

- ✦ consult, on health and safety matters, with its employees and others who may work under its control to ensure that the arrangements for health and safety management are practical to implement and effective;
- ✦ as far as is reasonably practicable, fully and effectively control the health and safety risks arising from its work activities, in co-operation with employees, other contractors, clients and other relevant parties;
- ✦ ensure that accident and ill health prevention is allocated the highest priority, commensurate with business objectives, within all company operations;
- ✦ investigate lapses in health and/or safety performance and implement remedial actions to prevent, so far as is reasonably practicable, their recurrence;
- ✦ provide and ensure that all plant and equipment owned, used or hired by the company is appropriate, safe to use and properly maintained, inspected and tested;
- ✦ ensure that all equipment, materials and substances used by the company are appropriate for their intended use and used, handled and stored safely;
- ✦ ensure that all employees are provided with adequate supervisory training, information and instructions to competently carry out their work activities.

By Management Review and staff training the Company ensures that its performance relating to OH&S matters is subject to continual improvement.

Clear targets and objectives are set when measurable and practicable. This OH&S Policy, as documented in this policy and associated health and safety manual, is maintained by regular review and is communicated to all of the Company’s employees, suppliers and sub-contractors.

**Signed:** 

**Printed Name:** T Chadwick  
**Job Title** Operations Director  
**Date:** November 2019  
**Review Date:** November 2020  
**Version:** 0

**Signed:** 

**Printed Name:** P G Halford  
**Job Title** Director / Discipline Manager  
**Date:** November 2019  
**Review Date:** November 2020  
**Version:** 0

## Amendment Schedule

CHANGE NO.	DATE	DETAILS	REVIEWED BY
0	Oct 19	OH&S Policy Review	LHS Consulting Ltd

# Introduction to Our Occupational Health & Safety Policy

The safety policy is designed as a living document and will always reflect how our business operates.

It comprises of three component parts:

## 1. Policy Statement

This summarises our business commitment to health and safety, details general roles & responsibilities and gives information relating to arrangements for implementing the policy and ensuring that it is kept current.

The Policy Statement is signed by our **Directors** and is displayed prominently in our office and made available at all sites and workplaces as applicable.

## 2. The Organisation

This describes the structure of our business in terms of health and safety responsibilities. There is a section relevant for everyone in the business. This section will also summarise how external health and safety assistance will fit into our business structure. All employees need information from this section in so far as it relates to them.

## 3. The Arrangements Section

This details and provides guidance on the specific day to day arrangements and responsibilities for controlling or eliminating the types of hazards to health and safety that may arise as part of our business activity.

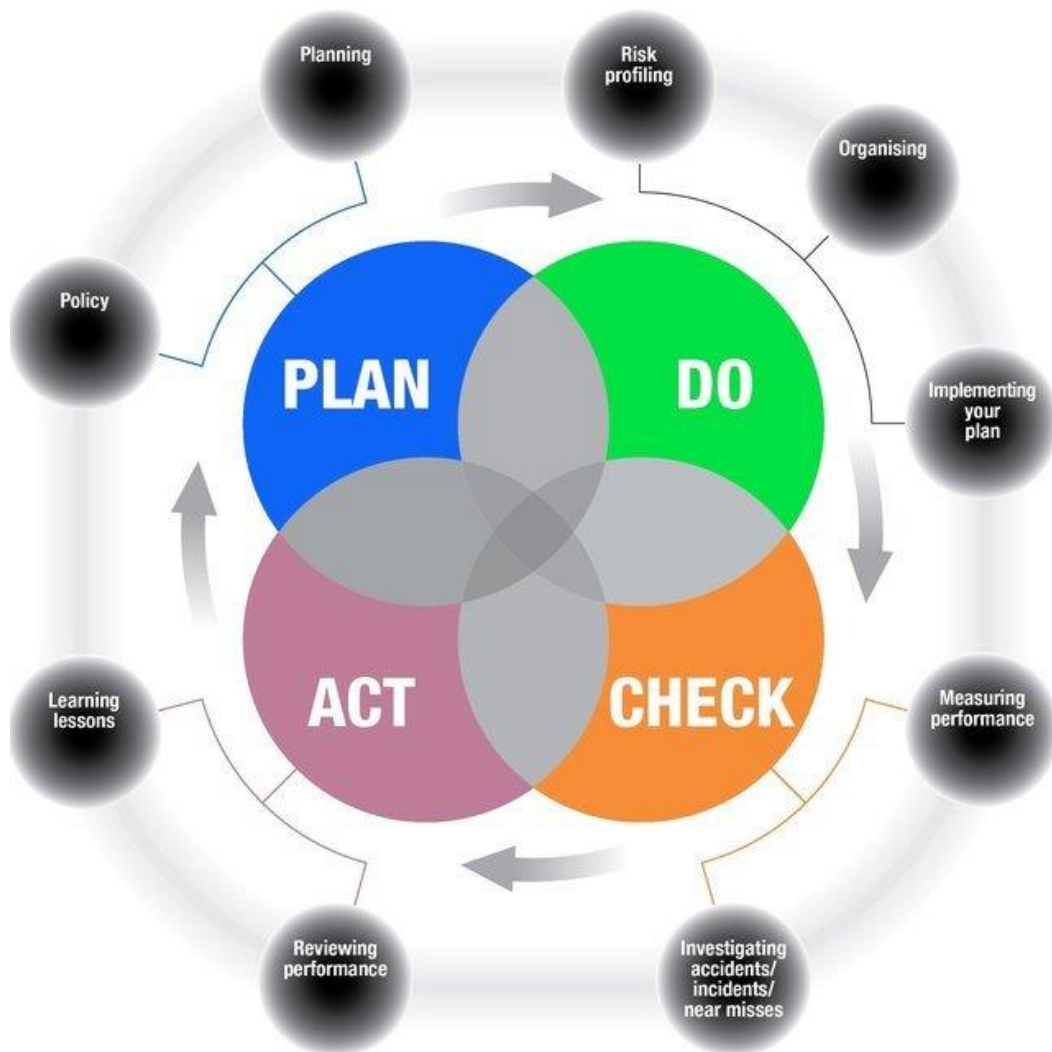
Each arrangement section details the standard forms which support the policy and are used to manage risk within the business.

## Our Occupational Health and Safety Management Model

The **Directors** hold ultimate responsibility for the actions of the Company under their control. However, they clearly cannot be responsible for every aspect of health and safety but must delegate duties to others within the company. The organisation chart shows the basic structure of the company and outlines the way in which this is delegated.

In accordance with the requirements of the Management of Health & Safety at Work Regulations, the company has established it does not have an employee with adequate knowledge and experience to fulfil the role of Health and Safety Adviser and so it has appointed external advisers to this function. The advisers are LHS Consulting Ltd. Lee Haysman is the main contact, their contact details are detailed in the arrangement section of this policy.

With regards to driving health and safety forward, there must be strong commitment from the **Directors** and they have shown this commitment in the Company Health & Safety Policy Statement. The following diagram illustrates the basic building blocks of a progressive health and safety management system. The Company's procedures are based on this accepted model.



## Part 2 Organisation

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

Ultimate responsibility lies with the **Directors** but specific duties are delegated to others according to their function, experience and training.

All **Directors** must ensure that the objectives set out in this Policy are undertaken in their area of responsibility as well as in other areas in which their work integrates.

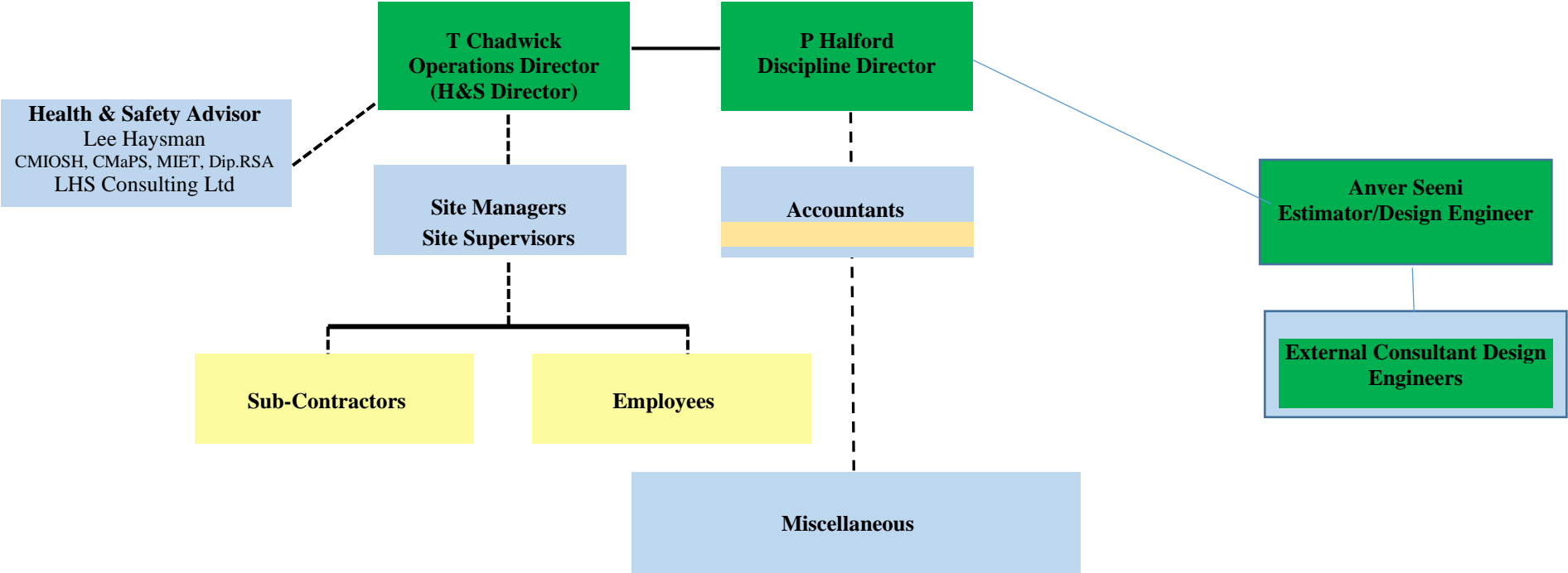
Management will ensure that all employees, sub-contractors and site visitors adopt this Policy.

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

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Name	Responsibility
Philip Halford	Director / Discipline Manager
Tim Chadwick	Operations Director / Health & Safety
Fitzhugh Geoff	Contracts Manager
Anver Seeni	Estimator/Design Engineer
Lee Haysman	Health and Safety Advisors (MHSAW Regulation 7)

# TALUS SOLUTIONS LTD MANAGEMENT STRUCTURE



# Individual Responsibilities

## Directors Responsibilities

The **Directors** have overall responsibility for the health and safety of employees and all other persons who may be affected by the company's activities. The **Directors** are responsible for the sound and effective day-to-day management of the health and safety arrangements of the Company.

To satisfy their duties the **Directors** will:

- ✚ Ensure the Company has access to competent Health and Safety advice as required by the **Management of Health and Safety at Work Regulations 1999**.
- ✚ Ensure that an effective policy for Health and Safety management exists, supplemented by additional documents as necessary and that these documents are implemented throughout the business.
- ✚ Ensure this policy is routinely reviewed on an annual basis to ensure the arrangements for health and safety remain current and valid.
- ✚ Ensure that necessary resources and information is made available for the policy to be effectively put into practice.
- ✚ Co-operating and assisting, as necessary, with all enforcing authorities and any other external body concerned with Health and Safety in the course of their duties.
- ✚ Ensure that the duties and responsibilities for safe working are properly assigned, accepted and understood by all personnel working in or entering their area of responsibility.
- ✚ Ensure that the health, safety and welfare arrangements provided are maintained and available at all times.
- ✚ Take responsibility for implementing any recommendations (that require additional expense) arising from any risk assessment carried out for the Company as far as is reasonably practicable.
- ✚ Ensure that all adverse events (accidents & incidents) are reported and investigated to determine if further controls are necessary to prevent a recurrence.
- ✚ Ensure that Health and Safety training is provided to all new employees as part of the company's overall training programme.
- ✚ Ensure that all employees have been briefed on and understand the Health and Safety Policy along with any safe working systems/procedures relevant to their work.
- ✚ Ensure employees have access to all necessary and relevant information appertaining to their health, safety and well-being at work.
- ✚ Ensure that **Site Managers / Supervisors** carry out their respective duties regarding Health and Safety within their areas of control.
- ✚ Having regular meetings with the Company's **Health and Safety Adviser** and **Company Directors** with a view to reviewing performance, setting objectives and receiving feedback in general on health and safety issues.
- ✚ Ensuring all **Directors** are informed of any major health & safety issues affecting or likely to affect the Company, and through leadership promote a pro-active approach to positive health and safety and risk management.

## Health and Safety Director Responsibilities

These responsibilities are specific to this role and are in addition to the other relevant **Directors** responsibilities. The **Health and Safety Director's** responsibilities are to ensure that arrangements exist to deliver the following:

- ✚ Provide positive leadership for the Company on Health and Safety issues and promote the adoption of Health and Safety best practice.
- ✚ They will be the first point of contact with **LHS Consulting Ltd**, coordinating meetings and liaising over documentation and information for training, newsletters and noticeboards.
- ✚ Promote an enthusiastic Health and Safety culture that delivers positive commitment to and engages all **Employees** in continuous improvement in Health and Safety performance.
- ✚ Monitor and report on the implementation of the Company Health and Safety Management Framework and progress against the Company Health and Safety Performance Standards.
- ✚ Lead and provide functional management for the Health and Safety personnel within the Company.

- ✚ Ensure written risk assessments and safe systems of work are provided to establish safe working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed by Company **Employees**.
- ✚ Provide assistance and advice to **Directors** with Health and Safety responsibility at department level as required.
- ✚ Recommend annual Health and Safety objectives for the Company. Monitor and report on the implementation of the approved objectives to the Board.
- ✚ Produce reports and meeting minutes on Health and Safety performance in the Company and share with all **Employees**.
- ✚ Ensure that there are appropriate processes in place for alerting the business to significant accidents and incidents and where appropriate be involved in their investigation and ensure that they are adequately reported.
- ✚ Review reports of accident and incident investigations identify any trends and ensure that there is an appropriate response to prevent future recurrence.
- ✚ Regularly meet with the **Health and Safety Advisor** to monitor and review Health and Safety Performance.
- ✚ Keep abreast of developments in Health and Safety legislation and, where appropriate, represent the Company's interest in any consultation process.
- ✚ Represent the Company through involvement with appropriate Health and Safety forums, networks, industry and regulatory bodies.
- ✚ Develop and monitor the implementation of processes for the development of Health and Safety personnel in the Company.
- ✚ Ensure arrangements are implemented with all contractors to avoid any confusion about areas of responsibility.
- ✚ To co-operate with the **Health & Safety Adviser** and acts on his recommendations.

## Directors Responsibilities

The **Directors** are directly responsible for the sound and effective day-to-day management of company construction projects.

To satisfy their duties the **Directors** will:

- ✚ Ensure that an effective policy for Health and Safety management exists, supplemented by additional documents as necessary and that these documents are implemented throughout the business.
- ✚ Ensure that necessary resources and information is made available for the policy to be effectively put into practice.
- ✚ Co-operating and assisting, as necessary, with all enforcing authorities and any other external body concerned with Health and Safety in the course of their duties.
- ✚ Ensure that the duties and responsibilities for safe working are properly assigned, accepted and understood by all personnel working on construction projects;
- ✚ Ensure that the health, safety and welfare arrangements provided are maintained and available at all times;
- ✚ Take responsibility for ensuring recommendations arising from risk assessments are carried so far as is reasonably practicable across company projects;
- ✚ Ensure that all adverse events (accidents & incidents) are reported and investigated to determine if further controls are necessary to prevent a recurrence.
- ✚ Ensure that Health and Safety training is provided to all new employees as part of the company's overall training programme.
- ✚ Ensure employees have access to all necessary and relevant information appertaining to their health, safety and well-being at work.
- ✚ To co-operate with the **Health & Safety Adviser** and act on recommendations in recommended timescales;
- ✚ Carry out routine inspections and monitor the activities within their area of responsibility to ensure all equipment, the working environment, local fire precautions and welfare arrangements satisfy the appropriate standards.

## Designer

In addition to their responsibilities as **Employees, Estimators / Designers** will ensure that arrangements exist to deliver the following:

- ✚ Ensure, insofar as they apply to works under their control, the requirements of Section 6 of the Health and Safety at Work etc. Act 1974 and the Construction (Design and Management) Regulations 2015 that the



design and specification of construction, demolition or installation work and the manner of its execution shall be such that safe working conditions are possible for all during the construction phase or after completion.

- ✚ Avoid hazards where possible, but there will be many situations where it is not possible to avoid all hazards. Where hazards cannot be avoided, the designer should reduce the risks associated with the hazard. The amount of effort put in to avoiding hazards and reducing risks should be proportionate to the degree of risk.
- ✚ Carry out a designer hazard elimination assessment prior to commencement of works with specific reference to the occupiers safe working and maintenance environment;
- ✚ Ensure job safety by reviewing the systems of work in their locations or teams;
- ✚ Report any deficiencies in relation to site safety in construction or on other works locations to the appointed Principal Designer or Principal Contractor.
- ✚ Ensure the use and wearing of safety protective equipment, PPE and clothing by other employees under their supervision;
- ✚ Confirm adequate resources including competence and time have been allocated to the project;

## **Site Manager / Supervisor Responsibilities**

The **Site Manager / Supervisor** is directly responsible for the sound and effective day-to-day management of the health and safety arrangements on construction sites. To satisfy their duties the **Site Managers** will:

- ✚ Ensure that the Company Health & Safety Policy is fully implemented on sites.
- ✚ Promote a high standard of Health & Safety on Site.
- ✚ Written risk assessments and method statements are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- ✚ Arrangements are implemented with all contractors to avoid any confusion about areas of responsibility;
- ✚ Sites are so organised that work is carried out to the required standard with the minimum risk to personnel, equipment and materials.
- ✚ The first aid equipment, as laid down, is available on site and that employees know where it is kept.
- ✚ The precautions and work methods are checked with Contractors prior to commencing work.
- ✚ The legal requirements are observed on site and that all registers, records and reports are in order.
- ✚ All employees are given precise instructions on their responsibilities for the correct working methods.
- ✚ Provisions are made for the delivery and stacking of materials to avoid unnecessary handling.
- ✚ All plant on site is safe, is guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- ✚ Ensure that plant and equipment under their control or brought to site by the subcontractor has any necessary certificates of test, inspection and examination and is safe to use.
- ✚ Machinery and plant, including hand tools, are maintained in good condition.
- ✚ The electricity supply is installed and maintained so as not to present a risk to men and equipment.
- ✚ All hazardous materials are correctly marked, stored, handled and used.
- ✚ Suitable protective clothing is provided where appropriate and is correctly used.
- ✚ Ensure that no employee is required to undertake any task without adequate training / job instruction or which exceeds their capability.
- ✚ Discipline employees and contractors as required.
- ✚ Provide appropriate information, instruction and training to ensure so far as is reasonably practicable the Health & Safety at work of employees.
- ✚ Maintain the workplace in a safe and risk-free condition and provide a safe means of access to and egress from the workplace.
- ✚ Consult and co-operate with the **Health & Safety Director** when matters arise requiring specialist knowledge.
- ✚ Comply with procedures laid down for reporting and investigating accidents, taking prompt action to prevent re-occurrence whenever possible.
- ✚ Ensure high standards of housekeeping are maintained within their area of responsibility.
- ✚ **Site Managers / Supervisors** are to complete a daily health and safety checklist and forward a copy to the head office.
- ✚ To co-operate with the **Health & Safety Adviser** and acts on his recommendations.

## Health & Safety Advisor Responsibilities

The Company's nominated safety consultants are **LHS Consulting Ltd** whose main responsibilities are:

- ✚ Advising all Company Employees on safety and health issues with particular emphasises on the elimination of potential hazards.
- ✚ Monitoring and evaluating the Company's Health & Safety Policy on all of the Company's sites through site inspections.
- ✚ Carrying out where necessary an investigation into any accidents / incidents which have been reported to the Health & Safety Executive, as well as any other accidents.
- ✚ Ensuring that the Company meets the requirements of Health, Safety and Environment legislation, regulations and approved codes of practice.
- ✚ Liaising with the Company's **Directors** to ensure that all statutory inspections and testing in accordance with the Company's procedures are being conducted.
- ✚ Monitoring that the Company's sites are inspected systematically and comply with Health, Safety and Environment legislation and Company procedures.
- ✚ Monitoring and reviewing periodically the safety performance of the Company, including accident statistics, training courses and inspection reports.
- ✚ Liaising with Staff Development for the implementation of training programmes within respective departments.
- ✚ Reviewing the Health, Safety and Environment Policy and Codes of Practice and preparing for new legislation which may affect the Company.
- ✚ Ensuring that any notifiable accidents, diseases and dangerous occurrences are reported under RIDDOR to the relevant enforcing body and ensure that the **Health and Safety Director** has carried out an investigation of the accident/incident;
- ✚ Liaising with visiting enforcement agencies e.g. Health, Safety and Environment Executive Inspectors, and affording them all the facilities that they require.

## Plant Operators Responsibilities

**Plant Operators** have the following responsibilities:

- ✚ Ensuring that items of Plant / Piling Rigs undergo daily inspections, before the beginning of every shift to ensure its conformity with legislation. To record the inspection and report any defects to site management.
- ✚ Move hand and foot levers of hoisting equipment to position piling leads, hoist piling into leads, and position hammers over pilings.
- ✚ Operate cranes, hoists, or other moving or lifting equipment.
- ✚ Drive pilings to provide support for buildings or other structures, using heavy equipment with a pile driver head.
- ✚ Position structural components. Operate heavy-duty construction or installation equipment.
- ✚ Move levers and turn valves to activate power hammers, or to raise and lower drophammers that drive piles to required depths.
- ✚ Clean, lubricate, and refill equipment as detailed in the manufacturers user instructions.
- ✚ Clean equipment or facilities. Maintain construction tools or equipment.
- ✚ Ensure all plant is operated in line with training given and operators only operate plant for which they are qualified (CPCS / NPORS or Company approved);
- ✚ Ensuring that all lights, warning signs, mirrors or cameras are kept clean and positioned in such a manner as the driver can operate the plant safely;
- ✚ Ensuring that Roll Over Protection Systems (ROPS) are not tampered with and are fitted to ensure safe use of Plant;
- ✚ Ensuring that safety belts and other restraint systems are worn if fitted to the Plant;
- ✚ Ensuring that when the Plant is operated, a flashing warning beacon is used at all times during operations;
- ✚ Ensuring that where plant accesses the Public Highway, that the Plant is registered for such purpose and displays a valid number plate;
- ✚ Ensuring that plant used for lifting purposes is only done so if the plant is specified for this type of task;
- ✚ Ensuring that no modifications or hybrid repairs are made to plant with the exception of authorised repairers;
- ✚ Ensuring that Plant is kept in a clean condition including cabin and instruments;
- ✚ Ensuring that any attachments such as Buckets or forks are in good condition and are only fixed in position using the appropriate designated fixing mechanisms;

- ✚ Ensuring that when operating plant that has the ability to rotate (such as 360° Machines) that reversing travel is only done if forward movements cannot be made. A Banksman must be utilised for all reversing movements;
- ✚ When operating next to or on the public highway, that counterbalances and other protruding sections of plant do not encroach into live traffic areas or pedestrian areas;
- ✚ Ensuring that when unattended that the plant is left in a safe condition including the removal of ignition keys and that the plant is parked in an appropriate safe position;
- ✚ Ensuring that all excavator quick hitches have a daily recorded inspection and that all bucket/attachment changing takes place within a designated changing area.

## **First Aider Responsibilities**

Competent and trained **First Aiders** will be appointed by the Company with the objective to preserve life, prevent deterioration and to promote recovery of personnel in an emergency by:

- ✚ Answering all emergency calls when on duty (this includes breaks).
- ✚ Reporting and recording all accidents/incidents promptly and forwarding original documentation to the office immediately.
- ✚ Where accidents are of a serious nature, details of accidents are telephoned through to the relevant authority in liaison with our **Health and Safety Advisor** with immediate effect.
- ✚ Replenishing first aid boxes and facilities and recording.
- ✚ Taking due care for the safety of themselves and the safety of others.
- ✚ Attending any training course provided, in particular the three-year refresher certificate.

## **Fire Marshal Responsibilities**

Competent and trained **Fire Marshals** will be appointed by the Company with the objective to identify, monitor and review fire safety and to assist in an emergency by:

- ✚ Answering all fire calls when on duty (this includes breaks).
- ✚ Directing and organising people during a fire evacuation.
- ✚ Organising regular fire drills.
- ✚ Regularly inspecting workplace premises and fire facilities.
- ✚ Providing feedback on inspections.
- ✚ Taking due care for the safety of themselves and the safety of others.
- ✚ Informing the **Site Manager / Supervisor** of any fire safety related defects.
- ✚ Frequently attending any fire marshals' meeting scheduled.
- ✚ Attend any training course provided, in particular the three-year refresher certificate.

## **Sub-contractors Responsibilities**

The **Sub-contractors** have the following responsibilities:

- ✚ Be aware of and be expected to co-operate fully with Talus Solutions Ltd to avoid accidents and ill health on Company premises and sites;
- ✚ To provide method statements and risk assessments for activities to be undertaken. Evidence should also be provided to show that the submitted documents have been read by relevant personnel.

## **Temporary Works Coordinators / Supervisors**

**Temporary Works Coordinators (TWC)** have the following responsibilities:

- ✚ Assist with the identification of scheme's Temporary Works requirements during the design stage, as well as during construction.
- ✚ Ensure business processes and systems for Temporary Works are implemented in particular the Temporary Works Arrangement within this policy.
- ✚ Develop accurate design briefs in consultation with site and design teams and ensure the briefs are sent to the designer

- ✚ Liaise with Temporary Works designers, checkers and site personnel.
- ✚ Undertake basic temporary works designs.

**Temporary Works Supervisor (TWS)** have the following responsibilities:

- ✚ To implement the Temporary Works Procedure on site and assisting the TWC in his/her duties.
- ✚ To properly assess and control risks associated with Temporary Works on site.
- ✚ Manage the key site stages of typical Temporary Works i.e. Scaffold, Formwork, Falsework, Fencing, etc and how to manage amendments/change by using the Temporary Works Register and liaising with the TWC when appropriate.
- ✚ Be aware of typical hold points, inspections and permits which might be needed.

## **Employee Responsibilities**

All **Employees** have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. In order to comply with this duty all employees will be expected to:

- ✚ Conform to any legal requirements, company rules, procedures and instructions necessary for ensuring health and safety;
- ✚ Seek advice and instruction from their **Site Manager / Supervisor or Directors** when situations arise which may affect the health and safety of themselves or others;
- ✚ Report any unsafe equipment, methods of work or any other safety concerns;
- ✚ Stop work and seeking advice if they believe there is an imminent risk of injury to themselves or others;
- ✚ Report any near miss or accident, however slight, and whether or not injury or damage has been sustained;
- ✚ Assist at all times in maintaining good housekeeping standards;
- ✚ Not interfere with anything provided to safeguard health & safety, e.g. remove or wilfully discharge fire extinguishers.

**Employees are reminded that non-compliance with health and safety rules and procedures will result in disciplinary action and may include immediate dismissal if appropriate.**

## **Arrangements for Implementation**

This Policy and arrangements will be reviewed at least on an annual basis. Provision will also be made to undertake a review in the event of the amendment of existing or introduction of new legislation, codes of practice or guidance notes. The arrangements detailed in this section are all supplemented with company **Standard Forms** which are utilised to manage risks associated with the company's business.

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## Risk Assessment

In accordance with the **Management of Health and Safety at Work Regulations 1999**, the company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance and the procedure for doing so is as follows:



Risk assessments will be undertaken by the **Health and Safety Director** with assistance from our advisors, **LHS Consulting Ltd** and in consultation with the **Site Manager / Supervisors & Employees**.

Risk assessments will be compiled wherever possible from general risks for which generic control measures have been established. Contract-specific special risks will be assessed by the **Health and Safety Director**. The preliminary contract risk assessment is undertaken in the planning stage of a contract with the purpose of determining the general level of health and safety management required on the project. The preliminary assessment will consist of an overview of site conditions and the nature of the work to be completed and an identification of likely risk areas. In general, risk areas will be similar from project to project and will be familiar to all parties. It will therefore not be necessary to identify every risk at this stage, merely those which are unusual or present particular hazard on the project. These special risks need to be identified so that the project can be properly planned and appropriate resources considered.


### Point Of Work Risk Assessments (POWRA)

A POWRA is a continuous process of identifying hazards. The risk is assessed and action taken to eliminate or reduce risk. The POWRA will be applied in a changing work environment. The POWRA will be conducted by the **Site Manager / Supervisor** managing the activity. The competent person must halt the operation if it is believed the risk outweighs the control measures applied. The **Health and Safety Director** is responsible to ensure competent people have been trained in Point Of Work Risk Assessing on site.

As the project develops, it is possible that new risks may become apparent or factors relating to existing risks may alter. The **Health and Safety Director** is responsible for monitoring risks, identifying changes and for altering and re-issuing risk assessments as required.

Strategies for the prevention and control of exposure to identified hazards will be **prioritised** based on the risk rating. Prevention and control measure should reduce the risk as far as is reasonably practicable taking into account the severity of potential injury or environmental exposure, available finance and resources.

Talus Solutions Ltd will ensure the standard hierarchy of controls measures are applied to risk reduction, as follows:

- 
- Eliminate:** Prevent exposure by discontinuing activity
  - Reduce:** Reduce the severity or exposure to the hazard
  - Isolate:** Separate the hazard from people or the environment
  - Control:** Implement controls/practices to prevent exposure to risk
  - PPE:** Provide personnel equipment
  - IITS:** Information instruction and training
  - Discipline:** Relies on the correct behaviour of employees, i.e. following Company rules and procedures, enforced by disciplinary measures where necessary

### **Safe Systems of Work (Method Statements)**

Talus Solutions Ltd will provide written safe systems of work for all operations and tasks where there is a significant risk of injury; where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, in spite of all reasonable control measures being implemented, significant risk remains. **Employees** will be instructed in the safe system of work, as appropriate, and a record of understanding kept.

Specific Responsibilities;

- The **Health and Safety Director** with the assistance of **LHS Consulting Ltd** must identify all such processes and planned activities within their area of responsibility and ensure that suitable written systems are produced, employees trained and records kept.
- The **Site Manager / Supervisor** must familiarise themselves with the safe systems of work and ensure that employees comply fully at all times whilst carrying out the identified processes.
- **Employees** must observe and understand the system of work at all times; reporting any circumstances which prevents compliance or undermines its effectiveness to Talus Solutions Ltd.

Standard Form No	Associated Standard Form Title
SF1	Risk Assessment Template
SF2	Method Statement Template
SF3	POWRA
SF7	RAMS Acknowledgement Record

### **Work Stop Policy**

**Everyone working on behalf of Talus Solutions Ltd has the right to stop working if they feel their health and safety is at risk. On stopping work they should ensure that the workplace is not left in an unsafe condition whereby a third party could be placed at risk, and as soon as possible they should notify their Site Manager / Supervisor of their actions such that remedial action can be taken.**



Standard Form No	Associated Standard Form Title
SF61	Hazard & Near Miss Report Form



## **Contaminated Land**

Talus Solutions Ltd.'s works often involve redevelopment of land which has been contaminated by industrial processes once carried out on the site or by materials which had been stored or dumped there. In some places naturally occurring contamination may be present. Contamination may be a potential health risk to those working on site, visitors or to members of the public unless adequate precautions are taken to control them. Examples of the types of contamination that may be present are:

- Asbestos
- Lead
- Radioactive materials
- Buried explosives
- Anthrax
- Weil's disease

### **Planning Procedures**

Prior to carrying out any work it is advisable to carry out an investigation to determine what the land was previously used for. Under the **Construction (Design & Management) Regulations 2015** this investigation should have been carried out by the client with the assistance of the Principal Designer. If there is known contamination, or there is any reason to believe there may be contamination, present a suitable assessment of the risks to health needs to be made.

The risks associated with contaminated land are:

- Skin absorption;
- Skin penetration ingestion;
- Inhalation;
- Asphyxiation / gassing fire / explosion;
- Diseases due to biological agents.

The **Directors** must:

- Define the contaminated area;
- Ensure adequate hygiene facilities are made available on site. These may be hand washing facilities but may include showering facilities, clean / dirty changing rooms, Talus Solutions Ltd;
- Organise the site before set up commences to ensure, as far as is reasonably practicable, that parking, welfare, maintenance facilities are away from the contaminated area;
- Ensure cross contamination cannot occur due to persons walking or driving off site;
- There may be a need for wheel wash and boot cleaning systems to prevent this occurring. Cross contamination may also occur due to airborne particles or contaminated dusts. In this case adequate dust suppression may be needed;
- Ensure that suitable and sufficient protective clothing and equipment is available and used;
- There must be adequate supplies available for replacement due to loss or failure. It is important that, where more than one item of equipment is required, they are compatible and that all equipment is suitable for the physical characteristics of the wearer;
- Ensure that and adequate means for the removal of wastes from site is available;
- There may be a need for sheeted Lorries or special waste bags to be supplied.

### **Control Measures**

- Carry out all works in accordance with the safe system of work;
- Be aware of any emergency procedures;
- Wear all PPE at all times. If any unusual symptoms are experienced when carrying out the work or there is reason to believe that the PPE supplied has failed or is inadequate, leave the area and inform the **Site Manager / Supervisor** immediately;
- Do not cause cross contamination by walking or driving off the site without using the appropriate washing facilities;

- A high standard of personal hygiene must be achieved at all times. Any open wounds must be treated immediately to reduce the risk of infection;
- There is to be no eating, drinking or smoking within the defined contamination area;
- These activities must` only be carried out in designated areas.

## **Roadworks**

Roadworks can be a hazardous operation to both Talus Solutions Ltd and to users of the public highway. When undertaking road works there is a requirement to comply, not only with conventional health and safety legislation, but also **The New Roads and Street Works Act** and Chapter 8 of the Traffic Signs Manual "Traffic Safety Measures for Road Works".

It is therefore essential for the Company to assess the various risks associated and establish a suitable and sufficient safe system of work. Some of the main hazards associated with roadworks are:

- High speed traffic
- Plant and vehicle movements in confined areas
- Burns and fire risks from bituminous materials
- Flying debris from moving vehicles or breaking out of concrete
- Falls
- Contact with underground and overhead services / structures
- Dust and fumes.

## **Planning Procedures**

All works must be carried out in accordance with **The New Road and Street Works Act 1991** (Chapter 22) and **The Highways Act**. The **Street Works Supervisor** to be in possession of CPCS / CTA under the requirements set out in the above Act. All works must be supervised by a person having a prescribed qualification as a supervisor and there must be on site at all times whilst work is in progress at least one person having a prescribed qualification as a trained operative.

- All works are to have been adequately risk assessed and a suitable safe system of work developed and communicated to all persons;
- Ensure notification to commence work has been lodged with the appropriate authority;
- Ensure sufficient signs, cones, lamps, barriers and traffic signals are available;
- Give adequate warning of the work by placing signs correctly, allowing for any restricted visibility and traffic in both directions;
- Check signs regularly for position and cleanliness;
- Ensure enough room is made for the work to be carried out in a safe manner;
- Ensure pedestrians are given clear access, are protected from traffic by a safety zone and protected from the works by temporary barriers;
- Take special care for work in the centre of the road, at pedestrian crossings, junctions and at roundabouts;
- Additional precautions must be taken during periods of bad weather;
- Ensure sufficient quantities of PPE, which is suitable for the specific operations, is available.

Other than specific training under the 'New Roads and Street Works Act' it is important that all persons working on roadworks have received a site specific induction. Further to this all persons must be competent, and hold the relevant certification, to carry out the works for which they are employed.

## **Control Measures**

- Wear high-visibility clothing at all times. High visibility clothing must be **class 3** with sleeves.
- When working around machinery which is breaking out ensure suitable eye protection is worn.
- Wear dust masks if excessive amounts of dusts are produced from the operations.

- Never cross any barriers whether these are for segregating the works from the public highway or for protecting the edges of excavations. It is also important that the barriers are never moved without permission from the Principal / Main Contractor;
- Don't carry out any excavations unless a 'permit to break ground' has been issued and all relevant control measures have been put in place.

## **Electricity**

In accordance with the **Electricity at Work Regulations 1989** electrical risks must be assessed and controlled by the use of:

- Statutory inspections and testing of portable electrical appliances by a competent person whether used on sites or within the company's premises.
- 5 yearly statutory inspection and testing of fixed installations, the company having a duty to ensure that the landlord of the premises complies with his duty regarding this matter in order to protect the safety of employees.
- Any power tools used are to be of low voltage and must be stringently inspected and maintained.
- Prohibition of any employee to access live electrical installations.

## **Visual Inspection by the User**

All users must look critically at the electrical equipment they use from time to time. This needs to be daily in the case of handheld and hand operated appliances to check that the equipment is in sound condition (remember to unplug and switch off first!). Checks must be made for:

- damage, e.g. cuts, abrasion (apart from light scuffing) to the cable covering;
- damage to plug, e.g. cracked casing or bent pins;
- non-standard joints including taped joints in the cable;
- the outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. (Look to see if the coloured insulation of the internal wires is showing);
- equipment that has been used in conditions where it is not suitable, e.g. a wet or dusty workplace;
- damage to the outer cover of the equipment or obvious loose parts or screws;
- signs of overheating (burn marks or staining).

The checks also apply to extension leads, associated plugs and sockets.

Any faults must be reported to the **Site Manager / Supervisor**, the equipment taken out of use immediately, labelled as faulty (and reason why faulty) and must not be used again until repaired.

Note: Equipment which exhibits intermittent faults e.g. sometimes it works, next time it doesn't, must be taken out of service and not used again until thoroughly checked out by a competent person and the source of the fault identified and rectified.

## **Lock out and Tag out**

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury. Operatives are not permitted to operate any switch, valve or other energy-isolating device bearing a lock or tag.

Each person performing work is to be made aware of isolation points and is to effectively lockout or control all energy sources affecting their work. This allows for group lockout procedures with individually keyed lock and tags. Each person who is likely to be in a position to lockout a piece of equipment for work must be issued with a minimum of one individually keyed lock. This lock is to be used in conjunction with a Danger tag.

## Testing

Electrical testing of portable electrical equipment for earth/insulation integrity using a portable appliance tester will be carried out by a competent person in addition to the user visual inspections:

- whenever there is a reason to suppose the equipment may be defective (but this cannot be confirmed by visual inspection);
- after any repair, modification or similar work;
- at regular intervals.

Combined inspection and testing should be carried out by someone with a wider degree of competence than that required for visual inspection alone. This is because the results of the tests may require interpretation and appropriate electrical knowledge.

PAT Testing is undertaken by a competent person in line with the requirements of HSG107.

## Frequency of Testing

The initial frequency for inspection/testing suggested by the Health and Safety Executive is shown in the following table. This frequency can be shortened or lengthened in the light of practical experience, i.e. number of faults which appear.

Type of business	User checks	Formal visual inspection	Combined inspection and test
Equipment hire.	N/A.	Before issue/after return.	Before issue.
Construction (For indication only. See Electrical Safety on construction sites for more detail).	110V – Weekly. 230 V mains – Daily/every shift.	110V – Monthly. 230V mains – Weekly.	110V – Before first use on site then 3 monthly. 230V mains – Before first use on site then monthly.
Light industrial.	Yes.	Before initial use then 6 monthly.	6 – 12 months.
Heavy industrial/high risk of equipment damage.	Daily.	Weekly.	6 – 12 months.
Office information technology, e.g. desktop computers, photocopiers, fax machines.	No.	1 – 2 years.	None if double-insulated, otherwise up to 5 years.
Double-insulated equipment <b>not</b> hand-held e.g. fans, table lamps.	No.	2 – 3 years.	No.
Hand-held double insulated (Class 11) equipment, e.g. some floor cleaners, kitchen equipment and irons.	Yes.	6 months – 1 year.	No.
Earthed (Class 1) equipment, e.g. electric kettles, some floor cleaners.	Yes.	6 months – 1 year.	1 – 2 years.
Equipment used by the public, e.g. in hotels.	By member of staff.	3 months.	1 year.
Cables and plugs, extension leads.	Yes.	1 year.	2 years.

Standard Form No	Associated Standard Form Title
SF45	Portable Electrical Equipment Inventory Test Record

## Site Safety / Piling Operations

### Planning

Talus Solutions Ltd will ensure that arrangements are established for all aspects of health, safety and welfare at all sites.

The **Health and Safety Director** is to ensure that as part of the planning process safe systems of work, including site specific risk assessments, are established for all activities on site. Where necessary, method statements or written procedures shall be produced and approved prior to the start of work. These statements are to ensure that adequate attention is paid to establishing appropriate precautions involving the use of plant, equipment, processes and the storage and handling of flammable substances.

### **Contract Award - Appointed Principal Contractor or Contractor for Single Contractor Projects**

On contract award if the company have been appointed principal contractor or contractor (for single contractor projects) the following actions should be instigated.

- ✚ The **Health and Safety Director** should produce a detailed Construction Phase Plan using information supplied from the Client / Principal Designer and agreeing the plan with the Client and the Principal Designer (on multiply Contractor projects) before work commences on site.
- ✚ Obtain from the Client a copy of the notification (F10) of new works to the health and safety executive if applicable.
- ✚ With the **Site Manager / Supervisor** produce the risk assessments for the project and identify any high risk operations that will require specific method statements.
- ✚ Obtain from the Principal Designer the health & safety file, and put into place procedures to ensure the file is continuously updated with appropriate information throughout the project.
- ✚ Ensure any sub-contractors are re-assessed and a pre-contract meeting takes place before construction commences on site.
- ✚ Prepare a contract health and safety pack for the **Site Manager / Supervisor**.

Prior to any site work commencing, the **Site Manager / Supervisor** is to ensure that suitable welfare facilities are in place for staff. These must be suitable welfare facilities as defined in the requirements of **CDM 2015 Schedule 2**.

### **Contract Award with the Company being a Contractor to a Principal Contractor**

Talus Solutions Ltd should receive from the Principal Contractor details of the project health and safety plan together with the site rules. Talus Solutions Ltd will provide to the Principal Contractor risk assessments for the work to be undertaken, together with method statements for any tasks identified as high risk.

### **Contract Completion**

At the end of the contract, the contract start up pack will be returned to the **Health and Safety Director** who will ensure the accident book, weekly inspection register and the site induction & PPE register are archived for future reference.

The **Site Manager / Supervisor** must also complete the post contract assessment for any sub-contractor used on the project.

### **Site Security**

At the end of the working day if works are not complete the **Site Manager / Supervisor** will ensure all workplaces are left in a secure and safe condition to eliminate, as far as is reasonably practicable, all risks to children and the general public. In particular:

- All plant and equipment is secured to prevent it from being used by unauthorised persons;
- All ladders are secured or removed;
- Excavations and piling holes are covered or back filled;
- Flammable and hazardous substances are securely and correctly stored;
- Materials are suitable secured and stacked.

## **Plant, Machinery and Work Equipment**

Talus Solutions Ltd will ensure that all machinery and work equipment is suitable and without risk to Health, Safety and the Environment, in accordance with legislation such as the **Provision and Use of Work Equipment Regulations 1998**, the **Lifting Operations and Lifting Equipment Regulations 1998** and the **Electricity at Work Regulations 1989**.

The Company will ensure that machinery and work equipment is:

- suitable for the intended use;
- safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case;
- used only by people who have received adequate information, instruction and training; and accompanied by suitable safety measures, e.g. protective devices, markings, warnings.

### **Mobile Plant**

**Site Manager / Supervisor** must ensure that the correct item of plant is selected for the work taking full account of site conditions, the task to be undertaken and any limitations imposed as a result therein.

Where feasible, plant which provides the operator with full peripheral vision should be selected.

The **Directors** must only authorise competent plant operators who are in possession of a Construction Plant Competence Scheme (CPCS) card specific to that item of plant or equivalent.

Plant and equipment must only be used, or operated, by authorised competent persons who have been trained and certificated in line with approved schemes. Inexperienced operatives must have direct supervision whilst being trained in the use of equipment.

All **Employees** are required to carry out a visual check of any equipment before it is used. In some cases, this check will need to be documented. The Company will advise when this is the case.

- **Machinery & Equipment Inspection & Maintenance**

The responsibility for identifying all plant, machinery and equipment that requires effective inspection and maintenance is that of the **Health and Safety Director**. To achieve timely and suitable pre-planned maintenance, repair and refurbishment schedules the Company will appoint competent contractors.

- **Portable Electrical Equipment**

Portable electrical appliances are tested by a competent person at selected intervals in accordance with applicable HSE guidance.

- **Racking Systems**

Racking inspections should be undertaken on a monthly basis to ensure racking remains free from defects and within its safe working limits.

- **Hired Equipment**

The **Health and Safety Director and Construction Director** will ensure that all equipment hired and used by the Company's **Employees** is fitted with adequate guards or other safety devices to conform with current standards and regulatory requirements. All hired equipment is to be examined to ensure it is in a good sound condition, is safe for use, and has full operating instructions as necessary. Dependant on the equipment requirements, arrangements for inspection and servicing by a competent person will be made with the hiring Company. The Company will ensure suitable records of inspection or examination are maintained on site for the period of hire.

- **Defects and Problems**

It is recognised that even with the best pre-planned maintenance programmes, problems and defects with plant and equipment will occur from time to time. Accordingly, any problems with plant or equipment should be reported in the first instance to the **Site Manager / Supervisor**.

<b>Standard Form No</b>	<b>Associated Standard Form Title</b>
<b>SF12</b>	<b>Plant Inspection Form</b>
<b>SF13</b>	<b>Work Equipment Inspection Record</b>

## **Hazardous Substances**

It is a requirement of the **Control of Substances Hazardous to Health Regulations 2002 (as amended)** that all substances used in the Company's activities should be carefully assessed to determine the health hazards associated with their use. When selecting a product for a particular task the least hazardous one will be chosen.

Manufacturers will provide Material Safety Data sheets on their products which will give the chemical composition, maximum exposure limits or occupational exposure limits or occupational exposure standards and the possible effects on the human body via inhalation, absorption, injection and ingestion. A COSHH assessment will be conducted by our safety advisor, **LHS Consulting Ltd**, and will include the preparation and use of the product, storage, transportation, protective clothing/equipment to be used, training requirements for operatives and any further relevant data.

The **Health and Safety Director** will ensure that no new substance shall be introduced into the work place without a full assessment. Where possible, the COSHH assessment will identify a safer alternative which can be used. This shall be made known to the client and used where possible.

If there is any change in the procedure, materials used, or in the amounts used a new assessment will be made before the change is implemented.

The Company will adhere to the principles of good practice for the control of exposure to substances hazardous to health as set out in Schedule 2 of the **Control of Substances Hazardous to Health Regulations 2002 (as amended)**.

### **COSHH 2002 Schedule 2**

a)	Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
b)	Take into account all relevant routes of exposure – inhalation, skin absorption and ingestion – when developing control measures.
c)	Control exposure by measures that are proportionate to the health risk.
d)	Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
e)	Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
f)	Check and review regularly all elements of control measures for their continuing effectiveness.
g)	Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risk.
h)	Ensure that the introduction of control measures does not increase the overall risk to health and safety.

## Workplace exposure limits (WELs)

WELs are British occupational exposure limits and are set in order to help protect the health of workers. WELs are concentrations of hazardous substances in the air, averaged over a specified period of time, referred to as a time-weighted average (TWA). Two time periods are used: long-term (8 hours); and short-term (15 minutes).

Substances that have been assigned a WEL are subject to the requirements of the **Control of Substances Hazardous to Health Regulations 2002 (as amended)**. These Regulations require Talus Solutions Ltd to prevent or control exposure to hazardous substances. Under COSHH, control is defined as adequate only if:

- a) the principles of good control practice are applied (as detailed above);
- b) any WEL is not exceeded and;
- c) exposure to asthmagens, carcinogens and mutagens are reduced as low as is reasonably practicable.

Any material used, or encountered during work, which has the potential for harming health, will be subject to an Assessment carried out under the **Control of Substances Hazardous to Health Regulations 2002 (as amended)**. Hazardous substances include:

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. fumes)
- Naturally occurring substances (e.g. grain dust)
- Biological agents (e.g. bacteria and other micro-organisms)

When using such substances we shall:

- Step 1** Having consulted the material safety data sheet (MSDS) carry out a COSHH risk assessment which will show the WEL, for all substances used in or created by workplace activities.
- Step 2** Decide what precautions are needed. We shall not carry out work which could expose our employees to hazardous substances without first considering the risks and the necessary precautions, and what else we need to do to comply with COSHH.
- Step 3** Prevent or adequately control exposure. We shall prevent our employees being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then we shall adequately control it.
- Step 4** Ensure that control measures are used and maintained properly and that safety procedures are followed.
- Step 5** Monitor the exposure of employees to hazardous substances, if necessary.
- Step 6** Carry out appropriate health surveillance where our assessment has shown this is necessary or where COSHH sets specific requirements.
- Step 7** Prepare plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances, where necessary.
- Step 8** Ensure employees are properly informed, trained and supervised.










Workplace Exposure Limits (WELs) are listed in the HSE guidance document "EH40 workplace exposure limits".

<http://www.hse.gov.uk/pubns/books/eh40.htm>



The **Site Manager / Supervisor** are responsible for any implementation of control measures highlighted from the COSHH assessments.

**Existing & GHS Hazard Classification Symbols**

<p><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<p><b>Flame</b></p>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>• Irritant (skin and eye) <ul style="list-style-type: none"> <li>• Skin Sensitizer</li> </ul> </li> <li>• Acute Toxicity (harmful) <ul style="list-style-type: none"> <li>• Narcotic Effects</li> </ul> </li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>• Gases under Pressure</li> </ul>	<p><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>• Skin Corrosion/ burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<p><b>Flame over Circle</b></p>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<p><b>Environment *(Non Mandatory)</b></p>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>

Standard Form No	Associated Standard Form Title
SF4	COSHH Assessment Template
SF5	COSHH Risk Assessment Inventory

## Control of Noise

The **Control of Noise at Work Regulations 2005** are concerned with protecting employees hearing from the effects of excessive noise generated in the workplace. Hearing can be damaged irreparably by prolonged exposure to excessive noise. The **Control of Noise at Work Regulations 2005** requires Talus Solutions Ltd to prevent or reduce risks to health and safety from exposure to noise at work. The Regulations require Talus Solutions Ltd to:

- Assess the risks to our **employees** from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide our **employees** with hearing protection if we cannot reduce the noise exposure enough by using other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide our **employees** with information, instruction and training;
- Carry out health surveillance where there is a risk to health of our **employees**.

The Regulations specify maximum noise levels which when reached require actions necessary to reduce the risk of hearing damage to a minimum.

- **Lower Exposure Action** – 80 dB(A) or a peak sound pressure 135 dB(C): When personnel are exposed to this level of noise averaged over a 6 hour or weekly period, the **Construction Director** will provide hearing protection if requested.
- **Upper Exposure Action** - 85 dB(A) a peak sound pressure 137 dB(C): Should staff become exposed to this level of noise, averaged over a 8 hour or weekly period, the **Construction Director** will provide ear protection and ensure it is worn correctly. Also, steps will be taken to reduce noise to as low a level as is reasonably practicable.
- **Exposure Limit Value** – 87 dB(A) a peak sound pressure 140 dB(C): Staff will **NOT** be exposed to noise over a daily or weekly period which exceeds 87 dB(A) and or 140 dB(C) peak sound pressure.

The **Health and Safety Director** will ensure controlling the noise at source as the most effective means of reduction during purchase and hiring of equipment and, where necessary, hearing protection will be made available to personnel considered at risk. The **Site Manager / Supervisor** will be responsible for monitoring activities on site.



### Symptoms and early signs of hearing loss

- Conversation becomes difficult or impossible;
- Your family complains about the television being too loud;
- You have trouble using the telephone;
- You find it difficult to catch sounds like 't', 'd' and 's', so you confuse similar words;
- Permanent tinnitus (ringing, whistling, buzzing or humming in the ears) can occur.

**Generally hearing loss is gradual. By the time you notice it, it is probably too late.  
Talus Solutions Ltd wants to prevent hearing loss before it happens.**

Standard Form No	Associated Standard Form Title
SF48	Daily Noise Calculator

## Control of Vibration

The **Control of Vibration at Work Regulations 2005** are concerned with the protection of debilitating health effects from the exposure to vibration in the workplace. The Regulations specify exposure action values which when reached require actions necessary to reduce the risk.

Hand Arm Vibration Limits:

- **Exposure Action Value** – 2.5 m/s<sup>2</sup> A(8) (exposure averaged over a day) (EAV). Wherever exposure at or above this level occurs, certain actions (including health surveillance) are required to control the risk.
- **Exposure Limit Value** – 5 m/s<sup>2</sup> A(8) (exposure averaged over a day) (ELV). This is the maximum vibration exposure permitted for any individual on a single day.

Whole-body Vibration Limits:

- **Exposure action value** - 0.5 m/s<sup>2</sup> A(8) at which level employers should introduce technical and organisational measures to reduce exposure.
- **Exposure limit value** - 1.15 m/s<sup>2</sup> A(8) which should not be exceeded.

These values are quoted as they relate to specific duties under the **Control of Vibration at Work Regulations 2005**. However, the overriding requirement of the Regulations is to reduce vibration exposure to as low a level as is reasonably practicable, i.e. to consider whether further reduction is possible even if exposure falls below the EAV. Measures to reduce risks from vibration exposure will include:

- Undertaking safety critical medicals on all staff and refereeing operatives with HAV symptoms to occupation health service providers for further review and controls.
- Replacing tools and equipment with alternatives which produce lower magnitudes of vibration;
- Ensuring work activities are designed to take into account ergonomic principles and to encourage good posture;
- Ensuring all equipment is properly maintained e.g. in accordance with a local maintenance policy/procedure;
- Reducing time exposed to vibration e.g. regular breaks, job rotation;
- Providing suitable clothing to protect employees from cold and damp;
- Providing suitable training and information for all those exposed to vibration.

The **Health and Safety Director** will ensure controlling the vibration at source as the most effective means of reduction during purchase and hiring of equipment. The **Site Manager / Supervisor** will be responsible for monitoring activities on site.

VWF is characterised by attacks of blanching (whitening) when the fingers become numb. At first only the fingertips are affected but over a period of time the whole finger may be affected. Attacks last up to half-an-hour and often end with a painful, throbbing return of blood flow as the colour of the fingers changes to bright red. Tingling and numbness caused by nerve damage can develop independently from blanching and eventually the fine sensation in the fingertips may be permanently lost, making it difficult to undertake delicate jobs. These effects are separate from the tingling that can occur during exposure to vibration. Reduced grip strength has also been found in some exposed workers.

Standard Form No	Associated Standard Form Title
SF31	Pre-Employment Questionnaire
SF47	HAV Calculator
SF64	Vibration Monitoring Form
SF65	HAVS Screening Questionnaire

## Personal Protective Equipment

Talus Solutions Ltd will protect their **employees** from hazards within the workplace. Risk assessment may identify personal protective equipment (PPE) as being part of an overall prevention or control strategy to protect an individual, but it should always be a last resort.

Personal protective equipment (PPE) is all equipment worn or held by people at work to protect them against one or more risks to their health or safety.

The **Health and Safety Director** is responsible for identifying all requirements under the **Personal Protective Equipment Regulations 1992**.

Personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. All sub-contractors are to use their own personal protective equipment supplied by their employer. Failure to wear or use personal protective equipment provided will result in the individual being temporarily removed from the site and could lead to disciplinary action.

Before choosing any personal protective equipment, Talus Solutions Ltd shall make an assessment to determine whether such equipment is adequate and sufficient to protect the worker. Talus Solutions Ltd shall implement management and engineering controls to eliminate any risk prior to the consideration of PPE as a “last resort” control. Suitable PPE will be provided when a risk assessment highlighting specific need or where construction standards dictate.

Talus Solutions Ltd shall determine the conditions of use of personal protective equipment, in particular the period for which it is worn, on the basis of:

- The seriousness of the risk.
- The frequency of the exposure to the risk.
- The adequacy of the personal protective equipment.

The responsible person will ensure the following:

- To ensure that all personal protective equipment supplied conforms to the relevant British and European standards.
- To maintain a register of PPE allocated/replaced.
- To provide and brief the manufacturer’s care instructions for all PPE provided at allocation/replacement.
- To ensure that arrangements are in place to replace PPE as necessary.
- Arrangements will be made for personal protective equipment to be cleaned.
- An adequate supply of replacement personal protective equipment will be readily available.
- Hard hats will be issued and replaced in line with the frequency recommended by the manufacturer.
- Periodic checks will be undertaken during which the **Discipline Manager** will ascertain that PPE is being used, that it is correctly adjusted and that it is suitable to the task being undertaken.

Actions by employees:

- Personnel must wear their PPE as directed and as required by site conditions.
- PPE must be kept clean and serviceable. If PPE becomes irretrievably soiled or unusable then it must be returned for replacement.
- PPE must be safely stored in the facility provided when not in use.
- Personnel should encourage other colleagues and adjacent contractors to wear their PPE as required.
- Personnel should report any failure to use PPE that comes to their attention.

Standard Form No	Associated Standard Form Title
SF16	RPE Inspection Form – Filter Type
SF33	PPE Issue Register

## Control of Asbestos Containing Materials

Talus Solutions Ltd will assess and control health risks from exposure to asbestos in accordance with the **Control of Asbestos Regulations 2012** to prevent employees and sub-contractors from exposure to asbestos and asbestos containing materials (ACMs).

To achieve this, the Company is responsible for:

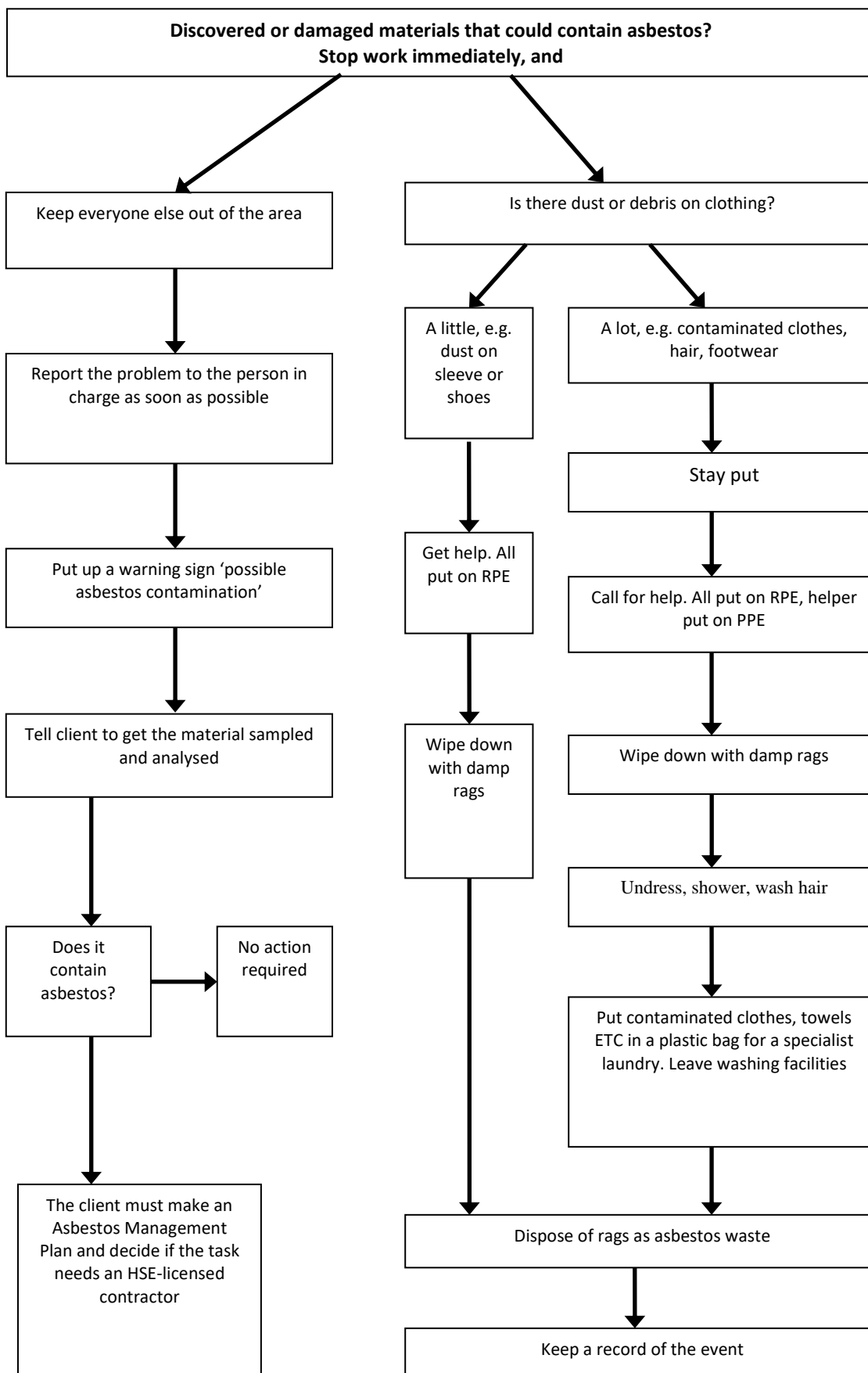
- Taking reasonable steps by liaising with the project Client and or Principal / Main Contractor to determine the location and condition of materials likely to contain asbestos;
- Assessing the work area for ACM's (presuming materials contain asbestos unless there has been strong evidence provided that they do not) and determining the risk of anyone being exposed to fibres from these materials;
- Ensuring a record of the location and condition of the ACMs, or presumed ACMs, is made available and communicated to all employees/ sub-contractors prior to commencement of any works on site;
- Prepare a plan setting out how the risks from the materials will be managed;
- Take the necessary steps to put the plan into action;
- Review and monitor the plan periodically; and
- Provide information on the location and condition of materials to all employees and sub-contractors who are liable to work in the vicinity of the materials or whose work is likely to disturb them.

It is the Company's policy that all its employees or sub-contractors will not work in any area until it has been confirmed safe or free from ACMs. A Geotechnical Ground Survey or Refurbishment / Demolition Survey will be carried out before commencing any work in or on the premises to determine whether ACMs are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. Where necessary, ACMs will be removed by competent contractors prior to our works commencing on site. However, should any employee during the course of their work un-expectedly encounter any ACMs or unknown substance, they are to **Stop Work Immediately** and notify the **Site Manager / Supervisor**. The **Site Manager / Supervisor** should inform the **Health and Safety Director** who will ensure the area is cleared and will actively seek clarification from the Client or Principal / Main Contractor. The Client or Principal / Main Contractor must make an Asbestos Management Plan and decide if the task needs a HSE-licensed contractor. They will also appoint specialist advisors as appropriate i.e. air-monitoring tests, which may be appropriate.

If suspect materials are discovered during the course of the works then we shall follow the guidance given in 'Asbestos Essentials **EM1**' i.e.

- ✚ Stop work immediately;
- ✚ Decide who must do the work - we may need a licensed contractor appointed by the Client or Principal / Main Contractor;
- ✚ Minimise the spread of contamination to other areas (close windows, doors and clearing the area of pedestrian traffic);
- ✚ Keep exposures as low as we can (by following the flow diagram below);
- ✚ Clean up the contamination (by a competent & licensed company).

Standard Form No	Associated Standard Form Title
SF46	EM1 Asbestos Instructions



Asbestos is responsible for over **5000** deaths every year. Younger people, if routinely exposed to asbestos fibres over time, are at greater risk of developing asbestos-related disease than older workers. This is due to the time it takes for the body to develop symptoms after exposure to asbestos (latency). Exposure to asbestos can cause four main diseases:

- Mesothelioma (a cancer of the lining of the lungs; it is always fatal and is almost exclusively caused by exposure to asbestos)
- Asbestos-related lung cancer (which is almost always fatal)
- Asbestosis (a scarring of the lungs which is not always fatal but can be a very debilitating disease, greatly affecting quality of life)
- Diffuse pleural thickening (a thickening of the membrane surrounding the lungs which can restrict lung expansion leading to breathlessness.)

It can take anywhere between 15-60 years for any symptoms to develop after exposure, so these diseases will not affect you immediately but may do later in life. The effect from exposure to asbestos is cumulative.

Asbestos was a widely used material within commercial buildings, homes and machinery until 1999, when it was banned. This means that asbestos is common in our general work environment. Repeated occupational exposures can give rise to a substantial cumulative exposure over time. This will increase the risk of developing an asbestos-related disease in the future.

**Employees** or **Sub-contractors** who believe they may have been exposed to asbestos are understandably anxious and concerned about the possible effects on their health. Although the type of asbestos involved and duration of exposure may be known, there may be little reliable information about the level of exposure. These are all important factors in determining the level of risk - the more fibres that are released by an asbestos-containing material, and the longer the work activity lasts, the greater the cumulative exposure to asbestos fibres and, therefore, an increased risk of ill health effects.

Some work activities are more likely to create a significant concentration of asbestos fibres in the air, and therefore, add to the risk if suitable precautions are not in place; for example:

- Use of power tools on most ACMs;
- Work that leads to physical disturbance (knocking, breaking, smashing) of an ACM that should only be handled by a licensed contractor e.g. sprayed coating, lagging, asbestos insulating board (AIB);
- Manually cutting or drilling AIB;
- Work involving aggressive physical disturbance of asbestos cement e.g. breaking or smashing.

Some asbestos-containing materials release fibres more easily than others. In the event of an inadvertent release of ACMs, our employees or sub-contractors concerned about the possible exposure to asbestos from our work activities will be advised to consult their GP and ask for a note to be made in their personal record about possible exposure, including date(s), duration, type of asbestos and likely exposure levels (if known). In some circumstances the GP may refer you to a specialist in respiratory medicine. The HSE does not advocate routine X-rays for people who have had an inadvertent exposure to asbestos. Asbestos-related damage to the lungs takes years to develop and become visible on chest X-rays. X-ray examinations cannot indicate whether or not asbestos fibres have been inhaled.

All our **Employees** or **Sub-contractors** who are liable to disturb asbestos during their normal work activities will be trained so that they can recognise asbestos containing materials and know what to do if they come across them. The training will be appropriate for the work and the roles undertaken by individuals.

The Company have identified that Asbestos Awareness training is required so our employees or sub-contractors know how to avoid the risks and how to protect themselves. The Asbestos Awareness training will include the following topics:

- The properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke;
- The types, uses and likely occurrence of asbestos and ACMs in buildings and plant;
- The general procedures to be followed to deal with an emergency, for example an uncontrolled release of asbestos dust into the workplace; and
- How to avoid the risks from asbestos, for example for building work, no employee should carry out work which disturbs the fabric of a building unless the employer has confirmed that ACMs are not present.

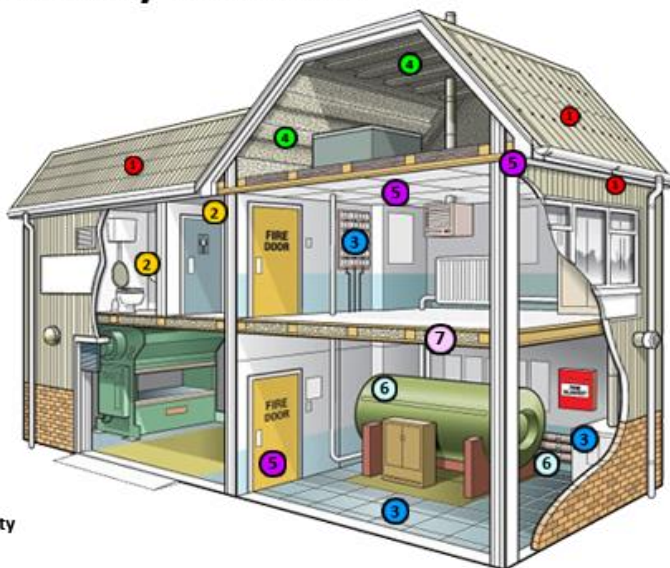
Asbestos Awareness refresher training should not be a repeat of the initial training. It will be given by the Company at least once a year and be appropriate to the workers' familiarity with the work. Therefore, depending on the individual training needs it could be a structured update training session or a short toolbox talk refreshing experienced workers of the main principles/ expectations. The refresher training will be tailored to meet the training needs and may include the following:

- Work methods change
- The type of equipment used to control exposure changes or
- The type of work being carried out changes significantly.

### Where Asbestos can be Found

## Asbestos Materials: Likely Locations

- 1** Asbestos Cement Products
- 2** Textured Coatings
- 3** Floor Tiles, Textiles & Composites
- 4** Sprayed coatings on walls, beams/columns
- 5** Asbestos insulating board
- 6** Lagging
- 7** Loose Asbestos in ceiling or floor cavity





## Manual Handling

In accordance with the **Manual Handling Operations Regulations 1992 (as amended)**, the company will eliminate the need for manual handling where possible. Where elimination is not possible the risks from manual handling will be assessed and reduced so far as is reasonably practicable. All employees are encouraged to discuss any potential manual handling problems with the person in charge of the work, together with any work involving repetitive motion.

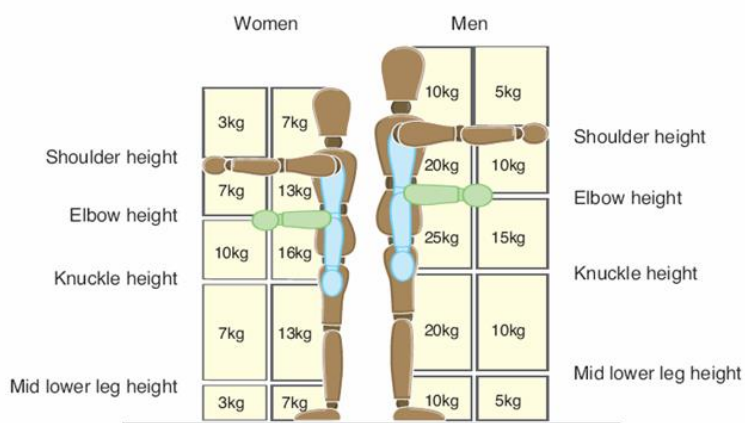
All personnel are to:

- ✚ Avoid hazardous manual handling activities so far as is reasonably practicable.
- ✚ Assess any hazardous manual handling activities that cannot be avoided (HSE Numerical Guidelines to be used to establish 'Significant MH Risks'.
- ✚ Reduce the risk of injury, so far as is reasonably practicable.
- ✚ Provide or obtain information on the load to be handled.
- ✚ When considering how to deal; with manual handling activities, we will ensure that the below factors are addressed:
  - The task;
  - Individual capacity;
  - The load;
  - The working environment;
  - Other factors that may affect the activity; and
  - Make full and proper use of handling aids
- ✚ Inform their **Site Manager / Supervisor** of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner.
- ✚ Inform a **Site Manager / Supervisor** immediately of any injury incurred through manual handling.

Manual handling risk assessments will be carried out by the **Health and Safety Director** with the assistance of **LHS Consulting Ltd**.

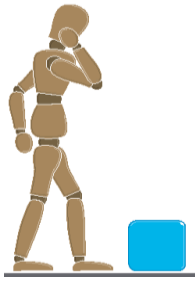
Approval for the required action to remove or control risks will be given by the **Health and Safety Director**.

### HSE Numerical Guidelines (Significant Manual Handling Risks)



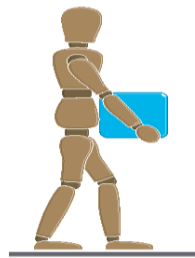
Standard Form No	Associated Standard Form Title
SF6	MH Assessment Form

## GOOD HANDLING TECHNIQUE



### Think before lifting/handling

Plan the lift  
Can handling aids be used?  
Where is the load going to be placed?  
Will help be needed with the load?  
Remove obstructions such as discarded wrapping materials  
For a long lift, consider resting the load midway on a table or bench to change grip.



### Keep the load close to the waist

Keep the load as close to the body for as long as possible while lifting.  
Keep the heaviest side of the load next to the body.  
If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.



### Adopt a stable position

The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground).  
You should be prepared to move your feet during the lift to maintain your stability.  
Avoid tight clothing or unsuitable footwear, which may make this difficult.



### Get a good hold

Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

### Start in a good position

At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

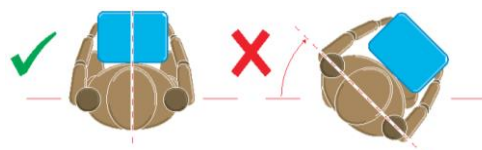
### Don't flex the back any further while lifting

This can happen if the legs begin to straighten before starting to raise the load.

### Avoid twisting the back or leaning sideways

Especially while the back is bent. Shoulders should be kept level and facing the same direction as the hips.

Turning by moving the feet is better than twisting and lifting at the same time.



### **Keep the head up when handling**

Look ahead, not down at the load, once it has been held securely.

### **Move smoothly**

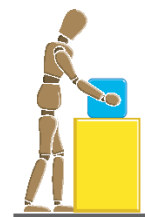
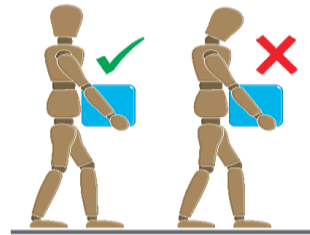
The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

### **Don't lift or handle more than can be easily managed**

There is a difference between what you can lift and what you can safely lift. If in doubt, seek advice or help.

### **Put down, then adjust**

If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



## Display Screen Equipment

Talus Solutions Ltd will assess and control health risks from use of display screen equipment in accordance with the **Health and Safety (Display Screen Equipment) Regulations 1992**.

Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens and those used in emerging technologies such as laptops, touch-screens and other similar devices. The main risks that may arise in work with DSE are musculoskeletal disorders such as back pain or upper limb disorders (sometimes known as repetitive strain injury or RSI), visual fatigue, and mental stress.

Employees that are classed as habitual Display Screen Equipment users will be assessed and are entitled to free eye tests and vision correction appliances where these are only needed for work with display screen equipment.

All employees that are classed as habitual users will be expected to undertake DSE Self Assessments every 2 years. Any raised issues will result in Risk Assessment Solutions undertaking DSE Assessments for the users.

Approval for the required action to remove or control risks will be given by the **Directors**.

### Example of a good seating position



Figure 2 Seating and posture for typical office tasks

- Seat back adjustable
- Good lumbar support
- Seat height adjustable
- No excess pressure on underside of thighs and backs of knees
- Foot support if needed
- Space for postural change, no obstacles under desk
- Forearms approximately horizontal
- Wrists not excessively bent (up, down or sideways)
- Screen height and angle to allow comfortable head position
- Space in front of keyboard to support hands/wrists during pauses in keying

Standard Form No	Associated Standard Form Title
SF9	DSE Self Assessment Form
SF10	DSE Risk Assessment Index

## Work at Height

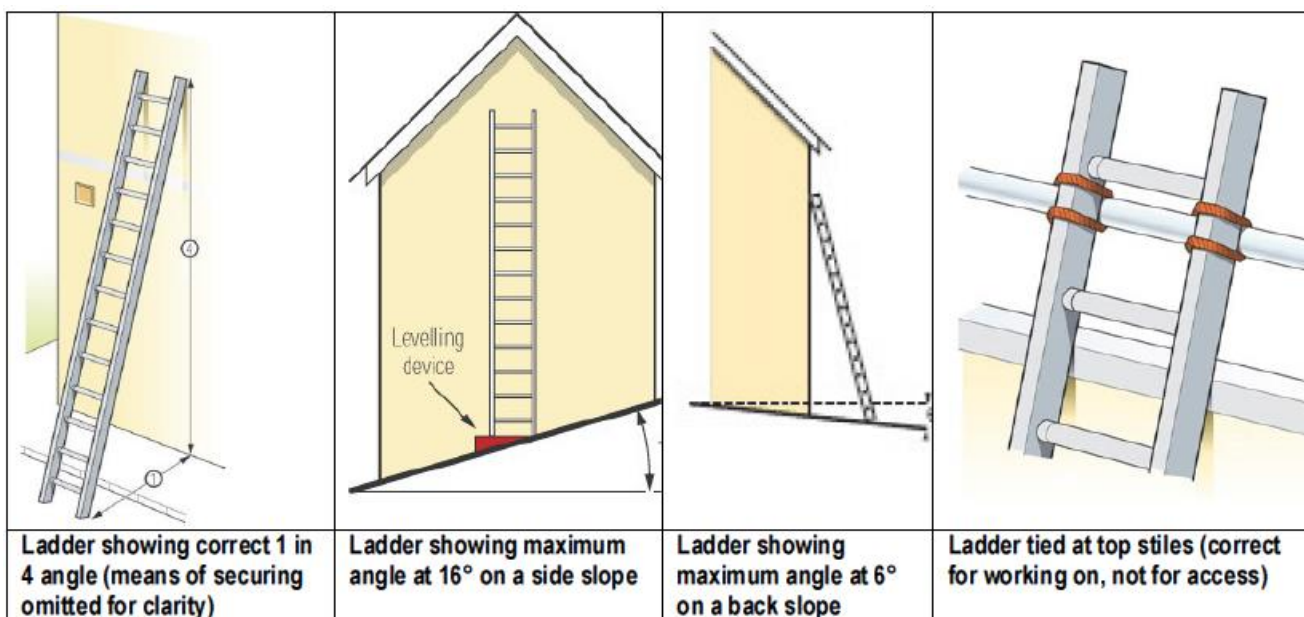
In accordance with the **Work at Height Regulations 2005**, all company activities that involve working at height will be assessed and safe working procedures put in place prior to any work commencing. The assessment will consider the appropriate measures necessary to prevent falls from height and where necessary additional protective measures to reduce the consequences of a fall should one occur.

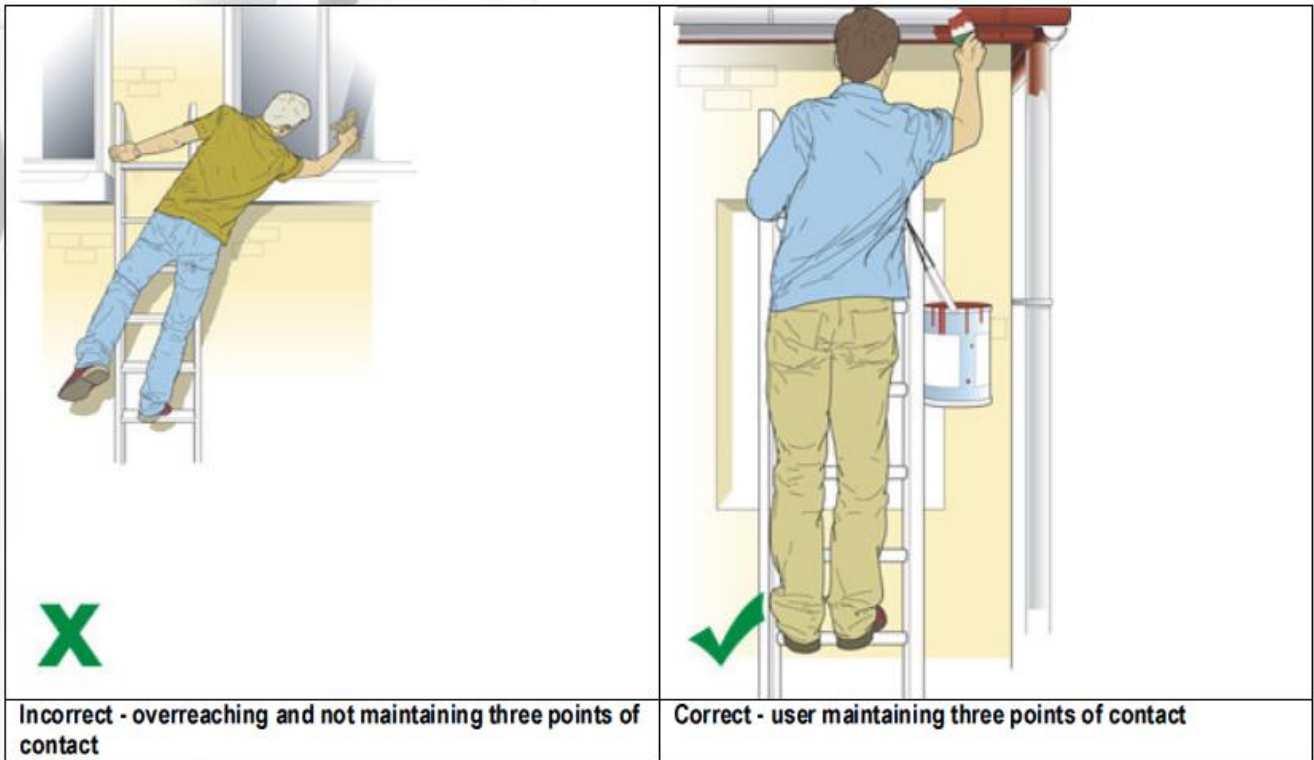
**Employees** are reminded that they are not to carry out any work at height unless they have been instructed in the safe working practice and are competent to use any equipment provided.

Ladders and step-ladders must be regularly inspected to ensure that they are in good condition and free from defect. Records of inspections will be maintained.

### a) Ladders

- Ladders properly secured can be used to do light work of short duration (<30minutes) where provision of a scaffold or work platform is unnecessary or impracticable due to workplace or task limitations.
- Ladders must be suitable for use and be to Class 1 or BS/EN 131 industrial standard and in good condition.
- For all work above 3 metres, irrespective of task duration, ladders are to be secured by rope or other suitable stabilisation devices such as extended foot supports, used on a flat surface and supported by the stiles. This is to ensure that the ladder does not run sideways or slide away from a wall.
- For short ladders of less than 3 metres, where securing in place is not appropriate or there is no other means, then as a last resort the ladder must be footed by another employee.
- The top of the ladder must rest against a solid surface and not against fragile materials such as cement sheeting, plastic boarding, guttering, etc.
- Where used for access onto a working platform ladders must protrude at least 1m above that platform.
- Users must never overreach at any time.

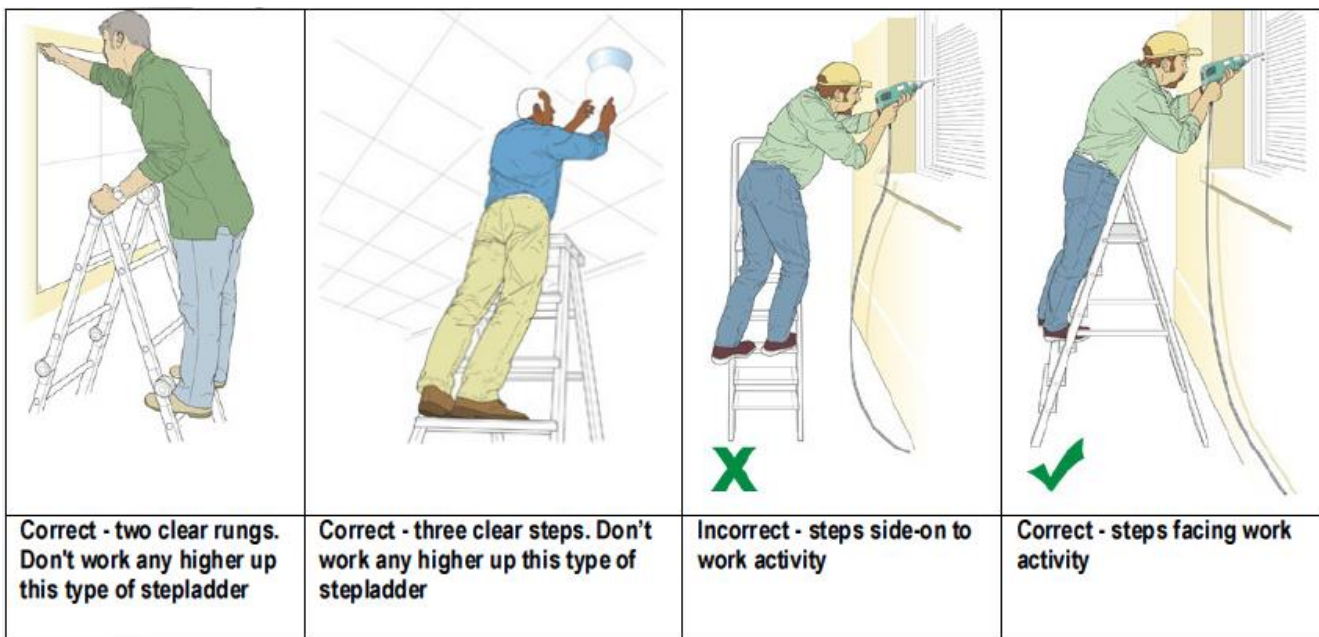




b) Step-Ladders

a) Step-ladders provide a free-standing means of access but they require careful use. They are not designed for any degree of side loading and are relatively easily overturned. Always ensure:

- A good handhold is available.
- The work avoids over-reaching or stretching.
- The top step of a step-ladder should not be worked from unless it has been designed for this purpose.
- The work only requires one hand to be used or you are supported by another employee.



For every task that requires Talus Solutions Ltd to work at height, they will assess the risk and put appropriate control measures in place. The company will follow the hierarchy of control measures detailed by the HSE. The hierarchy will be followed systematically and only when one level is not reasonably practicable may the next level down be considered.



**Avoid** the need to work at height, for example by using extending equipment from the ground

**Prevent** falls using appropriate access equipment such as work platforms or rope access

**Reduce** the distance and consequences of a fall should one occur.

Talus Solutions Ltd will choose collective measures to prevent falls before other measures that may only mitigate the distance and consequences of a fall (such as fall protection systems) or which may only provide personal protection from a fall.

All edges and openings wherever a person may fall will be provided with a physical barrier to prevent the fall of persons or materials.

### **Podium Steps / Hop Ups**

Podium steps and Hop Ups MUST be erected in accordance with the manufacturer’s instructions and require recorded pre-use inspections before use. Once erected, check the podium steps and Hop Ups to ensure all components, hooks and locking mechanisms fit and operate correctly.

When using Podium Steps, always work with the guard rail gate fully closed in the locked position. Never work with the gate open, there is a high risk of falling from height.

Podium steps are very similar to ladders, but provide much more stability. Most podium steps have four or more legs, and instead of a step there is a small platform on the top. The small platform is additionally secured with railings. Podium steps are also good when it comes to working at high levels for long periods of time, as they allow for more movement and there is more space for the person on the top. Most platforms provide a 360-degree angle of work without the need to move the steps.

When using Hop Ups, always mount the platform using the correct steps provided, do not jump from the Hop Up under any circumstances.

Standard Form No	Associated Standard Form Title
SF11	Hop Up Steps Inspection Checklist
SF17	Ladder Inspection Checklist

### **Permit to Work**

Talus Solutions Ltd recognises that activities undertaken in certain environments can be inherently hazardous. Therefore, the company is committed to ensuring that exposure to hazardous work environments is minimised with the use of risk assessments and site permit to work procedures, as specified by the client and the Company.

A Permit to Work System provides a systematic disciplined approach to assessing the risks of a job and specifying the precautions to be taken when breaking ground, working in confined spaces and on live electrical systems. The **Site Manager / Supervisor** will ensure any activities requiring a permit will be implemented and monitored.

Standard Form No	Associated Standard Form Title
SF29	Hot Work Permit
SF30	Permit to Break Ground
SF57	Service Removal Permit

### **Road Risk**

Talus Solutions Ltd is committed to reducing the risks which our employees face and create when driving in the course of their work and may provide a suitable vehicle for this purpose. Alternatively, the company may also authorise employees to use their own vehicles for work purposes.

Authorised **Employees** who are required to drive for work purposes in their own vehicle must ensure that it always complies with the law, is in a safe and roadworthy condition and is suitable for its purpose. In order for the company to fulfil its responsibility in a reasonably practical manner all employees that drive their own vehicles for work purposes are required to:

- Ensure their vehicle is taxed and has a valid MOT certificate (where appropriate).
- Ensure their motor insurance policy includes business use cover for the amount of business mileage they undertake.
- Ensure that the vehicle is serviced according to the manufacturer’s specifications.
- Present the vehicle’s MOT certificate, insurance policy for inspection annually and on request.
- Present their driving licence for inspection annually and on request.
- Report road safety problems, including crashes, incidents, fixed penalty notices, summons and convictions for any offence, including vehicle defects.

All **Employees** who uses the public highway must comply with road traffic legislation which is managed by the Department for Transport (DfT). This covers aspects as diverse as requirements, for vehicles to be regularly examined for road worthiness through to the application of speed limits. Both the Police and the Vehicle and Operator Services Agency (VOSA) maintain a roadside presence and take the lead on the enforcement of this legislation. The Health and Safety Executive supports and works closely with the DfT, the Police, VOSA and other government and industry stakeholders to improve standards on the road.

The **Employee**, in the case of accident, must:

- Obtain all details from the other party and if appropriate an independent witnesses.
- Report all details and vehicle defects to the **Health and Safety Director** and where applicable, to the Police.

The company expects that reasonable care is taken and that responsible action for maintaining the vehicle on a day-to-day basis is carried out:

- Cleaning of the vehicle both interior and exterior, on a regular basis.
- Service and maintenance should be carried out as recommended in the handbook, i.e. oil/coolant/brake fluid levels/battery maintenance/tyre conditions at the company-nominated service garage.

Standard Form No	Associated Standard Form Title
SF67	Weekly Vehicle Checklist

## Managing Contractors

Talus Solutions Ltd recognises that it owes a duty to contractors as well as employees, as stipulated by the **Health and Safety at Work etc. Act 1974** Section 3 and the **Management of Health & Safety at Work Regulations 1999**.

Talus Solutions Ltd will ensure that only competent contractors are selected. All **Contractors** working on the Company’s behalf are assessed to ensure that they are competent and have suitable and adequate Health, Safety and Environment arrangements in place to provide safe working practices and control of all significant hazards that may be introduced by their work.

The selection and assessment of the competence of contractors is the responsibility of the **Health and Safety Director** with the assistance of **LHS Consulting Ltd**. Selected contractors must be able to demonstrate that they are experienced and competent to carry out the required works with regulations and accepted safety standards. Before a contract is awarded an overview of the status of the tenderer’s Health, Safety and Environment management systems must be obtained by reviewing the following documents;

- A completed contractor selection questionnaire (Contractor PQQ or Individual PQQ);
- Relevant risk assessments and method statements for the work to be undertaken;
- Supportive evidence of competence i.e. References



Approval will be valid for 3 years (at which point they must reapply) but can be revoked at any time the company feels it is warranted such as if the subcontractor performance falls below expected standards. A tracking document will be used to check insurance renewal dates on an annual basis.

The **Health and Safety Director** must take into consideration all factors when selecting the contractor for the work. The cost of the works is not to be the sole factor in contractor selection. The pre-selection of any contractors will take into account Health, Safety and Environment requirements when selecting and approving contractors to work for the Company, ensuring contractors:

- Work safely, without endangering themselves or any other people;
- Comply with the Company's Health, Safety and Environment requirements;
- Only employ competent staff who have been adequately trained;
- Only employ competent sub-contractors, who are adequately managed;
- Have adequate resources to manage Health, Safety and Environment satisfactorily

The **Health and Safety Director** may not engage any contractors to provide any services for the Company unless the Health, Safety and Environment questions in the contractor selection questionnaire have been answered satisfactorily. No contractor will be appointed if they fail to provide adequate risk assessments and method statements for the proposed work.

Once approved, the **Health and Safety Director** is responsible for ensuring contractors are briefed on our safety rules and supervised to ensure they work in an approved and safe manner. Any problems/hazards arising from the activities of contractors should be reported to the **Site Manager / Supervisor**.

Health, Safety and Environment considerations will be included from the start when planning work to be carried out by contractors ensuring responsible for ensuring that Health, Safety and Environment issues are adequately addressed.

Standard Form No	Associated Standard Form Title
SF35	Contractor PQQ
SF36	Competence Assessment Tracking Form
SF37	Individual Labour Competence Assessment Form

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

Talus Solutions Ltd will provide adequate information, instruction, training and supervision to employees in accordance with the general duties on employers under Section 2 of the **Health and Safety at Work etc. Act 1974** and various regulations.

All **employees** will be provided with information on the significant findings of any risk assessment/method statement relevant to their particular activity/workplace/project. This will include information on the hazards and relevant control measures.

### **Training and Instruction**

Induction training for all new employees, temporary and casual workers is the responsibility of the **Site Manager / Supervisor**. Job specific training and instruction will be identified, arranged and monitored by the **Health and Safety Director** via a competency matrix.

The Health, Safety and Environment component of induction training will contain the following:

- Health & Safety Policy;
- Adverse Event reporting / first aid procedures;
- Fire precautions and procedures, including our emergency plan;
- Introduction to safety legislation – the **Employees** will be introduced to the legislation that applies to our Company and the workplace, e.g. Construction Sites, COSHH, and Manual Handling.

## **Job-specific**

Training will include skills training, explanations of applicable safety regulations and organisational rules, plus a demonstration of the use of any personal protective equipment that may be required including correct fit and cleaning. The use of risk assessment findings will be used as a training aid to identify training needs.

## **Site Based Training Needs**

The **Site Manager / Supervisor** is responsible for assessing training needs at site level. Any necessary training will be arranged through the **Health and Safety Director**. Therefore the **Site Manager / Supervisor** and **Construction Director** should carry out a training needs analysis at the start of each new contract.

## **CSCS Competency Cards**

The company policy is for employees and sub-contractors to be in possession of the necessary CSCS competency cards issued through the CITB CSCS scheme or affiliated schemes for non CITB trades.

## **Plant Operatives**

All plant operatives will be trained and certificated in accordance with the training schemes run by the CITB, National Plant Operators Registration Scheme, or to a similar standard. Additional training will be carried out as required for items such as abrasive wheels and records will be maintained at our office.

## **Information**

The HSE Health & Safety Law Poster is displayed in our office and on each worksite. A copy of the Employers Liability Insurance certificate is displayed in our office and each worksite.

## **Supervision & Management**

Training at all levels is necessary to ensure that responsibilities are known and the organisation's policy is carried out. Key points to cover in the training are:

- The organisation's safety policy or programme;
- Legal framework and duties of the organisation, its management and the workforce;
- Specific laws and rules applicable to the workplace;
- Safety inspection techniques and requirements;
- Causation and consequences of accidents and their reporting, recording and investigation;
- Basic accident prevention techniques;
- Disciplinary procedure and application;
- Control of hazards in the workplace and use of personal protective equipment;
- Techniques for motivating employees to recognise and respond to organisational goals in Health, Safety and Environment.

## **Specialised training**

Specialised Health, Safety and Environment training will be required to cover both legal requirements and others necessary for the safe running of the organisation, for example:

- First aid - taking into account the nature of the work and the size of the organisation
- NVQ 2 Diploma Plant Operations
- CPCS, NPORS or Equivalent Plant Training
- Confined Spaces Awareness
- Abrasive Wheels Awareness
- Manual Handling Awareness
- New Roads and Street Works Training (Operators & Supervisors)
- Driver certification for a particular class of vehicle
- Use of fire-fighting appliances such as extinguishers
- Asbestos Awareness
- Working at Height Awareness
- Temporary Works Coordinator Training

## **Reinforcement or Refresher training**

Reinforcement or refresher training will be required at appropriate intervals. These requirements will depend on the outcome of observation of the workforce, i.e. during a training needs assessment. Factors to be taken into account are the complexity of the information to be held by the employee, the amount of practice required and the opportunity for practice in the normal working requirement. Assessment will also be required of the likely severity of the consequences of behaviour that does not match training objectives.

## **Site Induction Training**

The **Site Manager / Supervisor** will carry out induction training for all new arrivals to site informing them of the significant risks identified in the health and safety plan together with the sites emergency and first aid procedures. They will also cover:

- ✚ The significant risks and precautions to be taken;
- ✚ The PPE requirements;
- ✚ Where/how to obtain additional PPE as required;
- ✚ Details of site emergency procedures;
- ✚ Details of site welfare arrangements;
- ✚ Details of any method statements relevant to the actual work the person is involved in;
- ✚ The site rules in general.

Confirmation of the induction will be recorded on the Site Induction Form.

The **Health and Safety Director** will ensure the following procedure will be followed for company employees:

- Arrange for the company induction training to be given to all staff and is recorded;
- Comprehensive and relevant information will be provided to the employee in respect of risks to his / her Health, Safety and Environment and on preventative and protective measures;
- Information will be provided on the Company's emergency arrangements, including staff nominated to help if there is an evacuation;
- Ensure that the employee understands all the information provided to them and that they have the opportunity to ask any questions in relation to the training;
- After a suitable length of time the training should be followed up with the employee to assess its effectiveness and to correct any misunderstandings.

All information, instruction and training given to employees will be recorded on individual training records. In certain instances, employees will be asked to sign to confirm receipt and/or understanding.

<b>Standard Form No</b>	<b>Associated Standard Form Title</b>
<b>SF0</b>	<b>Policy Receipt Record</b>
<b>SF27</b>	<b>Blank Site Induction Presentation</b>
<b>SF31</b>	<b>Pre-Employment Questionnaire</b>
<b>SF34</b>	<b>Training Record</b>

## **Young Persons**

Young persons under the age of 18 years are considered to be particularly at risk from the hazards that are presented in the workplace because of their perceived lack of awareness, inexperience and immaturity (both physical and mental). Consequently, the company will ensure that a specific risk assessment is conducted for all young persons prior to commencement of employment to ensure that all necessary measures are put in place to safeguard their health, safety and well-being beforehand.

<b>Standard Form No</b>	<b>Associated Standard Form Title</b>
<b>SF1</b>	<b>Risk Assessment Template</b>

## **Health & Safety Advice**

In accordance with the **Management of Health and Safety at Work Regulations 1999**, the company has access to competent Health & Safety advice. This advice is available from:

### **LHS Consulting Ltd**

**Lee Haysman** CMIOSH, CMAPS, MIET, Dip.RSA

Chartered Safety and Health Practitioner and OSHCR Registered Consultant

Tel: 01283 716213 Mobile: 07723045526

Email: [lee@lhsconsulting.co.uk](mailto:lee@lhsconsulting.co.uk)

## **Consultation with Employees**

Talus Solutions Ltd will consult with its employees in accordance with the **Health and Safety (Consultation with Employees) Regulations 1996**. Consultation with employees will be provided direct to individuals and through team meetings, toolbox talks and project meetings as necessary.

The company will consult directly with employees and the consultation with employees will cover the following issues as a minimum:

- ✓ Introduced measures that may affect employees health and safety.
- ✓ Arrangements for nominating safety representatives.
- ✓ Health and safety information required under the **Health and Safety (Consultation with Employees) Regulations 1996** and other regulations.
- ✓ Planning and organisation of health and safety training.
- ✓ The health and safety consequences of introduced technology in the workplace.

Talus Solutions Ltd will monitor and review all consultation with employees to ensure all employees have the necessary information resulting from the consultations that have taken place.

**Employees** will be encouraged to attend update meetings held by the company, additionally during toolbox talks and job inductions the opportunity for comment and discussion will be available.

**Employees** will be encouraged to provide feedback and comment on any health and safety related issue, where appropriate the outcome of such discussions will be communicated to all other employees.

The right of workers shall be respected and no punitive action will be taken against anyone who raises a health and safety issue through the appropriate channels. Similarly, aggressive and confrontational language aimed at anyone who has raised a health and safety issue is unacceptable and will not be permitted.

There will be an open door policy whereby members of the workforce are encouraged to speak directly to the **Site Manager / Supervisor** about any health and safety concern. In all such instances the issue raised will be investigated by the **Discipline Manager** and appropriate remedial action taken.

## **Monitoring Health & Safety Performance**

The foundation of effective performance measurement is an effective planning system which produces specifications and performance standards for the management arrangements and risk control systems.

In addition to the reactive monitoring of accidents/ill-health, the company will also carry out proactive monitoring of health and safety performance which will include the **Health and Safety Director** and **LHS Consulting Ltd** monitoring at site to ensure working conditions and our safe working practices are being followed. **LHS Consulting Ltd** will conduct routine site inspections and review the effectiveness of our risk assessment and work practices to assess compliance and identify any areas of improvement. Non-conformances will be identified on the Site Audit Form and will be tracked and closed out by using Site Tracking Documents that will be managed by **LHS Consulting Ltd**.

The **Site Manager / Supervisor** is expected to undertake recorded daily site inspections. These should be made available for inspection by the **Health and Safety Director**.

**LHS Consulting Ltd** will conduct an annual review audit to identify significant trends within their health and safety management systems. The **Directors** will also annually set clear objectives to assist with preparing and integrating a safety management programme, thus setting firm foundations and sustaining a monitoring programme for durability.

Standard Form No	Associated Standard Form Title
SF23	Site Inspection Tracking Tool
SF24	Site Audit Report

### **Accidents, First Aid and Work Related Ill-Health**

Talus Solutions Ltd is committed to preventing accidents, incidents and cases of ill-health to **Employees** and others who may be affected by its work activities.

However, the company recognises that failures can occur and will investigate all adverse events and ill-health to identify the immediate, underlying and root causes so as to prevent the adverse event occurring again.

All accidents resulting in injury to any person (not just employees), damage to any property or near miss, must be reported and investigated in accordance with this arrangement. Talus Solutions Ltd's Hazard & Near Miss Report Form should be completed and handed to a **Site Manager / Supervisor**.

### **RIDDOR**

The **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** came into force on the 1st October 2013. The regulations require the following to be reported to an enforcing authority (usually the HSE):

RIDDOR places a legal duty on:

- Employers
- Self-employed people
- People in control of premises.

These 'responsible persons' must record and report certain incidents, injuries, diseases and dangerous occurrences involving employees, self-employed workers and members of the public. The information provided through recording and reporting enables the enforcing authorities (either Health and Safety Executive (HSE) or local authority Environmental Health, to identify where and how risks arise, and to investigate serious accidents.

### **Death or Major / Specified Injury**

If there is an accident connected with work and:

- Your employee, or a self-employed person working on your premises is killed or suffers a major injury (including as a result of physical violence); or
- A member of the public is killed or taken to hospital;

The enforcing authority must be notified immediately.

### **Over seven Day Injury**

If there is an accident connected with work (including an act of physical violence) and:

- Your employee, or self-employed person on your premises, suffers an over seven day injury; An over seven day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than seven days (including non-work days).
- You must notify the enforcing authority within fifteen days.

## Disease

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must notify the enforcing authority.

## Dangerous Occurrence

A dangerous occurrence is something that happens which does not result in a reportable injury, but which clearly could have done so. The enforcing authority must be notified immediately of some specific dangerous occurrences by the quickest practical method, usually telephone.

## Near Misses

Although not part of the legal duties mentioned above, it is also good practice to record non-reportable 'near-miss' incidents, workplace accidents and occurrences where no-one has actually been hurt or become ill, but where the consequences could have been serious for workers.

In this way, it is possible to learn from such incidents so that workers are protected from harm, using the old adage 'prevention is better than cure'.

Details of all reportable incidents, injuries, diseases and dangerous occurrences must be recorded, including:

- The date when the report is made;
- The method of reporting;
- The date, time and place of the event;
- Personal details of those involved;
- A brief description of the nature of the event or disease.

Records can be kept in any form but must conform to data protection requirements.

## Accident Reporting and Investigation Guidelines

- Injured persons are required to record details of all work-related accidents, diseases and dangerous occurrences in the Accident Book provided, or ensuring that such an accident is recorded on their behalf and reported to management.
- In the case of a major accident or dangerous occurrence the **Site Manager** will telephone the **Health and Safety Director** to discuss the action to be taken.
- Details of any reportable injury, dangerous occurrence or disease will be reported to the Health and Safety Executive. All work-related accidents, diseases and dangerous occurrences must be the subject of further examination to prevent a recurrence:
  - Minor accidents or incidents should be investigated by the **Site Manager / Supervisor**.
  - Arrangements should be made, if necessary, for **LHS Consulting Ltd** to visit the scene of reportable specified injuries, dangerous accidents and diseases incident to investigate the circumstances and report.

## Reporting Procedures

### Telephone

All incidents may be reported online but a telephone service remains for reporting fatal and major injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

### When do I need to make a report?

In cases of death or major injuries, you must notify the enforcing authority without delay, most easily by reporting online. Alternatively, you can telephone 0845 300 9923. Cases of seven day injuries must be notified within fifteen days of the incident occurring using the appropriate online form. Cases of disease should be reported as soon as a doctor notifies you that your employee suffers from a reportable work-related disease using the online form Report of a case of disease.

## Ways to report an incident at work – online ([www.hse.gov.uk](http://www.hse.gov.uk))

Complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

- [Report of an injury](#)
- [Report of a dangerous occurrence](#)
- [Report of an injury offshore](#)
- [Report of a dangerous occurrence offshore](#)
- [Report of a case of disease](#)
- [Report of flammable gas incident](#)

## Contact HSE out of hours

### The types of circumstances where HSE may need to respond out of hours are:

- Following a work-related death, or where there is strong likelihood of death following an incident at or connected with work;
- Following a serious accident at a workplace, to gather details of physical evidence that would be lost if you waited until normal working hours;
- Following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or Government ministers.

If you feel that the incident fits these descriptions, or if you are not sure, then ring the duty officer on 0151 922 9235. The duty officer will take your message and will ask you for a phone number to allow them to contact you. They will pass your details to an appropriate HSE officer, who may wish to contact you further.

When making a telephone notification an incident reference number will be allocated for future reference. A copy of the completed form should be forwarded to the **Health and Safety Director** for information purposes and subsequent filing. Details must not be released to a third party without authority by a **Director**.

## Accident Book

The Accident Book used by Talus Solutions Ltd complies with the requirements of the **Data Protection Act**. For that reason it is set out in two parts.

- The right hand side of page relates to the personal details of the injured person. Once completed it should be removed and forwarded to the **Health and Safety Director** for information purposes and subsequent filing.
- The left hand side of the page contains detail about the nature of the accident and the action taken. It should be retained in the accident book to provide a basic record of all accidents that have occurred on that site. Details of any Incident Reference Number allocated by the Accident Contact Centre should be recorded on this page.

Talus Solutions Ltd will provide adequate first aid personnel and equipment, in accordance with the **Health and Safety (First Aid) Regulations 1981** and the associated updated guidance. In the absence of trained first-aid trained personnel the Company will nominate an 'appointed person' to take charge of the first aid equipment and facilities, to replace missing or defective items and to summon assistance if required.

The **Directors** will ensure the Company will comply with the **General Data Protection Legislation** when recording accidents. Individual record sheets will be removed and stored securely (keeping personal information confidential).

Accident details, however trivial they may appear to be, must always be entered in the Accident Book. There will be so provided an accident book in the Company office and each site as required.

All accidents and work related ill-health should be immediately reported to the **Site Manager / Supervisor**. All accidents and work related ill-health are recorded in the accident book, which is kept by the each site.

Responsibility for investigating adverse events, ill health and near misses is that of the **Health and Safety Director** with the assistance of **LHS Consulting Ltd**.

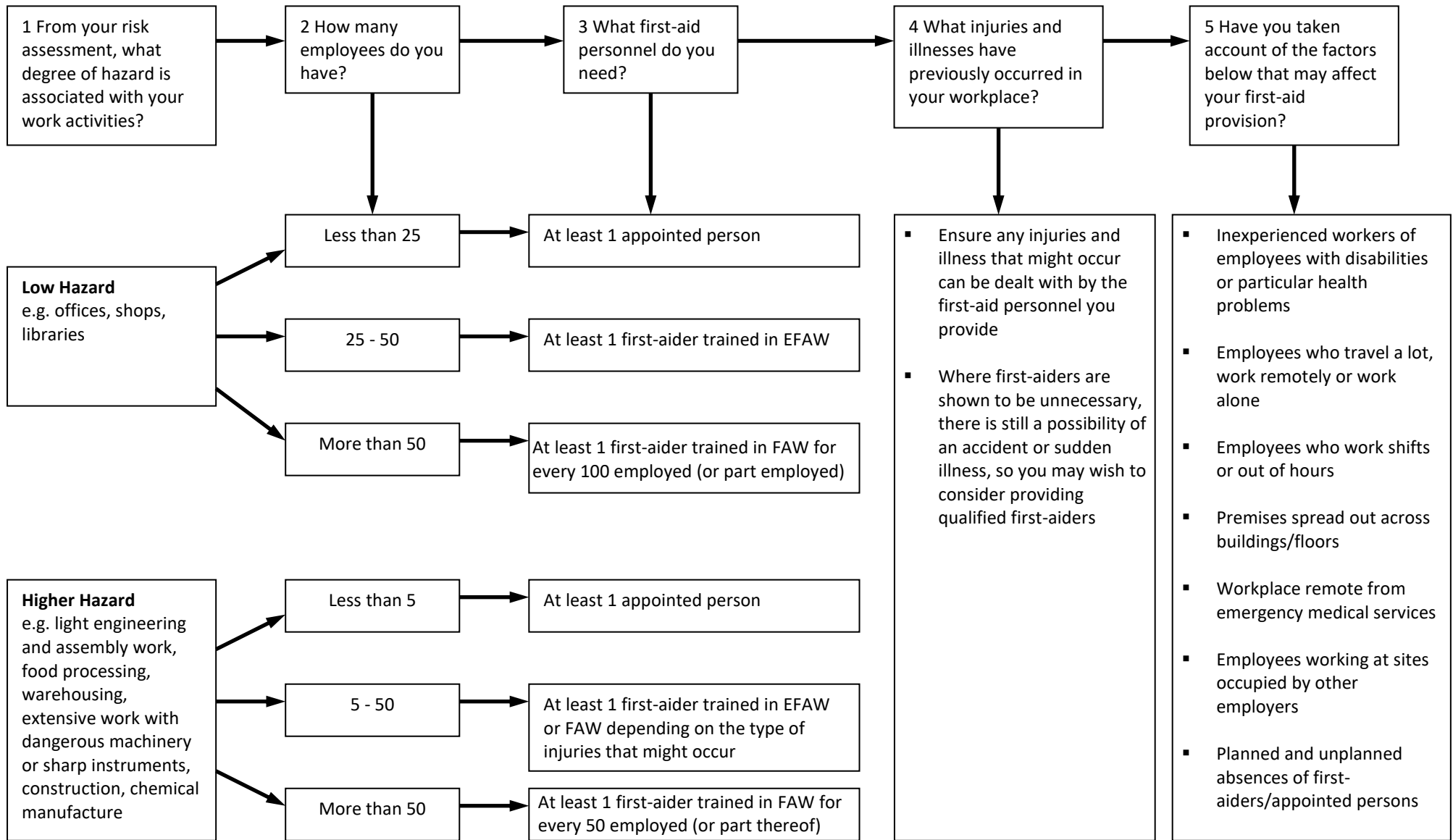
Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of the **Health and Safety Director** with assistance from **LHS Consulting Ltd (F2508 & F2508A)**.

First aid boxes are kept in the office and in each work vehicle and site as applicable.

<b>Standard Form No</b>	<b>Associated Standard Form Title</b>
SF58	Accident & Investigation Report
SF59	Accident Scene Investigation Checklist
SF60	Accident with Injury Report Form
SF61	Hazard & Near Miss Report Form
SF62	Witness Statement Form
SF68	Accident, Incident, Near Miss & RIDDOR Reporting Flowchart



### Suggested Numbers of First Aid Personnel (HSE ACOP L74)



## **Fire Strategy**

Talus Solutions Ltd is fully committed to achieving and maintaining the highest standards of health and safety for its **Employees** others affected by the Company's undertakings.

The Company recognises that preparing and planning for an emergency is essential for the safety of our employees, clients, contractors, the public and the environment. This duty applies on our sites we operate. The Company also recognises that the effects of an emergency could create other risks, affect production and business continuity. These arrangements are intended to reduce the risk and minimise the business disruption during and following an emergency situation.



The aim of these arrangements is to ensure in the event of an emergency:

- The safety of employees, clients, contractor's, the public and the environment;
- Minimum disruption and risk to the Company business and operations;
- To minimise the risk of fire starting and fire spreading;
- To reduce the potential for fire and/or other emergency situations to harm the environment;
- To ensure the Company complies with relevant fire legislation and standards, including - **The Regulatory Reform (Fire Safety) Order 2005**.

The Company is required to have a Fire Policy under the **Regulatory Reform (Fire Safety) Order 2005**

The primary objectives of the policy are:

- To minimise the incidence of fire;
- To minimise the impact of fire on life safety, delivery of service, the environment and property.

In outline, the legislation requires that we have control over our workplace and can demonstrate we have:

- Recognised the risks in our workplaces;
- Considered who will be affected;
- Assessed the extent of the risks;
- Come to an informed decision on the necessary action to reduce them;
- Ensured that the actions decided are implemented.

The Company will organise our responsibilities and arrangements so that:

- Arrangements are in place to assess the risks to employees to eliminate or reduce risks;
- Our commitment to providing a safe working environment can be demonstrated.

## **Fire Arrangements**

These arrangements cover the actions that must be taken by various personnel from the time an incident or emergency is detected up to the 'all clear'.

It is clearly recognised that each emergency situation will have its own features that cannot be completely anticipated here. These arrangements give the general structure for the management of a variety of foreseeable emergency situations.

## **Objectives**

The effective management of an emergency depends upon the ability of our Company to implement a system, which can immediately gather information into a central point, make decisions based on the received information and implement the appropriate action.

The Company will ensure the following objectives are achieved as soon as operationally possible after the fire alarm sounds or an emergency commences by another means;

- Establish an emergency control team at a pre-arranged control point - normally the main/site entrance;
- Establish communication between the scene of the incident, possibly another building, and the control point;
- Confirm that the emergency services have been informed;
- Determine local hazards;
- Restrict access/egress to traffic where necessary;
- Provide adequate information for the emergency services when they arrive;
- Supply first aid cover or call an ambulance if necessary;
- Complete the evacuation of all affected areas;
- Assess the degree of emergency and inform the **Fire Marshal**;
- Secure affected buildings - i.e. do not allow re-entry until the all-clear is given;

The above objectives will be achieved via **Fire Marshals** and other such specialist and management staff as each particular situation may require.

### **Fire risk assessment**

The **Regulatory Reform (Fire Safety) Order 2005** requires our Company to carry out a fire safety risk assessment of our Office and each construction site under our control. The Company carries out such risk assessments and regularly reviews them. Records to demonstrate all due diligence are maintained.

Current legislation on fire precautions and procedures deals with the following general requirements:

- Means of detection and giving warning in case of fire;
- The provision of means of escape from premises;
- Means of firefighting;
- Training of employees and others in relation to fire safety.

The fire risk assessments will clearly state which actions need to be undertaken and who is responsible for each action.

The company will ensure a fire risk assessment is undertaken for each site operation. Details will be displayed in the **Site Manager / Supervisors** cabin and passed to all on site personnel via the site induction.

### **Emergency information**

All **Employees** will be informed by the **Health and Safety Director** of the emergency safety arrangements as part of their induction to the Company. Where it is not obvious, fire instructions stating the nearest fire exit route are posted around the office. All contractors and visitors to site will be provided with fire information and instructed to convey this to their employees.

### **Fire drills**

Talus Solutions Ltd will assess the proposed frequency of fire drills but they will be at least once every six months, at a time arranged with the **Fire Marshals** and other key personnel. Records of all fire drills and unintentional evacuations must be kept and any arising controls identified must be implemented as soon as operationally possible.

The purpose of fire drills is to give **Employees** and others experience in evacuation procedures and to expose any problems with engineering controls or the management of evacuations. It may not be essential, or practical, for all persons to experience a fire drill. As long as all **Employees** have received training and/or understood the information given to them, then all contractors and visitors to Talus Solutions Ltd should be able to be led to safety in the event of an emergency evacuation.

The main objectives of undertaking a fire drill are:

- To ensure all persons know what the alarm sounds like, and how to react upon hearing the alarm;
- To ensure procedures are rehearsed with regard to investigating a reason for the alarm;
- To ensure all persons can be evacuated quickly and in a controlled manner, this includes personnel with disabilities or in difficult working environments;
- To ensure accountability (roll call) can be quickly and efficiently established;
- To ensure procedures are rehearsed with regard to finding and evacuating persons missing from the roll call;
- To establish the quick and efficient notification (where required) to the emergency services;
- To develop protocols aimed at developing and passing information to the emergency services when they arrive at the scene.

### Use of fire extinguishers

The general rules for the use of fire extinguishers are that they should only be used after the alarm has been given and that no risks should be taken.

Accordingly, no one should contemplate using fire extinguishers if they have not received training on how to use them and they should also be confident that the fire has not gone out of control.

Whenever possible, two people should tackle the fire - one to use the extinguisher and the other to keep an eye on the escape route.

Talus Solutions Ltd will review the arrangements for fire and emergency controls on an annual basis or earlier when situations require it e.g. following a fire or planned/unplanned fire drill, with a view to determining whether the controls comply with our policies and the company intent towards best practice.

Symbols found on fire extinguishers & what they mean

	Water	Foam spray	ABC powder	Carbon dioxide	Wet chemical
Wood, paper & textiles (A)	✓	✓	✓	✗	✓
Flammable liquids (B)	✗	✓	✓	✓	✗
Flammable gases (C)	✗	✗	✓	✗	✗
Electrical contact	✗	✗	✓	✓	✗
Cooking oils & fats (F)	✗	✗	✗	✗	✓

The **Health and Safety Director** will ensure appropriate maintenance operations are in place for the maintenance, testing and inspection for the various fire systems and fire extinguishers.

Standard Form No	Associated Standard Form Title
SF39	Weekly Fire Inspection Checklist
SF40	Monthly Fire Maintenance Checks
SF41	Fire Alarm Tests Record
SF42	Fire Drill Record
SF43	Emergency Lighting Test Record
SF44	Use of a Fire Extinguisher

## Welfare Facilities

Talus Solutions Ltd is committed to providing suitable and sufficient welfare facilities to employees, in accordance with the **Workplace (Health, Safety and Welfare) Regulations 1992** and **The Construction (Design and Management) Regulations 2015** specific for construction sites.

Depending on the project and scope of work, Talus Solutions Ltd will discuss with their client to ensure adequate numbers of clean toilets, washing and shower facilities are provided for the number of staff and visitors required to use them. Toilet paper, hot/cold water, soap and means for drying hands will always be available. In addition, drinking water and a means to prepare hot drinks and food is provided.

To ensure that a high standard of cleanliness and good hygiene is maintained, the facilities are to be cleaned daily by appointed contractors. Notwithstanding this planned cleaning programme, any employee who has concerns with the standard of cleanliness and hygiene on site should report the matter to the **Site Manager / Supervisor** who will investigate and advise accordingly.

Talus Solutions Ltd will ensure that the requirements of the **Workplace (Health, Safety and Welfare) Regulations 1992** will be applied to all our workplaces. It is the intention of the Company to ensure that facilities are suitable for people with disabilities and all new buildings or temporary structures at the design stage will be planned to be accessible to visitors and personnel with limited mobility. The Company is committed to providing a working environment that is conducive to efficient working, which is safe and without risks to health and that meets or exceeds all legal requirements.

## Maintenance

The Company will ensure that equipment provided to meet the requirements of the Regulations is maintained in an efficient state, in efficient working order and in good repair and, where appropriate, is subject to a system of maintenance.

## Ventilation

The Company will ensure enclosed workplaces are provided with effective and suitable means of ventilation. In some enclosed workplaces (e.g. those without opening windows to the outside of the building) mechanical ventilation may be required.

## Temperature

The Company will ensure that during working hours, the temperature inside our building is "reasonable". Under the **Workplace (Health, Safety and Welfare) Regulations 1992**, there is only a minimum temperature stipulated, which is 16 degrees Celsius after the first hour of working, unless the work involves strenuous physical exertion. Whilst there is no maximum temperature ceiling legislated for, the British Safety Council cite research which concludes that when people experience temperatures in excess of 24 degrees Celsius the propensity for accidents increases and work productivity diminishes. The World Health Organisation (WHO) recommends that the maximum air temperature should be 25 degrees Celsius. The test of what constitutes a "reasonable" temperature is inherently subjective; it would be fair to say that if the majority of the workforce consider they are too hot or too cold for most of the working day, then the temperature is unreasonable. There exists no legal right to vacate the workplace as a result of extremes of heat and cold, unless there is "serious, imminent and unavoidable danger".

## Lighting

The **Workplace (Health, Safety and Welfare) Regulations 1992** oblige employers to provide workplace lighting that is "suitable and sufficient", which should be natural light, so far as is "reasonably practicable".

The regulations do not define what is "suitable and sufficient", but the stress on natural light is justified by research that indicates that people exposed to greater amounts of artificial light tend to be less healthy than those who are not.

Office workers using visual display screen equipment or performing detailed paperwork require a good lighting source without excessive glare. Poor lighting in corridors or on stairs can contribute to slips, trips or falls, whilst too much bright light can detract attention from otherwise obvious hazards.

### **Cleanliness**

Talus Solutions Ltd will ensure workplaces, including furniture and fittings, are kept sufficiently clean. Surfaces of floors, walls and ceilings of workplaces will be of a construction that allows them to be kept clean. Waste material must not be allowed to accumulate in the workplace unless it is in suitable receptacles.

### **Room dimensions and space**

Overcrowded working conditions can damage health and productivity and increase the risks of fire and other hazards. For these reasons inadequate working space is illegal, and under the **Workplace (Health, Safety and Welfare) Regulations 1992**, the Company must ensure, as a minimum that 11 cubic meters should be allocated to each person.

Remember that 11 cubic meters may not be adequate if the room is cramped with equipment or furniture. The regulations propose that in an average room, where the ceiling is 2.4 meters high, a floor space of 4.6 square meters per person is necessary. If the ceiling is three meters or above, the minimum space decreases to 3.7 square meters.

### **Workstations and seating**

Talus Solutions Ltd will ensure places where people work are suitable for the individual(s) who work there and also for the type and nature of the work being done. Outdoor workplaces will, so far as is reasonably practicable, give protection from adverse weather, permit people to leave swiftly in an emergency and be free from slip or trip hazards. Where work can be done seated then a seat will be provided and, if necessary, a footrest. Any seat provided has to be suitable for the person for whom it is provided.

### **Condition of floors and traffic routes**

The Company will ensure floors are suitable for the purpose for which they are used and be free from holes and obstructions likely to cause people to slip, trip or fall. Slopes should not be excessive and surfaces should not be uneven or slippery. Handrails will be provided on staircases.

### **Glazed windows, doors and wall panels**

The Company will ensure windows, glazed doors and walls or partitions with glass panels are adequately protected against breakage and also be appropriately marked. This applies where there is a risk to people who may come into contact with the glass. In general it applies to doors where the glass is at shoulder height or below and to glass panels in walls where they are at waist height or below. Adequate protection would be the use of safety glass e.g. laminated or toughened glass. Safety glass is glass that does not break in such a way as to produce large sharp pieces.

### **Opening of windows**

The Company will ensure windows, skylights and ventilators are capable of being opened without risk to the person opening. Windows should not open to a position that puts anyone at risk. This covers the risk of people colliding with the open window and also of falling out of the window.

### **Cleaning of windows**

The Company will ensure it is possible to clean windows safely. Ladders may be used to reach the outside of windows but these must rest on firm level ground and if more than six metres long, ladders must be tied to suitable anchorage points. Provision of anchorage points for safety harnesses, use of travelling ladders or suspended cradles or windows which turn inwards to allow cleaning will also be considered.

### **Organisation of pedestrian and vehicle traffic routes**

The Company will ensure pedestrian and vehicles are able to circulate safely in our workplace. Traffic should not pose a risk to people working near pedestrian or vehicle routes. There should be sufficient separation between pedestrians and vehicles. Signs should be posted on traffic routes where this improves safety.

### **Safety of doors and gates**

The Company will ensure doors and gates are constructed as to be safe to use. Sliding doors will be provided with a device to prevent the door coming off its track when in use. Upward opening doors and gates should be fitted with a device to prevent them from dropping down. Powered doors should not cause injury by trapping people. Powered doors should be capable of being opened manually in the event of power failure. Doors that swing both ways should be fitted with vision panels.

### **Toilets**

The Company will ensure toilets (sanitary conveniences) are provided in sufficient numbers and should be readily accessible. They should be adequately ventilated, well lit and kept clean and tidy. Separate conveniences will be provided for men and women unless each convenience is in a separate room with a lockable door.

### **Washing facilities**

The Company will ensure adequate washing facilities are provided at readily accessible places. They will be provided close to every toilet but may additionally be provided elsewhere. Hot and cold water will be provided as will soap and towels or hand dryers. Rooms containing washing facilities will be well ventilated and lit and kept in a clean and orderly condition.

### **Drinking water**

The Company will ensure drinking water is provided in the workplace. Drinking water supplies will be adequately marked and be readily accessible. Cups will be provided unless the drinking water is in the form of a jet from which people can drink without cups.

### **Accommodation for clothing**

The Company will ensure suitable accommodation is to be provided for clothing. This is for personal items of clothing which are not worn at work and also for items of work wear provided by Talus Solutions Ltd and not taken home.

### **Changing facilities**

The Company will ensure where an employee has to wear special clothing for work we will provide changing facilities unless the person can change in another room without risking health or propriety.

### **Rest facilities**

Talus Solutions Ltd will ensure rest facilities are provided and readily accessible. Where food is regularly eaten in the workplace then facilities will be provided for this. Where food may become contaminated if eaten in the workplace then the facilities will include a place to eat meals.

The Company will ensure pregnant women and nursing mothers are provided with suitable rest facilities including, if necessary, the facility to lie down. The Company will review the arrangements for workplace health and safety on an annual basis or earlier when situations require it e.g. following an incident where workplace health and safety was found to be inefficient or inadequate, with a view to determining whether the controls comply with our policies and the company intent towards best practice.

<b>Standard Form No</b>	<b>Associated Standard Form Title</b>
<b>SF25</b>	<b>Welfare Facilities Check Sheet</b>

## Work Related Stress

Systems of work that give rise to risk of stress are clearly not safe, and the company therefore has a legal duty to make improvements, at least "as far as is reasonably practicable" to eliminate or adequately control the risk in accordance with the **Management of Health and Safety at Work Regulations 1999**.

The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly and stress which can be detrimental to health.

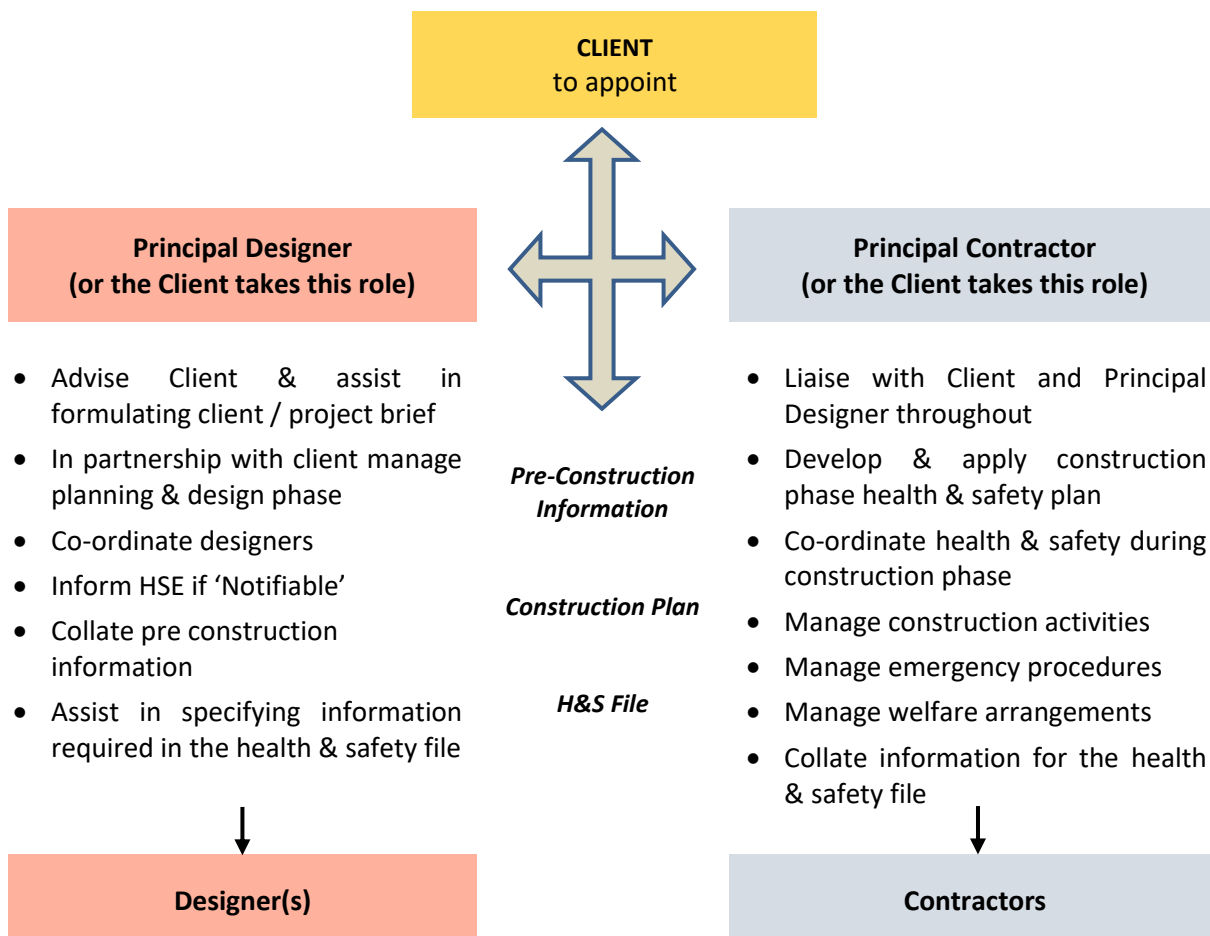
The company is committed to protecting the health, safety and welfare of all our employees and recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

To achieve this, Talus Solutions Ltd will:

- Ensure jobs are 'do-able', matching the job with the person in it.
- Strive to identify all workplace stressors and control the risks from stress.
- Monitor stress levels through a combination of sickness absence monitoring and periodic surveys.

Employees requiring advice or who have concerns that they are affected by stress can seek advice from **Health and Safety Director** who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

## CDM 2015 - Contractors Role





## Application of the Regulations

The Construction (Design & Management) Regulations (CDM) are the main set of regulations for managing the health, safety and welfare of construction projects.

CDM applies to all building and construction work and includes groundworks, new build, demolition, refurbishment, extensions, conversions, repair and certain maintenance activities.

### CDM 2015 Scope

**Part 1** – legal commencement and definitions / interpretations.

**Part 2** - specifies the duties of the Client and how the regulations should be applied if the client is a domestic client. The section details the appointment of principal designer and principal contractor which applies to all projects when it is foreseeable more than 1 contractor will be necessary to fulfil the project. If there is only 1 contractor then by definition – they fulfil the role of principal contractor. It also defines a 'Notifiable Project'.

A Notifiable Project is defined as a project that will involve:-

- More than 30 days of construction activities and will have more than 20 workers working simultaneously at any point in the project, or
- The project involves more than 500 person days of construction work, and
- The client or principal designer must ensure HSE are notified of the project.

**Part 3** – specifies the duties and responsibilities of principal designer, principal contractor, and contractors. It outlines the information that must be provided in the Pre-Construction Health & Safety Information and the Construction Phase Health and Safety Plan and the Health and Safety File.

**Part 4** of the regulations apply to **all construction work**, and covers the management and physical safeguards which need to be provided to prevent danger to those undertaking construction works or others who could be endangered due to construction activities.

**Part 5** – covers the transitional arrangements and provision on site with regards to enforcement of the fire prevention and protection arrangements.

The regulations have a number of schedules which provide detailed guidance such as **Schedule 2** which specifies what **welfare arrangements** must be provided on every project.

### When is a project Notifiable to HSE?

A project is notifiable if the construction work on a construction site is scheduled to -

- (a) Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
- (b) Exceed 500 person days.

Where a project is notifiable, **the client** must give notice in writing to the Executive as soon as is practicable before the construction phase begins.

Although the duty rests with the client, in practice this can be delegated to the principal designer to assist the client with this notification. Notification should be made as soon as the principal contractor has been selected but before construction works commence.

The easiest way to make a notification is via HSE web page [www.hse.gov.uk](http://www.hse.gov.uk). Details of the particulars that have to be notified can be found in HSE guidance doc L153 – Schedule 1. A copy of the notification should be given to the contractor / principal contractor for display on site.

## **Important Terms**

Pre-construction phase: the term used to describe the design and planning stage of a project (before construction or building work starts), although it is acknowledged design and planning can continue through and into the construction phase.

Construction phase: the term used to describe the project once construction or building work has started.

Post-construction phase: the practical completion of the construction or building work, including handover.

A contractor: may be an individual, a sole trader, a self-employed worker or a business who carries out, manages or controls construction work in connection with a business. Anyone who directly engages construction workers or manages construction work is a contractor. This includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether their workers are employees, self-employed or agency workers.

Principal contractor: The principal contractor is the contractor in overall charge of the construction phase. They are appointed by the client and there should only be one principal contractor for a project at any one time.

Project: Any construction, building, infrastructure repair or maintenance work, whether on a fixed or transient site.

Designer: A designer is an organisation or individual that prepares or modifies a design for any part of a construction project, including the design of temporary works, or who arranges or instructs someone else to do it.

Principal Designer: The principal designer must be a designer on the project and be in a position to have control over the design and planning stage.

## **Contractors Role**

The main duty of Talus Solutions Ltd is to plan and manage construction work under our control so that it is carried out in a way that controls risks to health and safety.

Talus Solutions Ltd have a range of other duties that depend on whether more than one contractor is involved in the project. If so, our duties entail co-ordinating our activities with others involved in the project team – in particular, complying with directions given to us by the principal designer or principal contractor.

If Talus Solutions Ltd is the only contractor for the work, then we have responsibilities to prepare a construction phase plan and prevent unauthorised access to the site.

Where Talus Solutions Ltd are involved in design work, including for temporary works, we will have duties as designers.

## **Duties**

Talus Solutions Ltd are required to manage health and safety of work under our control. Those who actually do the construction work (that is, our employees and or sub-contractors) are most at risk of injury and ill health.

Talus Solutions Ltd have a key role to play, in co-operating with the principal contractor and other contractors, and in planning and managing our work.

The term **manage** means we must plan, manage, monitor and co-ordinate our work so that health and safety risks are controlled.

The effort we devote to carrying out our duties should be in proportion to the size and complexity of the project and the range and nature of the health and safety risks involved.

## **Managing the Project**

Talus Solutions Ltd has a responsibility to ensure our workers and any contractors (including self-employed sub-contractors) we employ manage and control health and safety risks. To do this Talus Solutions Ltd will:

- ✚ Address the client's requirements, any pre-construction information provided by the principal designer and relevant parts of the construction phase plan and any other requirements provided by the principal contractor when planning our work, for example this may be information about buried services or existing asbestos containing materials.
- ✚ Ensure those carrying out our work have the right skills, knowledge, training, experience and supervision.
- ✚ Ensure those carrying out our work have the right plant, tools, equipment, materials and personal protective equipment.
- ✚ Pass on relevant information and instructions to our workers. This will be completed by briefing workers and, for higher risk tasks, using a safety method statement which outlines the planned method, sequence and control measures required.
- ✚ Ensure that our workers comply with the site rules.
- ✚ If required, co-ordinate our work with those of other contractors and the principal contractor on the project.
- ✚ Agree with the principal contractor the arrangements for exchanging information to allow us both and other contractors to manage health and safety onsite.
- ✚ Ensure our workers receive a site induction.
- ✚ Allow workers sufficient time to prepare and carry out the work.
- ✚ Inform the principal contractor of any intention to sub-contract elements of our work.

## **Co-operate with the other duty holders**

Talus Solutions Ltd has a key role to play in co-operating with the principal contractor and other contractors. Our work, or that of another contractor, could affect the health and safety of our workers and others so, to ensure that the risks are properly managed and controlled, we will need to co-operate with others.

All contractors (including utilities, specialist contractors, contractors nominated by the client and the self-employed) have a part to play in ensuring that the site is a safe place to work. The key to this is proper co-ordination of the work, underpinned by good communication and co-operation between all those involved.

## **Consult with employees**

Talus Solutions Ltd appreciate that workplaces where workers are involved in helping to make decisions about health and safety are safer and healthier. Collaboration with our workers helps us to manage health and safety in a practical way by:

- ✚ Helping us to spot workplace risks.
- ✚ Making sure health and safety controls are practical.
- ✚ Increasing the level of commitment to working in a safe and healthy way.
- ✚ We must consult all our employees, in good time, on health and safety matters.
- ✚ Consultation involves our employers not only giving information to our workers but also listening to them and taking account of what they say before making decisions affecting health and safety.

## **Issues**

Talus Solutions Ltd will consult workers and include:

- ✚ Risks arising from their work
- ✚ Risks arising from others work or the environment they are working in.
- ✚ Proposals to manage and/or control these risks.
- ✚ The best ways of providing information and training.

## **Prepare the construction phase plan**

On a project with more than one contractor, developing the construction phase plan will be the responsibility of the principal contractor, and they should provide Talus Solutions Ltd with information within it that is relevant to our work.

However, if Talus Solutions Ltd is the only contractor on the project then we are responsible for drawing up a plan which describes how health and safety will be managed during the construction work.

The plan will be:

- ✚ Proportionate to the size and nature of the work, and the risks involved.
- ✚ Workable and realistic.
- ✚ Sufficiently developed to allow work to start on site.
- ✚ Regularly reviewed and added to as new trades start.

It must be developed as soon as practical before setting up the construction site and starting the work. It will address early issues such as mobilisation, welfare, demolition and ground works. The client also has to ensure a construction phase plan is sufficiently drawn up before work starts. Talus Solutions Ltd will confirm prior to the construction phase commencing that the client is satisfied that the plan is suitably developed. The plan will not be cluttered with documents, records of how decisions were reached or unnecessary documents that get in the way of a clear understanding of what is needed to manage the construction phase.

### Welfare Facilities

If Talus Solutions Ltd are working on a project where we will be the only contractor then we are responsible for ensuring welfare facilities are provided and that they are suitable and sufficient for the size and nature of the project. They must be available as soon as the work starts on site and remain until the end of the project. On projects with more than one contractor welfare facilities will be the responsibility of the principal contractor. We may be able to use existing facilities. If not, a mixture of both existing and new will need to be provided.

Welfare facilities that will be provided will include:

- ✚ Lit and ventilated toilets (suitable for men and women).
- ✚ Lit and ventilated washing facilities next to the toilets, including hot, cold or warm running water, soap or hand cleaner, towels or means of drying hands.
- ✚ Supply of drinking water and cups.
- ✚ Facilities for rest (tables and chairs).
- ✚ Where required, changing rooms and lockers.

The facilities we provide must be regularly cleaned and cater for the expected number of workers on site. Talus Solutions Ltd should expect support from the client, who has a duty to provide sufficient resources to ensure the minimum welfare facilities requirements are met.

### Site Induction

If Talus Solutions Ltd are working on a project where we will be the only contractor then we will need to ensure a suitable site induction is provided to every site worker. This will be undertaken by the **Site Manager / Supervisor**.

The induction will be site specific and cover the health and safety risks associated with the site and the controls required. The detail provided in the induction will be relevant to the size and scope of the project, and the level of risk involved.

The following induction topics will be considered and covered if applicable:

- ✚ Senior management's commitment to health and safety.
- ✚ An outline of the project.
- ✚ Management of the site, for example who the Site Manager / Site Manager is.
- ✚ Site-specific health and safety risks, for example any requirement to work near overhead cables, asbestos containing materials, existing machinery / work equipment, etc.
- ✚ Control measures on site, for example site rules, vehicle and pedestrian segregation, PPE, temporary electrics, and site restrictions such as delivery arrangements.
- ✚ First aid arrangements.
- ✚ Fire and Emergency Procedures.
- ✚ Risk Assessments & Method Statements.
- ✚ Welfare arrangements.
- ✚ Permit to Work Arrangements.
- ✚ Accident and incident reporting arrangements.

- ✚ Training details, for example provision of toolbox talks and task briefings.
- ✚ Arrangements for consulting the workforce on health and safety.
- ✚ Individual workers' responsibility for health and safety.

### Site Security

If Talus Solutions Ltd are working on a project where we will be the only contractor then we will need to take reasonable and proportionate steps to prevent unauthorised access to the site or work area and that our work will not put the public or others at risk.

Talus Solutions Ltd will leave the site in a safe condition at the end of the day and ensure that any occupiers are not put at risk while our work is in progress. The occupier will need to know of, and co-operate with, our plans. The site boundaries will be clearly marked out using suitable means. These will depend upon the size and nature of the project.

On a project with more than one contractor, securing the site will be the responsibility of the principal contractor. Close co-operation between the client, principal contractor and other contractors when working in occupied or shared premises will help achieve this objective.

### Appointing Contractors and Individual Workers

Talus Solutions Ltd will ensure all contractors and workers on our site have the necessary skills, knowledge, training and experience for the work they are carrying out. Additional information, instruction, training and supervision will be provided to support those who are still developing their experience in order to become self-sufficient in safe and healthy construction practices. Special care will be taken of young persons under the age of 18.

### Employing Workers

When Talus Solutions Ltd employ or control people doing work for us, we will make sure that:

- ✚ They have the necessary skills, knowledge, training and experience to do the job safely and without putting their own or others' health and safety at risk.
- ✚ They are properly supervised and given clear instructions.
- ✚ They have the right tools, equipment, plant, materials and protective clothing.
- ✚ We talk with them directly about health and safety issues.
- ✚ We make arrangements for employees' health surveillance where required.

### Appointing Contractors

When Talus Solutions Ltd are appointing contractors or sub-contractors, we will:

- ✚ Check the health and safety capabilities of the people we plan to use.
- ✚ Give them the health and safety information they need for the work.
- ✚ Talk about the work with them before they start.
- ✚ Make sure that we have provided everything we agreed (for example safe scaffolds, the right plant, access to welfare facilities and so on).
- ✚ Monitor their performance and remedy any shortcomings.

Talus Solutions Ltd will make specific enquires about basic health and safety capabilities in a number of ways. For **smaller jobs**, you we could look for straightforward evidence that potential contractors are capable of carrying out the work, for example by requiring references from previous construction work, checking qualifications or training records or by asking them how they plan to carry out the work safely without risk to the health and safety of themselves or others.

For more **complicated or higher risk jobs**, further enquiries will be needed including using PAS91 set criteria or Safety Schemes in Procurement certification.

### Site Supervision

Talus Solutions Ltd will ensure that those managing and supervising the work have the right blend of skills, knowledge, training and experience and that there is an adequate number of supervisors. Whilst the supervision

provided will reflect the level of risk associated with the work, the supervisor on the ground will need to be familiar with the type of work planned. Talus Solutions Ltd will assess the degree of supervision we will require, taking account of the skills, knowledge, training, experience and likely behaviour of the workers.

### **Project Information**

As the contractor, Talus Solutions Ltd should receive relevant information during your time on the project.

We should expect from the **principal contractor**:

- ✚ Details of unusual or significant risks and sequence constraints.
- ✚ Specific risk controls and arrangements relating to relevant parts of the construction phase plan.
- ✚ Details of preparation and lead-in time.
- ✚ Appropriate site rules and a suitable site induction.
- ✚ Arrangements for reporting unsafe behaviours or conditions.
- ✚ The procedures to be followed in the event of serious and imminent danger.
- ✚ Details of the use of shared welfare facilities.
- ✚ Adequate safety management and planning for the project.

We should expect from **workers**:

- ✚ Compliance with risk controls and site rules.
- ✚ Constructive feedback on site practice.
- ✚ Evidence of training and experience relevant to the risks of the project.
- ✚ The ability to stop work and report anything which might endanger themselves or others.

### **Information we will provide**

Talus Solutions Ltd will provide relevant information during the project. On projects with more than one contractor, Talus Solutions Ltd will provide to the **principal contractor**:

- ✚ Evidence of skills, training and experience relevant to the risks that the project exposes your workers to.
- ✚ Details of arrangements to ensure safe completion of own works.
- ✚ Requests to sub-contract elements of the work.
- ✚ Relevant information for the health and safety file.
- ✚ Evidence that we will provide appropriate supervision which takes into account the level of skills, knowledge, training and experience as well as the likely behaviour of the workers.

Where no principal contractor is appointed, Talus Solutions Ltd will also provide to workers and sub-contractors the following:

- ✚ Information, instruction and training as necessary.
- ✚ Opportunities for them to have an input into how the work should be carried out.
- ✚ Suitable and sufficient welfare facilities.
- ✚ Clear instructions in the event of serious and imminent danger.

On projects where Talus Solutions Ltd will be the only contractor then we must provide to our **workers**:

- ✚ Details of unusual or significant risks and sequence constraints.
- ✚ Specific risk controls and arrangements relating to relevant parts of the construction phase plan.
- ✚ Appropriate site rules and a suitable site induction.
- ✚ Arrangements for reporting unsafe behaviours or conditions.
- ✚ The procedures to be followed in the event of serious and imminent danger.
- ✚ Details on the use of welfare facilities.
- ✚ Adequate safety management and planning for the project.

### **Practical Application of CDM 2015**

Before Talus Solutions Ltd start on site, we will:

- ✚ Manage the risks to the safety or health of our workers and others nearby who could be affected by our work.

- # If we are the only contractor on the project, we will check that the client is aware of their duties and whether they have any particular site rules or standards.
- # We will visit the site, check the access arrangements and consider the safest methods for our workers to carry out the work.
- # We will speak with the principal contractor to find out whether other work will take place at the same time as our work and agree how any interfaces with the other contractors will be managed.
- # We will ask the principal contractor whether there is any asbestos or other hazardous material on the part of the site you will be working on. If there is, or if there has been previously, then, in addition to any control measures concerning known asbestos, we will take steps to prevent unexpected exposure by arranging for our workforce to have asbestos awareness training prior to starting any intrusive work.
- # We will consider how to organise our workers, and any plant and materials they will need, so we can estimate when we will be ready to start onsite.
- # We will check our proposed workers' skills, knowledge, training and experience and arrange any retraining or refresher training where necessary.
- # We will assess the degree of information, instruction and supervision required, taking into account the training, experience, nature of the work and likely behaviour of our workers.
- # We will make arrangements to provide adequate supervision by those with appropriate training, experience and leadership qualities for the risks which the project is likely to involve.
- # We will check what welfare facilities the principal contractor is providing in case we need to organise anything else.
- # We will check whether any first aid cover is provided by the principal contractor or is available to us and whether it will be sufficient for the work we are undertaking, the workers we are using and the location in which we are working. If not, we will make additional arrangements.
- # We will inform the principal contractor if any of our workers have known health issues.
- # We will communicate the method of work that our workers need to follow, particularly if the control measures are unusual or not obvious. We will focus on the work activities where there is most risk of injury or ill-health.
- # We will share our method of work with the principal contractor or other contractors so they can take it into account when planning and organising their work.
- # We will arrange for our workers, plant and materials to arrive on site at the allocated time.

While working on site, we will:

- # Set a personal example by always wearing the necessary PPE and by challenging any unsafe behaviour or practice and not ignoring it.
- # Ensure our workers receive site induction from the principal contractor. If there is no principal contractor then it is our responsibility to carry out the site induction.
- # Provide instructions to our workers on what needs to be done and, importantly, how we intend the work to be done, in which order and with what equipment, especially when it involves working at height
- # Providing supervisors with the necessary skills, technical knowledge, training, and experience and leadership qualities for the work.
- # Briefing our workers on what is expected of them, and consider any suggestions from them on better ways of working.
- # Ensuring our workers know what to do in the event of any likely emergency.
- # Ensuring our workers are complying with the site rules and working in accordance with how we intend the work to be done liaising with the principal contractor and keeping them informed of any changes to our planned working method in case it has an impact on other plans.
- # Liaising with other contractors and the principal contractor and co-operate over reasonable suggestions for reducing risks to health and safety on the site. These suggestions could arise as a result of engaging with our workers.
- # Checking our plant and equipment and, when necessary, maintaining, repairing or replacing it.
- # Providing information to the principal contractor about how to safely maintain, isolate, replace or dismantle what you've installed at the end of your time on site.

## Domestic Clients

Domestic clients are people who have construction work carried out on their own home, or the home of a family member. When working for a domestic client the duties of the contractor are the same as those whilst working for a commercial client.

Although CDM2015 applies to domestic clients, their duties as a client are normally transferred to either:

- ✚ The contractor on a single contractor project or
- ✚ The contractor they choose to appoint as the principal contractor on a projects with more than one contractor.

Where the domestic client does not appoint a principal contractor, the contractor in control of the work will be taken to be the principal contractor and take on the client duties.

The domestic client may, however, choose to appoint a principal designer and enter into a written agreement for the principal designer to carry out the client duties. The duties of the client will depend on the scale and complexity of the project and the nature and severity of the risks to health and safety involved. These duties will include ensuring suitable arrangements are in place to manage risk, sufficient time is allowed and adequate welfare is provided. Where more than one contractor is involved, there is a requirement to co-operate with others involved to enable safe working.

## Construction Phase Plan Contents

The construction phase plan is a document that records how health and safety will be managed for the construction phase of a project. It is the basis for communicating to all those involved in the construction phase of the project, so it should be easy to understand and as simple as possible.

In considering what information is included, the emphasis is that it:

- a. Is relevant to the project.
- b. Has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase, but
- c. Is still proportionate to the scale and complexity of the project and the risks involved.

The following list of topics should be considered when drawing up the plan:

- a. A description of the project such as key dates and details of key members of the project team.
- b. The management of the work, including:
  - the health and safety aims for the project
  - the site rules
  - arrangements to ensure cooperation between project team members and coordination of their work e.g.
  - regular site meetings
  - arrangements for involving workers
  - site induction
  - welfare facilities
  - fire and emergency procedures.
- c. The control of any of the specific site risks relevant to the work involved.

## Health and Safety File

The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project. The file is **only** required for projects involving more than one contractor.

The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion

- ✚ A brief description of the work carried out.



- ✚ Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (for example, surveys or other information concerning asbestos, contaminated land, water-bearing strata, buried services and so on).
- ✚ Key structural principles (for example, bracing or sources of substantial stored energy including pre- or post-tensioned members) and safe working loads for floors and roofs.
- ✚ Hazardous materials used (for example, lead paints and special coatings).
- ✚ Information regarding the removal or dismantling of installed plant and equipment (for example, any special arrangements for lifting such equipment).
- ✚ Health and safety information about equipment provided for cleaning or maintaining the structure.
- ✚ The nature, location and markings of significant services, including underground cables, gas supply equipment and fire-fighting services.

Information and as-built drawings of the building, its plant and equipment (for example, the means of safe access to and from service voids, and the position of fire doors).

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks.

Standard Form No	Associated Standard Form Title
Refer to Standard Forms in the next section	

## **CDM 2015 – Principal Contractors Role**

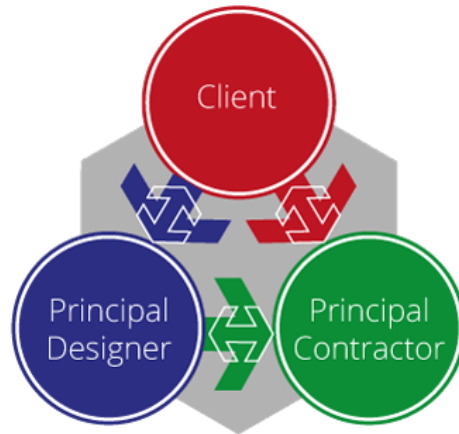
The principal contractor is the contractor in overall charge of the construction phase. They are appointed in writing by the client and there should only be one principal contractor for a project at any one time. The principal contractor must be capable of carrying out the role and have the right skills, knowledge, training and experience. This will depend upon the nature of the work and the range and nature of health and safety risks involved. The principal contractor is normally a contractor so will also have contractor duties. They may be principal contractor on some projects and a contractor on others.

### **Introduction**

The CDM Regulations places responsibility for managing the health and safety of a construction project on three main duty holders. The CDM Regulations place responsibility for managing the health and safety of a construction project on three main duty holders. The client has overall responsibility for the successful management of the project and is supported by the principal designer and principal contractor in different phases of the project.

For the successful delivery of a project, good working relationships between the duty holders are essential from the start.

- ✚ The client ensures that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.
- ✚ The principal designer manages health and safety in the pre-construction phase of a project. The role extends to the construction phase through the principal designer's duties to liaise with the principal contractor and ongoing design work.
- ✚ The principal contractor manages the construction phase of a project. This involves liaising with the client and principal designer throughout the project, including during the pre-construction phase.



The principal contractor is a key duty holder who is responsible for managing health and safety on the construction site. The term manage means plan, manage, monitor and co-ordinate the construction phase so that health and safety risks are controlled.

Our key duties include:

- ✚ **Planning:** preparing a construction phase plan that ensures the work is carried out without risk to health or safety.
- ✚ **Managing:** implementing the plan, including facilitating co-operation and co-ordination between contractors.
- ✚ **Monitoring:** reviewing, revising and refining the plan and checking work is being carried out safely and without risks to health.
- ✚ **Securing the site:** taking steps to prevent unauthorised access to the site by using fencing and other controls.
- ✚ **Providing welfare facilities:** making sure that facilities are provided throughout the construction phase.
- ✚ **Providing site induction:** giving workers, visitors and others information about risks and rules that are relevant to the site work and their work.
- ✚ **Liaising on design:** discussing with the principal designer any design or change to a design.

### Liaise with the other duty holders

Talus Solutions Ltd will work with the client and principal designer throughout the project. Talus Solutions Ltd will talk to the client about their needs and expectations for the project (this is sometimes called the client brief) to better understand the project requirements. Talus Solutions Ltd will check that the client is aware of their CDM duties. This will give Talus Solutions Ltd the opportunity to ask questions and offer suggestions. Where the site is part of an occupied building or structure we will need to liaise with the client and any existing contractors, such as those responsible for facilities management. Talus Solutions Ltd will liaise and co-operate with the principal designer, who is responsible for managing the pre-construction phase and design work during construction, and we will share any information which may be relevant to help them consider health and safety in their design. We will be able to use our experience to discuss construction methods and opportunities to enhance worker health and safety during the design development.

### Planning and Managing the Construction Phase

Talus Solutions Ltd appreciates planning is an essential part of managing a construction site and should start as early as possible to identify health and safety risks, control measures and resources needed to reduce or eliminate them. This approach will be taken for all the key phases of the construction project. Talus Solutions Ltd will monitor site health and safety standards and control measures so that they remain effective.

Planning can be straightforward as asking:

- ✚ What does the project involve?
- ✚ What needs to be done and when?
- ✚ How can it be done?
- ✚ Who do I need to do it?
- ✚ What other resources do I need?

Talus Solutions Ltd will consider client requirements and any other information, such as that provided by the principal designer. Talus Solutions Ltd will consider the health and safety risks to all those affected such as workers and members of the public. Talus Solutions Ltd will ask themselves the following:

- ✚ What could go wrong?
- ✚ Who might be harmed and how?
- ✚ What do I need to do to make it safer or healthier?

Contractors who will be working on site need to be involved in planning how they will carry out their work safely and with regard to health as early as is practicable. When identifying appropriate control measures, Talus Solutions Ltd will work out if the work could be avoided or done in a different but safer way. If not, Talus Solutions Ltd will see how we can reduce the risks through a variety of means. Use of personal protective equipment (PPE) must be a last resort. This approach is known as taking into account the general principles of prevention.

### **Prepare the Construction Phase Plan**

Talus Solutions Ltd will draw up a plan which describes how health and safety will be managed during the construction phase. Pre-construction information that has been received and any client requirements we have established will help in drawing up the construction phase plan. The plan will be:

- ✚ Proportionate to the size and nature of the work, and the risks involved.
- ✚ Workable and realistic.
- ✚ Sufficiently developed to allow work to start on site.
- ✚ Regularly reviewed and added to as new trades start.

The plan will be developed as soon as practical before setting up the construction site and starting the work. Early issues such as mobilisation, welfare, demolition, groundworks and other high risk activities will be addressed. The nature of construction work means that some contractors may not have been appointed before the work on site starts, so the construction phase plan will be updated with this information when it is known, and before the contractors start work.

The plan should not be cluttered with documents (such as generic risk assessments, records of how decisions were reached or detailed safety method statements) that get in the way of a clear understanding of what is needed to manage the construction phase.

Before work on site can start the client has to ensure that the construction phase plan is sufficiently drawn up.

### **Welfare Facilities**

Talus Solutions Ltd are responsible for ensuring welfare facilities are provided and are suitable and sufficient for the size and nature of the site. They will be available as soon as the work starts and remain until the construction work is completed. Talus Solutions Ltd may be able to use existing facilities. If not, a mixture of both existing and new will be provided.

Welfare facilities will include as required:

- ✚ Lit and ventilated toilets (suitable for men and women).
- ✚ Lit and ventilated washing facilities next to the toilets, including hot, cold or warm running water, soap or hand cleaner, towels or means of drying hands.
- ✚ Supply of drinking water and cups.
- ✚ Facilities for rest (tables and chairs).
- ✚ Where required, changing rooms and lockers.

The facilities will be regularly cleaned and cater for the expected number of workers on site.

### **Site Induction**

Talus Solutions Ltd will ensure a suitable site induction is provided to every site worker. The induction will be site specific and be relevant to the size and scope of the work, and level of risk involved. The site induction will cover the following:

- # Senior management's commitment to health and safety.
- # An outline of the project.
- # Management of the site, for example who the Site Manager / Site Manager is.
- # Site-specific health and safety risks, for example any requirement to work near overhead cables, asbestos containing materials, existing machinery / work equipment.
- # Control measures on site, for example site rules, vehicle and pedestrian segregation, PPE, temporary electrics, and site restrictions such as delivery arrangements.
- # First aid arrangements.
- # Fire and Emergency Procedures.
- # Risk Assessments & Method Statements.
- # Welfare arrangements.
- # Permit to Work Arrangements.
- # Accident and incident reporting arrangements.
- # Training details, for example provision of toolbox talks and task briefings.
- # Arrangements for consulting the workforce on health and safety.
- # Individual workers' responsibility for health and safety.

A site induction will also be provided to those not regularly working on site, such as the client or design team, and will be tailored to suit the nature of their visit and knowledge of the project.

### **Site Security**

Talus Solutions Ltd will ensure that reasonable steps are taken to prevent unauthorised access to the site. Close co-operation between the client and others when working in occupied or shared premises will help achieve this objective.

The site boundaries will be clearly marked out using suitable means. These will depend upon the size and nature of the project. Talus Solutions Ltd will consider the surrounding area and the site's proximity to others, such as local residents, schools, shops, public roads and footpaths. You will need to leave the site in a safe condition at the end of the day and ensure that any existing occupiers are not put at risk while our work is in progress. Any occupiers will need to know of, and co-operate, with your plans.

### **Appoint Contractors and Workers**

Talus Solutions Ltd will ensure all contractors and workers on our site have the necessary skills, knowledge, training and experience for the work they are carrying out. Additional information, instruction, training and supervision will be needed to support those who are still developing their experience in order to become self-sufficient in safe and healthy construction practices.

### **Employing workers**

When we employ or control people doing work, we will make sure that:

- # They have the necessary skills, knowledge, training and experience to do the job safely and without putting their own or others' health and safety at risk.
- # They are properly supervised and given clear instructions.
- # They have the right tools, equipment, plant, materials and protective clothing.
- # We talk with them (or their representatives) about health and safety issues.
- # We make arrangements for employees' health surveillance where required.

### **Important Note:**

If a person working under our control and direction is treated as self-employed for tax and national insurance purposes, they may nevertheless be our employee for health and safety purposes. Whether they are employed or self-employed, Talus Solutions Ltd need to take action to protect all people under our control.

## **Appointing Contractors**

When we are appointing contractors or sub-contractors, we will:

- ✚ Check the health and safety capabilities of the people we plan to use.
- ✚ Give them the health and safety information they need for the work.
- ✚ Talk about the work with them before they start i.e. pre-start meeting.
- ✚ Make sure that we have provided everything as agreed (for example safe scaffolds, the right plant, access to welfare facilities and so on).
- ✚ Monitor their performance and remedy any shortcomings.

Talus Solutions Ltd will make specific enquires about basic health and safety capabilities in a number of ways, these will include:

- ✚ For smaller jobs, we will look for straightforward evidence that potential contractors are capable of carrying out the work, for example by requiring references from previous construction work, checking qualifications or training records or by asking them how they plan to carry out the work safely without risk to the health and safety of themselves or others.
- ✚ For more complicated or higher risk jobs, further enquiries will be needed. For example, we will use Public Available Specification PAS 91 which provides a set of health and safety questions that can be asked by construction clients and those who appoint designers and contractors as part of the pre-qualification process for construction projects. We could also useSSIP certification as required.

## **Site Management and Supervision**

Talus Solutions Ltd will ensure that those managing and supervising our work will have the right blend of skills, knowledge, training and experience and that there is an adequate number of supervisors. Whilst the supervision provided will need to reflect the level of risk associated with the work, the supervisor on the ground will need to be familiar with the type of work planned. Talus Solutions Ltd will assess the degree of supervision required, taking account of the skills, knowledge, training, experience and likely behaviour of the workers.

## **Engagement of Contractors and Workers**

Key information on health and safety risks including relevant parts of the construction phase plan will be shared with contractors and communicated with workers through induction and worker engagement. Consultation with workers is key to the successful management of health and safety on site. It will be a clear two-way process, giving an opportunity for both parties, and their safety representatives, to contribute to decision making.

Talus Solutions Ltd has a responsibility to ensure safe working, co-ordination and co-operation between contractors. This is essential to ensure that all our contractors and workers on the project are aware of:

- ✚ What has to be done and what is expected of them;
- ✚ When it will be done;
- ✚ How it will be done safely and without risks to health.

At a practical level co-ordination will enable different trades to access shared facilities (for example, the use of scaffold) so that they do not create risks for each other or compromise the safe and healthy working conditions on site.

Co-ordinating the work of the contractors and ensuring co-operation between them will be addressed at site progress meetings, and when any key activity, such as a new phase, commences.

Workplaces where workers are involved in helping to take decisions about health and safety are safer and healthier. Collaboration with our workers helps you to manage health and safety in a practical way by:

- ✚ Helping us to spot workplace risks.
- ✚ Making sure health and safety controls are practical.
- ✚ Increasing the level of commitment to working in a safe and healthy way.

Talus Solutions Ltd will consult workers, in good time, on health and safety matters. In workplaces where a trade union is recognised, this will be through trade union health and safety representatives. In non-unionised workplaces, we can consult either directly or through other elected representatives. Consultation involves

employers not only giving information to workers but also listening to them and taking account of what they say before making decisions that affect health and safety.

Issues we should consult workers on include:

- ✚ Risks arising from their work.
- ✚ Risks from others or the environment they are working.
- ✚ Proposals to manage and/or control these risks.
- ✚ The best ways of providing information and training.

### **Monitoring Risks**

Talus Solutions Ltd will monitor site health and safety standards and control measures to ensure that they remain effective. This will be as simple as asking people what they are doing or carrying out visual checks or inspections.

### **Project Information**

As the principal contractor, we should receive relevant information from others during the different phases of the project to help us plan and manage the site. Talus Solutions Ltd will expect to receive from the client:

- ✚ Information about the project, such as the client brief.
- ✚ Talus Solutions Ltd will expect to receive from the principal designer:
  - Pre-construction information in order to prepare the construction phase plan (this may also be provided by the client).
  - Information about the requirements for the health and safety file.
  - Any changes in design that will affect the construction phase.
  - Co-operation in passing on any health and safety- related questions or queries regarding the design.

Talus Solutions Ltd will expect to receive from contractors:

- ✚ Information about how they will work and what they will need.
- ✚ Feedback on construction methods and potential opportunities to enhance safety and health through design review and development.
- ✚ Information about contractor-designed portions of work to enable you to liaise with the principal designer.
- ✚ Evidence of their skills, knowledge, training and experience relevant to the risks associated with the project.
- ✚ Details about how they will ensure the safe and healthy during their own work including leaving it in a safe condition once completed.
- ✚ Requests to sub-contract out elements of the work.
- ✚ Evidence that appropriate supervision will be provided and that supervisors' skills, knowledge, training and experience will reflect the nature of the contractors' work.

Talus Solutions Ltd will provide relevant information during the different phases of the project, both pre-construction and construction. We will provide to the client and principal designer:

- ✚ Feedback on construction methods and opportunities to enhance worker health and safety.
- ✚ Through design review and development, prior to work starting on site and any ongoing design.
- ✚ Details of any changes which may affect the design.
- ✚ Information relevant to the health and safety file.

Talus Solutions Ltd will provide to designers:

- ✚ Details of any changes which may affect the design.

Talus Solutions Ltd will provide to contractors:

- ✚ Details of preparation and lead-in time.
- ✚ Details of unusual or significant risks and sequence constraints.
- ✚ Details on who is in charge of the site.
- ✚ Any relevant pre-construction information.
- ✚ Any relevant parts of the construction phase plan.

- # Appropriate site rules and a suitable site induction.
- # Details of the welfare facilities on site.
  
- # The procedures to be followed if there is serious and imminent danger.
- # Arrangements for reporting unsafe behaviours or conditions.
- # Temporary works procedures.

Talus Solutions Ltd will provide workers:

- # Information about the risks to their health and safety and how these should be controlled.
- # Clear instructions about what to do in the event of serious and imminent danger.

## **Practical Application of CDM 2015**

### **Early Project Phase**

- # A client may seek early advice from a builder, architect or other CDM duty holder to discuss the feasibility of a project they have in mind and explore ideas and possibilities. If we are involved at this stage, the client will brief us on their needs and requirements and we will be able to ask questions or offer advice. These could be related to information about the site, a requirement for the clients' business to remain operational through to future maintenance access needs.
- # A site visit will help us to identify hazards and risks and consider how to eliminate or control them.
- # We will discuss how we could approach the project and the construction techniques such as any temporary works which may be required. Liaise with principal designer or designer to ensure that such works can be incorporated into the project with due regard to health and safety.

### **Tender or Pricing Phase**

- # We ensure our tender or price reflects the client brief (their requirements for the project).
- # We should ensure that our tender or price includes plans for providing welfare facilities from the start of construction work.
- # We need to consider any pre-construction health and safety information when compiling our tender or project price.
- # We need to identify contractors and ensure that they provide health and safety input at an early stage, and that they have received any pre-construction information relevant to their works.

### **Construction Phase**

We should not commence construction work until we know that:

- # The client is aware of their duties.
- # A principal designer has been appointed in writing.
- # The client has completed and submitted an F10 for notifiable projects – These are projects that Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or Exceed 500 person days.
- # Suitable and adequate welfare facilities are available.
- # The client is satisfied our construction phase plan has been suitably developed.
- # We can provide a suitable site induction.
- # We ensure that the workforce, and that of contractors, is capable and have the appropriate skills, knowledge, training and experience.
- # We ensure that contractors are informed of the time available for planning and preparation.
- # We ensure that our workforce, and the workforce of contractors, is provided with relevant information, instruction and appropriate supervision.
- # We take reasonable steps to prevent access by unauthorised persons to the site.
- # We continue to manage construction work in a way which ensures it is carried out without risks to health and safety.
- # We pass on all relevant information promptly to the principal designer to compile the health and safety file.

## **Domestic Clients**

When working for a domestic client our duties are the same as those whilst working for a commercial client. The effect of the CDM Regulations is to transfer the client duties to other duty holders, which means that the principal contractor will automatically carry out the duties of the domestic client. The only exception is where the domestic client appoints a principal designer to perform the client's duties. Where the client's duties are transferred to principal contractors, principal designers will work with the principal contractor in their role as 'client'. If the domestic client has not appointed a principal designer, the role of the principal designer is to be carried out by the designer who is in control of the pre-construction phase of the project. The duties of the client will depend on the scale and complexity of the project and the nature of the risks to health and safety involved.

These duties will include:

- ✚ Managing risks.
- ✚ Allowing sufficient time for carrying out the project safely and healthily.
- ✚ Ensuring that adequate welfare facilities are provided.

Where more than one contractor is engaged there is a requirement for contractors and the client to engage and co-operate to enable safe and healthy working.

## **Construction Phase Plan Contents**

The construction phase plan is a document that records how health and safety will be managed for the construction phase of a project.

It is the basis for communicating to all those involved in the construction phase of the project, so it should be easy to understand and as simple as possible.

In considering what information is included, the emphasis is that it:

- a. Is relevant to the project.
- b. Has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase, but
- c. Is still proportionate to the scale and complexity of the project and the risks involved.

The following list of topics should be considered when drawing up the plan:

- a. A description of the project such as key dates and details of key members of the project team.
- b. The management of the work, including:
  - the health and safety aims for the project
  - the site rules
  - arrangements to ensure cooperation between project team members and coordination of their work e.g.
  - regular site meetings
  - arrangements for involving workers
  - site induction
  - welfare facilities
  - fire and emergency procedures.
- c. The control of any of the specific site risks relevant to the work involved.

## **Health and Safety File**

The health and safety file contains information relating to the project which is needed to ensure the health and safety of anyone carrying out future construction or maintenance work on the building or structure. The principal designer is responsible for preparing the health and safety file and Talus Solutions Ltd will pass on to them any relevant health and safety information required.



At the end of the project the principal designer provides the client with the health and safety file. On projects where the principal designer appointment finishes before the end of the construction phase, we, as principal contractor, will take on the responsibility for the file and for handing it over to the client. Requirements for the health and safety file, including its structure, content and format, should be identified before the construction phase and communicated to us by the principal designer.

The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition.

When preparing the health and safety file, information on the following should be considered for inclusion:

- ✚ A brief description of the work carried out.
- ✚ Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (for example, surveys or other information concerning asbestos, contaminated land, water-bearing strata, buried services and so on).
- ✚ Key structural principles (for example, bracing or sources of substantial stored energy including pre- or post-tensioned members) and safe working loads for floors and roofs.
- ✚ Hazardous materials used (for example, lead paints and special coatings).
- ✚ Information regarding the removal or dismantling of installed plant and equipment (for example, any special arrangements for lifting such equipment).
- ✚ Health and safety information about equipment provided for cleaning or maintaining the structure.
- ✚ The nature, location and markings of significant services, including underground cables, gas supply equipment and fire-fighting services.
- ✚ Information and as-built drawings of the building, its plant and equipment (for example, the means of safe access to and from service voids, and the position of fire doors).

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks.

Standard Form No	Associated Standard Form Title
SF49	H&S Disciplinary Notice
SF50	Safety Signage Templates
SF51	Construction Phase Plan
SF52	Drawing Register
SF54	CDM 2015 Guidance
SF55	Client Duties Letter
SF56	APS CDM 2015 What Commercial Clients Need to do

## Alcohol and Drugs

Talus Solutions Ltd has a **ZERO** tolerance towards its employees drinking alcohol or taking illegal drugs prior to or during working hours. No employee may bring alcoholic drink or illegal drugs onto sites. The company reserves the right to actively monitor from time-to-time, the random testing of surfaces throughout with Drug Awareness Wipes. Any employees found to be under the influence of drink or illegal substances whilst at work will be subject to disciplinary action, including suspension and possible dismissal.










## Demarcation / Safety Signs

Talus Solutions Ltd recognises the Health & Safety (Safety Signs and Signals) Regulations minimum requirements for the provision of safety signs at work. The **Health and Safety Director** will provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, for example by engineering controls and Safe Systems of Work (SSoW). Where a safety sign would not help to reduce that risk, or where the risk is not significant, no safety signs will be provided.

If the hearing or sight of any employee is impaired for any reason, for example by wearing Personal Protective Equipment (PPE), additional measures may need to be taken to ensure that employees can see or hear the warning sign or signal, for example by increasing the brilliance or volume.

The **Site Manager / Supervisor** will ensure all safety signs are properly maintained so that they are capable of performing the function for which they are intended. This can range from the routine cleaning of signboards to regular checks of illuminated signs and acoustic signals to see that they work properly. Also to ensure a guaranteed supply of power or back-up in the event of failure may be necessary for safety signs and signals which require some form of power to enable them to operate (unless the hazard is itself eliminated by the power failure).

Standard Form No	Associated Standard Form Title
SF50	Safety Signage Templates

Fire Exit Sign	Meaning
	Progress forward from here or, progress forward and through from here
	Progress down from here
	Progress to the right from here
	Progress up to the right from here
	Progress down to the right from here
	Progress to the left from here
	Progress up to the left from here
	Progress down to the left from here
	Fire Exit - final exit to open air/place of safety

Example	Meaning	Safety colour	Contrast colour	Graphical symbol colour
	<p>Mandatory (MUST DO)</p> <p>These signs prescribe specific behaviour that must be taken</p>	Blue	White	White
	<p>Warning (Caution, beware)</p> <p>These signs give warning of a hazard or danger.</p>	Yellow	Black	Black
	<p>Prohibition (DO NOT DO)</p> <p>These signs prohibit behaviour likely to increase or cause danger.</p>	Red	White	Black
	<p>Safe Condition (the safe way)</p> <p>These signs indicate emergency exits or first aid/rescue equipment.</p>	Green	White	White
	<p>Fire Sign (fire equipment)</p> <p>These signs indicate the location of firefighting equipment.</p>	Red	White	White

## Working Time

It is Talus Solutions Ltd's policy to eliminate the need for employees to work excessive hours without appropriate breaks.

The following will be provided:

- **Employees** will be provided an uninterrupted break of 20 minutes every 6 hours worked during the working day.
- **Young Workers** under 18 years of age will be provided an uninterrupted break of 30 minutes every 4.5 hours worked during the working day.
- **Employees** will be provided with a rest period of 11 consecutive hours rest in each 24 hour period
- **Young Workers** under 18 years of age will be provided with a rest period of 12 consecutive hours rest in each 24 hour period
- An **Employee** will be provided with one day off a week (this can be averaged over 2 weeks)
- **Young Workers** under 18 years of age will be provided with 2 day off a week (this cannot be averaged over 2 weeks)



A record of working hours will be kept and averages of defined 17 week periods will be maintained

Excessive work is defined in excess of 48 hours.

Standard Form No	Associated Standard Form Title
SF53	Working Time Opt Out Form

## Environment

Talus Solutions Ltd will take all reasonable steps to minimise as far as practicable the impact of its activities on the environment. The Company recognises its responsibility to the community and has therefore identified the aspects of its operations that may have an effect on the environment. The Company does not consider its business to be of inherent damage to the environment, but it has identified certain areas which need to be controlled to minimise any detrimental environmental effect.

The Company will endeavor to control its following activities:

- Consumption of energy;
- Use of packaging materials;
- Emissions;
- Use of transport;
- Volume and treatment of waste;
- Noise in residential areas.

Talus Solutions Ltd will meet and where appropriate exceed the requirements of all relevant legislation, will seek to reduce the consumption of materials and will recycle waste where possible. In addition, the Company will manage energy and fuel wisely and will minimise visual, noise and other impacts of its business on the local environment.

The **Health and Safety Director** will lead the process of implementing this policy and will keep the policy under continual review.

## **Waste Disposal**

It is the policy of Talus Solutions Ltd that any waste generated during the course of company activities shall be disposed of in a controlled, safe and proper manner. Waste should be viewed as a resource. Talus Solutions Ltd will extract the highest possible value effectively and efficiently from the waste streams, through reuse and processing waste materials into recycled products, exploiting waste to produce alternative sources of energy, with the aim of minimising the residual waste for eventual disposal.

Waste transfer notes will be kept for 2 years and consignment notes for 3 years.

## **Smoking**

In accordance with the **Health Act 2006**, it is the Company policy that all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and in Company vehicles.

### **Smoking Policy on Company Premises**

These arrangements are written with everybody's best interests in mind. The right of people to breathe clean air prevails over the right of the smoker to smoke; with this in mind the following principles are to be observed by all employees and contractors:

- Smoking is not permitted in any part of the premises or grounds, including offices, corridors, toilets, site cabins, temporary cabins and car parks.
- Smoking is strictly forbidden in all premises; fixed or temporary where food is prepared or consumed, food preparation also includes beverages and any other liquid refreshment.
- Smoking is permitted at specifically designated areas identified by "SMOKING PERMITTED IN THIS LOCATION" signs.
- Smoking whilst on duty will only be allowed during break periods that are of equal length for smokers and non-smokers.
- Management will allow smokers to have reasonable breaks provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties, and that there is no significant loss in productivity. Time taken on smoking breaks will have to be made up, for example at the beginning or the end of the day.
- Work time must be made up for smoking breaks if the time taken exceeds the time taken in breaks by the non-smokers.
- Smokers are requested not to smoke immediately outside any work base; this also applies to part-time or temporary staff, visitors and contractors.
- Signs will be displayed where necessary to inform visitors of the smoking arrangements and that there will be no ashtrays or cigarette litter inside the building.

### **Smoking Policy on Other Premises**

**Employees** or contractors located at premises not under the direct control of Talus Solutions Ltd are expected not to smoke in any part of the premises or grounds, including offices, corridors, toilets and car parks. If a smoking room is available they can use it. Smokers are requested not to smoke immediately outside any work base. Representatives of the company attending meetings or other events at venues where smoking is permitted, employees or contractors are expected to observe the Talus Solutions Ltd smoking policy.

## **Fitness for Work**

If an Employee has a medical condition that could affect their fitness for work, that Employee must inform the **Site Manager** of the likely impact of the medical condition on their fitness for work. The Employee is not obliged to disclose confidential medical information, however the Company will where necessary confer with relevant external experts to confirm whether a Fitness for Work plan is required.

Any person taking prescribed medication must seek the advice of their doctor before working and we may require written evidence of their fitness to work whilst taking the drugs.

## **Lone Working**

A lone worker is a person who works where there are no other members of staff present on the same floor at the same time and without close or direct supervision in a wide variety of situations. This could include being off-site or outside a building.

Lone workers should not be at more risk than other employees, although such activities may require extra risk control measures. Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. The **Health and Safety Director** shall identify situations where people work alone and ensure site specific assessments are completed where required.

Staff who come into contact with members of the public could be exposed to verbal abuse or even threats of violence. Whilst such occasions are rare, all staff are trained in managing conflicting situation by dynamically assessing the situation and employing suitable responses.

The **Health and Safety Director** is responsible for:

- Ensuring that written role and task specific risk assessments are carried out and reviewed regularly.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that individuals identified as being at risk are given appropriate information, instruction and training;
- Ensuring that response arrangements are clear, workable and appropriate support is given to those involved in any incident;
- Managing the effectiveness of preventative measures through a system of reporting, investigating and recording incidents;
- Ensuring that Lone workers are suitably experienced, have received suitable supervision, instructions and training on the risks they are exposed to and the precautions to be used.

**Lone Workers** are responsible for:

- Taking reasonable care to look after their own Health & Safety.
- Co-operating and complying with any control measures designed to eliminate or reduce the risk of lone working.
- Safeguarding the Health, Safety and Environment of other people affected by their work;
- Participating in training designed to meet the requirements of the Health & Safety Policy and procedures;
- Operating authorised equipment in accordance with relevant safety instructions and any training they have been given;
- Reporting any dangers or identified areas of risk as soon as practicable. This will include any accidents, or incidents that could have given rise to an accident;
- Notifying the **Construction Director** at the first opportunity of any change in their ability to undertake their role, including any adverse medical conditions.

Employees requiring advice or who have concerns regarding lone working can seek advice from the **Health and Safety Director** who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

## **Confined Spaces**

Talus Solutions Ltd will do everything reasonably practicable to comply with the **Confined Spaces Regulations 1997** and other relevant Health, Safety and Environment legislation pertinent to working in confined spaces. In particular the Company will first look at alternative ways of undertaking tasks that avoid or reduce the need for employees to work in confined spaces. Where this is unavoidable, a specific assessment will be made and a well-defined safe system of work (Method Statement) will be implemented.

The **Health and Safety Director** is responsible for ensuring a safe system of work (including appropriate training and emergency procedures) is established prior to any confined space working.

Where entry in unavoidable Talus Solutions Ltd will ensure, so far as is reasonably practicable, that suitable and sufficient steps are taken to secure the health and safety of personnel. In which case it is imperative that:

- A competent person is appointed to carry out a risk assessment and plan the method of works, including any required emergency procedures;
- A Permit to Work is issued before entry into a confined space takes place. All users of the Permit must be suitably trained;
- Where practicable the confined space is purged to alleviate risk from any toxic or flammable vapours or fumes;
- There is a supply of breathable air, preferably natural, where breathing apparatus or any other form of respiratory protective equipment is used;
- The means of access and escape are acceptable;
- Competent persons are outside on standby to assume the role of a 'top-man'. There may also be a requirement for a first aid trained person and a fire marshal both of which will be identified by the risk assessment;
- Suitable rescue equipment will be supplied i.e. escape sets;
- If hot works are to be carried out, the confined space must be monitored for flammable vapours or gases and intrinsically safe equipment & lighting must be provided;
- Where practicable, suitable lengths of hose must be provided in order that gas bottles can be left outside.

Personnel carrying out the works will be required to have attended a 'Confined Spaces' training course and have received training on 'Permit to Work' systems.

### **Control Measures**

- No-one is to enter a confined space unless competent and authorised to do so;
- No entry into a confined space is to take place unless a current permit to enter has been received and all stated control measures have been put in place;
- Entry into a confined space must not be obtained if the 'top-man' is not present;
- All personal protective equipment, as identified in the task risk assessment, is to be worn at all times;
- There must be no smoking in the confined space at any time. Naked lights may only be used if authorised to do so and then only in accordance with the safe system of work;
- Where working times are limited, they are to be strictly adhered to;
- Only tools identified in the safe system of work are to be used;
- The safe system of work is to be adhered to at all times. Deviations must be first cleared with the person responsible for developing the safe system of work and then only once an amendment has been made;
- Anyone entering the confined space has the right to exit at anytime if they think there could be a risk to their health and safety.

### **Hot Working**

Talus Solutions Ltd recognises that the potential for accidents associated with hot working is greater than in normal working environments therefore all hot works are strictly controlled through safe systems of work and a permit controlled by a competent person. Notwithstanding the specifics of the assessment and safe system of work the following measures will be taken for all hot works:

- The **Site Manager / Supervisor** will assess the risk to others in the surrounding area, prior to the commencement of the hot working;
- All works involving heat must be completed 1 hour before the end of the working day;
- After hot working is completed, the area must be visited every 20 minutes for 1 hour to confirm the area is safe;

- Any works left for a later return must also be inspected every 20 minutes should the interval exceed this time frame;
- The competent person must be notified immediately upon completion of the works, however the permit will not be signed-off and closed until the 1 hour “cooling down” period has elapsed;
- Preventative measures (extinguishers) are not to be removed from the workplace until the “cooling down” period has elapsed.

The **Site Manager / Supervisor** is responsible for ensuring a safe system of work for Hot Works is established prior to commencements of any activities.

Standard Form No	Associated Standard Form Title
SF29	Hot Work Permit

## Abrasive Wheels

Talus Solutions Ltd will take all reasonable steps to ensure the Health & Safety of all employees that work with grinding machines which incorporate abrasive wheels.

To minimise the risk of bursting, abrasive wheels should always be run within the specified maximum rotation speed - if wheels are large enough this will be marked on the wheel (in accordance with Regulation 23 of the **Provision and Use of Work Equipment Regulations 1998** (PUWER). Where small wheels are used there should be a notice fixed in the workroom giving the individual or class maximum speed.

Abrasive wheels must be mounted and dressed only by a competent person, who has received specific training and information on the correct handling and mounting of abrasive wheels (including pre-mounting and storing procedures) i.e. HSG 17. In addition, the grinding machines are only to be operated by operators trained and authorised by the **Health and Safety Director**.

PPE in the form of high impact resistant eye protection (BS/EN166 with 'B' impact rating lens) must be worn at all times during grinding operations.

Standard Form No	Associated Standard Form Title
SF13	Work Equipment Inspection Record
SF29	Hot Work Permit

## Underground Services

Any work which may involve working near or on underground services will be risk assessed and controlled via a risk assessment, method statement and permit to work prior to any work conducted.

The safe system of work will incorporate:

- Planning the work;
- Locating the services ;
- Identifying the services;
- Safe digging practices;
- Emergency action should spillage/leakage occur



The **Health and Safety Director** is responsible for risk assessing and preparing the safe system of work in line with HSG47. The **Site Manager / Supervisor** is responsible for monitoring activities on site & issuing Permits for Digging. Only **Employees** trained in the use of Cable Avoidance Tool (CAT) & Genny are to locate underground services.

Standard Form No	Associated Standard Form Title
SF30	Permit to Break Ground
SF57	Service Removal Permit

## Excavations

Talus Solutions Ltd is committed to reducing the risks which our employees face and create when working on or in excavations. Prior to all excavation work a site-specific risk assessment must be carried out by the **Health and Safety Director** and if work is to be carried out within them suitable and sufficient protection is to be provided. This may include the use of trench boxes, whaling systems, sheet piling or traditional timber shoring. Other methods might include battering back or stepping the edge of the excavation to below the angle of repose.

An inspection by a competent person must be made before every shift in any excavation where there is a risk of material collapsing or falling and whenever there has been an instance of adverse weather, e.g. heavy or prolonged period of rain. In addition, a thorough examination must be carried out after any damage to timbering or after any fall of earth or collapse of material. The results of that examination must be entered on an excavation report.

Access and egress to and from the excavation during working shifts must be safe using secured ladders. Where a person can fall into an excavation or where members of the public are at risk, excavations must be securely fenced. At the end of the working day any excavations and trenches are to be boarded over where practical.

Materials, plant and machinery must be kept clear from the edges of the excavations so as to avoid or prevent the collapse of the side or of material falling and suitable measures will be installed to prevent possible intrusion. In addition, running plant must not be allowed near an excavation to prevent fumes entering the excavation.

To ensure the adequacy of controls, the **Site Manager / Supervisor** are responsible on site for carrying out pre-work inspections, carrying out thorough examinations when necessary and for monitoring the arrangements.

### **Planning Procedures**

When planning to carry out excavations or groundworks, the **Health and Safety Director** must:

- Carry out a risk assessment to establish the required control measures;
- Establish a safe system of work for employees to follow;
- Introduce a permit to dig system where the works are of high risk;
- If personnel are to enter the excavation and there is insufficient room to batter back the sides, suitable supports will be required;
- Arrange for suitable and sufficient edge protection to ensure that people, vehicle and materials cannot fall into the excavation;
- Carry out an investigation to determine whether any underground services are present. Local service providers should be contacted and cable avoidance tools used by competent persons;
- Ensure that a suitable distance is left when excavating near to structures or pylons. If this is not practical then competent advice must be sought to ensure continued stability of the structure and the excavation;
- Ensure that a suitable means of access and egress is available for anyone working in the excavation.
- Determine whether measures need to be taken to establish whether there is a presence of gas or other harmful vapours or odours. If so, suitable monitoring equipment must be provided and relevant training given to personnel;

When carrying out excavations or groundworks, competent persons may be required for the following:

- Use of cable avoidance tools.
- Reading of service diagrams.
- Use of permit to works systems
- The use of gas monitoring equipment

## Monitoring

Regular monitoring of the excavation needs to be carried out by the **Site Manager / Site Supervisor** to ensure that continued stability is maintained. Excavations must be checked:

- Before the start of every shift;
- After any occurrence likely to affect the stability;
- After any collapse.

If a gas monitor is used, it is to be monitored in accordance with the manufacturer's instructions.

## Control Measures

- Before digging ensure you are aware of the location of all services and protect them as necessary as excavating operations progress. Keep soil heaps a suitable distance away from the edge of excavations to prevent collapse due to overload or the materials falling back in;
- Suitable PPE must be worn, at all times, in accordance with the risk assessment;
- Ensure that suitable access and egress points are used at all times. Never use suspended services to climb in and out of the excavation;
- An excavation must not be entered if there is evidence of a collapse or potential collapse;
- All persons are to be aware of the sound and meaning of the alarm from gas detection equipment and the action to be taken if an alarm sounds.

Standard Form No	Associated Standard Form Title
SF30	Permit to Break Ground
SF57	Service Removal Permit

## Housekeeping

Poor housekeeping is a common cause of accidents and fire related incidents. The three basic precautions for the prevention of poor housekeeping are:

- Return equipment and materials to their designated locations;
- Remove waste daily;
- Report problems.

Workplace & Site Inspections will be carried out on a regular basis to identify areas where standards require improvement. These areas will be highlighted for remedial action. Storage areas will be defined and requirements will be reviewed periodically when necessary. Articles and substances will be stored in defined areas at all times. Floors will be cleaned on a regular basis and waste bins emptied daily. Rubbish will be kept in suitable containers and will not be allowed to overflow. Combustible waste will be kept away from ignition sources.

## Site Head Protection

The **Personal Protective Equipment Regulations 1992** requires the provision and use of head protection on sites where there is a risk of head injuries. Talus Solutions Ltd must provide safety helmets, issue instructions on the wearing of helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by the employer. Turban wearing Sikhs are exempt from these regulations. Safety helmets provided must be to BS EN 397 and replaced whenever damaged or in accordance with the manufacturers recommendations.

The **Health and Safety Director** will ensure that **employees** and **contractors** are aware of company policy and the requirements on the wearing of safety helmets before the commencement of each new site. Helmets will be provided to each site for the use of visitors to the site. Signs warning that safety helmets to be worn will be displayed at access point to working areas. Instruction on the provision and use of helmets will be included in training courses provided for staff.

The **Site Manager / Supervisor** will ensure that signs and helmets for visitors are available and that sub-contractors are aware of company policy. The **Site Manager / Supervisor** will ensure that other company staff visiting sites will wear a safety helmet at all times on site.

The **Construction Director** will ensure that it is a condition of the Sub-Contract Agreement that all contractors will provide safety helmets (together with all other required PPE) to all their employees, and that they are instructed in the requirements of this company's policy.

The **Site Manager / Supervisor** will report any disregard of this policy by contractors' employees to the contractor concerned. Talus Solutions Ltd will be obliged to remove from site any employee who continually fails to comply with this requirement.

Safety helmets which are damaged, have received a heavy blow, have parts missing, have been weakened by drilling holes or painting, or have been in use for more than three years must be replaced. Safety helmets will be worn by all staff, sub-contractors, employees and visitors on Talus Solutions Ltd sites at all times and in all areas of the site.

However, helmets need not be worn in the following areas if construction operations are not taking place in these areas:

- Site office and welfare facilities
- Areas where premises are occupied

All persons working in such "exempt areas" will, however, be required to always have their safety helmets with them so that they can wear them immediately they exit such areas.

Standard Form No	Associated Standard Form Title
SF33	PPE Issue Register

## Overhead Services

Responsibility for ensuring arrangements for safety in the vicinity of overhead services in accordance with these arrangements is the **Health and Safety Director**.

HSE Guidance includes:

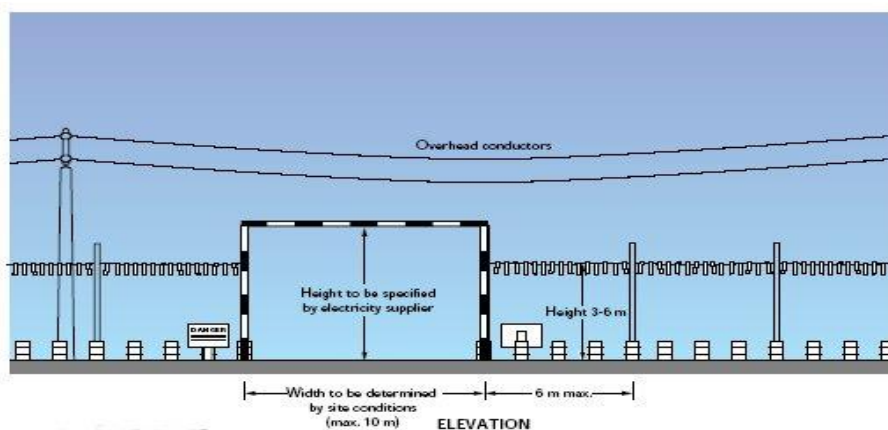
GS 6 - Avoidance of danger from overhead electric power lines.

Work is only carried out under or near overhead power lines after:

- investigation as to whether the work can be avoided altogether or, if not possible
- diversion of overhead lines clear of the work area or, if not practicable
- making lines dead while work is in progress or, if this cannot be done
- introducing strict precautions

The precautions to be introduced depend on the nature of the work i.e. work areas where:

- there is no scheduled work or passage of plant under the lines
- plant passes under the lines
- work is carried out under the lines



Physical barriers will be erected to prevent close approach. Defined passageways will be made and further precautions implemented as required. The safe clearance required beneath the overhead lines is ascertained from the owner of the service i.e. The DNO.

## Health Surveillance

Talus Solutions Ltd will ensure that all **Employees** are provided with lower tier health surveillance due to hazards identified by detailed risk assessments. The primary benefits of, and therefore the objective, of health surveillance will be to detect adverse health effects at an early stage, enabling further harm to be prevented. Once it has been decided that health surveillance is appropriate, it will be maintained during the **Employees** employment with Talus Solutions Ltd unless the risk to which the worker is exposed and associated health effects are short term.

The frequency of the use of such methods will be determined either on the basis of suitable general guidance or on the advice of a qualified practitioner i.e. Occupational Nurse or Doctor.

A health record must be kept for all **Employees** under health surveillance. Records are important because they allow links to be made between exposure and any health effects. Health records, or a copy, should be kept in a suitable form for at least 40 years from the date of last entry because often there is a long period between exposure and onset of ill health. The **Health and Safety Director** will be responsible for storing in a suitable format this information.

Standard Form No	Associated Standard Form Title
SF28	Skin Inspection Form
SF31	Pre-Employment Questionnaire
SF65	HAVS Screening Questionnaire

## Dermatitis

Latex-free gloves will be the glove of choice.

**Employees** are to avoid wearing any gloves if not indicated for a particular activity. **Employees** are to use provided emollient creams e.g. aqueous cream, white soft paraffin on a regular basis. These help to moisturise, lubricate and sooth the skin as well as replace natural oils removed by soap, water or irritants. Emollients are best used on rest breaks and after shifts. They should not be used as soap substitutes unless specifically prescribed for named individuals

If symptoms of dermatitis develop e.g. red, sore itchy hands with broken skin, inform the **Site Manager / Supervisor** immediately.

### Skin checks for dermatitis



Standard Form No	Associated Standard Form Title
SF28	Skin Inspection Form
SF31	Pre-Employment Questionnaire

## Respiratory Protective Equipment (RPE) Standards

There are three main types of filters:

- Particle filters;
- Gas/vapour filters;
- Combined filters – particles and gases and vapours.

## Particle Filters

These trap and hold particles (dust, mist, fume, smoke, micro-organisms) from the air flowing through them. Large particles are easier to trap than small ones. These filters can be used against both solid particles and liquid mists and droplets. However, particle filters do not trap gases or vapours including organic liquid mists and sprays, or give any protection against oxygen-deficient atmospheres. Some manufacturers may recommend the use of pre-filters (coarse filters) to protect the main filters.

Particle filters will be marked with a 'P' sign and filtration efficiency number, 1, 2 or 3. If the filter is also usable with fan-assisted respirators then they will also carry the sign 'TH' or 'TM' and the filtration efficiency number (1, 2 or 3). If colour coding is used, the label will be WHITE.

## Gas/Vapour Filters

These filters are designed to remove gases or vapours as specified by the manufacturer. They do not protect against particles, or oxygen-deficient atmospheres.

They don't last forever - these filters have a limited capacity for removing gases/vapours, so after a time, the gas or vapor will pass straight through (an event known as breakthrough) to the RPE wearer's respiratory system.

Gas/vapours filters are usually divided according to the type of substance they can be used against, and the capacity of the filter. The filter or the mask it is built into will be marked with a letter (the type) and usually a number to indicate capacity, and a standard colour coding (e.g. A2 – brown). If the filter is also usable with powered respirators then they will also be marked 'TH' or 'TM'. The capacity identification is not a good indicator of breakthrough time of substances. Some substances can break through before the capacity of the filter is reached. This is due to the complications involved in trapping them.

The classification of gas and vapour filters is based on how much of the specified contaminant they can hold in a laboratory test at set conditions.

- Class 1: low capacity.
- Class 2: medium capacity
- Class 3: high capacity.

## Combined Filters

Filters are available for situations where protection is needed against both particles and specific gas or vapour. This type of filter will carry markings for particles and vapours, e.g. A2P3 – organic vapour filter with capacity class 2 and high efficiency particle filter.

## Facepiece Fit Testing

Talus Solutions Ltd will ensure that the wearers of tight fitting facepieces have undergone facepiece fit testing. This is needed to ensure that the selected facepiece can fit the wearer correctly. The Company will use facepiece fit testing as a training tool to show the consequences to performance of poor fitting and misuse. It is also a good tool for screening out incompatible RPE. A suitable contractor will be commissioned to conduct Facepiece Fit Testing on behalf of Talus Solutions Ltd.

Standard Form No	Associated Standard Form Title
SF16	RPE Inspection Form – Filter Type

## Language Barriers

It is the policy of this company to provide their **Employees** with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks. This information takes into account any language difficulties or disabilities. It will be provided in whatever form is most suitable for the circumstances, as long as it can be understood by everyone. For employees or workers with little or no understanding of spoken or

written English the company will provide relevant information (inductions, site rules, signage, etc) in an appropriate format. **Employees** requiring advice or who have concerns regarding language barriers can seek advice from the **Health and Safety Director** who will, if necessary, arrange specialist translation assistance to determine the appropriate course of action to eliminate or control the risk factors.

Talus Solutions Ltd endeavours to be an equal opportunities employer. With the free movement of labour throughout the EU, there is an increasing likelihood that site personnel will not necessarily have English as their first language, or they cannot understand spoken or written English.

Sub-contractors who employ such persons are responsible for ensuring all “non-English speaking” personnel are capable of receiving & understanding all verbal and written communications and instructions. This means none English speaking workers have a sufficient number of competent person within their team who do understand English and can translate and instruct non English speaking workers, to such an extent that they are not endangered or disadvantaged due to being non English speaking.

As a rule of thumb, Talus Solutions Ltd would expect 1 in 5 team workers to be sufficiently competent in spoken and written English to act as translator / communicator for their team colleagues.

## **Civil Compensation Claims**

Talus Solutions Ltd will ensure claims for compensation for injury or damage suffered are handled correctly. Claims for compensation must be acknowledged within 21 days. Therefore it is important that any claim (and subsequent correspondence received) is notified to the **Directors** and Company **Insurer** and acknowledged without delay.

Where the claim is verbal, ask the person making the claim to put their comments in writing and forward to the **Directors**, also make a note of any verbal comments and forward in the same manner.

Employees are not to engage in conversation regarding the claim and should never admit liability. If necessary, explain that the matter has been referred to the Company **Insurer**.

## **Violence**

Talus Solutions Ltd will take all reasonable steps to ensure the Health and Safety of **Employees** at work is not put at risk by violent, abusive or aggressive behavior occurring in the work place.

Talus Solutions Ltd recognises that verbal and physical abuse at work can affect the health, safety and welfare of the victim and can have an impact on work colleagues and the business. The Company therefore operates a zero-tolerance policy which ensures that people on Company premises are not put at risk of bullying in any form.

The Disciplinary Procedure will be followed in any case where an employee is found to be displaying violent or aggressive behavior towards any person on the Company’s premises.

## **Data Protection**

The **Directors** will ensure the Company will comply with the **Data Protection Act 1998**, when recording accidents. Individual record sheets will be removed and stored securely (keeping personal information confidential).

## **Office Visitors and Contractors**

All visitors must report to the office area and sign in the visitor book. Visitors will be requested to remain in the office area until they are escorted in to the office. On leaving the premises, the representative will escort visitors to the reception and enter the time of leaving the premises.



All contractors must report to the office area, where they will be requested to sign in. They will be informed of the health and safety standards that they will be expected to maintain at all times to ensure the safety of the Company's **Employees** and member of the public working or moving about in the vicinity, as well as the contractors own employees. Contractors will also be expected to inform the Management of any hazardous substances, flammable materials/liquids, electrical power tools/cables, scaffolding or vehicles which may be necessary to bring onto the company site to carry out the work. This will enable Management to monitor those current statutory requirements and safe systems of work are operational. Upon leaving, they will be requested to record the time of leaving.

Standard Form No	Associated Standard Form Title
SF22	Site Sign In & Out Form

## Spill Control

The accidental release of oils and other chemicals from our activities may cause damage to the environment. Unexpected spillages can be prevented and readily mitigated with control measures.



By doing so, Talus Solutions Ltd will be able to:

- Minimise potential harm: spills can spread quickly and dramatically the environment;
- Avoid prosecution: Fines and clean up costs as a result of a spill can be expensive;
- Public relations: avoid negative publicity for the company and clients;
- Do make sure you're aware of the location of spill control equipment and that it is adequately stocked.

In the event of a spill, Talus Solutions Ltd employees will be expected to:

- ✓ **STOP WORK** immediately;
- ✓ If spillage is flammable, extinguish all possible sources of ignition;
- ✓ Identify the source of the spill and remedy;
- ✓ Contain the spillage – on land use earth/sand to construct a bund around the spill to stop it spreading. Use booms to contain oil spills that have already entered a water course;
- ✓ Inform the **Site Manager / Supervisor** immediately;
- ✓ Wear appropriate PPE such as gloves and RPE if required;
- ✓ Protect sensitive areas (e.g. watercourses or surface water drains – use drain covers or construct a bund);
- ✓ Clean up the spill. Use absorbent granules/pads to mop up spills. Large polls of oil or spills which cannot be absorbed should be removed by gulper / scraper tool;
- ✓ Dispose of all contaminated materials (soil/absorbent materials) correctly – those containing substances such as oil, diesel or paint will be hazardous waste;
- ✓ Ensure any contaminated water is taken to an appropriately licensed disposal site;
- ✓ **DON'T** ignore it!!! **STOP WORK** and **ACT** immediately;
- ✓ **DON'T** hide the incident – ensure you report and implement controls;
- ✓ **DON'T** ever hose a spill into the drainage system. Always use absorbent materials.

## Sharps

Unfortunately, needles and syringes are sometimes discarded thoughtlessly in both public and private places. They may be found in tubes, plastic boxes, by themselves or they may also turn up in other containers such as cardboard boxes or carrier bags.

The main risks from skin puncture injuries are from Hepatitis B and C viruses and, to a lesser extent, HIV (Human Immunodeficiency Virus). The hepatitis virus causes serious inflammatory conditions of the liver. HIV may lead to developing AIDS (Acquired Immune Deficiency Syndrome), attacking the body's natural defences against illness.

All discarded needles and syringes must be regarded as potentially infectious and treated accordingly. Our **Employees** shall understand the procedures associated with both the management of sharps, including injuries to staff, and disposal arrangements through a third party contractor.

Upon the discovery of a needle or sharp, the immediate area should be off limits to all except trained **Employees** or the nominated contractor recovering the needle or sharp. It is the Company's procedure that only trained persons and contractors will be commissioned to complete the needle / sharp recovery.

The following actions must be taken:

- ✓ Barrier off and sign the area surrounding the needle / sharp object;
- ✓ Post a safety sentry to ensure no unauthorised entry in to the danger area;
- ✓ Inform the **Site Manager / Supervisor** immediately;
- ✓ Inform our preferred removal contractor who will safely remove the needle / sharp and dispose of it as clinical waste;
- ✓ Once the needle / sharp has been removed work in the area can recommence.

#### **Note**

Under **no circumstances** are untrained **Employees** authorised to remove and discard needles or sharps.

If you suffer an injury from a sharp which may be contaminated the following procedure must be followed:

- Encourage the wound to gently bleed, ideally holding it under running water;
- Wash the wound using running water and plenty of soap;
- Don't scrub the wound whilst you are washing it;
- Don't suck the wound;
- Dry the wound and cover it with a waterproof plaster or dressing;
- Seek urgent medical advice (for example from your Occupational Health Service or local Accident & Emergency), as effective prophylaxis (medicines to help fight infection) are available and must be administered swiftly;
- Report the injury to the **Site Manager / Supervisor**.

Whenever a needle stick injury takes place, the **Employees** will be offered counselling and periodic monitoring as HIV, Hepatitis B and Hepatitis C can all have long incubation periods.

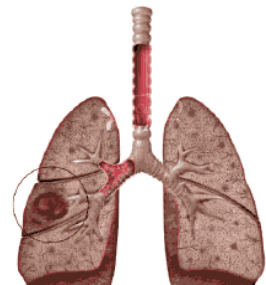
#### **NHS Accident & Emergency Locator**

<http://www.nhs.uk/nhsengland/aboutnhservices/emergencyandurgentcareservices/pages/ae.aspx>

## **Silica Dust**

It is estimated that there are currently around 800 lung cancer deaths per year due to long-term exposure to silica dust at work. Controlling the dust, which is produced when cutting, blasting or drilling granite, sandstone, slate, brick or concrete, is straightforward using exhaust ventilated tools or ones that have their own water supply.

Silica is a natural mineral found in large amounts in things like sand, sandstone and granite. It is also commonly found in many construction materials such as concrete and mortar. The silica is broken into very fine dust (also known as Respirable Crystalline Silica or RCS) during many common tasks such as cutting, drilling and grinding. It is often called silica dust.



Silica dust damages lungs and airways. It can cause lung cancer, silicosis and Chronic Obstructive Pulmonary Disease (COPD). While some of these lung diseases, like advanced silicosis, can come on quite quickly, most take a long time. Often this is over years. They happen because regularly breathing even small amounts of dust add up and damage the lungs and airways. Unfortunately, by the time the damage is noticed it is more difficult to treat. Because of this it is important to limit the amount of silica dust every time work is done so that the total amount someone may breathe in over the years does not build up.



The main symptoms are cough and difficulty in breathing. Workers with silicosis are at increased risk of tuberculosis and lung cancer and may also develop kidney disease and arthritis (and related diseases). Those who work with silica may be at increased risk of some of those diseases even if they do not develop silicosis. Exposure to RCS may also cause Chronic obstructive pulmonary disease (COPD). This disease interferes with air movement in and out of the lungs and causes breathlessness, often with a chronic cough and sputum (phlegm).

Talus Solutions Ltd will always use appropriate water suppression when cutting with a cut-off saw. A minimum flow rate of around 0.5 litres per minute is required for effective dust suppression unless a manufacturer advises otherwise. Low flow rates will not properly control the dust. For the type of cutting being done, the simplest way of supplying water is likely to be a portable polypropylene hand pump bottle. This contains around eight litres of water that is pressurised by hand. However, an effective flow is sustained only for a limited time (up to 4 minutes) before re-pressurisation is needed.

Where water suppression is used the following guidelines should be followed:

- Good arrangements are needed to ensure that enough water is available at all times. This could include measures for refilling hand pump bottles or the use of a more permanent water supply.
- Cutting work should be carried out in a dedicated cutting area(s). These should therefore be established before work starts at the planning stage. This area should be the most central/suitable for the work. If necessary it may be that more than one area can be used, e.g. some cutting is done in one area and then work moves to a second new area.

RPE is an essential part of silica dust control. It should be used for all cutting or drilling activities even where water suppression is employed. Water suppression systems are not fully reliable and even when effective they do not eliminate all silica dust. The “residual” dust concentrations will be variable and unpredictable so additional control is necessary.

RPE will also be required for those workers in the close vicinity of cutting or drilling. The practice of ‘segregation’ should be considered as the primary control measure for reducing incidental exposure to Silica dust.

### **Disposable / Half Mask respirators**

Masks with an assigned protection factor of at least 20 (i.e. a FFP3 filtering facepiece for disposable masks or an orinasa half mask respirator with a P3 filter) should be used. This high performance RPE should be worn for all cutting and drilling activities.

Disposable masks should be replaced every shift or when damaged. A supply of suitable spares should always be available on site.

### **Temporary Works**

Talus Solutions Ltd will take all reasonable steps to ensure Temporary Works are managed onsite. Temporary Works covers an extremely wide range of activities which do not form part of the finished works. In simpler and more commonplace situations, standard solutions (given in BS 5975) can most likely be used instead of individual designs. However, unless the job falls within the limitations of the particular standard solution, further design will be required.

The duties and responsibilities of each party involved with the design, materials, erection, dismantling and use of Temporary Works will be clearly defined. BS 5975 recommends that the main items for which responsibility should be established are:

- The design brief;
- The concept of the scheme;
- The design, drawing out and specification of the Temporary Works;
- The adequacy of the materials used;
- The control of erection, maintenance and dismantling on site;

- The checking of design and construction operations;
- The issue of a formal permission to load and dismantle the Temporary Works.

Once responsibility is established, Talus Solutions Ltd will ensure that the individuals concerned do not work in isolation. To comply with BS 5975 a “Temporary Works Co-ordinator” will be appointed to co-ordinate the activities of all concerned to ensure the works are brought to a safe conclusion.

The Co-ordinator’s duties will include:

- The co-ordination all Temporary Works activities;
- Ensuring that the various responsibilities have been allocated;
- Ensure that a satisfactory Temporary Works design is carried out;
- Ensuring that those responsible for on-site supervision receive full details of the design including any limitations associated with it;
- Ensuring that checks are made at appropriate stages covering the more critical factors;
- Ensuring that, during use, all appropriate maintenance is carried out;
- After final check, issue permission to load if this check proves satisfactory;
- When it has been confirmed that the permanent structure has attained adequate strength, issue formal permission to dismantle the Temporary Works.

Standard Form No	Associated Standard Form Title
SF69	Temporary Works Schedule

## **Leptospirosis / Weil’s Disease**

Weil’s disease is a secondary phase of a form of a bacterial infection also known as Leptospirosis. Leptospirosis can infect almost any animal where it is harboured in the kidneys, but most commonly it is found in rats and cattle, and is spread by their urine. It is not known to cause any noticeable illness in rats, so populations are unaffected by high levels of infection. It is one of the most widespread zoonosis (disease spread from animals to humans) in the world, where it is most common in tropical and subtropical environments. Those who participate in water sports, come into contact with untreated water, and work in or near water are at a higher risk than others as it is most commonly passed to humans through water contaminated by rat urine.

### **What are the symptoms?**

Both diseases start with a flu-like illness with a persistent and severe headache, which can lead to vomiting and muscle pains and ultimately to jaundice, meningitis and kidney failure. In rare cases the diseases can be fatal. Symptoms can occur between 3 and 21 days from the time of infection. There can be two distinct phases of leptospirosis.

### **The first phase**

Symptoms are similar to those of the flu, including high fever, severe headache, chills, muscle aches, vomiting, and may also include a rash. May last between 3 to 5 days before recovery. In mild cases the patient will recover after just the first phase but they can suffer fatigue and depression for some time afterwards.

### **The second phase**

Initial symptoms will reoccur. Further symptoms can vary according to severity and may include jaundice (yellow skin and eyes), red eyes, abdominal pain, and diarrhoea. Symptoms can be similar to those of meningitis. Severe cases can also cause the failure of kidneys or live Death can occur due to heart, liver or respiratory failure.

### **How might I catch it?**

The bacteria can get into your body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water, such as in sewers, ditches, ponds and slow-flowing rivers.

## Preventative Measures

The best prevention is to understand where and how Weil's disease can be caught and taking precautions based on this knowledge. If you know you may come into contact with untreated water such as flood waters, canals, ponds and rivers you can reduce the risk of infection by taking the following precautions:

- Scratches with waterproof plasters;
- Cover any open wounds such as cuts and;
- Wear protective clothing such as gloves;
- Wash thoroughly and as soon as possible if you have entered the water;
- Assess the risk of the likelihood of contamination if contemplating entering fresh water;
- Particularly be aware of stagnant water. Carefully clean any open wounds obtained during Contact with fresh water.

## What else should I do?

Report any illness to your doctor. All 'at risk' employees will be issued with the following card which can be kept in a wallet and handed in to a Doctor if any symptoms occur.

### To the doctor

The card holder's work may expose him/her to the danger of leptospirosis (either *L. icterohaemorrhagiae* or *L. hardjo*). Early diagnosis and treatment are vital in Weil's disease as jaundice is often absent in the early stages. The illness in *L. hardjo* may also be greatly shortened by appropriate antibiotic treatment. (Your local Public Health Laboratory Service or hospital consultant microbiologist should be able to offer advice and serological testing.)

Leptospirosis is much less severe if it is treated promptly. If your doctor decides you have leptospirosis you must tell the **Health and Safety Director** who must then report it online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

## Working Near Water or Mud

Where during work operations is to be carried out over or near water or muddy grounds, the **Health and Safety Director** will to ensure a risk assessment and method statement are undertaken to prevent people falling or drowning. The assessment should be dynamic to encapsulate the volatile nature of water and mud particularly linked to weather which can create an unforeseen hazard. It must also be ensured that there is suitable rescue equipment including life jackets and trained staff including providing a safety boat as required.

## Designers Arrangements

Talus Solutions Ltd undertake the role of designer when designing piling / foundation designs.

### What is a design

A design could include drawings, sketches, design details, specifications and product selection, bills of quantity or calculations, prepared for the purpose of constructing, modifying or using a building or structure, a product, or system.

### The role of a designer

As a designer our decisions can affect the health and safety of workers and others who will construct, maintain, repair, clean, refurbish and eventually demolish or remove the building or structure, as well as those who will use it as a completed workplace. Not taking into account of the risks arising from the design can adversely affect the project and make it harder for contractors to manage those risks. Our design forms an important part of delivering a project safely and without risks to health. Talus Solutions Ltd will:

- # Understand and be aware of significant risks that construction workers can be exposed to, and
- # how these can arise from design decisions.
- # Have the right skills, knowledge, and experience, and be adequately resourced to address the health and safety issues likely to be involved in the design.
- # Check that clients are aware of their duties.
- # Co-operate with others who have responsibilities, in particular the principal designer.
- # Take into account the general principles of prevention when carrying out design work.
- # Provide information about the risks arising from their design.
- # Co-ordinate their work with that of others in order to improve the way in which risks are managed and controlled.

### **Being appointed and appointing others**

Talus Solutions Ltd and anyone we engage to help you with a design must have the appropriate skills, knowledge, training and experience to do the work. We may be asked to demonstrate this by providing simple evidence, such as proof of membership of a professional institution, references from previous clients or by showing examples of past work on similar projects. We should also consider whether we have any gaps in our own knowledge or experience and, if so, seek out other professionals to help you. If we appoint another designer (for example, a specialist) we should make enquiries about their skills, knowledge and experience to ensure they are capable of carrying out the job in question.

For smaller projects, we should look for straightforward evidence, for example by requiring references from previous construction the appointed designers have carried out.

For more complicated or higher risk jobs, further enquiries will be needed. For example, experience of previous work with a designer may provide evidence that they have the right attributes to do the job. The Public Available Specification PAS 91 provides a set of health and safety questions that can be asked by construction clients and those who appoint designers and contractors as part of the prequalification process for construction projects.

### **Make clients aware of their duties**

When the client engages Talus Solutions Ltd to carry out design work we must make sure that they understand their responsibilities under CDM 2015 before we start. If the client needs more details about their responsibilities, we will refer them to the Industry guidance for clients (CDM15/1). On projects with more than one contractor the client will appoint a principal designer. If we are working as one of a team of designers, it is important that we know who the principal designer is, and that you cooperate with them.

### **Prepare and modify designs for safety and health**

Designers can help to avoid and reduce the risks that arise during construction and associated work. When preparing or modifying designs, our first aim is to eliminate risks to anyone who may be affected by our design or, if that is not possible, to reduce or control the risks. Design is rarely a simple one-step operation. It usually involves us making changes as a result of discussion with others and as more information becomes available. Our design may also become more detailed as project goes from concept to fully detailed proposals. Our design will require us to apply our professional or trade expertise to produce information needed by others. They will be relying on us to do this so we should make sure that the information can be clearly understood by those who will use it.

### **Eliminate, reduce and control risks through design**

As a designer we will need to take account of the general principles of prevention when preparing or modifying our design. The principles provide a framework within which a design is considered for any potential health and safety risks which may affect:

- # Workers, or anyone else who may be affected during construction.
- # Those who may maintain or clean the building once it is built.
- # Those who use the building as a workplace.

Health and safety risks must be considered alongside other factors that influence the design, such as cost, fitness for purpose, aesthetics and environmental impact.

When considering health and safety risks, we are expected to do what is reasonable at the time that the design is prepared, taking into account current industry knowledge and practice. Risks that cannot be addressed at the initial stage of a project should be reviewed later on, during the

detailed design stage. Talus Solutions Ltd will take into account the requirement for maintenance, cleaning and access to the finished project. Discussing this with those who will be carrying out this work is important. They may have established methods of working or specific needs or suggestions which we will need to consider in our design.

The level of detail required in passing on information about risks should be proportionate to the risks involved. Insignificant risks can usually be ignored, as can risks arising from routine construction activities, unless the design compounds or significantly alters these risks.

We could offer suggestions for inclusion in the pre-construction information about how elements of the final structure can be utilised during the construction phase.

Any records we wish to keep should not be overcomplicated, but proportionate to the risks involved so that we can go back and remind ourselves or explain why decisions were made if we were challenged about them. Examples we may wish to record include minutes or notes of meetings, notes on drawings and sketches, as well as risk registers and similar items on more complex projects.

If we are unsure how the design might be constructed, or are not aware of certain construction or maintenance techniques, we will talk to possible contractors, specialists, manufacturers or suppliers before completing our design.

### **Co-operate and co-ordinate with others**

Talus Solutions Ltd will co-operate with the client, other designers and anyone else who provides us with information, in particular the principal designer. We should co-ordinate and communicate with others to provide clear information on any risks which remain to be controlled. This includes temporary and permanent works designers, who should themselves co-operate to ensure that their designs are compatible with each other. Depending on the nature and extent of design work, there may be a need to carry out design reviews in order to focus on areas of the design where there are health and safety risks requiring resolution. On projects where more than one contractor is involved, the principal designer should take the lead in managing this review process. For example, they may ask us to review our design when a subsequent designer or contractor asks for a change. On smaller projects these reviews could be part of normal project meetings.

Reviews enable the project team to focus specifically on health and safety matters. They are most effective when held at the earliest opportunity so that risks can be identified and then eliminated or reduced in good time. The need for such reviews is likely to continue throughout the project. This is particularly necessary where there are changes to requirements or designs later in the project.

### **Information required by the designer**

We will need key pieces of information in order to carry out our design. These should be provided by the principal designer and other designers.

### **Preparation**

Talus Solutions Ltd will require the right information at the right time; otherwise we cannot do our job properly, and we may miss the opportunity to take into account relevant risks which will affect others. We are best placed to know what we need, so we should take the initiative to obtain it.

We will consider the following:

- ✚ What information do I need? Surveys, trial pits, others' designs and so on.
- ✚ Why do I need it? To inform your design decisions.
- ✚ Who do I get it from? Client, utilities company, other designers, tenants.

Talus Solutions Ltd will establish with the principal designer who is obtaining the information we require and when they are going to do it. This will help to ensure everyone works together and co-operates. If there are no suitable arrangements for receiving the information we require, we will raise it with the principal designer.

### **Information from the client and principal designer**

To manage the risks with our design we will need a number of key pieces of information from the client. Ideally these should come via the principal designer.

Depending on the type and scope of the project we can reasonably expect the following:

- ✚ Pre-construction information.
- ✚ A client brief, including how the finished project will be used.
- ✚ Information on the site and ground conditions, any existing structures or operational activities, noise levels, any restrictions on working hours, existing utility services and ecological, environmental or heritage constraints.
- ✚ Details of the project team (such as the client, other designers, specialist suppliers, contractors, principal contractor, existing users and so on).
- ✚ The methods for communicating during the design, including how you will communicate information such as design risks and the level of detail. Methods could include drawings, registers, electronic systems, email and web-based systems.
- ✚ Information held by others (such as other designers) which may affect your design, including any changes you will need to consider.
- ✚ The format required for information that will be included in the health and safety file.

### **Information from other designers**

Where other designers are working on the project, we may need to know about any parts of their design that will have an impact on your work. This information should be given to you.

The information we receive should be clear and concise with the significant health and safety issues identified. For example:

- ✚ Designers' drawings and reports with special requirements such as temporary loadings, access or build requirements for installation or maintenance;
- ✚ Sequences of construction where this may affect your design, for example a wall may need to remain in place until a beam has been installed;
- ✚ Specialist guidance if appropriate, such as fire prevention or commissioning requirements;
- ✚ Any residual risks (risks which they have not designed out) such as unusual shapes, openings, exposed edges, materials or loads, along with information on controlling these risks, such as required sequences of installation or stability requirements.

### **Information from contractors**

It may be necessary to work with the principal contractor, other contractors or a specialist contractor to help us or them understand and deal with any design risks and where they carry out design. Such information may include:

- ✚ Details of construction plant and access which may affect the design, for example the position of cranes and hoists, locations where materials might be unloaded, stored and distributed, or traffic management and public protection measures.
- ✚ Arrangements for deliveries which may require additional protection or design, such as on weak structures, on roadways or near members of the public.
- ✚ Details of proposed sequencing which may introduce additional risks that you, as designer, may be able to reduce (for example through detailing) information on materials or methods of work which may be introduced to avoid health risks, such as wet-cutting masonry or off-site painting.
- ✚ Details of any interface with temporary works, such as excavations and scaffolds, and including working space.
- ✚ Specialists' drawings and details, which may include loadings, details of any restrictions relating to the construction, installation, commissioning, maintenance or replacement of specialist works. For example, walls may have to be constructed out of sequence to allow equipment to be taken into a building but this may affect stability or detailing
- ✚ Workers' views on how the risk management of certain tasks should be improved, for example how certain elements may be handled, installed or maintained.

### **Information from other interested parties**

Other requirements or constraints in our design from parties such as planning or building control, the Environment Agency, heritage bodies and utility providers will need to be considered.

### **Information provided by the designer**

Talus Solutions Ltd are expected to provide information about our design to help protect those constructing and subsequently using or maintaining the building or structure. We will need to provide the right level of information to the right people at the right time. Information should be project specific and of suitable detail to those who need it. We will agree with the principal designer how information will be exchanged. This may include risks that, due to the nature of the project or design, could be difficult to manage, are unusual or not likely to be obvious.

### **Difficult to Manage**

These may be common risks but be in awkward situations.

### **Unusual**

These may be common risks occurring in unusual circumstances. They might also be unusual because of the nature of the construction method or site conditions, for example:

- ✚ Unstable or contaminated ground
- ✚ Asbestos

### **Not likely to be obvious to a contractor or designer**

We may have had some time to familiarise yourself with the project but the contractor, at the pricing stage, may not be aware of some of the less obvious risks, such as:

- ✚ Structural issues associated with working around existing foundations

### **Information for the client**

We must provide the client with health and safety information that might affect them during or after construction.

### **Information for the principal designer**

Talus Solutions Ltd will provide certain information to the principal designer:

- ✚ Information relating to our designs, including any unusual remaining risks and the key assumptions and decisions we have made. This is an important part of the preconstruction information which will be provided to the principal contractor.
- ✚ Details of significant risks that are a part of our design. This could include sequencing of erection, any phased handovers or the temporary support that is required.
- ✚ Information for inclusion in the health and safety file. This might include information which we have gathered during the preparation or in the course of our design that could be of future use to the client or end user in the use, maintenance, future work on, or demolition of the structure.

### **Information for other designers**

Talus Solutions Ltd must provide to other designers:

- ✚ Design loads, where we are responsible for the selection of plant, equipment, materials or civil and structural design.
- ✚ Design parameters, where they could affect how others design their elements of the work, for example the need for maintenance access, ventilation, power and waste, sequences and stability.
- ✚ Key principles used in our design, such as loads, and stability, principles used for avoiding disproportionate collapse, principles and precautions relating to fire, and assumptions of the ground conditions.
- ✚ Design drawings relevant to our designs, with significant risks, such as existing services, clearly identified.
- ✚ Specifications, but only to the extent that these will inform their designs.
- ✚ Information we have obtained to aid our design that could be useful to others, for example information from structural and asbestos surveys, highways authorities, utility owners, site security history and contaminated land information. Some of this information may have originally come through the principal designer.

### **Information for principal contractors and contractors**

Talus Solutions Ltd will provide to the principal contractor and contractors:

- ✚ Any relevant assumptions our design makes, such as temporary works or sequencing required where these are not obvious to a competent contractor. For example, we should identify whether a wall will become unstable if it is unsupported while carrying out work nearby, or the way in which we have assumed temporary props or platforms will be installed or used.
- ✚ Any survey or report obtained as part of our appointment that could be useful to others in the management of health and safety.

### **Good Designer Practices**

The examples are not exhaustive but illustrate how Talus Solutions Ltd as a designer can contribute to the success of the project.

### **Undertake an Early Site Visit**

This will assist Talus Solutions Ltd with the review of the existing hazards, as well as helping us to understand the site arrangements and conditions. A site visit will help us to determine how our design interacts with others. Where possible, we will involve the client or principal designer in our site visit to identify and understand any potential issues arising from the design.

### **Use RAG lists**

Using Red-Amber-Green (RAG) lists is a practical aid to designers on what to eliminate or avoid, and what to encourage.

### **Health and Safety File**

The health and safety file contains information relating to the project which is needed to ensure the health and safety of anyone carrying out future construction or maintenance work on the building or structure. The principal designer is responsible for preparing the health and safety file and Talus Solutions Ltd will pass on to them any relevant health and safety information required.

At the end of the project the principal designer provides the client with the health and safety file. On projects where the principal designer appointment finishes before the end of the construction phase, the principal contractor, will take on the responsibility for the file and for handing it over to the client. Requirements for the health and safety file, including its structure, content and format, should be identified before the construction phase and communicated to us by the principal designer.

The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition.

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks.



## Standard Forms Index

Guidance is given below the standard form.

This details the purpose of the standard form, and how and when it should be used.

Standard Form No.	Title
SF0	<b>Policy Receipt Record</b>
The Company Health & Safety Policy should be issued to every employee. This form records their signature to confirm receipt and understanding of the policy. Issued to all staff on recruitment and following any subsequent changes to the policy.	
SF1	<b>Risk Assessment Template</b>
Talus Solutions Ltd should carry out risk assessments of all activities that present a risk to their employees or others. These risk assessments will be carried out in line with HSE's Five Steps to Risk Assessment. The Risk Assessment Form should record the hazards faced by the organisation and the types of people at risk. It should also record any existing precautions in place and provide a list of recommendations to reduce the risks of accidents and/or ill-health to an acceptable level. It is vital that the recommendations are implemented. Talus Solutions Ltd should review these risk assessments if they are no longer valid or if there has been a significant change or for each new site. Note: UK H & S legislation that is changed or amended comes in to force each April & October	
SF2	<b>Method Statement Template</b>
This form is used to document the safe system of work for a particular task. Talus Solutions Ltd will provide written safe systems of work for all operations and tasks where there is a significant risk of injury; where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, in spite of all reasonable control measures being implemented, significant risk remains.	
SF3	<b>Point of Work Risk Assessment</b>
Site Managers / Supervisors are to undertake Point of Work Risk Assessments before commencing work each day. This is a continuous process of identifying hazards that have not been identified in the general risk assessments and will be applied in our changing work environment.	
SF4	<b>COSHH Assessment Template</b>
This risk assessment is specific to hazardous substances. It records hazards from substances, possible routes of exposure and first aid precautions. It also records any existing precautions in place and provides a list of recommendations to reduce the risks from hazardous substances. It is vital the recommendations are implemented.	
SF5	<b>COSHH Risk Assessment Inventory</b>
This details an inventory of chemicals used by the Company and if a COSHH Assessment is required.	
SF6	<b>Manual Handling Assessment Form</b>
This form should be used to confirm that employees have read, understood and agree to work in accordance with the Manual Handling Risk Assessment.	
SF7	<b>RAMS Acknowledgement Record</b>
This form should be used to confirm that employees have read, understood and agree to work in accordance with the Risk Assessment & Associated Method Statements for the task.	
SF8	<b>Risk and Method Statement Evaluation</b>
This form should be used when evaluating Contractors RAMS. It is used to ensure that the Contractor meets the required standards of health & safety expected of Talus Solutions Ltd.	
SF9	<b>DSE Self-Assessment Form</b>
This checklist should be issued to each individual computer user to complete to enable a self-assessment of their own workstation. Any issues raised will trigger a full DSE Assessment. Review these every 2 years.	
SF10	<b>DSE Risk Assessment Index</b>
This form is used to record and re-schedule DSE Assessments.	
SF11	<b>Hop Up Steps Inspection Checklist</b>
This form is to record hop-up inspections. These should be undertaken on a weekly basis to ensure that they remain free from defects.	
SF12	<b>Plant Inspection Form</b>
This form is used to record daily plant checks.	
SF13	<b>Work Equipment Inspection Record</b>
This form acts as a checklist and is used to keep a record of all required inspections of work equipment.	
SF14	<b>Excavation Inspection Sheet</b>
All excavations used to carry out construction work must be inspected by a competent person: 1) At the start of every shift in which work is to be carried out; 2) After any event likely to have affected the strength or stability of the excavation or part of it; 3) After any accidental fall or dislodgement of any material. The person completing this inspection report must write it before the end of their shift in which the inspection was carried	

out and provide the Site Manager a copy of the report within 24 hours. The report or copy of it must be kept on the site until the work is complete and for a period of three months from the completion date. Not more than one written report in any period of seven days is required in respect of the inspection at the start of the shift. However it is good practice to keep a daily record in the site diary of inspections.	
SF15	<b>Telehandler Pre-Use Inspection Check Sheet</b>
This form is used to record daily plant checks.	
SF16	<b>RPE Inspection Form – Filter Type</b>
This form is used to record RPE Inspections. These should be undertaken on a six monthly basis by the Site Manager / Supervisor.	
SF17	<b>Ladder Inspection Checklist</b>
This form is to record ladder and stepladder inspections. These should be undertaken on a monthly weekly to ensure that they remain free from defects.	
SF18	<b>Podium Steps Inspection Checklist</b>
This form is to record podium inspections. These should be undertaken on a weekly basis to ensure that they remain free from defects.	
SF19	<b>Daily Site Inspection Form</b>
This form should be used to record proactive monitoring by the Site Manager / Supervisor daily.	
SF20	<b>Site Diary</b>
The site diary should be used by the Site Manager / Supervisor to record day-to-day site activities.	
SF21	<b>Site Rules</b>
The Site Rules are set by Talus Solutions Ltd and must be followed by all employees and third parties when onsite.	
SF22	<b>Site Sign In &amp; Out Form</b>
This form allows you to record the presence of visitors signing in and out whilst on our company premises.	
SF23	<b>Site Inspection Tracking Tool</b>
This form is used to record and track the closing out of non conformances identified by the Site Audit Report.	
SF24	<b>Site Audit Report</b>
This form should be completed by the Health and Safety Director, Construction Director or Health and Safety Consultant when visiting / inspecting sites. Is for monitoring at site to ensure working conditions and our safe working practices are being followed by our employees and sub-contractors.	
SF25	<b>Welfare Facilities Check Sheet</b>
Used to check the conditions of the welfare facilities onsite.	
SF26	<b>Site Induction Record</b>
All company employees and sub-contractors must acknowledge on this from that they have received and understood the site induction.	
SF27	<b>Blank Site Induction Presentation</b>
All company employees and visitors must receive a health and safety induction when attending our sites. This form records the basic elements and is supported by this PowerPoint presentation.	
SF28	<b>Skin Inspection Form</b>
This form helps to identify skin reaction symptoms and should be completed by applicable employees annually.	
SF29	<b>Hot Work Permit</b>
Carrying out hot works is potentially dangerous. So in order to avoid or sufficiently reduce these risks to an acceptable level, the use of this hot works permit will assist the Site Manager / Supervisor to plan out the work before it starts.	
SF30	<b>Permit to Break Ground</b>
Breaking ground is potentially dangerous. So in order to avoid or sufficiently reduce these risks to an acceptable level, the use of this permit to break ground will assist the Site Manager / Supervisor to plan out the work before it starts.	
SF31	<b>Pre-Employment Questionnaire</b>
This form is used for assessing a person's ability to carry out a duty of a job. The Health and Safety Director must consider carefully whether the form and information sought is necessary in light of the job in question and only relevant information should be obtained.	
SF32	<b>Pre-Commencement Checklist</b>
This form is to be used to ensure sites are set up correctly by the Site Manager / Supervisor.	
SF33	<b>PPE Issue Register</b>
This form is used for the suitable selection of personnel protective equipment. You should only use PPE, including RPE, after all other reasonably practicable control measures have been taken.	
SF34	<b>Training Record</b>
This form is to record any information, instruction and training given to employees.	
SF35	<b>Contractor PQQ</b>
This form should be used when vetting potential contractors to ensure that they meet the required standards of health & safety competence. These assessments should be reviewed every 3 years. Note: the contractors insurances should be check on an annual basis.	

SF36	<b>Competence Assessment Tracking Tool</b>
The tracking document is used to record and review Contractor PQQ Assessments.	
SF37	<b>Individual Labour Competence Assessment Form</b>
This form should be used when vetting individual labour to ensure that they meet the required standards of health & safety competence. These assessments should be reviewed every 3 years. Note: Individual labour insurances should be check on an annual basis if applicable.	
SF38	<b>Toolbox Talk Attendance Register</b>
A toolbox talk is a short safety talk, normally delivered at the workplace (not a training room) and on a specific subject matter. It should be short (5 – 10 minutes) and to the point with a specific safety message. The objective is to raise awareness of a particular aspect of the work but to do it on a regular basis so that the good safety message is reinforced i.e. weekly. The attendance should be recorded.	
SF39	<b>Weekly Fire Inspection Checklist</b>
This form is used to record weekly fire checks in the office.	
SF40	<b>Monthly Fire Maintenance Checks</b>
This form is used to document monthly fire inspections of the office.	
SF41	<b>Fire Alarm Tests Record</b>
This form is used to record tests of the fire alarm. This should be done on a weekly basis, with a different call point tested each time.	
SF42	<b>Fire Drill Record</b>
This form is used to record the outcome of a practices fire evacuation. This should be done once every six months.	
SF43	<b>Emergency Lighting Test Record</b>
This form is used to record tests of the emergency lighting. This should be done on a monthly basis with different emergency lighting points tested.	
SF44	<b>Use of a Fire Extinguisher</b>
This guidance is intended to provide individuals with a quick reference guide on how to use a fire extinguisher. A signature of receipt should be obtained on the Training Record.	
SF45	<b>Portable Electrical Equipment Inventory Test Record</b>
This form lists all items of Portable Electrical Equipment that should be maintained. It records the test results and gives a re-scheduling date. PAT Testing should be undertaken in accordance with the frequencies set out in our Health & Safety Policy i.e. 3 months for construction sites.	
SF46	<b>EM1 Asbestos Instructions rev 1</b>
Use this guidance if you discover or disturb Asbestos Containing Materials.	
SF47	<b>HAV Calculator</b>
Used to calculate daily exposure to vibration.	
SF48	<b>Daily Noise Calculator</b>
Used to calculate daily noise exposure.	
SF49	<b>H&amp;S Disciplinary Notice</b>
This should be used by the Site Manager / Supervisor to discipline employees and sub-contractors in the event of breaking the site rules or if observed working unsafely.	
SF50	<b>Safety Signage Templates</b>
A signage template with various signs that can be used onsite.	
SF51	<b>Construction Phase Plan</b>
The Construction Phase Plan is prepared by Talus Solutions Ltd when they act as the only contractor on a project or if appointed as the Principal Contractor. It outlines the arrangements for managing health and safety on our sites during the construction phase of a project.	
SF52	<b>Drawing Register</b>
Designated personnel have immediate access to all the project design information including up to date document and drawing registers to assist with the tracking of drawing approvals and issues.	
SF53	<b>Working Time Opt Out Form</b>
Employees wishing opt out of the Working Time Directive should complete this form and return it to the Health and Safety Director.	
SF54	<b>CDM 2015 Guidance</b>
This summarises duties under CDM 2015.	
SF55	<b>Client Duties Letter</b>
This is used in conjunction with SF56 What commercial clients need to do and should be sent to prospective Clients to make them aware of their duties under CDM 2015.	
SF56	<b>APS CDM2015 What Commercial Clients Need to Do</b>
This is used in conjunction with SF55 Client Duties Letter and should be sent to prospective Clients to make them aware of their duties under CDM 2015.	

<b>SF57</b>	<b>Service Removal Permit</b>
This form is used to record and manage service removals.	
<b>SF58</b>	<b>Accident and Incident Investigation Form</b>
This form is to record all accidents, incidents and cases of ill-health and should also be recorded in the accident book. If necessary, the form can then be used to record the findings of the investigation and any remedial actions required.	
<b>SF59</b>	<b>Accident Scene Investigation Checklist</b>
This form offers an investigation checklist when assessing an accident scene and supports SF58 Accident & Incident Investigation Form.	
<b>SF60</b>	<b>Accident with Injury Report Form</b>
This form is to be completed by the injured person or the Site Manager / Supervisor in respect of every injury sustained at work. This form gives greater detail and supports the accident book entry.	
<b>SF61</b>	<b>Hazard &amp; Near Miss Report Form</b>
These forms are for employees to raise potential hazards and near misses and thus preventing accidents occurring.	
<b>SF62</b>	<b>Witness Statement Form</b>
This form is to record evidence of a person, which is signed by that person to confirm that the contents of the statement are true. Witness statements will support the accident & incident investigation process.	
<b>SF63</b>	<b>Health &amp; Safety Employee Induction Checklist</b>
All company employees must receive a health and safety induction when joining the company.	
<b>SF64</b>	<b>Vibration Monitoring Form</b>
This form can be used to monitor vibration exposure of employees.	
<b>SF65</b>	<b>HAVS Screening Questionnaire</b>
This form helps to identify hand arm vibration symptoms and should be completed by applicable employees annually.	
<b>SF66</b>	<b>First Aid Kit Checklist</b>
This form is used to record monthly first aid kit checks.	
<b>SF67</b>	<b>Weekly Vehicle Checklist</b>
This checklist should be issued to any person using company vehicles to carry pre use inspections before use. These checks should be carried out before use on a daily basis and any defects reported immediately.	
<b>SF68</b>	<b>Accident, Incident, Near Miss &amp; RIDDOR Reporting Flowchart</b>
A useful flow diagram identifying the reporting process for Accidents, Incidents, Near Misses & RIDDOR reportable adverse events. This should be displayed at each site.	
<b>SF69</b>	<b>Temporary Works Schedule</b>
This form should be used to record and manage temporary works on site.	
<b>SF70</b>	<b>Designers Hazard Elimination Assessment</b>
This form documents the projects design review and is useful as a means of checking that the principal aim of eliminating hazards or reducing risks is achieved. Note: In general, the production of design risk assessments that cover well-known and understood construction hazards should be avoided. The crucial information, i.e. that which covers unusual or complex hazards, is then much less likely to be missed and should be passed on to those that will need it in a format that is readily accessible to them.	

## Toolbox Talk Index

These tool box talks have been designed to assist Site Managers / Supervisors to deliver tool box talks on H & S and Environmental Related topics applicable to Talus Solutions Ltd site activities.

The toolbox talks do not have to be followed to the letter - the key points are there as a guide only.

The person giving the talk can add to them using their own experiences or leave points out if they feel they are not relevant to the particular site where the talk is being given.

Form No.	Title (H&S)
TB 1	Health And Safety At Work etc Act 1974
TB 2	Powers Of The HSE
TB 3	Legal Duties Of Employees.Doc
TB 4	General Safety Legislation
TB 5	Benefits Of Safety
TB 6	General Site Health And Safety
TB 7	Accident Reporting And Investigation
TB 8	Accident Prevention Control
TB 9	Young People On Site
TB 10	Personal Competence
TB 11	COSHH
TB 12	Health On Site
TB 13	Weil's Disease
TB 14	Alcohol And Drugs
TB 15	Needlestick Injuries
TB 16	First Aid
TB 17	Welfare Arrangements
TB 18	Personal Hygiene
TB 19	Manual Handling
TB 20	Safe Stacking Of Materials
TB 21	Slips Trips And Falls
TB 22	Risk Assessment
TB 23	Safety Inspections And Consultation
TB 24	Ladders
TB 25	Trestles And Stepladders
TB 26	Hoists And Hoist Towers
TB 27	System Scaffolds
TB 28	Mobile Scaffold Towers
TB 29	Tube And Fittings Scaffolding
TB 30	Safe Working At Height
TB 31	Fall Arrest And Suspension Equipment
TB 32	Mobile Elevating Work Platforms
TB 33	Safety With Steelwork
TB 34	Working Over Water
TB 35	Abrasive Wheels
TB 36	Cartridge Operated Tools
TB 37	Portable Hand Held Electrical Tools
TB 38	Lifting Equipment And Operations
TB 39	Lifting Accessories
TB 40	Signallers And Slingers
TB 41	Plant And Equipment
TB 42	Mobile Plant
TB 43	Site Transport
TB 44	Security On Site

TB 45	Woodworking Machines
TB 46	Chainsaws
TB 47	Asbestos
TB 48	Buried Services
TB 49	Control Of Dust And Fumes
TB 50	Electricity On Site
TB 51	Excavations
TB 52	Lead Hazards
TB 53	Safety In Demolition
TB 54	Hydro Demolition
TB 55	Piling
TB 57	Trackside Safety
TB 58	Working In Confined Spaces
TB 59	Road And Street Works
TB 60	Personal Protective Equipment
TB 61	Control Of Noise
TB 62	Protection Of Eyes
TB 63	Protection Of Skin
TB 64	Sun Safety
TB 65	Vibration
TB 66	Waste Management
TB 67	Pollution Control
TB 68	Fire Prevention And Control
TB 69	Dangerous Substances
TB 70	LPG And Other Compressed Gases
TB 71	Vehicle Fuels
<b>Annex A</b>	Annex A Quotable Quotes
	Introduction
	How to use the Toolbox Talks
<b>Form No.</b>	<b>Title</b>
1	Archaeology
2	Badgers
3	Bats
4	Bentonite
5	Dust and Air Quality
6	Giant Hogweed
7	Good Neighbour
8	Great Crested Newts
9	Himalayan Balsam
10	Japanese Knotweed
11	Material Handling and Housekeeping
12	Noise and Vibration
13	Overpumping
14	Storage and use of Petrol, Diesel and Oils
15	Tree Protection
16	Washing Down Plant & Machinery
17	Waste Management – Reduce – Re-use - Recycle
18	Water Pollution – Cement and Concrete
19	Water Pollution - Silt
20	Water Pollution Prevention (Fuel & Oil)
21	Working on Previously Developed Land