



HEALTH, SAFETY AND WELFARE POLICY

Prepared and Updated by:



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11 April 1996

Revised and issued 1 June 2001

revised and reissued 1 October 2001

revised and reissued 9 August 2002

Revised and reissued April 2003

Revised and reissued March 2008

STATEMENT OF POLICY

Corporate Responsibility

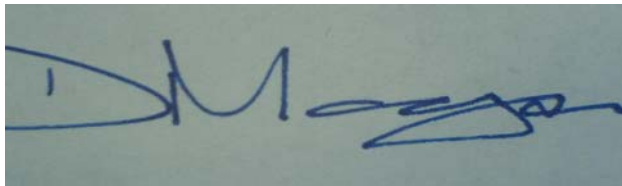
Overall control of the operation of Tarnwalk Ltd is vested in the Managing Director.

Responsibility For The Workplace And Working Environment

The Managing Director recognises the importance of achieving a safe place of work and a healthy working environment. The Company accepts its responsibilities to all its employees and others, customers and contractors, who are affected by the Company's operation, for ensuring that safe and healthy working conditions and practices exist.

Plant and Equipment

The Company health & safety policy includes health & safety consideration in the purchase, maintenance and updating of plant and equipment, with the requirements of health & safety legislation taken as the minimum requirements for the Company's own practices.



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Donna Morgan - Director
March 2008

GENERAL STATEMENT OF INTENT

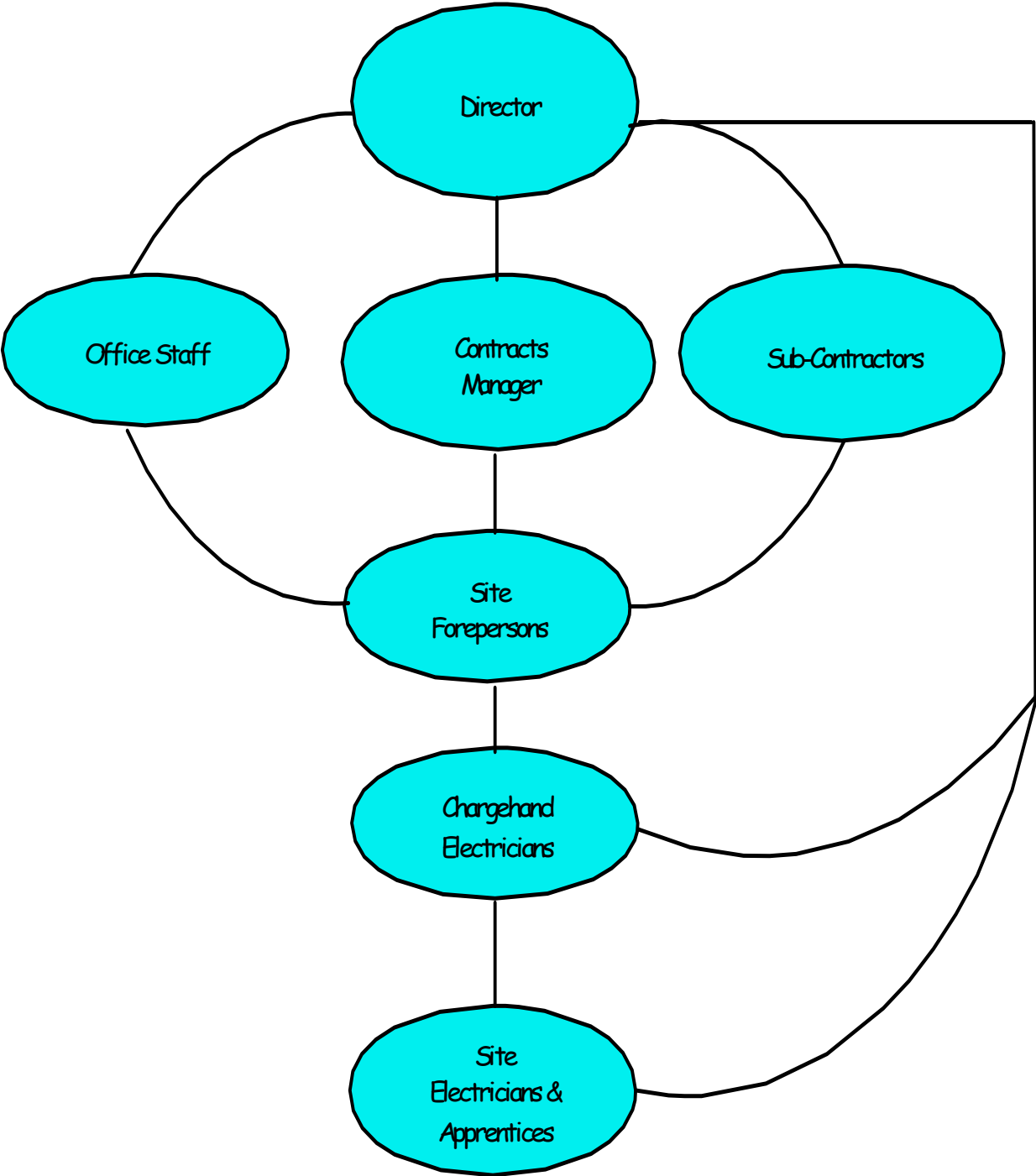
It is the policy of this Company to ensure so far as is reasonably practicable:

- (a) The health, safety and welfare of all its employees while they are at work (in whatever operation or location, whether on site or in transit on authorised business), and of visitors to Company premises and of others who may be affected by its actions.
- (b) The provision of safe systems of work that are without risks to health with necessary supervision and control mechanisms to ensure health & safety.
- (c) The maintenance of a working environment that is safe and without risks to health and the provision of adequate facilities and arrangements for welfare at work.
- (d) The provision of plant, machinery, equipment and vehicles, whether owned or hired in conditions that are safe and without risks to health and to provide systems for inspections and preventative maintenance to ensure safe conditions.
- (e) That arrangements are in place for ensuring safety and absence of risks to health in connection with the use, handling, storage and transportation of articles and substances.
- (f) The provision of such information, instruction, training and supervision necessary to ensure the health & safety at work of employees, and information to contractors and others who may be affected by the Company's operation or products.
- (g) The provision of a safe means of access to, movement within and egress from places of work.
- (h) Co-operation with and involvement of employees in meeting health & safety objectives.

The necessary resources and input will be afforded to the achievement of the foregoing policy and to this end the Company will:

- (i) Ensure that all requirements of the Health & Safety at Work, etc. Act 1974, Regulations & Approved Codes of Practice issued under the Act, and other relevant Acts and Regulations that apply to the Company's operations are complied with.
- (ii) Provide the necessary management information and involvement, so far as is reasonably practicable to do so, to achieve the standards laid down in this policy.
- (iii) Maintain up to date knowledge as necessary; maintain contact with relevant outside bodies, including health & safety advisory and specialist services; and keep up to date with developments in health & safety legislation, codes of practice and other technical or guidance material relating to the Company's operations.
- (iv) Disseminate such information within the Company to employees, contractors and visitors, as such information affects them
- (v) Ensure that all health & safety factors are taken into account when new and revised systems of operation, storage, materials handling, etc. are planned and effected. Further, the Company will, when considering the reorganisation of its operations or new premises from which to conduct its operations, take account of the necessary health, safety and welfare requirements for that new organisation or location.
- (vi) Provide all new employees with information on health & safety, welfare, fire precautions, first aid and medical matters, as appropriate to their operations and locations.

Organisational Structure Chart



Health and Safety Responsibilities – Directors/Contract Managers

The Organisation section of the Health and Safety Policy outlines the individual responsibilities for health and safety within the organisation

1. Knowledge of and compliance with the Company's Policy for Health and Safety consistent with his responsibilities and appropriate delegation of responsibilities to subordinate staff.
2. The provision of adequate resources to secure compliance with the requirements of the Safety Policy on all the Company's undertakings.
3. Setting a personal example on site visits and acknowledging suggestions for improvement in safety organisation where and when appropriate.
4. Recognition and implementation of training for employees where necessary.
5. When appropriate, initiating disciplinary action against management and staff at all levels who have failed to comply with their duties under the Safety Policy or statutory requirements.
6. Ensuring before they start work, that all employees have knowledge of the Company's requirements for safety and health.
7. Ensure that the company's Policy for Health and Safety is kept up to date with all relevant legislation, and reflects any relevant changes in company practices or procedures.
8. Liase with the safety consultant, as required, and act on any reasonable advice received
9. Notify the safety consultants of commencement of relevant work or operations.
10. Receive and disseminate as appropriate any relevant information or new legislation advised by the safety consultants.
11. Establish suitable procedures and maintain records of assessments and sub-contractor safety policies.
12. Arrange in conjunction with the manager responsible, safety training for staff and operatives. Training advice should be available from the safety advisor.

Directors/
Contracts
Managers

HEALTH & SAFETY
RESPONSIBILITIES

Health and Safety Responsibilities – Site Supervisors

1. The hiring of plant and machinery suitable for the task required, from a competent supplier/ hire company.
2. Making sure that plant, machinery materials and personal protective equipment meets the requirements of current legislation and British Standards.
3. Updating of records kept with regards to certificates and ensuring that equipment has a valid current certificate before use.
4. Ensure that the appropriate responsibilities for health and safety are adopted and put into practice by operatives, subcontractors and labour only subcontractors.
5. Ensure that adequate resources are made available for the safe use, handling and storage of articles and substances.
6. Ensure that appropriate control measures are adopted for risks which may affect those other than employees of the company but who may be affected by its undertaking.
7. Ensure that first aid facilities are available at any workplace to be visited by employees, including construction sites.

Site
Supervisors

HEALTH & SAFETY
RESPONSIBILITIES

Health and Safety Responsibilities – Office Staff

1. Adequate knowledge of and compliance with the Health and Safety Policy.
2. Knowledge of fire/emergency evacuation procedures posted on all notice boards.
3. Awareness of first aid arrangements and the identities of first aiders in working area.
4. Good house-keeping in the workplace.
5. Reporting any potential hazards to their supervisor. Particular attention is drawn to electrical equipment. No unauthorised repairs should be made.

Office
Staff

HEALTH & SAFETY
RESPONSIBILITIES.

Health and Safety Responsibilities – Electricians

1. Advise the site office that you are on site, including the location and duration of the visit.
2. Sign in and receive Principal Contractor's Safety induction
3. Familiarise yourself with the host's health and safety policy, especially procedures for fire, first aid facilities and accident reporting.
4. Comply with all site rules, including the wearing of Personal Protective Equipment, security arrangements and prescribed access routes.
5. Report any defects in health and safety systems to the site manager or project manager as appropriate.
6. Do not interfere with or operate any equipment without the express approval of the person responsible for that equipment.
8. Be aware of your responsibilities under section 7 of the Health & Safety at Work etc. Act 1974 to take reasonable care of yourself and those who may be affected by your acts and omissions.
9. Keep work area tidy and free from trip hazards. Clear up any packaging materials and dispose of properly in order to minimise fire risk.
10. Check tools before use and ensure that they are used only by those trained to do so.
11. Do not intentionally or recklessly interfere with, remove or misuse any items provided in to interests of health and safety.
12. Complete all electrical installations in a responsible manner and according to the training that you have received. Ensure that all installations are in compliance with the most recent edition of the IEE Wiring Regulations.

Electricians

HEALTH & SAFETY
RESPONSIBILITIES

Arrangements for Health and Safety

The arrangements section of the Health and Safety Policy describes how safety is managed within the organisation.

General Arrangements

Reviews and Updates

The Company Health and Safety Policy will be reviewed annually and changes made so that the document is current and up to date with the Company policy towards health and safety. All new legislation where necessary, will be included in the revision.

Health and Safety Consultants

- Tarnwalk Ltd has appointed HCS Safety Ltd to act as their competent advisors on matters of Health and Safety under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- The contact at HCS is Zoë Drew CMIOSH who is contactable on 023 80 894695 and 07740 723168.
- The consultants are expected to provide up to date, practical advice on any safety matters as requested. They may also be asked to visit sites to monitor safety performance, carry out training for management and employees, and carry out any work required to ensure that Tarnwalk Ltd comply with their duties under the Construction (Design and Management) Regulations 2007.
- Safety advice is available from the consultants to all employees of Tarnwalk Ltd over the phone free of charge. HCS Safety have prepared this Health and Safety Policy and will update it on an annual basis and in addition, following any significant change in company activity or legislation.
- HCS Safety will only act when requested to by Tarnwalk Ltd

Consultation with Employees

Feedback from employees is welcomed by Tarnwalk Ltd management as it displays good interest and awareness of Health and Safety.

Regular safety meetings with site supervisors will be held at the offices, during which any points raised by employees will be discussed. Site supervisors will be responsible for gathering points that persons wish to make, although by arrangement, any employee may attend the safety meetings in order to promote an open and healthy safety culture.

New areas of work, and any other factors that will materially affect employees will be discussed at the safety meetings also, and enough time will be allowed before implementing any new procedures to allow meeting attendees to report back to other employees, and further report back to management.

Monitoring

Day to day safety of on site works will be monitored by site foremen. Any problems that cannot be dealt with by the Foreman should be referred to the Managing Director.

The Managing Director will visit each work site regularly and liaise with the Foreman and the Principal Contractor's site manager over any safety issues that may arise.

Any employees may call on HCS Safety for advice or to visit site if their advice is needed.

HCS Safety will carry out regular quarterly visits on random sites to provide independent safety monitoring and feedback.

Training

- All employees will be given appropriate training in their health and safety responsibilities and in company safety procedures.
- All those working as employees of Tarnwalk Ltd will be considered competent to carry out the tasks they are required to perform.
- If new procedures or new equipment are used by the company, operatives will be trained in their use.
- Whenever an employee is located to a new area or task, then they will be informed of any local hazards and procedures. The actual extent of orientation training will vary according to the perceived needs of the individual and the hazards to which the person is exposed.
- Specific training will be given to employees where the need is identified, after consultation with the Managing Director
- A record will be kept of all persons attending induction training and personal records will show what training an employee has received.

Tarnwalk Ltd have adopted the CITB's Site Safety Plus scheme for general Health and Safety training and so the following staff will attend training with an external training provider as follows:

- | | |
|---|--|
| • Operatives: | 1 Day Health and Safety Awareness |
| • Supervisors: | 2 day Site Supervisor's Safety Training Scheme |
| • Director responsible for Health and Safety: | 5 day Site Management Safety Training Scheme |

Accidents

Accident Prevention

The Company will endeavour to prevent accidents by the following means:

- Ensuring that the premises, plant, materials, systems of work and access and egress are as safe as practically possible
- Adequate supervision at all times.
This will be directed from senior management
- Competent and trained personnel.
by the use of training as and when necessary.
- Safe person strategy
 - use and care of personal protective equipment
 - personal hygiene
 - careful conduct for the safety of the individual and others

Employees will be encouraged to report hazards to their supervisor.

Accident and Incident Reporting

The Company recognises that accident prevention, and any procedures put in place to help prevent accidents from occurring, are beneficial for the health and safety of all employees and visitors.

The Company will investigate all accidents and near misses incidents involving persons and property other than where the injury is deemed to be minor.

The safety consultant will be responsible for acquiring the facts leading to the accident or near miss and reporting this back to the Manager. The purpose of the investigation is not to apportion blame or fault, though this may inevitably emerge from the investigation.

The results from an investigation will hopefully prevent further accidents, and may well instigate further procedures to help prevent them.

The Company hopes that near misses will be reported so that an investigation can be carried out and the possibility of an accident occurring at a later date eliminated.

Reporting of Accidents

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

The following information is a guide only, but outlines that which is reportable under the above Regulations.

<u>Major Injuries</u>	<u>Dangerous Occurrences</u>
<p><u>From schedule 1 Regulation 2 (1)</u></p>	
1 Any fracture, other than fingers, thumbs and toes	1 The collapse or overturning of or failure of any load bearing part of any lifting appliance
2 Dislocation of the shoulder, hip or knee	2 Failure of a pressure vessel
3 Any amputation	3 Failure of a freight container See Regulation 2(1) Freight Containers Regulations 1984a
4 Loss of sight. Either temporary or permanent.	4 Any incident in which any plant or equipment comes into contact with an overhead power line - 200 volts or more -
5 Injuries to the eye, by chemicals hot metals or penetration.	5 Electrical short-circuit or overload which has the potential to cause the death of a person.
6 Any injury caused by electric shock or electrical burn -including arcing – which leads to unconsciousness or requires resuscitation or admittance to hospital for over 24 hours.	6 Collapse or partial collapse of any scaffold over 5 metres in height or adjacent to water or any suspended scaffold.
7 Any other injury – a) leading to hypothermia, heat induced illness, or to unconsciousness b) requiring resuscitation, or c) requiring admittance to hospital for more than 24 hours.	7 The collapse or partial collapse of any building involving over 5 tonnes of material, or a collapse of any false-work
8 Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.	8 Serious explosion or fire, which causes a 24 hour stoppage.
9 Either of the following conditions which result from absorption of any substance by inhalation, ingestion, or through the skin- a) acute illness requiring medical treatment; or b) loss of consciousness.	9 The sudden or uncontrolled release of large amounts of flammable substances.
10 Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.	10 The accidental release of any substance in a quantity large enough to cause death or any other damage to the health of any person.
11 Where a person is incapacitated for work of a kind which he might reasonably be expected to do in the normal course of his work, for more than 3 days, not including the day of the injury	

Office Safety

The Company is fully aware that accidents can happen in the office, as well as on site, and will endeavour to reduce the risk of such an accident by the following means: -

- Waste paper bins and packing materials should be removed daily.
- Management of cables to defined routes, so that they do not present a trip hazard or an over load to a circuit.
- Training of employees in the correct use of fire extinguishers.
- Check on lights and lighting levels to ensure they are suitable for the tasks being undertaken.
- Shelves and storage areas are to be such that stretching and awkward lifting is avoided.
- Cleaning chemicals kept away from foodstuffs in the kitchen area.

Display Screen Equipment

Tarnwalk Ltd will comply with the provisions of the Display Screen Equipment Regulations 1992 by ensuring the following:

- Work Stations will be analysed and assessed to reduce risks to health.
- Work Stations will comply with the requirements of schedule 1 of the regulations in relation to the equipment used. This will include the desk, chair, screen and other relevant items.
- The daily work routine of users allows for breaks away from the screen and/ or changes in activity.
- Eye and eyesight tests carried out by competent persons are provided on a regular basis, for employees who use Display Screen Equipment.
- If deemed appropriate by the person carrying out the tests, corrective visual appliances will be provided by the company, if this is required under the regulations.
- Training in the use of Display Screen Equipment will be provided to users.
- Information on all aspects of health and safety relating to work stations will be provided to users. This will include any risk control measures and information on any hazards associated with the equipment.

Site Safety Issues:

Duties as a Contractor – CDM Regulations 2007

Tarnwalk Ltd will be complying with their duties under the Construction (Design & Management) Regulations 2007 by ensuring the following:

- All projects
 - Plan, manage and monitor own work
 - Check competence of all appointees and workers
 - Train own employees
 - Provide information to workers
 - Comply with other specific safety legislation
 - Ensure welfare facilities are present for their workers

- Notifiable projects
 - Check client is aware of their duties
 - Check coordinator has been appointed
 - Check HSE has been notified
 - Cooperate with Principal Contractor
 - Provide information for H & S File
 - Inform Principal Contractor of any problems with the plan
 - Inform Principal Contractor of reportable accidents and dangerous occurrences

Tarnwalk Ltd will receive information on projects from the Principal Contractor in the form of the Construction Phase Health and Safety Plan. This document should contain information to allow us to make our risk assessments site specific, but if the required information is not in the plan, then we will make the necessary enquiries to ensure the safety of our employees.

Welfare Facilities:

When working on sites under the control of a Principal Contractor, Tarnwalk will make all reasonable efforts to ensure that the following welfare arrangements are in place for use by their staff.

- Canteen in good order and of a sufficient size to allow access to all on site. The canteen should contain adequate seating and tables at which to eat. The Canteen will be maintained in a clean and orderly state.
- Means of heating food, either in the form of a microwave oven or gas ring.
- A wholesome supply of fresh drinking water, preferably mains supplied
- Hot water, running so far as is reasonably practicable
- A drying room if staff are expected to work in the wet.
- Adequate toilets, preferably plumbed in and flushing, sufficient for the numbers on site. (A minimum of 1 toilet per 10 men)
- Peripheral items such as soap, means of drying hands and toilet paper.

When working in domestic premises, Tarnwalk Management will request that the client allows the use of their own welfare facilities during the installation. Tarnwalk employees are expected to treat private bathrooms, kitchens etc. with all due respect and leave these in the condition that they were found.

Work with Electricity

Lock Off / Isolation Procedure

When one or more persons are working on any form of powered machinery or plant where unexpected hazards may be introduced by the turning on off power etc. management should introduce systems to protect people from the associated risks. Such systems include the use of lock off / isolation procedures

For plant and equipment to be serviced and maintained in safety, each piece of work equipment has to be provided with its own suitable means to isolate it from all its sources of energy. One method of doing this is for it to be locked in the OFF position and made safe. This locking off and making safe may be achieved by mounting locking devices to switches and isolators for use with multiple locking clasps.

A written procedure for locking off is provided in the following page of this document and all persons, both employees and contractors, should receive instruction as to when and how equipment should be locked off.

No persons shall carry out any work to any work equipment, where by necessary it has to be isolated from all its sources of energy, until it has been safely isolated and a system is in force to ensure that it remains isolated until all work is fully completed. Sources of energy include mains electricity, energy from internal combustion engines, air from compressors.

A suitable number of multiple locking clasps shall be prominently displayed where they can be easily obtained on the site.

Padlocks can be either individually issued to all staff with spares kept for contractors, or kept alongside the multiple locking clasps. Where more than one key is supplied with a padlock, only one key should be kept and the other disposed of.

All equipment and plant will be identified along with its means of isolation. The list will be kept in a file in the site office.

Written Procedure for Lock Off / Isolation of Work Equipment

When work is to be carried out on any piece of work equipment where by necessary it has to be isolated from all its sources of energy the following procedures shall be adopted.

- a) In all circumstances the energy supply shall be isolated at source and positive steps taken to ensure the equipment remains safely isolated by means of the lock out system.
- b) The lockout system is where one or more persons apply their own padlocks to that isolator, switch or cabinet to ensure that the equipment remains safely isolated until the last padlock is removed. Each person will retain the key to his own padlock until he has completed the work and it is safe to start the equipment up. He will than unlock his padlock.
- c) Where more than one person is working on the equipment, each person will affix their padlock to the locking off device which has previously been affixed to the isolator, switch, cabinet etc.
- d) under no circumstances shall stop buttons or emergency pull wire type devices be used as a means of isolating in order to carry out work on any work equipment.
- e) The main power supply to electric motors, shall be positively isolated, or switched off using the appropriate switch or operating handle which must be securely padlocked in

the off position. In addition, a warning notice shall be displayed adjacent to the locked off isolating device to advise MEN WORKING ON PLANT.

- f) Where work equipment is powered by internal combustion engine and there is no positive method of preventing operation, consideration should be given to temporarily disabling the machine.
- g) After locking off equipment, it will be proved that the lock off is effective by attempting to start the work equipment by normal means.
- h) Having firstly ensured that voltage testers work correctly, ensure that equipment is not energised
- i) On completion of work the source of energy will not be reconnected to the work equipment until:-
 - i. All tools and equipment have been removed to a safe place.
 - ii. The equipment has been inspected to check that work has been completed and all guards, notices and other safety equipment is secured in place.

Existing Fixed Installations - Periodic Inspection and Testing

Regulation 4 (2) of the Electricity at Work Regulations 1989 requires that fixed electrical systems must be effectively and regularly maintained. For this to happen, the system must be regularly inspected and tested by a competent person.

On completion of the inspection and testing there should be confirmation, in the form of a written report by the competent person, that the electrical system on the site complies with the requirements of the Electricity at Work Regulations 1989. IEE Wiring Regulations 16 edition paragraph 732 requires that the results of any periodic inspection and testing shall be recorded.

Included in this report should be : -

- a) a statement identifying where the system does not comply with the regulations and prioritizing of remedial work required; i.e. A = immediate, B = within a month.
- b) recommendations as to the frequency of subsequent inspections for that system.

The above should be in a form understandable by the person in control of the site.

As a guide to the frequencies of subsequent inspections the following is advised as a minimum:

- a) Quarries, construction sites and other adverse or hazardous environments - 6 months.
- b) Other operational units - 2 years.
- c) Offices - 5 years.

Maintenance

Managers are duty holders responsible for ensuring that safe systems of work are in place for persons, whether employees or contractors, who must work on electrical apparatus, which must firstly be made dead.

When devising a safe system of work, either for own employees, or in consultation with contractors, consideration will be given to the criteria:-

- a) competency of person undertaking maintenance.
- b) isolation of system / apparatus from all points of supply.
- c) securing each point of isolation.
- d) earthing where appropriate.
- e) testing to prove dead at point.
- f) demarcation of safe working zone.
- g) screening where necessary to safeguard from adjacent live conductors.
- h) formal release of the system for work where necessary by the issue of a written statement such as used in a permit to work system.

Not all of the above will apply in all situations. However it is incumbent on the duty holder to take such steps as are necessary to ensure adequate precautions are observed.

A record should be kept of all repairs or maintenance to the electrical system or machinery with drawings etc., updated to enable unambiguous information to be available.

When new circuitry is installed any redundant cabling should be removed as part of the contract.

Working On Low And Medium Voltage Apparatus

The following guidance has been developed to ensure safe work or testing on electrical apparatus in the low and medium voltage range.

The hazards to personnel working on testing LV or MV Apparatus are electric shock or burns arising from:

- The possibility of personnel mistaking that part of the apparatus on which it is unsafe to work without special precautions, for that part which is out of service by switching and on which it is safe to work.
- The possibility of the apparatus being worked on, accidentally or inadvertently being made live.
- Inadequate precautions being taken under Live conditions.

Controlling Risk

Apparatus on which work testing is to be carried out must be out of service by switching and isolation.

The preferred method is to work on or near apparatus which has been isolated.

Live conductor working is only permitted when:-

- It is unreasonable in all the circumstances for it to be Dead;
- It is reasonable in all the circumstances to be at work on or near while it is 'Live' suitable precautions (including where necessary, the provision of suitable protective equipment) are taken to prevent injury.

Although 'Live' testing may be justifiable, it does not follow that there will necessarily be justification for subsequent repair work to be carried out 'Live'.

A safety document may be issued to control limitation of the work or testing and to highlight precautions necessary to ensure safe working.

When work or testing on apparatus requires portable instruments to be used for voltage or resistance measurements on circuits not otherwise adequately fused, the instruments or leads must be provided with fused protection to safeguard persons from danger.

Working or Testing of Isolated Apparatus

LV or MV isolation should be by the withdrawal of fuse links or other isolating devices. Time switches, float switches, thermostats, sequence switching devices or similar automatic switching devices are not isolating devices.

Where reasonably practicable, all points of isolation should be locked. If this is not reasonably practicable, the fuse links or other isolating devices should be removed. Where reasonably practicable, caution notices should be affixed at all points of isolation.

Where work or testing is to be done on portable or hand held apparatus, isolation may be achieved by the removal of the plug from the socket outlet provided that the plug remains in sight of the person doing the work or testing or the plug has a lockable device applied to it which prevents it being inserted into a socket outlet.

Where a safety document is issued, and it is reasonably practicable for the apparatus to remain isolated throughout the course of the work or testing, the person preparing the safety document must take any removable isolating devices and/or safety keys into safe custody, preferably by retaining them in his personal possession, except when the apparatus is made live.

Where the isolation is done by the competent person who is also to carry out the work or testing, he must take any removable isolating devices and/or safety keys into safe custody, preferably by retaining them in his personal possession.

Where adjacent exposed live apparatus is present which gives rise to danger, work or testing must only be done by a competent person who has completed an appropriate course of training.

Competent Persons must:

Where practicable screen off any adjacent exposed or unprotected apparatus which may be considered Live.

Where necessary to prevent injury use approved insulated tools, stands, mats or insulating gloves as appropriate and remove metallic objects from the hands and wrists.

In addition, consideration should be given to the competent person being accompanied by another competent person if his presence could contribute significantly to ensuring that injury is prevented. Any accompanying competent person should be trained to recognise danger and if necessary to render assistance in the event of an emergency.

Before work or testing commences, the competent person who is to do the work or testing must check, by means of an approved voltage testing device, that the apparatus on which he is to work or test is not live. The instrument used should be tested immediately before and after use.

If work or testing is interrupted, the competent person who is to continue the work or testing must first carry out the procedure above.

Before work or testing commences on exposed LV or MV overhead conductors which have been isolated they must be proved not to be live at the point of work by the use of an approved voltage testing device. The conductors, including the neutral, must be short circuited and, where reasonably practicable, earthed.

Work or Testing on Live Apparatus

The following conditions apply:-

The work must only be done by a competent person who has completed an appropriate course of training.

The competent person who is to do the work should first remove any metallic objects such as wristwatches, rings, wristlets, cufflinks, pendants etc.

All adjacent metal which is electrically bonded to earth or conductors which are at a different potential to that on which work is to be carried out must be screened with insulating material to avoid danger. The material used for screening must be of sufficient strength to withstand an accidental blow from a tool without tearing or otherwise ceasing to be effective.

Where necessary to prevent injury, approved insulated tools, insulating stands or mats, insulating gloves, as appropriate, must be used.

Only suitable test instruments and test probes should be used.

Consideration should be given to the competent person being accompanied by another competent person or competent persons if the presence of such persons or persons could contribute significantly to ensure that injury is prevented. Any accompanying competent person should be trained to recognise Danger and if necessary to render assistance in the event of an emergency. **UNDER NO CIRCUMSTANCES IS LIVE WORK TO BE CARRIED OUT ON OWN.**

Before commencing work in ducting trenches or underground distribution boxes, where there is the possibility of the presence of gas which might be inadvertently ignited by electric sparks, special precautions must be taken as are necessary to prevent such danger.

The Electricity at Work Regulations 1989 require precautions to be taken against risk of death or personal injury from electrical systems and equipment.

This procedure sets out the precautions necessary to comply with The Electricity at Work Regulations 1989. The main hazards associated with electrical equipment include electric shock, fire as a result of poor maintenance and tripping from trailing cables.

PRECAUTIONS

- a) All electrical work must comply with the Electricity at Work Regulations 1989 and the latest edition of the IEE Electrical Engineers' Wiring Regulations.
- b) No person other than a qualified electrician or apprentice electrician will be permitted to undertake work on electrical installations.
- c) All portable equipment, hand tools and temporary lighting shall be operated to a voltage not exceeding 110 volts.
- d) Plugs, socket outlets and cable connectors must be properly made and comply the appropriate British Standard and be colour coded.
- e) Only 110v portable generators are to be used on any site.
- f) Cables must be routed to be protected from damage and to prevent tripping hazards.
- g) Inspection and Testing of Electrical Systems and Portable Equipment. To avoid serious electrical accidents, routine inspection, testing and preventative maintenance is essential. The Company carries out portable appliance testing on all its equipment and maintains logs of when they are carried out and when they are due to be repeated. All appliances will be marked with the test date.
- h) Records of the inspection and/or tests must be kept. A format for recording inspections exists. For our fixed installations a certificate will be issued by the electrical Contractors.
- i) Subcontractors and hirers must provide similar records for both their portable equipment and for any fixed installations for which they are responsible. Where possible, portable equipment should be suitably tagged with some form of identification and the date of the next inspection and/or test.

USE OF POWER TOOLS

- Tools must be in good condition at all times and carry a current inspection label. Worn or damaged equipment must never be used. If found to be defective tools must be labelled accordingly and returned to Stores, or supplying plant hire company.
- Good housekeeping is essential to good workmanship and safety. Tools should be stored neatly and correctly when not in use. Work areas should be maintained in a neat, clean and orderly fashion.
- Tools should never be thrown or dropped from elevated locations.
- Tools should be transported carefully to avoid damage, preferably in an appropriate toolbox.
- Always use the correct tool for the job. Do not subject them to undue stress beyond the design capability. Never "Make Do".

- Always use the correct PPE appropriate to the area, tools, task and materials being worked on.
- Ensure that guards and safety devices are in place and operative. Never tamper with or remove them.
- Always concentrate on the job in hand when using tools. Avoid being distracted. Do not hold conversations when using tools even if relevant to the job. Stop first and isolate from energy source.
- The use of any power tool should only be by competent, authorised personnel. The changing of Abrasive Wheels must only be carried out by Baram Ltd certificated authorised persons.
- Never rely solely on the operating switch when making adjustments to power tools. Always isolate from energy source first.
- Refer to manufacturers instruction manual.

Company Vehicles

All Company vehicles must be kept in good condition. It is the responsibility of the driver to ensure the vehicle is kept clean and tidy at all times. Drivers of any Tarnwalk vehicle have responsibility for notifying the office of any concerns regarding the vehicles (i.e., brake noise, tyre wear, etc) so that the appropriate work can be organised.

The responsibility for the legality of the vehicles lies with the driver and therefore the driver must ensure that the vehicle is kept in a road worthy state. Any defects must be reported to the line manager immediately.

A no smoking policy will be operated in all company vehicles.

First aid kits will be supplied for each company vehicle and it is the responsibility of the driver/employee to make sure that the kit is restocked when required.

Consider keeping doors locked and windows wound up in slow moving traffic.

Always lock the car when you leave it.

Fill up regularly to avoid running out.

Pull over to read maps and papers and to use mobile phones.

Never pick up hitch hikers or offer lifts.

If another driver is being intimidating don't make eye contact. Lock doors and shut windows.

Only drivers over the age of 21 are permitted to drive a Tarnwalk vehicle unless prior approval has been given by Mr David Davies.

Before driving a company vehicle a copy of your driving license must be given to Mrs Donna Morgan for insurance purposes.

It is the responsibility of the driver to adhere to Road Safety laws.

Drivers must not drive under the influence of alcohol and if found to do so will be dismissed.

Children are not permitted to travel in company vehicles.

Confined Spaces

Confined Spaces are workplaces where there is limited access, restricted body movement or inadequate ventilation e.g. lift shafts, etc. Confined spaces are potentially dangerous because they can trap hazardous concentrations of toxic or flammable gases or vapours. They can also trap gasses and vapours, which are not themselves toxic, but, because they are heavier than air, will displace the breathable air. It is Company policy that no person may enter a confined space without the issue of a Permit to Work System and the necessary precautions are in place. Very often, it is the work being done which creates the dangerous atmosphere, for instance, painting and the use of adhesives and solvents.

The Company will only allow persons who are physically fit and mentally suitable to work in confined spaces. It is Company policy that work in confined spaces will only be undertaken by persons who have been properly trained for the task. Training is also to include supervisors, attendants and persons appointed to form a rescue team.

The following must be assessed before entering a confined space:

Entry into a confined space must not take place without instructions from the Site Manager and a Permit to Work has been authorised.

The atmosphere must be tested by a competent person before and at frequent intervals while operatives are working inside the confined space.

Where appropriate, adequate fresh air ventilation must be provided.

All safety and rescue equipment must be available

No less than two persons should work on a confined space operation.

Ensure that assistance is contactable in an emergency by telephone or two-way radio.

Ensure that all personnel involved in rescue procedures clearly understand their role.

Rescue and atmosphere monitoring equipment must be tested and maintained according to manufacturer's instructions.

Only persons who have attended a Confined Spaces Entry course will be permitted to enter the confined space or to act as "Top Man" for others entering the confined space.

Personal Protective Equipment

The Company shall ensure that suitable PPE is provided to their employees who may be exposed to a risk to their health and safety while at work, except where and to the extent that such a risk has been adequately controlled by other means that are equally or more effective. PPE must: -

- o Be appropriate for the risks involved and the conditions at the work place where the exposure to risk may occur.
- o Take into account the state of health of persons wearing it.
- o Ensure the ergonomic requirements are met.
- o So far as is reasonably practicable, be effective in preventing or adequately controlling the risks involved without increasing the overall risk.
- o Be compatible with other risk reducing measures.

The Company will carry out an assessment before the use of any PPE to ensure that it is suitable, that it is used as a 'last resort' and that the risk cannot be eliminated by other means which are practicable.

Whenever the task or place of work changes, a reassessment shall take place.

Fire Procedures

Employees working on construction sites should be made aware of the fire plan for that site at the time of their induction. Any work carried out that increases the risk of fire, for example soldering should have a fire extinguisher nearby.

Employees of Tarnwalk Ltd will co-operate with the Principal Contractors on all matters of fire management. These may include obtaining hot works permits, taking part in fire drills, signing in and informing the site manager of any fire risks noted in the work area.

First Aid

A qualified first aider is required to be present on all construction sites. If no employees of Tarnwalk Ltd have received first aid training, then the Manager must ensure that a qualified first aider is present on the site. This may well be the site manager or as assistant. The location of any first aid equipment should be brought to the attention of employees by the principal contractor.

CosHH Procedures

To comply with the Control of Substances Hazardous to Health Regulations 2007, the Company will apply the following:

- Keep an inventory of all the chemicals used in production, maintenance, cleaning etc.
- Identify the point of use for each substance.
- Whenever possible rationalise the use of chemicals
- Obtain information (hazard data sheets) from the manufacturers or suppliers of each substance.
- Carry out a risk assessment stating control measures required to control or prevent the risk.
- Monitor the effectiveness of the above
- Develop and commence a training programme informing users of risks.
- Any personal protective equipment required during the use of the substance shall be provided and maintained by the company. Employees are required to notify the safety co-ordinator if the PPE is no longer serviceable. Employees are expected to co-operate with the Company and comply with the Regulations.
- Keep records and documentation on each assessed substance.
- Keep all chemicals in safe places locked, and marked where necessary.
- Any chemical identified as requiring special needs other than described above will be stored as per relevant regulations/ manufacturers recommendations

Manual Handling

All loading and unloading involves lifting and handling to some extent. Although mechanical equipment should be used whenever practicable, much of the work will inevitably continue to be carried out manually. The risk of injury can be greatly reduced by a knowledge and application of correct lifting and handling techniques.

Remember that back injuries are very difficult to cure and fractures and sprains can cause permanent weakness. However, we can all take steps to avoid manual handling injuries. Tarnwalk UK Ltd have to do all they can to avoid manual handling by their employees. This is not always possible with some tasks. Employees must do all they can to reduce accidents as well;

- Before lifting any object consider the following points
- Assess the weight of the load;
- Can manual handling be avoided and aids be used instead?
- If not, do you need help moving the object?

- If more than one person will be involved you must work as a team, with one person supervising the exercise;
- Assess the need for protective clothing. For example, should you be wearing gloves to protect your hands, steel-capped footwear on your feet, or any other protective clothing?

When lifting you should:

- Follow the correct lifting technique;
- Lift in stages. First take the load up to the knees. Then lift up to the carrying position. The middle of the load should be level with your waist.
- Hold the object close to your body
- Make sure the load does not obstruct your view
- When you set the load down, lower it first to the knees, and then to the floor, keeping feet apart, and back straight;
- Remember, overreaching and twisting the body may cause injury.

FINALLY - pay attention to clothing. You won't be able to lift correctly if you are wearing unsuitable shoes or tight clothing which will restrict your body movement.

Work at Height:

Tarnwalk Ltd recognizes that falls from height are the most frequent cause of deaths in the construction industry. Furthermore, Tarnwalk recognizes that many serious injuries and even fatalities can occur from relatively low heights.

Following the introduction of the new Work at Height Regulations 2005, employees are expected to accept change in their work equipment and to use properly the items that have been provided in order to make their jobs safer.

If work can be carried out from the ground, and working at height avoided altogether, then this should be so. Construction phase plans issued by Principal Contractors will draw attention to any new working methods that are required.

If the work cannot be avoided, then falls should be prevented, by using handrails and safe working platforms. If it is not reasonably practicable to prevent a fall, then we must minimize the distance or the consequences of the fall (e.g. provide a crash deck or air bags to create a soft landing).

The following items are in common use for electrical work. Scaffold towers and podium steps will prevent a fall, step ladders will not.

- Scaffold towers. These items can be invaluable when there is a reasonable amount of ceiling level work to be carried out. Personnel will be expected to make use of scaffold towers (erected in accordance with the manufacturers instructions by competent persons) when there is more than 30 minutes of ceiling level work to be done. This is as an alternative to using step ladders, which would have to be moved many times. Scaffold towers when fitted with handrails actively prevent falls, which is one of the requirements of the Work at Height Regulations.
- Podium Steps. These items are a versatile, lightweight and easy to use alternative to step ladders. They can be moved around sites easily on wheels, and can fit through doors and other restricted spaces. Podium steps are fitted

with handrails to prevent falls, and can be used in most situations where step ladders would have been used previously.

- Step ladders are not illegal, and they are still very useful pieces of equipment. The new Regulations have caused a cultural shift, however, and they should not be regarded as a working platform for work that will take any length of time (over 30 minutes). They still will be very useful for quick repair jobs which may only take a couple of minutes, but previous rules apply:
 - Use a ladder that is large enough so that the top does not go below the height of your waist
 - Do not use step ladders when working alone
 - Ensure that only Construction Grade steps are used
 - Ensure they are in good condition
 - Ensure that they are standing on a suitable surface, fully parted and braced.
 - Position the steps to face the work, do not lean or over reach.

Work on Open Joists:

If wiring is to be installed from open joists, rather than from underneath silent floors, temporary boarding is required before work can begin. Suitable quality plywood may be used to create safe working areas, with the minimum gaps left for installation of wiring. Under no circumstances should scaffold boards be taken from scaffold platforms to be used for boarding of joists.

Noise:

Excessive noise levels on construction sites can cause serious permanent hearing loss. The company will take the following measures in order to comply with the Noise at Work Regulations 2005:

- When selecting work equipment (e.g. disc cutters, bench mounted block cutters) information on the noise (and vibration) output of the machine will be sought from the manufacturer or hire company. Quieter machines with lower vibration magnitude will be selected over inferior equipment.
- Even well designed equipment can still produce dangerous noise levels, and so ear defenders or ear plugs will be provided. These must have a suitable attenuation level in order to be effective. An average disc cutter produces around 114dB(A) and so hearing protection should have an attenuation level of at least 29dB (A) in order to be effective.
- Employees will be provided with noise training in safety awareness, and this will include:
 - How the ears work and how damage occurs
 - Action levels and tie limits
 - Choosing ear defenders
 - Estimating Noise levels

At 85 dB (A), employers are required to provide hearing protection and to attempt to reduce noise levels. If you have to shout to be heard by someone standing 2m away, the noise is probably over 85dB(A).

Asbestos:

The company is aware of the hazardous nature of this substance and will avoid working in buildings that are known to contain asbestos. The company will take appropriate steps to ensure that surveys have been carried out by the occupiers of buildings and that there is not expected to be any asbestos within the premises before beginning work.

If any person on site believes that they may have encountered asbestos, they should inform the site manager immediately. The area should be tested by a competent laboratory and the appropriate action taken. Work in the area should stop and if possible, the area should be sealed.

If asbestos is found on site, it should be removed by a competent, licensed contractor.

Before any refurbishment work takes place in an existing building, the client must have had a Type 3 destructive asbestos survey carried out. Tarnwalk Ltd personnel should look carefully at this document before pricing or starting work. All asbestos in areas likely to be disturbed should be removed prior to work starting.

All operatives should be aware of the risks of asbestos, and where they may be expected to encounter it. Tarnwalk Ltd will ensure that Safety Awareness training includes the above subject matter, in order to comply with the training requirements of the Control of Asbestos Regulations 2006.

Risk Assessments and Method Statements:

Risk assessments and method statements should be read and understood by all operatives before starting work. All control measures required by the risk assessment should be put into place as part of the safe system of work.

If any risk assessment or method statement is found not to apply to a given situation, the operatives should report this to the office, who can amend the risk assessment or method statement.

Appendix 1 - Health and Safety Notices

This appendix to the Safety policy sets out the notices that have been received for general circulation and internal Tarnwalk Reminders/Instruction memoranda that have been posted on notice board or copied to employees individually. If you would like to have a look at any of the following then please ask Mrs. Donna Morgan who will supply you with a copy.

Date	Company	Subject
November 1996	RS	HDEPE Safety Helmets
6 November 1988	LST HSE	Asbestos Regulations Working with asbestos cement and Asbestos insulating board
November 1999	Hampshire County Council	Fencing of Construction Sites
3 March 1999	LST	H&S Requirement for HCC Contracts
April 2000	CITB	Computerised H&S Test for Cardholders
3 March 3000	Bakersfield	Environmentally friendly way to dispose of fluorescent fittings
1 March 2000	Caradon Gent	MK Filtered Sockets K1816 & K1826
September 2001	JIB	Code of Good Practice Health and Safety at Work for the Electrical Contracting Industry (copy supplied to all staff).
12 October 2001	Tarnwalk	Working Hours
9 October 2001	Tarnwalk	Personal Responsibilities
15 March 2002	Tarnwalk	Loading/Speeds whilst driving
30 October 2002	Tarnwalk	PPE on site
8 May 2003	Hampshire County Council	Fire Escape Routes
13 June 2003	Tarnwalk	Vehicle Control Sheets
13 June 2003	Tarnwalk	Young Workers Working Hours
6 November 2003	Tarnwalk	Mobile Phones
12 November 2003	Tarnwalk	PPE
21 April 2004	Tarnwalk	PPE
29 April 2004	Tarnwalk	Red Sleeving on live conductors
23 June 2004	Tarnwalk	Ladder Safety
23 June 2004	Tarnwalk	PPE
13 October 2004	Tarnwalk	Horseplay on site
10 March 2005	Hampshire County Council	Working with Glass
31 March 2005	Tarnwalk	New Cable Colour changes
6 May 2005	Tarnwalk	PPE
June 2005	Hampshire County Council	Safely Managing Asbestos
10 June 2005	Tarnwalk	Manual Handling
10 June 2005	Tarnwalk	Driving in Company Vehicles
20 September 2005	Tarnwalk	Tidy Sites
6 October 2005	Tarnwalk	Fluorescent Fitting Disposal
6 October 2005	Tarnwalk	Plant Machinery
7 November 2005	Tarnwalk	Asbestos/Access/Ladder/first Aid check
29 November 2005	Tarnwalk	Driving
24 January 2006	Tarnwalk	Thermal Insulation of Spaces where Cables Exist
24 January 2006	Tarnwalk	Sizing Main Bonding Conductors
24 January 2006	Tarnwalk	Thermal Insulation of Spaces where cables exist
2 June 2006	Tarnwalk	Travelling in company vans
10 July 2006	Tarnwalk	Working at Height
11 July 2006	Tarnwalk	Company Health and Safety Statement
10 July 2006	HCC	Light Fitting Installation (Potentially Dangerous Incident)
24 October 2006	HCC/Tarnwalk	Safe use of vehicles and plant on HCC Sites
24 November 2006	Tarnwalk	Tarnwalk Clothing on site
17 September 2007	Tarnwalk	Working at Height
14 September 2007	Tarnwalk	Risk Assessments
3 October 2007	Tarnwalk	Asbestos
14 September 2007	Tarnwalk	Risk Assessments and Method Statements
14 September 2007	Tarnwalk	Working at Height
March 2008	HCS	Safety Newsletter
April 2008	HCS	Safety Newsletter
April 2008	HCC	Asbestos in Window Putty
6 June 2008	Tarnwalk	Working at Height/CD Accident Report