**HEALTH AND SAFETY MANUAL**



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# Introduction

##### This Health & Safety Policy and Safety Management System have been prepared to comply with the statutory requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974.

##### Contained within this document is AES Scaffolding Ltd policy organisation and arrangements for Occupational Health, Safety and Welfare, for all business activities in the UK.

##### At AES Scaffolding Ltd, health, safety and welfare issues rank equally with other business objectives and achieving good health and safety performance is recognised as being consistent with overall successful business performance. We also recognise that failure to integrate health and safety into our operations will result in harm to people and associated loss. Therefore, we take an integrated approach where managing health and safety forms part of the overall business strategy.

##### The objective of AES Scaffolding Ltd Safety Management System is to prevent, insofar as it is reasonably practicable to do so, during the course of the work or duties being undertaken, any accidental occurrence resulting in:

##### Injury to any person.

##### Damage to or loss of any plant, equipment, property, materials or products.

##### Delays in any processes or operation.

##### Events that may otherwise be detrimental to efficiency and/or prestige.

##### Adverse impact upon the environment.

# Principals of the Safety Management System

##### The company operates a Safety Management System based upon a process of ‘Continuous

##### Improvement’. AES Scaffolding Ltd -Safety Management System (SMS) is based upon the Management of Health and Safety at Work Regulations 1999 (as amended), and its

##### Approved Code of Practice and a proven interpretation of the Health and Safety Executive’s publication HS (G) 65 -‘Successful health and safety management’.

# Policies

**Health and Safety Policy Statement**

The following is a statement of the company’s general health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of AES Scaffolding Ltd to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company or other persons who may be affected by our undertakings.

AES Scaffolding Ltd acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To sustain that commitment, we will continually measure, monitor and revise where necessary an annual plan to ensure that health and safety standards are adequate.

The Managing Director will implement the company’s health and safety policy and recommend any changes to meet new circumstances. The instructions will then be carried out through the normal chain of management. The company recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources accordingly.

The management of AES Scaffolding Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and their employees at all levels. It is therefore, the policy of the management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the company aims to protect everyone, including all visitors and members of the public, insofar as they come into contact with the company or its activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and they are informed of their personal responsibilities to take due care for the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. They are also informed that they must co-operate with the company in order that it can comply with the legal requirements placed upon it and in the implementation of this policy.

The company will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The company will ensure a systematic approach to identifying hazards, assessing the risk, determining suitable and sufficient control measures and informing employees of the correct procedure.

The company will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

The company regards all health and safety legislation as the minimum standard and expects management to achieve their managerial targets without compromising health and safety.

Name: Mr David Steff Signature: A close up of a piece of paper

Description automatically generated Position: Managing Director

Date: 03/03/2023 Review date: 04/03/2024

# Organisation

###### Introduction

The Corporate Manslaughter and Corporate Homicide Act 2007 (as amended) places new offences on the statute book and will allow companies to be prosecuted for manslaughter where their gross negligence results in the death of an individual. These organisations will be guilty of an offence if the way in which they manage or organise their activities, causes the person’s death, and amounts to a gross breach of a relevant duty of care owed by the organisation to the deceased. The organisation chart provides clear direction to the individual responsibilities to implementation the duty of care by the corporate body.

CIS Employee Scaffolders

Mr. David Steff

Managing Director with overall responsibility

Corporate body AES Scaffolding Ltd

Provisio Planning and Foresight Ltd Victoria Lawrence - HSEQ Consultant

###### Responsibilities

### Managing Director.

### Safety function

The Director Responsible for Health and Safety, Mr David Steff is responsible for the overall

effectiveness of the Company’s Safety, Health and Welfare Policy, the annual review and amendment of the Policy or, as may be necessary in the light of changes within the Company. He will ensure that regular reports are made regarding the Company’s safety performance, accident record and of significant events affecting or arising out of the Company’s operations.

He is also responsible for the assessment of injury, loss or damage, risks and liabilities relating to the Company’s operations and adequacy of insurance cover. Additionally, the Director will ensure adequate resources including finances are made available for safety measures.

Mr. David Steff will remain responsible for providing adequate provisions within the Company for the assessment of risk, preventive measures, protection, emergency procedures, adequate health and safety surveillance and provide Employees with information and training about the workplace health and safety.

Mr .David Steff will ensure that Senior Management’s competency is adequate for the duties required of them and capable.

Mr .David Steff will ensure that competent Managers are given the duty of keeping the health and safety procedures, documents and all relevant information up-to-date and that the appointed Health and Safety Officers, Fire and

Emergency Co-ordinators, First Aiders, etc. are carrying out their duties in a proper manner.

Mr .David Steff will ensure that competent Managers are given the duty of keeping in good, safe order the Company’s premises, machines, equipment, vehicles, materials etc.

Mr David Steff will provide arrangements for a good working relationship with the Safety Representatives and Safety Committees established in accordance with the current Legislation, to continue an active involvement with the Health and Safety Committee and its objectives to establish a safety culture.

Day to day responsibility for ensuring this policy is put into practice is delegated to the line management to ensuring the effective implementation of company policy. To demonstrate company procedures by carrying out audits of their areas of responsibilities/ organising audits to be carried out by company appointed Health and safety representative.

### Company Health, Safety, Environment and Quality Consultant (H.S.E.Q)

###### Key skills

Health, safety, environment and quality manager must Minimum requirement NEBOSH Diploma in occupational health and safety Grad-IOSH.

Responsibilities

Provide professional assistance and guidance to support the line-management and is appointed as the competent manager to help discharge the Company’s duty under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 (as amended).

The HSEQ Consultant is responsible for keeping the Company up to date with occupational health and safety and environmental: new and changing legislation, case law, standards and best practice.

The HSEQ Consultant will advise and assist with the following tasks:

Health and Safety Inspections: Monitor by inspection of the Company operations, the safety and health performance of Employees and to provide regular feedback on such inspections and other monitoring activities to the Senior Management.

Statistical Analysis: To prepare statistical analysis on accidents and incidents as requested, with recommendations on preventative measures. This will also include the undertaking of benchmarking to allow the collation of Key Performance Indicators.

Investigate and Report Accidents: To investigate and report on major injuries, notifiable dangerous occurrences, serious occupational ill-health, other accidents and incidents and to attend and report on legal proceedings in which AES Scaffolding Ltd or Sub-Contractors may be involved.

Achieving Compliance with the Company Annual Safety Strategy: To promote good working relations with the Health and Safety Executive and other enforcing Authorities and to strive at all times to achieve with the co-operation of Management, compliance with current Legislation and compliance with the Annual Strategy.

Liaise with AES Scaffolding Ltd Senior Management as required to provide information and feedback on issues of health, safety and welfare within the Company and its working areas. This will take the form of Health and Safety Committee Meetings with representative from AES Scaffolding Ltd Senior Management in attendance.

Ensure the Quality Assurance manuals are updated and maintained, to delegate to the office administrator to update and maintain the waste traceability plan and any other relevant documentation

Ensure that an assessment has been carried out of any substance or process hazardous to health and that appropriate control measures, training, instruction, protective clothing, etc., have been provided.

### Administrator

###### Responsibility

Read and understands the Company Policy for Health, Safety & Welfare and Office Policy, and to ensure that it is brought to the notice of all employees under your control.

The office manager through the labour return timesheet monitors hours of work and exceedance for employees in accordance with the Work time directive.

Ensure that the requirements of the Workplace (Health Safety and Welfare) Regulations 1992 (as amended) and any other relevant statutory requirements are complied with the company premises.

Ensure that all office machinery is safe, fitted with any necessary guards or safety devices, and is serviced and maintained as recommended by the manufacturer.

Ensure that staff required to use office machinery are trained in its use and are not permitted to carry out any repairs unless authorised.

Ensure that offices are laid out and maintained to ensure safety of staff and visitors.

Arrange all necessary insurance’s and carry out any necessary reporting of incidents to insurers. Provide accident investigation report to insurers where appropriate.

Ensure that first aid facilities are available.

Ensure that all accidents are reported in accordance with Company Policy for Health, Safety & Welfare.

Ensure that all office staffs work safely and do not take unnecessary risks.

Ensure all necessary welfare provisions are provided and maintained.

Set a personal example.

Arrange at six monthly intervals for all authorised company vehicle drivers to submit their driving licences for inspection.

Ensure that users of display screen equipment are aware of procedures to be adopted to ensure that the equipment is used correctly and positioned for safe use, e.g. Seating, lighting etc.

Liaise with the HSEQ Consultant to ensure that all necessary assessments have been carried out in relation to workstations, fire procedures, fire risk assessments and Offices comply with current legislative requirements.

Office manager to develop and implement the company planning training strategies with line and senior management, which consider immediate and long and short term staff training requirements and development sufficient skilled staff to undertaken and maintain company function.

to maintain and keep up to date staff training in the form of a training matrix, to book and develop the company employees.

### Site Supervisor

###### Key skills

CSCS Card.

National Vocational Qualifications or equivalent (NVQ)

General Requirements:

AES Scaffolding Ltd Site Supervisors are responsible for the effectiveness of incorporating the Company Health and Safety Policy and Procedures throughout the Company’s operations to ensure correct safe development. They are to apply the principles of the Policy to the operations under their control and ensure that any defects or faults brought to their notice are suitably corrected. They are to co-operate and liaise with the Company’s EHSQ Consultant, CDM Co-ordinators and The Health and Safety Executive etc., with regards to safety measures.

They are also required to have joint Health and Safety consultation with employees and to report

regularly or, as often as necessary, to the Director in charge of health and safety on the Company’s Safety Performance and compliance in a form of recorded safety tours.

Responsibilities

Site Supervisors Awareness of Safety Standards: To be familiar with and to observe all Regulations, Codes of Practices and British Standards related to the AES Scaffolding Ltd business.

All equipment is erected, installed or operated to a high standard, which complies with Best Practice Guidance for MEWPs related to façade cleaning industries, current regulations, design and Company procedures.

To ensure adequate supervision, training and instruction are provided for persons under their control, particularly trainees, and that they set a personal example on the elimination of potential hazards and working safely.

Set a personal example by wearing the appropriate protective clothing and equipment.

The Management of Health and Safety at Work Regulations 1999 (as amended) & The Construction (Design and Management) Regulations 2015 (as amended): Supervisors are to ensure compliance with the regulations for maintaining in a safe order the Company’s places of work, premises, offices, storage areas, access ways, machines, equipment and materials etc.

Protecting the General Public: the policy directs the site supervisor to ensure the general public are not put at any risk or hazard from the Company’s operations and that workplace security arrangements are kept in order at all times, by ensure all positive barriers and safety signs posted.

Health and Safety (First Aid) Regulations 1981 (as amended): Site Supervisors are to ensure that First Aid and Welfare arrangements for the Company’s premises/places of work are maintained in order.

Safety note

Under these Regulations, responsible persons must keep a record of any reportable injuries, diseases and dangerous occurrences that have taken place.

Displaying Statutory Information: Site Supervisors will ensure that notices provided by the Company are displayed in a proper manner in places that are appropriate and easily accessible to all personnel concerned, i.e., Chapter eight etc.

The Health and Safety (Consultation with Employees) Regulations 1996 (as amended): Consult with all employees not already represented by Trade Unions Safety Representatives with particular regard to evaluation of safe working procedures.

Client’s Safety Requirements: Ensure that Company Personnel are made aware of the Client’s Safety

requirements, i.e., the Client’s Safety induction, Conditions of Contract and Safety Procedures, restrictions on working practices.

Discipline: Reprimand and discipline any Operatives who are careless in regard to their own or others safety.

Personal Protective Equipment at Work Regulations 1992 (as amended):

Site Supervisors are to provide appropriate protective clothing and safety equipment to employees, and to ensure that employees and all those mentioned in the Scope section of the policy, use protective clothing and equipment as and when required. PPE will always be regarded as the ‘last resort\_ to protect against risks to safety and health, engineering collective controls and safe systems of work will always be considered first.

Competency of Personnel:

Site Supervisors are responsible for ensuring that Company personnel, including Sub-Contractors and Self- employed persons under their control, are adequately competent to carry out the work required of them. This includes ensuring that all Company personnel, sub-contractors and self-employed persons receive Safety Induction where appropriate before starting work. To ensure that all personnel are competent as define by CITB Skill cardholders

Assessments:

The Site Supervisor is responsible for ensuring that all appropriate Assessments are carried out for the operations under their control. Examples task specific Risk Assessments; provide COSHH Assessments, Manual Handling Assessments and Noise Assessments, working at height etc. Health and Safety risks will be reduced to a practical minimum. These Assessments shall form the basis of a Safe Method of Work Statement. For guidance and assistance contact the HSEQ Consultant.

Company Inductions:

AES Scaffolding Ltd Site Supervisors are to ensure all new employees will attend a Company Induction upon or soon after joining the company. This is to include making the employee aware of the Company’s Health and Safety Policy, Management Organisation, Fire Arrangements, First Aid procedures and Accident Reporting Procedures. A register will be kept to this effect. Where procedures change within the company to a manner that may affect employees, an additional refresher induction course will be conducted.

### Company Employees

###### Introduction

Health and Safety at Work etc. Act 1974: It shall be the duty of every Employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

With regard to any duty or requirement imposed on their employer, or any other person by or under any of the relevant statutory provisions, they are to co-operate so far as it is necessary to enable that duty or requirement is performed or complied with. No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.

Company Health & Safety Policy: Read and ensure a full understanding of the Company’s Health and Safety Policy and carry out work in accordance with the Policy and Legal requirements.

Safety Induction: Commence works only after a Safety Induction is received before starting work for the Company.

This will be given to by the Site Supervisor, which will include details of the Company’s Safety Policy and details regarding the Health and Safety requirements of the workplace.

Control of Substances Hazardous to Health: Before using substances that could be hazardous to health ensure an understanding of the requirements provided on safety data sheets and COSHH Assessments.

Plant/Equipment and Tools: Only operate Plant/Equipment for which you have been thoroughly trained on. Defects in plant/equipment and tools will be reported immediately to your Supervisor. Do not use unsafe defective plant/equipment until it has been put back in good safe condition. Do not attempt to repair or maintain plant and equipment unless you have been properly trained to do so.

Reporting hazards: Report hazards to your Site Supervisor immediately and warn other persons that could be at risk.

Injuries: Any injury to yourself or others will be reported to your Site Supervisor immediately.

Personal Protective Equipment Regulations 1992 (as amended): Employees are to wear all appropriate safety clothing/equipment as and when required.

Work in a safe manner at all times: Do not take risks, which could endanger yourself or others. Do not play potentially dangerous practical jokes, engage in horseplay or otherwise indulge in reckless or careless behaviour.

Alcohol, Drugs, Smoking: Anyone found under the influence of or in possession of alcohol or an illegal drug will be removed from Company premises and/or areas of work under the Company’s control and would be subjected to appropriate disciplinary measures which could include dismissal for serious offences. Anyone found smoking in a ‘No Smoking\_ area will be instructed to extinguish the cigarette immediately in a safe manner and will be subjected to disciplinary measures, which could include dismissal. Check Client conditions and requirements regarding this subject when working on their premises/Contracts.

### Other Persons Appointed

Appointment of suppliers’

###### Key skills

All suppliers have been selected for the competency levels and complete AES Scaffolding Ltd supplier’s questionnaire and approved by the HSEQ Consultant.

Responsibilities

Observing Company Safety Rules: All persons will observe the Company’s safety rules and the instructions given by persons enforcing the AES Scaffolding Ltd Health and Safety Policy.

Starting Works on Company Premises: Work on Company premises will not be started until all relevant safety rules are read, understood and accepted. Before starting work on Company premises show proof of full insurance cover for all risks.

Liaise with the Company representative: Liaise with a Company representative (relevant Manager/Director) before starting work on any of the Company’s premises.

Notification of Hazards: Notify the Company of any processes or materials, which will be used, that may present a hazard to the health and safety of the Company’s Employees etc.

Safe Means of Access: Notify the Company of any hazards that may be encountered in obtaining a safe means of access and egress whilst on any of the Company’s premises.

Do not interfere with or misuse anything provided in the interest of health, safety and welfare.

Risk Assessment: Comply fully with the requirements of the Management of Health and Safety at Work Regulations 1999 (as amended) in ensuring an adequate assessment of risk is conducted where persons are placed at work.

Alcohol, Drugs, Smoking: Anyone found under the influence of or in possession of alcohol or an illegal drug will be removed from AES Scaffolding Ltd premises and/or areas of work under the Company’s control and the matter would be reported to their Company. Anyone found smoking in a

designated ‘No Smoking\_ area will be instructed to extinguish the cigarette immediately in a safe manner and the matter would be reported to his or her Company.

### Selection of Boni-fide Subcontractors/Suppliers

**Competency**

The questionnaire forms part of the sub-contractor supplier assessment process. Each contractor will be required to ensure that all personnel are competent to carry out their work in a healthy and safe manner. The information requested below is to provide an indication of a contractor’s approach to health and safety as a basis of acceptance onto the Company’s Approved Contractor list. Where a contractor is appointed for a particular contract, site-specific information will be requested, and the contractor will be required to provide such information before work commences. " Provide contact details " Provide current copy of

insurance’s " Supply a copy of a current safety policy signed and dated. " Provide details of responsible person for safety " Provide all relevant supporting information.

When new suppliers are required, they are chosen by the application of the Organisation’s selection criteria, which include but are not necessarily limited to:

Quality

Service

Location

Price

Selection

Suppliers have been selected through careful analysis of need, service delivery and availability, and following receipt of detailed price lists, added to the schedule of approved suppliers. Any supplier not currently on the approved list may be used when specifically authorised by senior management, but only added to the schedule following the successful application of the Organisation’s recognised approval procedure.

Monitoring

Ensure register of approved subcontractors and suppliers is maintained on the database. " Investigate new subcontractors and suppliers in accordance with QMS and obtain information from the sites to ensure that existing database records are maintained. " Ensure that the database is regularly updated.

Purchasing

All supplier orders are placed over the Internet or else verbally. Ordering goods through the Internet is governed by normal protocols and controlled by the same requirements noted above. Where orders are initially placed verbally, the supplier is requested to read back the order details to ensure the Organisation's requirements have been correctly interpreted at the point of ordering.

Improvement

Continual Improvement to the effectiveness of the management system is facilitated by stating our commitment to do so in the Quality Policy, the setting of measurable objectives, monitoring our system, product and process conformance and supplier’s performance.

Corrective Action

The need for corrective action can arise for example from internal audits, employer complaints, or receipt of nonconforming goods from suppliers. Facilities exist to suspend those suppliers previously approved but not currently meeting the Organisation’s quality standards.

# Planning and Implementation

## Accident Reporting

Reference documentation

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (as amended).

Introduction Accident

An unwanted or unintended sudden event or a specific chain of such events which have harmful consequences for the investigation of accidents and incidents in order to prevent, or reduce the risk of, their recurrence, without apportioning blame or liability, that enables information obtained from investigations to be shared with, and used by, organisations with a direct responsibility for maintaining, or improving Company safety.

Physical assault

Workplace violence as any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. This is a wide definition and is not just confined to physical violence but also verbal threats. The fear of violence is, however, often far greater than reality and employees may, therefore, demonstrate significant levels of concern. For the average employee, the actual risk of physical violence is in fact relatively low, although employees undertaking the following work activities may face an increased risk of violence:

Dealing with the public when façade cleaning.

representing authority

lone workers (estimating or surveying)

working late at night/early morning

Working in high-crime areas All accidents and dangerous occurrences will be reported as soon as possible to the Head Office so that the Safety Director or Senior Management can give appropriate detailed advice on what action will be taken under the circumstances.

Facts and evidence regarding accidents and dangerous occurrences will be obtained as soon as possible. A copy of all accident documentation, photographs etc., will be sent to the Head Office ‘Accident File’. Ensure the Company Accident Form BI 510 is completed for every accident/illness.

Reporting of Accidents (Management Responsibilities)

Reporting of an accident will be carried out in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (as amended) (RIDDOR). The form F2508 will be used for reporting to the HSE any death, injury, or dangerous occurrence as detailed by the Regulations.

Listed below is the action to be taken in reporting the different categories of accidents and dangerous occurrences in accordance with the RIDDOR Regulations 2013 (as amended).

A death, major injury or condition or dangerous occurrence, inform the local Health and Safety Executive immediately by telephone. A completed F2508 Form will be sent to the Local HSE, Office within ten days.

Injuries, which result in more than seven days absence from work, will be reported on an F2508 Form to the local HSE Office within ten days from the date of the injury.

Diseases will be reported on F2508A to the local HSE Office.

Enter details of all accidents in the appropriate Accident Book BI 510 or your own Company Accident Records.

Carry out an investigation of the accident taking care to ensure that written statements are obtained from all witnesses. A thorough investigation into an accident will provide Management with answers to the following questions:

* What caused the accident?
* Who was involved?
* When did it occur?
* Where did it occur?
* Why did it occur?
* How could it have been prevented?
* How can a recurrence be prevented?

**Close call**

The company recognised the importance of close call is an incident that has occurred due to an unsafe condition or act that in other circumstances could have resulted in personal injury or damage to plant, machinery, infrastructure or the environment.

Responsibility of the line management to follow up any close call incident and therefore should follow normally investigated procedures.

**Near miss reporting**

The company policy to investigate all near miss reporting:

* All accidents and dangerous occurrences (an accident that resulted in a minor injury could often have easily caused a more serious injury)
* All cases of reportable diseases.

As many near misses as possible (a near miss incident could have been an accident and therefore should normally be investigated). In addition, those involved in a near-miss incident will often be more open about what happened than they would in circumstances where the incident resulted in someone being injured, hence facilitating the near-miss investigation.

This will allow the organisation to:

* establish the circumstances surrounding the incident;
* draw conclusions as to the causes;
* Consider appropriate action to prevent a recurrence.

**Injuries under RIDDOR 2013 (as amended)**

Fatality

Reportable to HSE immediately by telephone, F2508 within 10 days

**Major Injury**

Reportable to HSE immediately by telephone, F2508 within 10 days Any fracture, other than fingers thumbs or toes;

Any amputation;

Dislocation of the shoulder, hip, knee or spine; Loss of sight (whether temporary or permanent);

A chemical or hot metal burn to the eye or any penetrating injury to the eye;

Any injury resulting from an electrical shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.

Any injury:

Leading to hypothermia, heart induced illness or to unconsciousness; Requiring resuscitation; Admittance to hospital for more than 24 hours.

Loss of consciousness caused by asphyxia or by exposure to a harmful substance or

Biological agent;

Either acute illness requiring medical treatment or loss of consciousness, which result from the absorption of any substance by inhalation, ingestion or through the skin.

Acute illness which requires medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over 7 day injury

Any other injury that prevents a person from carrying out their normal duties for more than 7 days. Over 7 days include no working days such as weekends and Bank Holidays.

Reportable to HSE via F2508 only within 15 days. If you are unsure about the categories above, or have any questions relating to accidents do not hesitate to contact the AES Scaffolding Ltd UK HSEQ Consultant.

Web Based [www.hse.gov.uk](http://www.hse.gov.uk/) Telephone Nº: 0845 300 9923

HSEQ Consultant Victoria Lawrence 07747802592

## Alcohol and Drugs

###### Reference documentation

HSE Guidance INDG 240 Don’t mix it, and INDG 91 (Rev 2) Drug misuse at work.

###### Introduction

The purpose of this procedure is to set out the policy and related implementation arrangements to control the risks of employees or contractors being under the influence of alcohol or drugs at work.

###### Procedures

This procedure applies to all employees, including sub-contractors.

Contractors providing services to the Company shall comply with this procedure or have in place arrangements that are equivalent.

It is a requirement of AES Scaffolding Ltd that NO employee or sub-contractor shall:

Commence or endeavour to commence work having just consumed alcohol or be under the influence of a controlled drug, or other substance that could affect a relevant person’s ability to carry out their duties safely. Information on what constitutes misuse of drugs or alcohol can be found in: HSE

Guidance INDG 240 Don’t mix it, and INDG 91 (Rev 2) Drug misuse at work.

Use prescribed or over the counter medication until it is reported to their relevant Site Supervisor.

Report for work or attempt to report for work in an un-fit state due to the consumption of alcohol or use of any Drug.

Be in possession of or supply any alcohol or drug of abuse in the workplace or whilst on duty. Therefore, it is the policy of this Company that any person known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the appropriate manager who must arrange for the person to be removed from site.

AES Scaffolding Ltd will take appropriate disciplinary action in the event of any infringement against any person failing to observe these rules.

Anyone found under the influence of or in possession of alcohol or an illegal drug will be removed from Company premises and/or areas under the Company’s control and would be subjected to disciplinary measures. Anyone found smoking in a designated ‘No Smoking\_ area would be instructed to extinguish the cigarette immediately in a safe manner and be subjected to disciplinary measures. Special consideration will be given to Client conditions and requirements regarding this subject when working on their premises/Contracts.

###### Employee Appointment

The Company has an arrangement with Express Medicals who will undertake Drugs and Alcohol testing. Arrangements can be made through the Companies Office Manager. The Alcohol and Drugs Policy may be enforced through Alcohol and Drugs testing at the following times:

Pre-start contract

Unannounced random testing (minimum 5% workforce)

For cause as contract requirements demand.

Employees shall co-operate fully with all involved in any Alcohol and Drugs testing. Pre- employment testing shall be carried out on every employee intending to start work.

###### Unannounced Random testing

Unannounced random testing arrangements shall be in place to ensure that each year at least 5% of employees (including contract employees) are subject, during the course of their duties, to random unannounced alcohol and drugs testing. Any Company Employee found under the influence, or in possession of illegal drugs whilst at work, will be removed from site immediately and the matter reported to the Police. This type of offence will be classified as a major breach of the Company Health and Safety Policy,which would result in the Employee being dismissed.

###### Company Standards

All Employees required to work on the Company’s premises/Contract are required to be formally briefed on the Drugs and Alcohol Policy. Each Employee receiving the standard Company’s pack of documentation, which is inclusive of the Drugs and Alcohol Policy, are to receive briefings covering this subject as a part of their Induction for the Contract works prior to starting work.

###### Responsibility

The implementation and monitoring of the company alcohol and drugs policy and code of conduct will be the responsibility of the management and supervision staff with the assistance and guidance of the company doctor.

###### Monitoring

This may include the offer of alternative employment, the consideration of retirement on the grounds of ill health or dismissal. Before a decision on dismissal is made, it should be discussed with the employee and an up-to-date medical opinion obtained.

###### Alcohol Testing Threshold

AES Scaffolding Ltd will operate a minimum alcohol limit for testing as imposed by the Transport Act limit will apply. Under Section 27 of the Transport and Works Act 1992 (as amended) you commit a criminal offence if you refuse to give a specimen

* Have more than 80 milligrammes of alcohol in 100ml of blood
* Have more than 35 microgrammes of alcohol in 100ml of breath
* Have more than 107 milligrammes of alcohol in 100ml of urine are unfit to carry out your duties through drink or drugs

###### Positive screening results

For the purpose of the standards, means screening for:

* The presence of drugs, other than medication, which does not affect the work performance.
* This is known as a “positive result- result of an alcohol test where an employee has been diagnosed as having an alcohol or drugs related illness, they will be advised of the appropriate medical and counselling services that will be made available to them.

###### Treatment

An employee, who is found to have misused alcohol or drugs and is tested positive or admits to the same, will be subject to:

* Disciplinary action for refusal to accept help.
* Conditions for accepting treatment.
* Review of future employment if treatment proves to be unsuccessful observation of medical confidentiality. Where Employees acknowledge that they have a problem and are willing to seek help and treatment the following will apply:
* Whilst they are undergoing treatment, they will be entitled to statutory sick pay benefits.

Every effort will be made to ensure that upon completion of the recovery programme subject to medical assessment employees are able to return to the same or equivalent work. Following the employees return to work they will be subject to ‘for cause\_ alcohol and drug testing at the discretion of the Company.

However, where such a return would jeopardise either a satisfactory level of job performance or the employee’s recovery, the Office Manager will review the full circumstances surrounding the case and agree a course of action to be taken.

## Arrangements to Comply with Duties under CDM 2015

###### Reference documentation

The Health, Safety at Work etc., Act 1974. The Construction (Design and Management) Regulations 2015

###### Introduction

The Construction (Design and Management) Regulations 2015 applies to all construction works that last longer than 500-person days or 30 working days (with more than 20 people working at the same time). The CDM Regulations are aimed at improving the management of health and safety throughout all stages of construction with the aim of reducing the number of fatalities, serious accidents and ill health, which occur during construction, maintenance and demolition.

Under the Construction (Design and Management) Regulations 2015 (CDM 2015) a construction phase plan is required for every construction project. This does not need to be complicated.

The regulations impose duties on all those involved in the construction process: client, designer and contractors and sub-contractors. The regulations create three duty holders - the Client, the Designer, and the Principal Contractor. The CDM Regulations apply to all construction projects undertaken in the UK and designed in the UK. They impose certain duties on the client or the client’s representative, the principal designer and principal contractor.

AES Scaffolding Ltd requires that all Clients are issued with the Health and Safety Executives guidance note **Need building work done?** A short guide for clients on the Construction (Design and Management) Regulations 2015 (obtained at <http://www.hse.gov.uk/pubns/indg411.htm)>informing them of their responsibilities under the CDM regulations at the start of each project upon the appointment of the Practice.

The client must ensure that all duty holders are competent and experienced enough to undertake the role. The principal designer should be experienced in design coordination and able to ensure cooperation between designers, monitor information flow between members of the design team and to ensure that health and safety matters are addressed in the design. They should also be able to review the health and safety plan prepared by the Principal Contractor and advise the client as necessary.

###### Initial CDM Actions Required

* + 1. Check that the client is aware of the legal duty to appoint an appropriate person in to the role of Principal Designer as soon as practicable, followed by a principal contractor. He must satisfy himself as to the competence and resources of both these parties concerning health and safety matters.
    2. Check that the client is aware of the legal duty to make available a Health and Safety File in respect of work previously carried out, and other relevant information concerning the site or premises. Note when others information on that design must be passed on at the start of our commission have carried out design work.
    3. Check that inspections or surveys of the site or buildings cover all matters, which might indicate potential health or safety hazards.
    4. Check that, when assessing risks that proper consideration is given to eliminating or reducing potential health and safety hazards when planning site layouts or development. This may include the way that contractors\_ activities on site are to be planned.
    5. Check that there is full co-operation between the lead consultant and all others, including

consultants and specialist subcontractors, having a design input with regard to health and safety matters.

* + 1. Check that there is full co-operation with the Principal Designer over the production of the Health and Safety information relevant for pre-tender.
    2. Check that the Principal Designer is invited to attend site meetings.
    3. Check that the pre-tender Health and Safety information is part of the tender documentation supplied to the principal contractor and subcontractors.
    4. Check that tenders are carefully examined to ensure that the selected contractor has the necessary competence and resources to deal with health and safety matters and that the price and programme reflect this.
    5. Check that the building contract has provisions for compliance with Health and Safety Regulations, and for the contractor to cooperate with the Principal Designer and provide “as issued for construction\_ information, etc.
    6. Check that the client is aware that no work must start on site before a suitable construction phase Health and Safety Plan has been produced by the Principal Contractor as a management document for the works.
    7. Check that a copy of any architect’s instruction or variation with health and safety implications is passed to the Principal Designer, so that the Health and Safety Plan can be updated.
    8. Check that relevant information is passed to the principal designer from time to time for possible inclusion in the Health and Safety File

###### CDM Principals

The basic principles, which will be adopted by AES Scaffolding Ltd, are outlined as follows: Consider safety and health from the outset of the project, systematically and at each stage. Clients - to seek and provide information about the site, the land, existing buildings;

Designers -to consider the principles of risk avoidance and reduction from the earliest stages. Where appointed to provide an input on design, AES Scaffolding Ltd will comply with their duties under Regulation 9 of the Construction (Design and Management) Regulations 2015;

1. A designer must not commence work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.
2. When preparing or modifying a design the designer must take into account the general principles of prevention and any pre-construction information to eliminate, so far as is reasonably practicable, foreseeable risks to the health or safety of any person—
3. Carrying out or liable to be affected by construction work;
4. Maintaining or cleaning a structure; or
5. Using a structure designed as a workplace.
6. If it is not possible to eliminate these risks, the designer must, so far as is reasonably practicable—
   1. Take steps to reduce or, if that is not possible, control the risks through the subsequent design process;
   2. Provide information about those risks to the principal designer; and
   3. Ensure appropriate information is included in the health and safety file.
7. A designer must take all reasonable steps to provide, with the design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the client, other designers and contractors to comply with their duties under these Regulations.

###### Involve all those who can contribute to improved health and safety

Clients, Designers, Contractors, Employees and those working on the site.

This may be achieved through risk review meetings and collation of a hazard analysis schedule (pre- commencement), on-going health and safety meetings with Contractors, and project review meeting on completion of the works.

###### Ensure proper co-ordination and communication again from the outset, and throughout a project.

When appointed Principal Designer to co-ordinate and review the design effort and act as a focal point for information and carry this function forward into the construction phase of the project. The procedure will be readily embraced by AES Scaffolding Ltd and introduced to all Sub-Contractors as the method of coordinating and communicating information. Procedures such as weekly health and safety meetings use of information channels and transmittal sheets have been proven reliable tools on previous projects.

Check that adequate competency is held by any party appointed and is adequately resourced by competent persons.

Check competence and resources of, Designers, Contractors and Specialists.

###### Plan and manage health and safety

The information required for the Health and Safety Plan will be initially collated and communicated by the

CDM Coordinator and will be taken forward by AES Scaffolding Ltd where acting as Principal Contractor to become a central document for managing health and safety during construction work and reviewing and monitoring activities on site.

Share and communicate information as and when necessary.

* Between the Client and Designers and their CDM Co-ordinators during the project development;
* Between the Client and the Principal Contractor;
* Between the CDM Co-ordinator and AES Scaffolding Ltd, where acting as Principal Contractor as the Health and Safety Plan is developed;
* Between AES Scaffolding Ltd and Contractors as and where appointed;
* Between AES Scaffolding Ltd Contractors and those working on site as operations progress.

The procedure for the on-going communication of information on any project will be established and implemented dependent on the nature, complexity and duration of the works in question. The arrangements will be recorded within the Health and Safety Plan. Where possible, the procedures initially implemented by the CDM Co-ordinator will be followed to ensure a clear flow of information throughout the works.

Record useful information to form the basis of future improved health and safety management.

The Health and Safety File, developed by the Principal Designer and maintained by the Client acts as a repository for information relevant to health and safety, in the later stages of a project and during subsequent maintenance.

###### CDM PART 4

CDM Part four set out the how construction work shall comply with the requirements of regulations 16 to 35 insofar as they affect him or any person carrying out construction work under his control or relate to matters within his control. Every person at work on construction work under the control of another person shall report to that person any defect, which he is aware, may endanger the health and safety of himself or another person.

## Consultation with Employees

###### Reference documentation

Health and Safety at Work etc., Act 1974 Safety Representatives and Safety Committees Regulations 1977 (as amended) The Health and Safety (Information for Employees) Regulations 1989 (as amended) The Health and Safety (Consultation with Employees) Regulations 1996 (as amended)

###### Introduction

Under the Health and Safety (Consultation with Employees) Regulations 1996 (as amended), AES Scaffolding Ltd will consult with those employees outside the scope of the Safety Representatives and Safety Committees Regulations 1977 (as amended) in good time, on issues, which may affect their health & safety.

The company will consult with the employees directly; however, representatives of employee safety may also make representations to the Company on matters concerning general health and safety, or on potential hazards or dangerous occurrences at the workplace.

###### Arrangements for Securing the Health and Safety of Workers

The Company undertakes to consult with the workforce over issues related to health, safety and welfare. The three most important steps with regard to consultation with the workforce are:

* To ensure that the communications process operates in a positive way, reinforcing the company's safety culture and employee participation in solving health and safety problems.
* To ensure adequate training for employees, thus improving communications, prioritisation of risk control and the approach to solving health and safety problems.
* To actively encourage all personnel to take responsibility for their own safety and that of their colleagues.

The primary means of communicating the safety message to the workforce will be through the effective utilisation of site inductions, employee’s handbook, toolbox talks, notice boards, memorandums and pamphlets and signage.

###### Information, Instruction and Training

" In addition, the company will assent to paid time off to attend such training as may enhance the employee’s safety performance.

###### Record Keeping

Records will be kept of the following. " Training records, minutes of meetings held and action taken as a result of consultation

## Environmental and Sustainability Statement

###### Reference documentation

Environmental Protection Act 1990 (as amended)

The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 The Control of Substances Hazardous to Health (Amendment) Regulations 2002

The Environmental Protection (Duty of Care) (England) (Amendment) Regulations 2003 Clean Neighbourhoods and Environment Act 2005 (as amended)

The List of Wastes (England) (Amendment) Regulations 2005 The Control of Asbestos Regulations 2012

Climate Change Act 2012

The Hazardous Waste (England and Wales) (Amendment) Regulations 2009 BS EN ISO 14001:2004

The duty of care under the Control of Pollution (Amendment) Act 1989. Environmental Protection Act 1990 (as amended)

Controlled Waste Regulations 1992 (as amended) BS EN ISO 14001:2004

###### Introduction

One of the key objectives of AES Scaffolding Ltd is to run its operations avoiding unnecessary or unacceptable effects on the environment. Any effects will be minimised as far as practicable.

Environmental considerations will be given equal importance to the more traditional business issues such as production, research, sales, safety and finance.

###### Compliance

* The Company will embrace and work towards achieving its environmental objectives
* Minimising the impact of all its operations on the local and global environment and the quality of life of the local communities in which the Company operates.
* Meet all relevant statutory regulations.
* Maintaining the cleanliness and appearance of premises to the highest practical standards.
* Aiming for efficient use of all resources used in its operations and by reduction of waste through process improvements.
* Recycling of all cleaning power is continued wherever feasible and further positive steps are taken to conserve resources, particularly those that are scarce or non-renewable.
* Fully considering, in advance where possible, the environmental effects of any significant new development and adjust the Company's plans accordingly.
* Working with suppliers to ensure that the products and the services they supply are environmentally acceptable.
* Providing the necessary information to enable Employees to operate the processes properly and with minimal effects on the environment.
* Training of staff, the suppliers and contractors to enhance awareness of environmental legislation, regulations,
* British Standards and Good Practice and company policy.
* Developing a management system to demonstrate continual improvements in environmental and health and safety performance.
* Waste is removed in accordance with legislation by registered carriers to licensed tips
* Measures are taken to control ground, river, and coastal water pollution
* Measures are taken to control noise pollution
* A good neighbour policy is implemented
* Comply with the Montreal protocol by ensuring that ozone depleting gases such as CFC’s and halons are not discharged into atmosphere
* All materials wastage is minimised, recycling options promoted, and water, paper and energy conserved. Minimise impact to surroundings in which the company operates, including air, water, land, natural resources, flora, fauna, humans and their interrelation. All incidents detrimental to the environment are investigated, reported, and preventative action taken against repetition.
* Where required, AES Scaffolding Ltd will form an Environmental Plan for the proposed works. This would include considering the following measures:
* Minimising water consumption arising from site activities
* Monitoring and minimising site waste
* Segregating and recycling site waste
* Adopting best practice policies for control of noise and dust
* Recycling substantial levels of materials previously supplied

###### Duty of Care

The duty of care under the Control of Pollution (Amendment) Act 1989, Environmental Protection Act 1990 (as amended) and Controlled Waste Regulations 1992 (as amended) is recognised by the Company during the undertaking of its works and is met with by the following basic principles:

* Preventing anyone keeping, depositing, disposing of or recovering our 'controlled waste' without a waste management licence or an exemption from the need for a licence.
* Stopping materials escaping from our control or the control of anyone else by packaging it appropriately.
* Ensuring waste is only transferred to an authorised person.
* Making sure that a person or business is authorised to deal with our particular type of waste.
* Ensuring that the waste being transferred is accompanied by a written description that will enable anyone receiving it to dispose of it or handle it in accordance with his or her own Duty of Care.

For and on behalf of AES Scaffolding Ltd. Mr David Steff

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Description automatically generated

Managing Director Date: 03/03/2023

## First Aid Arrangements

###### Reference documentation

The Health, Safety at Work etc., Act 1974. The Health and Safety (First Aid) Regulations 1981 (as amended), Approved Code of Practice and Guidance. The Management of Health and Safety at Work Regulations 1999 (as amended), Approved Code of Practice and Guidance. The Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended), and Guidance.

###### Definitions Full First Aider

Someone who has successfully completed a full three day First Aid at Work (FAW) training course approved by the Health and Safety Executive and (where necessary) subsequent refresher training.

###### Emergency First Aider

Someone who has successfully completed a one-day Emergency First Aid at Work (EFAW) training course approved by the Health and Safety Executive and (where necessary) subsequent refresher training.

###### Introduction

The First Aid at Work Regulations require that employers provide employees with access to adequate and appropriate first-aid equipment and facilities while they are at work, including situations where shift work is undertaken out of normal office hours.

Equipment and facilities include the provision of first aid kits, first aid rooms and designated trained first aid personnel. What is considered adequate and appropriate is to be determined through risk assessment, which consider where any injuries are likely to occur, and their potential nature.

###### The Health and Safety (First Aid) Regulations 1981 (as amended)

Employers will ensure adequate first aid provisions are made for their Employees. The Approved Codes of Practices explain ‘adequate and appropriate\_ provisions. Detailed information regarding the first aid

requirements can be found in the Company’s library of safety information.

###### General Company Requirements for First Aid

Management will ensure the Company’s legal requirements for first aid is fully complied with. Provisions for first aid vary depending upon the nature of the works and the number of personnel employed. First Aid will be able to be catered for without difficulty at the Head Office and yard. Where personnel etc., are working on site, Management will negotiate arrangements with the Principal Contractors whenever possible. If adequate first aid provision are not provided or not possible the contracts manager will ensure that a First Aider is sent to site.

###### Competence of First Aiders

To qualify as a First Aider, an individual shall have successfully completed a First Aid Course provided by an organisation whose training and qualifications are approved by the Health and Safety Executive. A First Aider competence lasts for three years. To maintain the competence the First Aider shall undergo refresher training before the expiry date.

First aid training shall be arranged through the appropriate office manager (OM). The OM function shall maintain a record of qualified First Aiders, arrange for the line manager to be advised at least three months before the individual's competence expires and arrange appropriate refresher training.

For construction sites, where there are less than five Employees, there is no statutory duty to have a First

Aider, but the company will ensure that an ‘appointed person\_ is present to take charge of the situation if a serious injury or major illness occurs. Provision for medium risk premises/activities

Where the risk assessment indicates Medium to High-risk activities, the Responsible Person shall arrange to provide First Aiders and or Appointed Persons as shown in the table below:

At least one Emergency First Aider trained in EFAW (depending on the type of injuries that might occur)

###### Provision of first aid equipment

Office Manager/Appointed Person shall arrange to provide first aid equipment and for this to be readily accessible. It shall be stored in a container marked with a white cross on a green background and its location shall be prominently marked. In all cases, markings and signs shall adhere to The Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended).

The Appointed Person shall check the first aid equipment every four weeks and restock once an item has been used or if anything is found to be missing.

For staffed operational fixed locations this period may be extended to every three months but only where joint inspections (management and safety reps) take place that include the inspection of first-aid equipment.

###### First Aid Kits and Boxes

All premises and places of work will have an appropriate amount of complete first aid kits. First aid kits/boxes will be easily accessible for the first Aiders/appointed persons. Boxes/kits will be checked frequently to ensure they are fully stocked and that all items are in a useable condition by the contract supervisors. First aid boxes/kits locations will be clearly identified with a first aid sign. Only specified first aid contents will be allowed in first aid kits/boxes as detailed in the HSE Guidance Notes. All first aid cases that are treated will be recorded in the accident book.

###### Provision for Lone workers

Lone workers shall have access to first aid equipment, which may either be carried personally, as a portable kit or kept in a vehicle or the building where the person works.

NOTE In addition, lone workers should always make arrangements so that someone knows where they are, that they have means of communication (e.g. mobile telephone) and that someone has their contact details.

###### Remote working/transit workers

Regular checks shall be carried out by the Appointed Person to assess the condition and storage of first aid equipment, including those held in vehicles.

###### Display of notices

All notices giving location(s) of first aid equipment and the name and location of the appointed person and first Aider (if appointed) or use the facilities provided by the principal contractor on site locations.

###### Accident record

All accident records are required to be retained for a minimum period of three years.

## Fire Safety Arrangements

###### Reference documentation

The Health, Safety at Work Act 1974.

Fire Safety (Employees\_ Capabilities) (England) Regulations 2010 Construction (Design and Management) Regulations 2015

The Regulatory Reform (Fire Safety) Order 2005 Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)

###### Introduction

All premises occupied by the Company will be subjected to a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. Any action points will be reviewed and addressed by AES Scaffolding Ltd Management accordingly. The Company Fire Strategy will be briefed to all employees and visitors.

###### Requirements

Regulations require employers to take into account their employees’ health and safety capabilities in relation to fire safety, when allocating tasks to them.

Where working on company premises, the existing fire and emergency arrangements will be adopted and fully adhered to, via first day briefing of all visitors and AES Scaffolding Ltd operatives.

###### Roles and responsibilities

The Head of Fire Safety Policy shall develop policy and standards, compliance with which will deliver the requirements of fire safety legislation are met and to minimise business disruption and damage to assets caused by fire.

The person in charge of evacuation of the company premises in the event of a fire will be made known to all Employees. This person is to take the Employees attendance register and the visitor’s book to the fire assembly point to assist the roll call.

###### Fire wardens

David Steff – Office Manager

###### General yard/office arrangements

All safety signs (including fire safety signs) must be maintained in good working order (this applies particularly to illuminated signs and alarms). In addition, employees must be given adequate information, instruction and training so that they are familiar with the signs or signals and any action required.

Below are detailed general arrangements for emergency procedures at the Company Head Office.

It is important that all staff remain vigilant in the prevention and detection of fire on Company premises. If you consider there is a potential fire hazard inform your immediate Site Supervisor/Manager immediately.

When a fire starts, do not panic, shout out loud “Fire, Fire, Fire\_ and go to the nearest fire alarm point immediately and raise the alarm so that all other persons in the building are made aware of the danger.

After the alarm is raised, providing you have been trained in the use of fire extinguishers and as long as there is no personal risk attempt to extinguish the fire using one of the extinguishers sited around the premises. Ensure that you use the correct fire extinguisher for the relevant type of fire for example; do not use water extinguishers for electrical fires.

Leave the building by the nearest safe Fire Exit. Do not stop to collect personal belongings.

After leaving the building, go to the main assembly point; do not leave the fire assembly area until you have given your name to the person calling the register roll who will give any necessary further information. Do not re-enter the building.

The main fire assembly point is situated directly outside the Company offices, unless otherwise directed.

Any person present will call the Fire Service using 999 Emergency Services. If the telephone system is not working or a phone is not accessible, go to one of the adjoining buildings to make the call. If the fire is spreading, ensure occupants of adjoining buildings are made aware of the potential danger.

###### Risk Assessment

General

The fire risk assessment process shall be continuous with reviews conducted by our Health and Safety Manager and implemented by our Office Manager, Yard Manager, when changes are proposed, after change is implemented and at least annually for all premises.

The company’s responsible person must carry out a suitable and sufficient assessment of the fire risks to which relevant persons are exposed, in order to identify the general fire precautions required by the Order.

###### Points to bear in mind are:

The assessment will need to pay particular attention to any group of people that may be especially at risk,

e.g. the disabled and young persons, and to any dangerous (i.e. flammable, explosive, etc.) substances that may be on the premises.

The assessment must be regularly reviewed to keep it up to date, and also reviewed where there is reason to suspect it is no longer valid or where there has been a significant change in the matters to which it relates.

The significant findings of the assessment (and of any review), and any group of people identified as being especially at risk, must be recorded.

###### General precautions to prevent fires

* Ensure all equipment that can cause a fire is handled with the utmost care.
* Do not leave any naked flames unattended.
* Extinguish cigarettes and matches properly and do not smoke in No Smoking Areas.
* Do not throw cigarette ends or any hot items into bins or containers, use ashtrays.
* Ensure all electrical machinery and equipment is switched off after use.
* Ensure that gas appliances are properly turned off after use.
* Store gas and oxygen cylinders in a proper manner in the designated area.
* Substances that have the potential of causing a fire will be used and stored correctly.
* Ensure that the Company premises have adequate fire protection to reduce the possibility of the spread of a fire where appropriate.

## Information, Instruction and Training

###### Reference documentation

The Health, Safety at Work etc. Act 1974

###### Introduction

In order to secure the health & safety of all employees, the company will provide suitable health & safety training to all employees on a regular basis to ensure their competence to work safely within the industry.

* Induction training should commence on the first day of employment so that employees are familiar with basic procedures once they are at their place of work. Where this is not practical the induction will take place as soon as possible.
* New employees to receive job-specific induction training with regards to their position and operations within this company.
* Basic accident prevention techniques, & causation and consequences of accidents to be understood by employees.
* All site based employees will receive specific onsite training, relating to safe systems of work & safe working practices of the project.
* Only employees who are trained & competent to use plant equipment & power tools on site may do so, as technology changes assessment & refresher training will be carried out.
* Where required outside bodies will be used to gain recognised qualifications such as NVQ`S /CSCS / IPAF /PASMA.
* Reinforcement training will be required at appropriate intervals, which will depend on observation of the workforce. (Training needs assessment) Toolbox talks.
* In-house training needs shall be reviewed annually by management and advised by our H&S Advisor to ensure the training needs analysis provides for both the needs of the individual and the requirements of the company.

###### Modular Training (Toolbox Talks)

Modular training in the form of Toolbox Talks helps increase and maintains general levels of health and safety awareness covering Risks and COSHH assessments. Method Statements and procedures, Emergency procedures e.g. first aid and fire etc, reporting of accidents and incidents, use of tools and plant equipment, Use and care of Personal Protective Equipment (PPE) and Personal Fall Protective Equipment (PFPE) is implemented by employees.

The Site Supervisor can establish his own frequency of Toolbox Talks, as necessary (e.g. weekly, fortnightly or monthly). However, every operative as a minimum must receive at least 2 Toolbox Talk per calendar month, covering a specific topic.

A schedule of bi weekly Toolbox Talk topics must be prepared for a six-month period. To assist a set of Toolbox Talks has been compiled which will be added to as necessary.

Additional general Toolbox Talks are a useful medium for general day-to-day communication of information such as sharing accident learning or introducing best practice.

A record of attendance must be kept, with the signature of each attendee. All records must be held within employee personnel file.

###### 5.8.1 Training for Staff and Operatives Procedure Induction

All new starters \_ regardless if they position will \_ attend AES Scaffolding Ltd new starter induction, where they are briefed on safe working practices, and recommended to including

manual handling, COSHH assessment etc.

They are given an employment booklet which includes health questionnaire to fill out and their references and competency certificates are carefully checked (we speak to their previous employers and we also check the validity of their CSCS touch screen certificate online), and that they are entitled to work in the UK.

Specific required training is identified in this session, and in further discussions with their site supervisor and/or line manager.

Note: training is always under constant review and is tailored for the company and for individuals to best realise their potential.

###### Operatives Training

Under normal circumstances, operatives attending AES Scaffolding Ltd induction will attend the next working at height IPAF, PASMA and harness training course, where he will be issued with a harness if he passes the course.

###### Management Training

AES Scaffolding Ltd site supervisors will have additional training to inform them of industry standards.

Newly recruited site supervisors will be trained to the relevant standard (CSCS) will be done as soon as is practicably possible).

###### Asbestos Ancillary Works

Note: AES Scaffolding Ltd do not currently hold an Asbestos Ancillary Licence, which requires exemplary standards of Health and Safety.

###### Further Training

Contracts site supervisors will monitor their operatives and will arrange for additional courses as required by the risk assessment/method statement (RAMS), such as first aid training etc.

HSEQ Consultant will monitor their staff and arrange for additional training if required for their staff.

HSEQ Consultant will liaise with contracts staff and regularly update the training matrix, and save certificates to the system

## Occupational Health Management

###### Reference documentation

The Health, Safety at Work etc., Act 1974. The Control of Substances Hazardous to Health Regulations 2002 (as amended). Chemical Hazard Information Packaging Regulations 2004 (as amended). The Health and Safety (First Aid) Regulations 1981 (as amended).

###### Introduction

AES Scaffolding Ltd are committed to the general provisions of occupational health care and to provide:

* Advice and guidance to management in relation to the health and welfare of employees.
* The provision of health monitoring, health surveillance and relevant records as required by the Control of Substances Hazardous to Health Regulations 2002 (as amended), Chemical Hazard Information Packaging Regulations 2004 (as amended) and the Health and Safety (First Aid) Regulations 1981 (as amended).
* The provision for the care and rehabilitation of staff suffering from mental health disorders.
* Controls for the monitoring of extreme temperatures while at work.
* Controls and assessments for tasks and processes involving manual handling.
* Controls and systems for personnel involved in operating display screen equipment workstations.
* Controls and safe systems for personnel involved in the use of vibrating tools that present a risk of hand, arm vibration syndrome.
* Controls and safe systems for whose employees work in noisy environments and implementing effective noise control techniques.
* To provide reasonable adjustments for people with disabilities to support them in employment.
* To manage early return to work after sickness certification and wherever possible support rehabilitation after prolonged illness.

###### Occupational Health Screening

The company may arrange and finance health monitoring or screening for employees with Express Medicals. The HSEQ Consultant may request individual employees to attend a medical examination where recommended by in a formal occupational health assessment. Such an examination would be carried out by mutual agreement and the results classified as Medical in confidence - information by the Managing Director.

The purpose of occupational medical examination is to identify cases of illness potentially induced by work related undertakings or where the works process exacerbates existing medical conditions.

## Risk Assessments

###### Reference documentation

The Health and Safety at Work etc. Act, 1974

The Control of Substances Hazardous to Health Regulations 2002 (as amended) The Control of Noise at Work Regulations 2005 (as amended)

The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) The Management of Health and Safety at Work Regulations 1999 (as amended) Manual Handling Operations Regulations 1992 (as amended)

Personal Protective Equipment at Work Regulations 1992 (as amended) The Regulatory Reform (Fire Safety) Order 2005

###### Introduction

In order to comply with The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations, 1999 (as amended), AES Scaffolding Ltd will require that written risk assessments be compiled by designated Company personnel on activities that could be deemed to, or do, present a health and safety risk to either our own employees or others affected by our activities. This will include as a minimum all of our work sites.

###### Regulation 3 of the 1999 Regulations requires both employers and the self-employed;

To carry out a suitable and sufficient assessment of the risks to both employees and others who may be affected by their work activities. Review that assessment when there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates. Record the significant findings of the assessment and identify any group of employees especially at risk.

###### Requirements

As an Employer, AES Scaffolding Ltd recognises its due carry out a risk assessment of its works activities. The purpose of these risk assessments is to identify the risks to health and safety to Company employees, as well as others affected by this Company’s activities, in order that measures can be taken to either remove such risk to health and safety from the workplace or reduce those risks to as low a level as practicable.

These assessments will be held at places where the risk is likely to be encountered and measures will be taken by this Company to ensure that the assessment findings and precautionary measures to be taken are communicated to persons at risk to which the assessment refers.

All risk assessments compiled will be subject to review if the designated person suspects that the assessment is no longer valid, or if there has been a significant change in the matters to which the assessment relates. This will include times where projects progress as the programme develops.

Where it is assessed the risk of an activity is high and remains high following the implementation of control measures and specialist guidance, alternative methods of working will be adopted.

The method for undertaking assessments of risk will be in compliance with guidance issued by the Health and Safety Executive within document INDG 163 (rev 3). Fundamentally, this will follow a five-step procedure as such:

Step 1 Identify the hazards

Step 2 Decide who might be harmed and how

Step 3 Evaluate the risks and decide on precautions Step 4 Record your findings and implement them

Step 5 Review your assessment and update if necessary

These assessments will be held at places where the risk is likely to be encountered and measures will be taken by this Company to ensure that the assessment findings and precautionary measures to be taken are communicated to persons at risk to which the assessment refers.

All risk assessments compiled will be subject to review if the designated person suspects that the assessment is no longer valid, or if there has been a significant change in the matters to which the assessment relates. This will include times where projects progress as the programme develops.

Where it is assessed the risk of an activity is high and remains high following the implementation of control measures and specialist guidance, alternative methods of working will be adopted.

###### Fire Risk Assessment

Fire risk assessment allowing relevant information to be recorded and a decision to be made as to the level of risk present within the premises.

Persons who could be affected by a fire and those persons especially at risk should be recorded. Any control measures that are currently in operation should be recorded with the assessor only recording those control measures that are actually being used. The assessor should record whether the hierarchical list of control measures implemented. For the majority of workplaces this will be the Regulatory Reform (Fire Safety) Order 2005. Other legislation may also be applicable, depending upon the hazards present. This will provide further information as to determining whether the risk is acceptable

## Safe Method of Work Statements

###### Reference Documentation

The Health and Safety at Work etc. Act, 1974

Management of Health and Safety at Work Regulations 1999 (as amended)

###### Introduction

A written method statement will be prepared for all construction activities undertaken by AES Scaffolding Ltd . This method statement will be based on the findings from the risk assessment.

The method statement will be countersigned and approved by the clients Project Manager. Where consultation is required regarding safety aspects of the work, the Company Health and Safety Manager will be contacted.

The method statement will be communicated to all persons involved with the activity, including all relevant Sub-Contractors and Safety Officers. The method statement will be presented to Operatives in the form of a toolbox talk.

Method Statements will consist of the following information as a minimum:

* Location of the activity
* Works to be carried out
* Maximum weight of the goods or materials to be installed
* Plant and materials to be used, specifying capacities of lifting equipment
* Labour and supervision required
* Methodology
* Emergency procedures
* Environmental considerations
* Interface with other works, parties and the general public
* Access to the work location (including provisions for working at height)
* Permits to work

## Safety Critical Products and Plant Procedure

###### Reference Documentation

Provision and Use of Work Equipment Regulations 1998 (as amended) Lifting Operations and Lifting Equipment Regulations 1998

###### Introduction

AES Scaffolding Ltd recognises their duties concerning the Provision and Use of Work Equipment Regulations 1998 (as amended) that require risks to people’s health and safety, from equipment that they use at work, to be prevented or controlled. In addition to the requirements of PUWER, lifting equipment is also subject to the requirements of the Lifting Operations and Lifting Equipment Regulations.

It is the policy of the company to ensure that equipment provided for use at work 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
* Accompanied by suitable safety measures, e.g. protective devices, markings, warnings.

It is the responsibility of the project management team to provide the right kind of tools and equipment for the job and to see that they are properly used. Information concerning the safe use of tools will always be requested from the manufacturers/suppliers that by law are required to provide such information. Tools will be regularly checked on issue from and on return to the store

###### Risk Assessment and Safe Systems of Work.

On receipt of the equipment and in consultation with the safety advisor/manager a work equipment risk assessment will be carried out to identify the significant risks on its use.

From the findings of the RA a safe system of work will be assembled identifying any PPE required, further assessment required, and specialist skill training required.

Operatives will only operate equipment for which they have been thoroughly trained and use the correct tools and equipment for the job.

Also, to ensure that equipment supplied is accompanied with the operator’s instructions and check that the equipment is safe and fully efficient.

###### Training

Operatives will only operate equipment for which they have been thoroughly trained and use the correct tools and equipment for the job. Also, to ensure that equipment supplied is accompanied with the operator’s instructions and check that the equipment is safe and fully efficient.

Equipment will be guarded and equipped with safety devices where required and tested in accordance with all the current Regulations. Defects in equipment and tools will be reported immediately to their Superior.

###### Inspection and Maintenance

Operatives will be instructed not use unsafe defective equipment until it has been put back in good safe condition and not attempt to repair or maintain equipment unless they have been properly trained to do so, particularly when it may involve the removal of safety guards or live electric’s. Operatives will be instructed to ensure that guard protection is always in place where required and to ensure the working environment meets the safety requirements for operating the type of equipment and tools they will be required to use, i.e., adequate space and lighting etc.

###### Defective equipment

Operatives will be instructed not use unsafe defective equipment until it has been repaired back in good safe condition and not attempt to repair or maintain equipment unless they have been properly trained to do so, particularly when it may involve the removal of safety guards or live electrics.

Operatives will be instructed to clearly mark any equipment found to be defective and return it to the supervisor for repair or disposal.

###### Procurement

Prior to any purchase of tools and equipment the responsible Manager/director will consult the office manager and record within approved plant and equipment register.

###### Portable Appliance Testing

Portable Electric Equipment means equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and either a plug and socket or a spur box, or similar means. It includes equipment that is either hand held of hand operated while connected to the supply or is intended to be moved while connected to the supply or is likely to be moved while connected to the supply.

It is the policy of AES Scaffolding Ltd that all portable electric equipment used in the course of employee’s activities whether provided by AES Scaffolding Ltd , on hire, or leased or loaned from another Company, or belonging to individuals should be safe for use and inspected by the Yard Manager prior to distribution.

Equipment covered includes electric drills and breakers, extension leads, portable lights, portable grinders, vacuum cleaners, and similar equipment used in the course of the Companies activities.

The user shall visually inspect any electrical appliance prior to use and appropriate test certificates are posted if defects found the following action must be taken;

* Do not use unsafe defective equipment until it has been put back in good safe condition.
* Do not attempt to repair or maintain equipment unless you have been properly trained to do so, particularly when it may involve the removal of safety guards or live electrics.

The user shall ensure that guard protection is always in place where required. Ensure the working environment meets the safety requirements for operating the type of equipment and tools you require to use, i.e., adequate space and lighting etc.

# General Arrangement

### Asbestos Arrangements

###### Reference Documentation

Construction (Design and Management) Regulations 2015 Control of Asbestos Regulations 2012

The Health and Safety at Work etc. Act, 1974

Management of Health and Safety at Work Regulations 1999 (as amended) HSG 210 (Third Edition) Asbestos Essentials Task Manual

###### Introduction

The objective of this Policy is to prevent any harmful asbestos exposure to Employees and any other persons who could be affected by the Company operations where asbestos is present. The Company has a duty not only to Employees, but also to the Client’s Employees, other Contractors Employees, occupiers of the site being worked on, visitors, neighbours and any other persons who could be affected by operations that involve disturbing or working with asbestos.

###### Responsibilities

The company are aware that exposure to asbestos dust may result in asbestosis, a disease of the lungs due to the inhalation of asbestos particles. Lung Cancer, Mesothelioma Cancer and Laryngeal Cancer are other diseases that can be suffered from after contact with asbestos dust. The three main types of asbestos used/found are: CHRYSOTILE commonly known as 'white' asbestos. CROCIDOLITE commonly known as 'blue' asbestos. AMOSITE and MYSORITE commonly known as 'brown' asbestos. NOTE: -Colour will not be relied upon for positive identification.

Crocidolite 'blue', Amosite and Mysorite 'brown' asbestos is prohibited in the manufacture of new materials under The Asbestos (Prohibitions) (Amendment) Regulations 1999 but is still to be found in many old buildings and plant prior to 1978.

Please note that there can be no guarantee that 'blue' and 'brown' asbestos will not be found in more recent applications. Asbestos may be found blended with cement and similar materials. It has been widely used as building materials such as roof sheets and pipes. In combination with calcium silicate and magnesia, it forms a thermal insulation material for boilers, steam pipes and similar applications.

Asbestos-based compounds have in the past been applied by spray techniques to provide fire-resistance to walls and ceilings.

Where asbestos is found or suspected in the workplace where it is likely to be disturbed works will stop, until analysed. This will determine the type of asbestos present and once the type of asbestos has been determined, all necessary precautionary arrangements may be made.

Only properly trained and competent persons will be permitted to disturb or work with asbestos. Companies will be Licensed Contractors when working with ‘Brown\_ -Amosite or Mysorite, or ‘Blue\_ - Crocidolite asbestos.

###### Compliance with Safety Standards

Works in connection with Asbestos will be carried out in accordance with all current Asbestos Regulations, Approved Codes of Practices and British standards.

The Company’s Management have the responsibility to ensure that all persons are protected from harmful asbestos exposure. All Company Employees are required to be made aware of all necessary precautionary measures and controls related to work, which may disturb asbestos. It is the duty of Company Management to ensure that Employees, who may be required to work in areas where asbestos may be present, receive Safety Awareness Training for contact with asbestos. Prior to a Contract commencing where asbestos is present, Company Employees will receive Safety Induction specific to the asbestos precautionary measures and controls necessary for site operations.

This would include reviewing the Company asbestos procedures and existing documentation, i.e.,

Policy’s, Survey Reports, Drawings and instant notification procedures. Induction will also include details of the Risk Assessment and Safe Method of Work Statement for asbestos related works specific to the Contract. Prior to a Project starting, HSEQ Consultant will ensure that all requirements will be complied with regarding asbestos procedures for precautionary measures and controls that the Company is required to comply with.

###### Information Required Prior to Commencement

Liaison with the Duty holder as defined within the Control of Asbestos Regulations will be carried out prior to commencing any works. This will allow review of the assessment made on the subject premises and any such surveys, reports or findings (contained within the “Plan”) as to the presence of asbestos containing materials. From this review, an assessment of risk can be conducted.

The Project Surveyor will ensure that all necessary information regarding asbestos is obtained from the Design Team prior to work being carried out which could give rise to harmful asbestos exposure, i.e.,

Client’s Asbestos Policy, Asbestos Surveys and Reports, Drawings showing where asbestos is present and Incident Records, etc. The Project Surveyor will also set a monitoring procedure to ensure that all asbestos precautionary measures and controls are complied with.

###### Emergency arrangements for Employees

In the event of an asbestos incident where asbestos is suspected to be present in a location where it has not been identified, or asbestos exposure may have occurred, or non-compliance with asbestos controls etc. need to be reported, the Site Manager will be informed immediately for further advice and to ensure full compliance with any emergency procedures.

For further guidance on action to be taken in the event of asbestos being found or suspected contact the AES Scaffolding Ltd HSEQ Consultant immediately and do not disturb the material.

###### Training

AES Scaffolding Ltd shall ensure that adequate information, instruction and training is given to those of his employees who are or who are liable to he exposed to asbestos, or who supervise such employees, so that they are aware of the properties of asbestos and its effects on health, including its interaction with smoking the types of products or materials likely to contain asbestos.

The Company is aware that Asbestos awareness training is required to be given to employees whose work could foreseeable expose them to asbestos. In particular, it should be given to all demolition workers and those workers in the refurbishment, maintenance and allied trades where it is foreseeable that their work will disturb the fabric of the building because ACMs may become exposed during their work.

### Behavioural Aspects

###### Reference Documentation

The Health and Safety at Work etc. Act, 1974

The Management of Health and Safety at Work Regulations 1999 (as amended)

###### Introduction

The understanding of Company employee’s behaviour is a key ingredient in the management of the health and safety performance, and as such, AES Scaffolding Ltd recognise continual progress is required to minimise the effects of natural psychological influences.

Promoting safe behaviour at work is a critical part of AES Scaffolding Ltd management of health and safety responsibilities, because behaviour turns systems and procedures into reality. Good systems on their own do not ensure successful health and safety management; the level of success is determined by how line management implements health and safety systems, from enforcement of the

company safety policy and procedures. The preparation of risk assessments and methodology’s covering the scope of works.

Within the health and safety context, behaviour modification techniques tend to be used to promote the safe behaviour which will prevent individual staff members being injured, rather than reactive behaviour following accident or incident.

People will be involved with accidents and near misses, which in very few instances are caused by a wilful breaking the rules of health and safety in force by the company or client. As such, it is important to understand why such accidents do occur if it is not as a direct result of ignoring implemented safeguards or company safety policy and procedures.

###### Promotion of a positive health and safety culture

The primary aim of health and safety culture is to improve and enhance a person’s skills and/or knowledge to enable that person to carry out their work safely. This will help to ensure that an individual is competent to perform the work required of them.

Once the employer has established a training policy and subsequent strategy within the organisation does not necessarily ensure that it is going to be a success. In order for any training policy to be successful, there needs to be an organisational willingness for it to succeed. In order for this ‘organisational willingness\_ to

come to fruition, people must be ‘developed\_ to instil a desire to create a ‘learning organisation’. The key to this success is to create a philosophy at management level that training will improve the performance of the organisation, and by demonstrating the actual benefits that can occur.

This part of the training strategy is about developing and changing people’s attitudes towards training

within the organisation, shifting possible perceptions of training from being a ‘chore\_ to a position where people see the real benefits that training can bring. It is often one of the more difficult sections of the strategy to put into place as it may involve a fundamental shift in the culture of the organisation. Although it will require some effort to achieve, this effort must be set into context against the substantial amount of resources that is normally devoted to actually providing the training. The old adage that ‘time spent preparing is time well spent\_ certainly holds true in respect of training. Effective planning and preparation of the training will ensure that the resources placed into actually delivering the training are well placed.

There should, of course, be adequate support provided to put the company policy and strategy into effect.

This will, for example, require the provision of adequate resources and personnel. Where responsibilities are assigned, care should be taken to ensure that they are not treated as an ‘add-on\_ by managers, but as an integral part of their normal management responsibilities. Performance management systems and the appraisal process can be used to help reinforce this philosophy.

A comprehensive health and safety programme will help to create a positive health and safety culture within the organisation. It sends out the message that the company believes that the health and safety of employees is important and that the time spent on training is time well spent. If such training is effective then it will help change attitudes and behaviours. As employees take more interest in health and safety at work, then peer pressure will start to ensure that other employees also behave in an equally safe fashion.

###### Ensuring that new starters are inducted correctly

It is important to ensure that new starters in the organisation receive suitable and sufficient training on joining the organisation. If existing employees are trained to a suitable level, this helps to ensure that the knowledge on safe working practices is passed on through a process of direct instruction and observation. New starters are, therefore, unlikely to pick up bad habits from other employees. This will ultimately lead to an increase in efficiency within the organisation.

Managers need to provide leadership on training through understanding and accepting the company vision and policy on training and by translating that into action. Managers need to be both given the responsibility to carry this into effect and also be made accountable for their success or failure in achieving the training objectives. Ideally there should be a ‘Training Champion\_ within the organisation, situated at a senior position, who will continually champion training by, for example, raising the issue at senior management or board meetings. This role would support that of the health and safety or training professional who would have the responsibility for actually putting the policy into effect.

All levels of management in the organisation will, however, need to be encouraged to ensure that the

organisation’s policy on training is put into practice effectively. Encouragement can take many forms and individuals within an organisation will respond differently to different forms of encouragement. It is for this reason that a variety of methods should be employed. Such methods could include: " Linking training with improved company performance; " The setting of clear management performance standards; " Training managers in effective health and safety management techniques; and holding managers accountable for their actions or omissions.

### Control of Substances Hazardous To Health

###### Reference Documentation

The Health and Safety at Work etc. Act, 1974

The Management of Health and Safety at Work Regulations 1999 (as amended). Manual Handling Operations Regulations 1992 (as amended).

Personal Protective Equipment at Work Regulations 1992 (as amended).

The Control of Substances Hazardous to Health Regulations 2002 (as amended).

###### Introduction

AES Scaffolding Ltd is aware that the Company has a duty of care to their Employees and others when their operations involve the use of substances that could be hazardous to health and to comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002 (as amended).

The Company Management will carry out a COSHH assessment for substances that may be hazardous to health and to have in place a management system for checking that the control

measures required are in order.

The company will comply with the requirements of the, The Control of Substances Hazardous to Health Regulations 2002 (as amended) by;

###### Assessing the hazards and risks to health

* AES Scaffolding Ltd prohibit any work, which is liable to expose employees to hazardous substances unless a suitable and sufficient assessment is made of the risks to health. In addition, the employer must assess what steps are required to ensure that the other requirements of the Regulations are complied with, and ensure that those steps are implemented.

###### Implement a control programme.

* AES Scaffolding Ltd to prevent the exposure of employees to hazardous substances or, where this is not reasonably practicable, to ensure that it is adequately controlled. The prevention or control of exposure must also be secured so far as is reasonably practicable, by means other than personal protective equipment.

###### Ensure that controls are being used properly and maintained.

* Any control measures provided should be properly used. AES Scaffolding Ltd have a responsibility to ensure that employees use the control measures, and employees have a responsibility to use the control measures provided and report any defects.

###### Maintenance, examination and testing

* AES Scaffolding Ltd is required to ensure that any control measures introduced are maintained in an efficient state, in efficient working order, in good repair and in a clean condition. Control measures should be reviewed at suitable intervals and revised as necessary.
* If engineering control measures are provided, these will need to be examined thoroughly, for example every 14 months in the case of local exhaust ventilation (or more frequently for some specified processes). Other control measures including respiratory protective
* Equipment must be examined at suitable intervals. Suitable records of the examinations and tests must be kept, together with any repairs carried out, for at least five years.

###### Where necessary, monitor the control measures.

* AES Scaffolding Ltd must monitor the exposure of employees according to a suitable procedure. Monitoring is only required where it is either requisite for ensuring the maintenance of adequate control measures, or where it is requisite for protecting the health of employees. Monitoring is to be undertaken at regular intervals; suitable records of monitoring have to be kept in some cases for up to 40 years where monitoring relates to personal exposure.

###### Where necessary, carry out medical surveillance.

* AES Scaffolding Ltd should ensure that employees are under suitable health surveillance where this is appropriate for the protection of their health. Records must be kept for 40 years after the date of the last entry.

###### Information, instruction and training

* AES Scaffolding Ltd should ensure that all employees receive suitable and sufficient health and safety training, information and instruction. Additional responsibilities are placed on the employer to ensure that any person (whether or not an employee) who carries out work in connection with the employer’s duties under the Regulations has the necessary information, training and instruction.

###### Accidents, incidents and emergencies

* AES Scaffolding Ltd should ensure that they prepare procedures (including appropriate first aid facilities) to deal with accidents, incidents and emergencies. Information on emergency arrangements and specific hazards should also be made available to the relevant emergency services and displayed in the workplace where appropriate.
* Suitable warning and communication systems are also required to be established in order to enable an appropriate response to be made to an incident.
* Where such an event occurs, employers must take immediate steps to control the event, restore the situation to normal and inform any employees who may be affected.
* The employer must also ensure that only essential personnel are allowed into the affected area and that they are adequately protected and possess the necessary equipment.
* All suppliers and Sub-Contractors will provide full COSHH information on any hazards associated with equipment or materials supplied to the Company. This information will be passed to the relevant supervision for assessment before potentially hazardous equipment and materials are used. Persons specifying and responsible for purchasing materials and substances to be used are also responsible for ensuring adequate information on the products is obtained and communicated to all relevant parties.
* The Head Office product data sheets and the COSHH files are to be kept in order (up-to-date) by an appointed AES Scaffolding Ltd Office Manager.
* A stock of or individually issued protective clothing and safety equipment are to be provided when and where required.
* Materials and equipment delivered to the Company premises or work areas are/is to be stacked and stored in a position/manner, which does not create a hazard.

###### Personal Protective Equipment

Where PPE is required, employers must make an assessment to determine its suitability. The assessment must include:

* the risks involved
* a definition of the characteristics the PPE must have in order to be effective against those risks;
* a comparison between those characteristics and the characteristics of the available
* PPE consideration of whether the PPE would be compatible with any other PPE, which would have to be worn with it.

The assessment must be reviewed if there is:

* reason to suspect it is no longer valid; or
* a significant change in the matters to which it relates.

### Electrical Services

###### Statutory Regulations

Statutory Regulations to be complied with are The Electricity at Work Regulations 1989 (as amended) which came into force on the 1st April 1990

The Electricity Supply Regulations 1988 (as amended).

The BS 7671:2008 Requirements for Electrical Installation (referred to as IEE Regulations, 17th Edition) are not statutory regulations, except in Scotland.

AES Scaffolding Ltd are aware that the design and installation of site electrical power systems is a matter for specialists. The competence of an Electrician or an Electrical Contractor will be checked before electrical works start on site. They will be members of at least one of the following: The Electrical Contractors Association; Chartered Electrical Engineers; National Inspection Council for Electrical Installation Contracting.

They are issued by the Institution of Electrical Engineers and are designed to provide for the safety of electrical installations in and about buildings generally. Compliance with the IEE Regulations will, in general, satisfy the requirements of the Electricity at Work Regulations, the Electricity Supply Regulations and the Building Standards (Scotland) Regulations. These Regulations apply to all electrical equipment and systems and require that such installations will not give rise to danger; will be suitably insulated and protected and provide for the installation to be isolated, or cut off, or the current reduced in the event of a fault. The Regulations also require equipment and installations to be properly identified and labelled.

The Regulations create duties for employers, the self-employed and Employees and cover all aspects of electrical work, requiring that persons who work with electricity are competent. To be considered competent, a person will have:

Adequate knowledge of electricity; Good experience of electrical work; An understanding of the system being worked on; Practical experience of that type of system; Knowledge of the hazards that might arise and the precautions that needs to be taken; The ability to immediately recognise unsafe situations.

###### General electricity demands for sites

Plant; 415v 3 Phase. Portable Tools; 110v Single and 3 Phase. General Site Lighting; 110v Single Phase. It should be suitable for the task and be properly maintained in accordance with current legislation and the manufacturers / suppliers instructions this is undertaken by the Yard Manager.

Equipment covered includes electric drills and breakers, extension leads, portable lights, portable grinders, vacuum cleaners, and similar equipment used in the course of the Companies activities.

The user shall visually inspect any electrical appliance prior to use and appropriate test certificates are posted if defects found the following action must be taken;

* Do not use unsafe defective equipment until it has been put back in good safe condition.
* Do not attempt to repair or maintain equipment unless you have been properly trained to do so, particularly when it may involve the removal of safety guards or live electrics.

Testing by a competent person can detect faults such as loss of earth continuity, deterioration of the insulation and internal or external contamination by dust, water, etc.

The table below gives guidance on suggested frequencies of user checks planned formal visual

A screenshot of a cell phone

Description automatically generated

inspections and combined visual inspection and testing of portable electrical equipment:

###### General

**Qualified Person.** Competency is one who, by possession of a recognized degree, Electrical certificate, or professional standing, or by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.

###### Temporary Lighting

During periods of darkness, in low-light conditions or during inclement weather, temporary lighting shall be used. An assessment shall be undertaken by the company to establish the most effective lighting from a selection such as self-contained lighting on MEWP, generators with associated tripod/floodlights, personal issue lights/torches, and cap lamps, taking account of the activities to be carried out.

Specific consideration needs to be given with respect to shadows and stroboscopic effect when cleaning at height level and associated powered equipment.

### Employment of Young Persons

###### Reference Documentation

The Health and Safety at Work etc. Act, 1974

The Management of Health and Safety at Work Regulations 1999 (as amended).

###### Introduction

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risk, due to their immaturity and lack of experience. NB: A young person means a person who has passed the statutory school leaving date but has not reached the age of 18 years.

In accordance with the Management of Health and Safety at Work Regulations 1999, employers are required to:

* Assess risks to young people under 18 years of age before they start work
* Take into account their inexperience, lack of awareness of existing or potential risks and maturity
* Address specific factors within the Risk Assessment
* Provide information to parents/guardians of Young Persons about the risks and the control measures to be adopted
* Take account of the Risk Assessments and determine whether the young person should be prohibited from certain work activities except where it is necessary for their training
* Proper supervision is to be provided by a competent person.

Where AES Scaffolding Ltd employs young persons, suitable advance liaison will be made with the Company’s Health and Safety manager to ensure all appropriate actions are taken to achieve compliance and not place any appointed person at risk of injury or illness.

### Equal Opportunities and Diversity

###### Reference Documentation

The Health and Safety at Work etc. Act, 1974

The Management of Health and Safety at Work Regulations 1999 (as amended). The Provide and Use of Work Equipment Regulations 1998 (as amended) **Introduction**

This policy is designed to prevent discrimination and to attract the best employees. To ensure that diversity is embedded in our company culture reflected in our staff and to better serve our customers/clients, the company will endeavour to:

* attract applications from all sections of society irrespective of race, gender, marital/civil partnership status, age, disability, religion or belief, colour national origin or sexual orientation and ensure fair treatment throughout the recruitment process in accordance with the company’s Recruitment Policy;
* improve performance in the job, develop skills and prepare all individuals for other roles and responsibilities through effective appraisal and training procedures in accordance with the

company’s Appraisal Policy;

* ensure that employment decisions are based on business needs and the individual’s ability to do a job;
* enhance decision-making and innovation by encouraging interaction and involvement;
* increase our ability to relate to existing and potential customers/clients wherever they exist;
* identify the various behaviours and barriers that discrimination can take, and understand the negative effect these can have on the company and its employees and customers/clients;
* managers and employees in key decision-making areas on the potentially discriminatory effects of imposing practices, conditions, and criteria on minority groups, and the importance of being able to justify decisions;
* monitor the application of this policy, and work towards eliminating any discriminatory practices, which may be limiting the company’s ability to achieve its objectives. This policy covers all employees, contractors, temporary workers and job applicants including any individuals working on company premises via a third party. It applies to all aspects of employment, from recruitment and selection through to termination of employment.

###### Responsibility

To be successful, the Diversity Policy will be implemented company-wide and therefore commitment is required from the whole workforce. Senior management has responsibility for ensuring that this policy underpins all aspects of company policy and for promoting an organisational culture that is supportive of the benefits of diversity.

Line managers will have an important role to play in ensuring that policies and procedures relating to diversity are implemented and communicated to all existing staff and new staff on their commencement. This will be achieved through new starter induction and continuation training. Managers will promote a professional and positive work environment by ensuring that this policy is put into practice by challenging behaviour, actions or decisions that breach the policy.

All individual employees have a responsibility to comply with this policy and to be aware of the various behaviour and barriers that discrimination can take, and to understand the negative impact these can have on the company and colleagues. All employees will co-operate with management in the elimination of any discriminatory practices, which may be identified, and any instances of apparent discrimination will be reported immediately to a line manager.

###### Unlawful Discrimination

It is unlawful to discriminate against people at work on the grounds of their sex, sexual orientation, status as a married person or a civil partner, race, colour, age, nationality, ethnic origin, religion, political or other beliefs or because of a disability, pregnancy or childbirth, or subsequent maternity leave or because they are a member or non-member of a trade union. It is also unlawful to discriminate against part-time or home workers. The company will comply with all relevant legislation and no individual will be unjustifiably discriminated against

###### Age

The company is fully committed to promoting age diversity. In valuing the contribution of its employees, regardless of age, the company will seek to eliminate age 'stereotyping' and discrimination on the basis of age. The underlying premise of this is that employees will be assessed on the basis of their skills, ability and potential, not their age. This means that employment opportunities and personal/career development will be available, irrespective of a person's age. This will involve:

* basing employment decisions on objective, job-related criteria;
* encouraging staff of all ages to develop their careers;
* ensuring that staff of all age groups participate in training, and have the chance to improve their skills and experience;
* avoiding assumptions about the physical abilities and career intentions of older job applicants or employees. The Employment Equality (Age) Regulations 2006 covers people of all ages. It is unlawful to discriminate against young workers as well as against older workers. There is no

statutory upper age limit on the right to claim unfair dismissal or to receive redundancy payments. The default retirement age is 65, making compulsory retirement below 65 unlawful unless objectively justified. In addition, all employees have the right to request to work beyond 65 (or any other retirement age set by the company) and the company will give such requests consideration.

###### Equal pay

Men and women doing equal work and work rated as of equal value are entitled to equal pay.

###### Race, religion or belief

The company recognises it’s unlawful to discriminate against a job-seeker, worker or trainee on the grounds of race, colour, nationality and ethnic or national origins or because of their religion or belief or lack of religion or belief. The company is sensitive to the cultural and religious needs of employees and makes provision to accommodate any formal requests that are made.

###### Disability

The company recognises its responsibility towards disabled employees and seeks to eliminate unjustified discrimination on the grounds of disability by:

* recognising the wealth of talent and skill possessed by disabled people;
* interviewing all disabled job applicants who meet the minimum selection criteria for a job vacancy and consider them on their abilities;
* ensuring that all disabled employees are smoothly and effectively inducted into the company;
* identifying and providing any 'reasonable adjustments' to working arrangements or the working environment necessary for the effective performance of their job; making every effort to retain employees who become disabled whilst in the employment of the company.

###### Monitoring

The company will maintain records of the age, race, gender, marital/civil partnership status, and disability of job applicants and existing employees. Any patterns of under representation (for example, where one gender or race appears to have a consistently reduced chance of promotion) will be fully investigated and any discriminatory practices identified and eliminated.

###### Bullying and Harassment

All staff will expect to be treated with dignity and respect whilst at work, and have an equal responsibility to treat their colleagues similarly.

The company is committed to creating a harmonious working environment which is free from harassment, including discrimination, victimisation and bullying, and which protects the dignity of female and male employees irrespective of their race, religion or belief, colour, age, national origin, disability or sexual orientation. Harassment is offensive and prejudicial to a productive working environment. It is indicative of a lack of respect for the person harassed, undermines his or her position and may have a negative impact upon health, job performance and sense of personal security.

###### Grievances

Any employee who feels they have not been treated in accordance with this policy will make a complaint using the company’s Grievance Procedure. All complaints will be dealt with seriously, promptly and confidentially. If a member of staff found to have breached the Diversity Policy, they may be subject to disciplinary action under the company’s Disciplinary Procedure, which could result in dismissal.

### Hand/Arm Vibration

###### Reference Documentation

The Health and Safety at Work etc. Act, 1974

Management of Health and Safety at Work Regulations 1999 (as amended). Personal Protective Equipment at Work Regulations 1992(as amended).

The Control of Vibration at Work Regulations 2005

The Provision and Use of Work Equipment Regulations 1998 (as amended)

###### Introduction

Works undertaken by AES Scaffolding Ltd and Sub-Contractors put to work by the Company may include tasks, which will require compliance with the Control of Vibration at Work Regulations 2005.

This may include the use of power tools. The regular and prolonged use of such tools can cause the users to suffer various forms of damage, a condition known as ‘hand-arm vibration syndrome\_ (HAVS). The most common form of which is the damage caused by vibration white finger (VWF), or Reynard’s Syndrome.

People who are regularly exposed to high vibration can have conditions such as ‘dead finger\_ or ‘dead hand’, which is caused by damage to the blood vessels or blood supply. Damage to nerves of the finger causing permanent loss of feeling and other damage to muscles and bone may also contribute to pain and stiffness in the hands and wrists.

###### Whole body vibration

Whole body vibration can also cause damage to the spine or vertebrae after long exposure. Symptoms of vibration white finger are usually set off by the cold, with early indications of the fingertips rapidly

becoming pale and loss of feeling. These attacks can produce numbness and ‘pins and needles’. This phase is followed by an intense red flush (sometimes preceded by a dusky bluish phase) signalling the return of blood circulation to the fingers and is usually accompanied by an uncomfortable throbbing. Continued work will see the affected area becoming larger.

Other legislation covering the use of hand held tools are The Management of Health and Safety at Work Regulations 1999 (as amended) (placing a requirement on every employer to make a suitable and sufficient assessment of every work activity). The Provision and Use of Work Equipment Regulations 1998 (as amended) (requiring that an employer only supplies work equipment that is correct and suitable for the job and ensures that the equipment is maintained and kept in good working order) and The Personal Protective Equipment Regulations 1992 (as amended) (in that they require an employer to make an assessment of the workplace in an attempt to decide which, if any, personal protective equipment should be issued).

###### Hazards of exposure to hand-arm vibration

All work tasks, including those involving vibration, should be taken into account during a risk assessment required under the Management of Health and Safety at Work Regulations 1999 (as amended). The risk of their causing vibration-related injury depends on a number of issues: " the amount of vibration " how long the equipment is used and the conditions of use " the posture of the operative " the temperature at which work is carried out The risk assessment will be conducted in advance of any works and briefed to the relevant Operatives, along with any time triggers.

The Site Supervisor will arrange for operatives to stay warm by providing heating for the workplace and, where possible, suitable clothing and gloves employers will reduce the effect of cold on the operatives\_ hands and other parts of the body and help them to identify the symptoms of vibration-induced diseases more quickly. Individuals will be required by Site Management to report signs of HAVS immediately to their Site Supervisors (blanching of the fingers and numbness) who in turn will report the condition through to the Head Office Manager and Safety Manager.

###### Strategy for reducing vibration

From the outset, risk assessments of all work tasks will be carried out, during which the following issues will be addressed: Can the job be done without using high vibration tools? If this is not possible, is it feasible to reduce the vibration levels of the tools to be used? Ensuring that any new tools have vibration controls built in. All tools, whether supplied new or second hand, will be safe to use and handle in compliance with the requirements of the Provision and Use of Work Equipment Regulations 1998 (as amended) and relevant British Standards. Arranging for operatives to stay warm by providing heating for the workplace and, where possible, suitable clothing and gloves employers will reduce the effect of cold on the operatives\_ hands and other parts of the body and help them to identify the symptoms of vibration-induced diseases more quickly. In addition, the recognition of symptoms is imperative. By training operatives in the correct use of vibrating tools, they will be helped to recognise the vibration symptoms and the need to report them to the supervisor and subsequently to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (as amended). Included within Section Three of this Health and Safety Policy is a Medical Questionnaire specifically relating to the use of Hand Held Tools? This will be used annually as medical surveillance to assess any possibility of hand/arm vibration syndrome.

###### Preventive measures

Where there is a significant risk of injury from vibration exposure due to the regular and prolonged use of work equipment, a preventive programmed for operatives and AES Scaffolding Ltd will implement supervisors.

The nature of the risk, any signs of injury and why these signs of injury will be reported, either to a Supervisor or AES Scaffolding Ltd . Manager who will arrange for them to be investigated, or as part of an established routine health and surveillance programme, are all part of the controls which will be set up following the identification of a work hazard during the risk assessment.

###### Action taken by the employees to minimise the risk of injury or ill health will include:

The use of working practices which are designed to minimise vibration being directed to the hands, thereby maintaining a good blood circulation to the affected areas;

Ensuring tools are properly maintained and promptly reporting defects and problems with the equipment to their supervisors and obtaining replacements where necessary.

### Lifting Equipment

###### Reference Documentation

The Health and Safety at Work etc. Act, 1974

Lifting Operations and Lifting Equipment Regulations 1998

The Provision and Use of Work Equipment Regulations 1998 (as amended) Management of Health and Safety at Work Regulations 1999 (as amended). Personal Protective Equipment at Work Regulations 1992 (as amended).

###### Introduction Lifting

###### Appliances

There are many different types of lifting appliances, for example, Tower Cranes, Telescopic Mobile Jib Cranes, Hoists, Forklifts, Excavators, Gin Wheels and Pulley Blocks, etc., all of which must be erected, maintained and operated by a competent person, i.e., someone who has been properly trained and is experienced. Whilst a Lifting appliance is being used, a competent person to ensure that it is being kept in good safe order must regularly inspect it.

###### Inspection

These inspection findings should be recorded in the Lifting Register. The responsibility of carrying out these inspections will be that of the appliance operator. The Company’s Supervisors are required to oversee that inspections are being complied with and to become familiar with the lifting appliance safety requirements. The Supervisors should check that all safety arrangements are complied with before lifting appliances are used on site. The supplier should supply appropriate Safety Data information to the site along with the lifting appliances.

###### Competency

A person or persons shall be appointed, who has received appropriate training to be deemed competent, to plan and supervise lifting operations, as necessary to ensure they are carried out in a safe manner. To ensure lifting equipment (e.g. cranes, lorry-loaders, hoists etc.) and lifting accessories (e.g. chains, slings, shackles gin wheels and ropes etc.) is maintained in good order the Company shall nominate a person (and deputy) to be responsible for the storage, maintenance and inspection of all lifting equipment and accessories owned and controlled by AES Scaffolding Ltd , as required by the Lifting Operations & Lifting Equipment Regulations 1998 (LOLER’98).

All lifting equipment shall be inspected and thoroughly examined, as required by Regulation 9 of LOLER’98. Copies of all inspection reports and certificates shall be kept on site and made available for examination when required.

A Slinger / Signaller (Banksman) shall be appointed to assist the crane operator if his/her vision of the load throughout its travel is obstructed. All appointed Slinger / Signallers must be competent, having received formal training to CITB CPCS standard or equivalent.

###### Stability

AES Scaffolding Ltd must ensure that lifting equipment is of adequate strength and stability for each load that is to be lifted, including, in particular, the mounting or fixing points of the load. In addition, every part of the load or any of its attachments, which are used for lifting, should be of adequate strength.

###### Positioning and installation of lifting equipment

AES Scaffolding Ltd must ensure all lifting equipment shall be positioned or installed in such a way to be safe. In particular, the equipment should be positioned or installed so as to reduce, so far as is reasonably practicable, the risk of the equipment or a load striking a person, or from a load drifting, falling freely or being released unintentionally.

###### Defects

The Slingers / Signaller must visually inspect all lifting equipment before each use. Any defects identified must be reported to the immediate Supervisor, with the equipment removed from use and clearly marked as defective and NOT USED.

###### Marking of lifting equipment

Machinery and accessories for lifting loads should be clearly marked to indicate their safe working loads. Where the safe working load of machinery depends on its configuration, then the machinery should be clearly marked to indicate its safe working load for each configuration. Alternatively, the information may be kept with the machinery. Accessories for lifting should also be marked, so that it is possible to identify the characteristics necessary for its safe use. Lifting equipment, which is designed for lifting persons, should be clearly marked, and equipment that is not designed for lifting persons, but which might be used in error, should be appropriately and clearly marked to indicate that it is not designed for lifting persons.

###### Organisation of lifting operations

AES Scaffolding Ltd should ensure that every lifting operation (lifting or lowering of a load) involving lifting equipment is:

* properly planned by a competent person;
* appropriately supervised;
* carried out in a safe manner.

###### Examination and inspection

It is of the utmost importance to ensure that any lifting equipment put to use is of the correct quality. To that end the equipment must be manufactured in accordance with the relevant British Standards listed at the end of this section and, where applicable, have current test and examination certificates. Most lifting equipment is subject to statutory test and examination that must be carried out by a competent person. Due to changing requirements, contact the HSEQ Consultant for further guidance and clarification on this matter.

###### Reports and defects

Some lifting tackle may also be subject to weekly inspection; in any event it must be inspected prior to being used to ensure that it is not damaged or defective. A person who undertakes a thorough examination under Regulation 9 shall notify AES Scaffolding Ltd forthwith of any defect that is, or could become a danger; as soon as is practicable make a written report to both the employer and any hirer or lesser of the equipment.

### Managing Refusal to Work on Grounds of Health and Safety

###### Reference Documentation

The Health, Safety at Work etc., Act 1974.

The Management of Health and Safety at Work Regulations 1999 (as amended)

###### Introduction

AES Scaffolding Ltd recognises there is a general duty under s 2(1) of the 1974 Act which is placed on an employer to ensure ‘so far as is reasonably practicable, the health, safety and welfare at

work of all his employees’. Particular duties are then stated in s 2(2) (a)–(e) which supplement but do not replace the overriding duty of care.

###### Ensuring that new starters are inducted correctly

It is important to ensure that new starters in the organisation receive suitable and sufficient training on joining the organisation. If existing employees are trained to a suitable level, this helps to ensure that the knowledge on safe working practices is passed on through a process of direct instruction and observation. New starters are, therefore, unlikely to pick up bad habits from other employees. This will ultimately lead to an increase in efficiency within the organisation.

Managers and onsite supervision need to provide leadership on training through understanding and

accepting the company vision and policy on training and by translating that into action. Managers need to be both given the responsibility to carry this into effect and also be made accountable for their success or failure in achieving the training objectives. Ideally there should be a ‘Training Champion\_ within the organisation, situated at a senior position, who will continually champion training by, for example, raising the issue at senior management or board meetings. This role would support that of the health and safety or training professional who would have the responsibility for actually putting the policy into effect.

Promoting safe behaviour at work is a critical part of AES Scaffolding Ltd management of health and safety responsibilities, because behaviour turns systems and procedures into reality. Good systems on their own do not ensure successful health and safety management; the level of success is determined by how line management implements health and safety systems, from enforcement of the company safety policy and procedures.

###### Management responsibility

These duties are to:

* Provide and maintain plant and systems of work that are safe and without risks to health.
* Ensure that articles and substances are used, handled, stored and transported in a safe fashion;
* Ensure that such information, instruction, training and supervision is provided to ensure the health and safety of employees;
* Ensure that any place of work under the employer’s control is maintained in a safe condition;
* Ensure that all means of access and egress are maintained and that they are safe and without risks to health;
* Ensure that a working environment is provided and maintained that is safe and without risks to health;
* Ensure that adequate facilities and welfare arrangements are provided for employees.

AES Scaffolding Ltd understands there general duties of care for employees whatever their work location.

Therefore, the Company employees must:

* Take reasonable care for their own health and safety.
* Take reasonable care for the health and safety of others who may be affected by their acts or omissions.
* Co-operate with their employer so far as is necessary to enable the employer’s duties to be complied with not to interfere with, or misuse anything provided in the interests of health, safety or welfare.

This duty has extensive implications for health and safety within the workplace and applies to everyone in the workplace including supervisors and managers.

###### Procedures

* + 1. Operative refuses to carry out a task due to concerns that the task is unsafe.
    2. He reports this to his immediate onsite supervisor.
    3. Onsite supervisor will investigate the concern with the operative and refers to the risk assessment and method statement to identify if they are suitable. The site supervisor and the operative will discuss the concern and hopefully identify a safe method to complete the task.
    4. Where the operative continues to refuse to carry out the task, the supervisor/foreman will call for assistance from the site supervisor and the H&S advisor. They will again discuss the concern with the operative and refer to the risk assessment and method statement to identify if they are suitable and hopefully identify a safe method to complete the task.
    5. At this point the H&S advisor will record the concern and outcome of the investigation on the Refusal to Work form.
    6. Where the operative’s safety concern is justified the H&S advisor will stop the task until a new safe system of work is provided to the operative.
    7. Where the operative’s safety concern is not justified and the H&S advisor will record the fact on the investigation report and instruct the supervisor to recommence the task.
    8. If the operative continues to refuse to carry out the task due to his opinion that it is unsafe he will be reallocated another task.
    9. If the company considers the operative’s refusal to work as malicious then normal company disciplinary procedures will be followed. Notes: the internal incident and the investigation form will be passed onto the HSEQ Consultant for their information and comment. The incident will also be raised at the quarterly safety meeting.

### Manual Handling

###### Reference Documentation

The Health, Safety at Work etc., Act 1974

The Manual Handling Operations Regulations 1999 (as amended)

The Management of Health and Safety at Work Regulations 1999 (as amended) The Personal Protective Equipment at Work Regulations 1992 (as amended)

###### The duties imposed by the Manual Handling Operations Regulations 1999 (as amended) are as follows:

* Avoid hazardous manual handling operations where reasonably practicable
* Risk assess any hazardous operations that are unavoidable
* Reduce the risk of injury as far as is reasonably practicable
* Provide adequate and appropriate information, instruction, training & supervision.
* Monitor and review

###### Manual handling injuries include:

* Strains and sprains -muscles and joints can be injured by over-exertion
* Fractures -dropping a heavy load onto the feet can break bones
* Wounds -from handling objects with sharp edges and rough surfaces.
* Hernias -the strain of lifting can cause painful ruptures in the abdominal wall.
* Spinal injuries -damage to the vertebrae and the spinal discs can cause permanent disability

It is the Company’s policy to prevent injury and ill health to the workforce engaged in manual handling and it is important that management and Employees take reasonably practicable precautions to prevent manual handling injuries from occurring. Materials selected for use by AES Scaffolding Ltd will be specified as being under 35kgs in all instances. This will largely include the cleaning substances to be provided to the hopper.

###### Risk assessment

Management will check before they instruct persons to carry out manual handling whether those persons suffer from any pre-existing back problems or there are any other factors that could make them significantly more prone to sustaining a manual handling injury. They are to assess the loads required to be lifted and where reasonably practicable, provide mechanical aids and/or take other steps to eliminate or adequately reduce the risk of manual handling injury.

Employees must be fit for the purpose: It is the Company’s policy not to engage Employees with existing back problems or having other personal factors which could make them significantly more prone to sustaining a manual handling injury, to carry out manual handling duties. The following personal factors of a manual handler may contribute to the risk of a manual handling injury:

* + size.
  + weight.
  + age.
  + physique.
  + state of health.
  + training in manual handling.

###### Manual Handling Injuries

Employees are to notify their Managers immediately should they suffer acute injury or develop health problems related to manual handling operations, or if they feel that the loads required for lifting manually are too heavy for them to lift safely.

###### Assessment of PPE

Where PPE is required, AES Scaffolding Ltd must make an assessment to determine its suitability. The assessment must include:

* + the risks involved;
  + a definition of the characteristics the PPE must have in order to be effective against those risks;
  + a comparison between those characteristics and the characteristics of the available PPE;
  + consideration of whether the PPE would be compatible with any other PPE, which would have to be worn with it.

### Migrant Workers

###### Reference Documentation

The Health, Safety at Work etc., Act 1974

The Management of Health and Safety at Work Regulations 1999 (as amended)

###### Introduction

AES Scaffolding Ltd have drafted this policy to ensure compliance with the requirements of UK’s immigration laws and to state our commitment to provide a safe working environment for employees and contractors whose 1st language is not English.

Line managers will be responsible for ensuring that this policy is implemented throughout the company and that safe working environment is achieved and maintained at all times and that where risks to the safety of non-English speaking persons under their control the appropriate control measures are adopted. In order to comply with the legal requirement the company will check and copy certain original documents BEFORE appointment letters are issued (the only exceptions to this rule are Work Permit holders entering the UK.

The responsible manager will check the validity of the documents.

* Check that photographs are consistent
* Cross-check dates of birth
* Check expiry dates of limited leave to enter or remain in the UK have not passed
* Check any UK Government endorsements (stamps, visas etc.) to see if the person is able to do the type of work you are offering
* Satisfy the company that the documents are genuine and have not been tampered with
* If the names are different on any of the documents, ask for an explanation and further documentary evidence i.e. marriage certificate.

Take a photocopy or scan.

* For passports or travel documents, a copy will be taken of the document’s front cover and any page containing the holder’s personal details. In particular, the responsible manager will copy any page that provides details of nationality, photograph, date of birth, signature, date of expiry or biometric details; and
* Any page containing UK Government endorsements, noting the date of expiry and any relevant UK immigration endorsement, which allows the person to do the type of work you, are offering.

###### Record keeping

* The copies will be filed in the individual’s Personnel Files.

###### Ensuring Safety

The company will ensure the health & safety of migrant workers under their responsibility by:

* + providing information, instruction, training and supervision and making sure all workers can understand it.
  + ensuring migrant workers have the necessary knowledge and skills to do the work for which they have been employed, competently and safely;
  + ensuring workers understand that the company or employment agency/business or other labour provider have responsibilities for their health and safety.
  + providing literature in their native language.
  + providing translators for groups of workers where required.
  + monitoring this procedure for it compliance by line management.

### New and Expectant Mothers

###### Reference Documentation

The Health, Safety at Work etc., Act 1974

The Management of Health and Safety at Work Regulations 1999 (as amended)

###### Definitions

The phrase ‘new or expectant mother\_ is defined as a worker who is pregnant, who has given birth within the previous six months or who is breast-feeding. ‘Given birth\_ is defined as having delivered a living child or, after twenty-four weeks of pregnancy, a stillborn child.

###### Introduction

AES Scaffolding Ltd have drafted this policy to state our commitment to provide a safe working environment for pregnant workers and to protect new or expectant mothers from any potentially hazardous process or working conditions or certain physical, chemical and biological risks within the workplace as defined by the Management of Health and Safety at Work Regulations 1999 (as amended)

HSEQ Consultant will be responsible for ensuring that a safe working environment is achieved and maintained at all times and that where risks to the safety of ‘new and expectant mothers\_ are identified that the appropriate control measures are adopted.

###### Arrangements for Ensuring the Health and Safety of Workers

The primary requirement is for the organisation to conduct a ‘risk assessment\_ of the specific risks posed to the health and safety of pregnant women and new mothers in the workplace and to then take steps to ensure that those risks are avoided. It will be remembered that risks included those to the unborn child or

child of a woman who is still breastfeeding \_ not just risks to the mother.

A screenshot of a cell phone

Description automatically generatedWhere a risk has been identified following the assessment, affected employees or their representatives will be informed of the risk and the preventative measures to be adopted. The assessment will be reviewed where it is suspected that circumstances may have changes so as to render the original assessment invalid. The new or expectant employee will notify the Company, in writing off her pregnancy, has given birth within the last 6 months or is breastfeeding before the following courses of action are considered.

* Where it is practical to do so, the hazard shall be removed or exposure to the hazard prevented.
* If the risk is still prevalent then due consideration is to be given to temporarily adjusting her working conditions or working hours (regulation 18 of MHSW)
* If it is not reasonable to do so or this would not reduce the risk, then suitable alternative work will be offered.
* If neither of the previous options is viable then it may be necessary to suspend them on full pay for as long as is necessary to protect her health and safety or that of the child.

### Noise at Work

###### Reference Documentation

The Health, Safety at Work etc., Act 1974

The Management of Health and Safety at Work Regulations 1999 (as amended) The Control of Noise at Work Regulations 2005

Personal Protective Equipment at Work Regulations 1992 (as amended)

###### Introduction

The Control of Noise at Work Regulations 2005 requires a risk assessment to be made to ascertain the noise levels employees are exposed to, establishing and implementing precautions to avoid or protect against excessive noise levels. The company will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work in noisy environments is reduced to a minimum.

The regulations require all exposure to noise to be reduced so far as is reasonably practicable and specifies the following action levels:

* First Action Level 80 dB (A), exposure should be assessed at this level and hearing protection must be provided if requested.
* Second Action Level 85 dB (A), exposure must be reduced below this level and hearing protection must be worn and hearing zones must be provided.
* Maximum exposure level 87 dB (A). Taking into account any protection being used.

As part of the assessment, competent person using specialist equipment must measure noise exposure. The noise exposure is calculated over an equivalent eight-hour shift known as the Lep’d.

Engineering solutions must be considered as the first line of control. When the adoption of reasonable engineering or management control fails to reduce the exposure to an acceptable level, only then will resource be made to the use of Personal Protective Equipment. All noise assessments will be reviewed periodically and if the process changes (i.e. new plant and equipment). Noise exposure shall be considered during the selection of new plant and equipment.

###### The company will achieve this by;

A policy of providing machinery and equipment that emits noise below the 1st action level wherever practical. Ensuring assessments are carried out in all areas to identify any hazardous noise sources. Identifying noise hazard zones and marking them so all employees are fully aware of the risks and precautions required. Giving suitable training and information to all staff so they may understand the risks and countermeasures in place to protect them from hazardous noise.

###### Personal Protective Equipment

Where the above avoidance strategy cannot effectively reduce the noise levels to a safe level, the issue and use of aural protection will be implemented. Employers must ensure that employees are provided with appropriate information, instruction and training so that they know:

* the risks the PPE will protect against;
* how to use the PPE;
* Where necessary, how to maintain the PPE.

The information must be kept available to the employees and both the information and the instruction given must be comprehensible to the employees. Where appropriate, employees must be given demonstrations in the wearing of the PPE.

###### To ensure the issue of PPE is effective the following will be implemented;

* ear muff’s or plugs will be issued to operatives at risk
* they will be a personal issue • operatives will receive suitable training in their correct use
* suitable storage issued and used

### Protective Clothing

###### Reference Documentation

The Health, Safety at Work etc., Act 1974

The Management of Health and Safety at Work Regulations 1999 (as amended) Personal Protective Equipment at Work Regulations 1992 (as amended) Control of Substances Hazardous to Health Regulations 2002 (as amended)

The Working at Height Regulations 2005

###### Assessment

All personnel must wear/use protective clothing and equipment where and when required, e.g.: Safety footwear, gloves, goggles, waterproofs, earmuffs/plugs, high visibility clothing and masks, must be worn where relevant. Safety harnesses including lanyards, lifelines, should always be used where there is risk of falls likely to cause personal injury. Respiratory protective equipment (RPE), should always be used where and when required

###### Roles and Responsibilities

All site personnel are required to wear all appropriate clothing and equipment when and where required.

Safety Helmets are to be worn whenever there is a likelihood of head injury from either falling/flying objects or head strikes against fixed objects.

Safety Footwear - appropriate footwear will be worn at all times. Trainers and lightweight shoes are not permitted.

Gloves -appropriate gloves will be worn for respective trades particularly when manual handling ancillary equipment so that hands are protected from cuts and abrasions.

Overalls -appropriate overalls are to be worn when and where required. Overalls are to be cleaned when necessary if they are not of the disposable type.

Eye Protection will be worn whenever there is a likelihood of eye injury. Respiratory Masks of the appropriate type will be worn when and where required. Ear Protection will be worn when noise levels are above 85 dB(A).

Personal fall Arrest Equipment (PFAE) will be inspected and used in accordance with the manufactures specification and the NASC SG17:02 Fall arrest equipment and you.

Further guidelines with regards to the wearing of protective clothing and equipment will be read before using substances and materials of a hazardous nature. This information will be contained in the COSHH Safety Data Sheets. COSHH Assessment Sheets will be supplied to the site before the materials are used.

###### Maintenance and replacement of PPE

It is the Company's policy to ensure that PPE provided to employees is maintained in an efficient state, in efficient working order and in good repair. All operatives will ensure that any equipment provided is maintained within the specifications of the supplier or Manufacturer and to report to their line manager any defected equipment.

###### Accommodation for PPE

Where PPE is required, appropriate storage accommodation must be provided; operatives are to ensure that any and all PPE equipment is stored within the manufacture’s holdalls provided.

###### Information, instruction and training

Company's policy to ensure that employees are provided with appropriate information, instruction and training so that they know:

The risks the PPE will protect against

* How to use the PPE
* Where necessary, how to maintain the PPE

The information must be kept available to the employees and both the information and the instruction given.

###### Use of PPE

The Company policy to take all reasonable steps to ensure that PPE and PFAE is properly used by employees and in accordance with the training and instruction they have received, and return it to its proper storage accommodation after use.

###### Reporting loss or defect

The company supervision to ensure all employees is under a duty to report any loss of or obvious defect in PPE to their employer as soon as possible.

Inspection and Examination Certificates

Safety harnesses shall be inspected by the user prior to use and by a competent person every six months. A record of inspections shall be maintained. When checking the harness these three key elements shall be observed:

* + Webbing -Check webbing for cuts, abrasions and exposure to chemicals.
  + Stitching -Check stitching for cuts and abrasions. Pull at any seams to expose threads for inspection.
  + Hardware -Check the hardware or metal parts for breaks and corrosion. Make sure all parts are functioning well and are in good order. Defective harnesses shall be withdrawn from service immediately and destroyed in such a way to prevent unintentional reintroduction into the workplace. If used for emergency purposes i.e. a fall occurs, the harness and any lanyard or other attaching equipment shall be immediately taken out of service and remain so until inspected by an approved examiner.

### Site Security

###### Reference Documentation

The Health, Safety at Work etc., Act 1974

The Management of Health and Safety at Work Regulations 1999 (as amended) The Construction (Design and Management) Regulations 2015

###### Good order and site security

Every part of AES Scaffolding Ltd construction site shall, so far as is reasonably practicable, be kept in good order and every part of a construction site which is used as a place of work shall be kept in a state of cleanliness. Where necessary in the interests of health and safety, a construction site shall, in accordance with the level of risk posed, either have its perimeter enclosure identified by suitable signs and be so arranged that its extent is readily identifiable; or be fenced off or both.

###### The Key Aspects of site security:

* Site layout and other restrictions, such as construction areas segregated.
* Pedestrian access and walkways around the workplace
* Position and lifting capabilities of cranes and other lifting appliances MEWP \_ scaffolding etc to prevent unauthorised access by installing a positive enclosure.
* Vehicle entry points to the site, workplace security and traffic routes must be maintained.
* Unloading areas and temporary lay down areas, established preventing unauthorised pedestrian access.
* Position of main stores temporary building and access arrangements
* Intended storage areas
* Position of loading bays and access points into the building
* Special arrangements for the storage of gas and COSHH materials

### Safety Critical Products and Plant Procedure

###### Reference Documentation

The Health and Safety at Work etc. Act, 1974

The Management of Health and Safety at Work Regulations 1999 (as amended) Provision and Use of Work Equipment Regulations 1998 (as amended)

Lifting Operations and Lifting Equipment Regulations 1998

###### Introduction

AES Scaffolding Ltd recognises their duties concerning the Provision and Use of Work Equipment Regulations 1998 (as amended) that require risks to people’s health and safety, from equipment that they use at work, to be prevented or controlled. In addition to the requirements of PUWER, lifting equipment is also subject to the requirements of the Lifting Operations and Lifting Equipment Regulations.

It is the policy of the company to ensure that equipment provided for use at work 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.

###### Roles and Responsibilities

It is the responsibility of the project management team to provide the right kind of tools and equipment for the job and to see that they are properly used. Information concerning the safe use of tools will always be requested from the manufacturers/suppliers that by law are required to provide such information. Tools will be regularly checked on issue from and on return to the store

###### Risk Assessment and Safe Systems of Work.

On receipt of the equipment and in consultation with the safety officer/manager a work equipment risk assessment will be carried out to identify the significant risks on its use. From the findings of the RA a safe system of work will be assembled identifying any PPE required, further assessment required, and specialist skill training required. Operatives will only operate equipment for which they have been thoroughly trained and use the correct tools and equipment for the job. Also, to ensure that equipment supplied is

accompanied with the operator’s instructions and check that the equipment is safe and fully efficient.

###### Training

Operatives will only operate equipment for which they have been thoroughly trained and use the correct tools and equipment for the job. Also, to ensure that equipment supplied is accompanied with the

operator’s instructions and check that the equipment is safe and fully efficient. Equipment will be guarded and equipped with safety devices where required and tested in accordance with all the current Regulations. Defects in equipment and tools will be reported immediately to their Site Superior.

###### Inspection and Maintenance

Operatives will be instructed not use unsafe defective equipment until it has been put back in good safe condition and not attempt to repair or maintain equipment unless they have been properly trained to do so, particularly when it may involve the removal of safety guards or live electric’s. Operatives will be instructed to ensure that guard protection is always in place where required and to ensure the working environment meets the safety requirements for operating the type of equipment and tools they will be required to use, i.e., adequate space and lighting etc.

**Defective equipment**

Operatives will be instructed not use unsafe defective equipment until it has been repaired back in good safe condition and not attempt to repair or maintain equipment unless they have been properly trained to do so, particularly when it may involve the removal of safety guards or live electrics. Operatives will be instructed to clearly mark any equipment found to be defective and return it to the supervisor for repair or disposal.

###### Portable Appliance Testing

Portable Electric Equipment means equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and either a plug and socket or a spur box, or similar means. It includes equipment that is either handheld of hand operated while connected to the supply or is intended to be moved while connected to the supply, or is likely to be moved while connected to the supply.

It is the policy of AES Scaffolding Ltd that all portable electric equipment used in the course of employee’s activities whether provided by AES Scaffolding Ltd , on hire, or leased or loaned from another Company, or belonging to individuals should be safe for use and inspected by the Yard Manager prior to distribution. Equipment covered includes electric drills and breakers, extension leads, portable lights, portable grinders, vacuum cleaners, and similar equipment used in the course of the Companies activities. The user shall visually inspect any electrical appliance prior to use and appropriate test certificates are posted if defects found the following action must be taken;

* Do not use unsafe defective equipment until it has been put back in good safe condition.
* Do not attempt to repair or maintain equipment unless you have been properly trained to do so, particularly when it may involve the removal of safety guards or live electrics.

The user shall ensure that guard protection is always in place where required. Ensure the working environment meets the safety requirements for operating the type of equipment and tools you require to use, i.e., adequate space and lighting etc.

### Traffic Management

The Health, Safety at Work etc., Act 1974

The Management of Health and Safety at Work Regulations 1999 (as amended) The Construction (Design and Management) Regulations 2015

Traffic Management Act 2004

###### Introduction

The operations of AES Scaffolding Ltd include the need for operatives to work on or alongside public roads. Such operations are recognised as being hazardous to the Company’s operatives, pedestrians and road users alike. The Company’s management undertake to minimise the hazards presented by assessing the hazards and likely risks, and implementing control measures to reduce the riskas far as is reasonably practicable, in compliance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended).

Control measures will be based on the findings of Risk Assessments and will allow the devising and implementation of a safe system of work that addresses the risks posed by working on or alongside public roads. All works undertaken on or near a public road will comply with the requirements of the New Roads and Street Works Act 1991 (as amended). It is necessary to ensure the safe movement of vehicles and pedestrians particularly where the public is involved. The fixing of continuous rigid barriers to mark any temporary footway and to protect pedestrians from traffic, etc. will attain this. Handrails will be fixed at between 1m and 1.2m above ground level. Traffic barriers, used to indicate the road works and to segregate traffic from the works, will be of an innocuous type, designed so as not to cause a further hazard, if hit by a moving vehicle. They will be of a conspicuous colour and kept clean.

###### Other safety matters

The following additional general recommendations will be implemented to avert accidents:

* Except when parked facing traffic flows, all vehicles drivers and other occupants will vacate their vehicle by the near (left) side.
* All vehicles will be equipped with two high intensity rear-reversing lamps that are automatically switched on when reversing, plus an automatic audible reversing alarm to warn operatives of the danger from a reversing vehicle.
* In addition, it is highly desirable to have all reversing manoeuvres directed by a banksman located towards the rear of the vehicle but within sight of the driver.
* In order to enable works to proceed smoothly on heavily used roads, consideration will be given, where possible, to:
* Working during light traffic flows only

###### Roles and Responsibilities

Before work starts

* Has the signing and guarding of the works been planned?
* What width of carriageway can be kept open and is it enough for two-way traffic?
* What width of footway can be kept open and is it enough?
* What form of traffic control is needed?
* Have the appropriate authorities been notified?
* Has high visibility clothing been provided?
* Have hazards from noise and fumes been assessed and control measures introduced?
* Has personal protective equipment been provided?
* Has all necessary instruction and training been given?
* Have first aid and emergency procedures been made?

###### When work in progress

* If circumstances change, has the signing been appropriately altered?
* Are signs, cones and lamps regularly cleaned, maintained or replaced?
* Has authorisation been obtained to cover changed circumstances?
* Are traffic control arrangements reviewed as work progresses?

###### When work is complete

* Have all signs, cones and lamps been removed?
* Have all permanent signs been restored?
* Have appropriate authorities been notified that work is complete?

### Transport Fleet Statement

###### Reference Documentation

The Health and Safety at Work etc. Act, 1974

Management of Health and Safety at Work Regulations 1999 (as amended)

###### Introduction

The purpose of the fleet safety statement is to prevent vehicle accidents and promote safe driving practices among all Company employees, whilst maintaining company property and equipment in proper operating condition. Recent researches have estimated that about one in three of the 3,400 annual deaths on United Kingdom roads may involve a vehicle being driven for work purposes. Therefore, the management of our fleet and drivers is as important as every other aspect of health and safety within the company. To show our commitment to safe driving, safe driving practices and safe vehicles, this Transport Fleet Statement has been formulated. We require each and every operative at AES Scaffolding Ltd to adopt the procedures laid out within this Policy.

We recognise that our Company vehicles are a place of work and that health and safety legislation applies and that we have a duty of care to ensure the safety of anyone driving on our behalf. Without the support of all managers, supervisors and operatives, the commitment of the Directors and Senior Management cannot be carried forward to promote a safer working environment for both ourselves, and other road users.

The Policy is divided into three areas, being:

* Fleet Safety Management;
* Driver Safety;
* Vehicle Safety. As a minimum, the company requires all drivers to comply with the Highway Code as a minimum. In order to achieve this, all drivers must be familiar with the contents of the Highway Code. It is your responsibility to ensure you know the rules of the road. If you have any queries regarding this, contact the transport manager prior to using any Company vehicle.

### 5.18.1 Company Vehicles

As a minimum, AES Scaffolding Ltd requires all drivers to comply with the Highway Code as a minimum. In order to achieve this, all drivers must be familiar with the contents of the Highway Code. It is your responsibility to ensure you know the rules of the road. If you have any queries regarding this, contact the transport manager prior to using any Company vehicle.

Company vehicles, cars, vans, Lorries, are vital pieces of equipment and must be treated with respect. Road accidents are one of the largest causes of death in this country.

###### Roles and Responsibilities

1. Persons driving a Company vehicle must have a full drivers licence. Any convictions or is qualification must be reported to Senior Management. Only persons given permission by Senior Management are allowed to drive a Company vehicle. Persons are not allowed to drive vehicles under the influence of drink or drugs that may affect that person’s ability to drive safely.
2. Maintenance: Company vehicles should be checked by the drivers daily to ensure their vehicle is in good, safe, roadworthy condition, in accordance with the vehicle handbook. Particular attention should be given to the legal tread limits of tyres, tyre pressure, lights, brakes, brake fluid levels, water and oil levels.
3. Vehicles will be serviced in accordance with the manufacturer’s recommendations.
4. Vehicles should be kept clean and tidy. Items being transported in or on Company vehicles must be adequately secured in position and must not overhang the vehicle.
5. Vehicles carrying potentially dangerous substances must have the appropriate warning signs displayed on them so that in the event of an emergency, potential dangers will be known. If highly flammable substances are transported in vehicles, i.e., LPG Gas bottles, petrol cans, solvents etc., appropriate fire extinguishers must be carried in the vehicles. Petrol containers shall be anti- spillage/anti-explosive type.
6. Vehicle Accidents: Damage caused to vehicles, no matter how slight, must be reported immediately to Senior Management and on your next scheduled visit to the office, you are to ensure that you complete an appropriate claims form giving all details of the occurrence.
7. In the event of a road traffic accident, the following procedures must be adhered to. Obtain the following information: a) Name and address of the driver and owner. b) Make, model and registration number. c) Details of their Insurers. d) Names and addresses of any witnesses. e) Details of damage to all vehicles involved.

###### Mobile Telephones

Mobile phones have become a useful tool for those whose work entails visits away from their normal office and who need to keep in contact. They also provide a means for those who have to work alone to keep in touch with their office and can add to the measures for security and safety in lone working.

However, mobile phones can present a hazard in certain circumstances. They present a distraction and staff should note that the use of hand-held mobile phones whilst driving is illegal. Even with hands free operation they distract attention from the road. AES Scaffolding Ltd policy for the use of mobile phone is secure at all times and only used when in a stationary position. It is illegal to use a hand-held

mobile phone while driving. It is also an offence to “cause or permit\_ a driver to use a hand-held mobile phone while driving. Therefore, employers can be held liable as well as the individual driver if they require employees to use a hand-held phone while driving.

### Site Welfare Facilities

###### Reference Documentation

Workplace (Health, Safety and Welfare) Regulations 1992 (as amended) Construction (Design and Management) Regulations 2015

###### Introduction

AES Scaffolding Ltd will implement the following arrangements to ensure that site welfare facilities are considered when providing a safe place of work during site work. This section

highlights the main requirements and the Company’s Policy for compliance with Schedule Two of the Construction (Design and Management) Regulations 2015.

###### Requirements

Site workers will have adequate toilet and washing facilities, a place for warming-up and eating their food and somewhere for changing/storing clothing. The Company is responsible for providing or making available such welfare facilities as necessary for its site workers whether they are direct Employees or Sub- Contractors.

###### Roles and Responsibilities

The welfare facilities will be sufficient for everybody who is working on the site and can be arranged separately or jointly with others under Shared Welfare arrangements. When working on Client’s premises carrying out small works operations, often the Client will be in the position to provide suitable welfare facilities. The status of the Company on site would determine whether the Company's Site Management would be in control of the site welfare facilities that would also include first aid provisions.

###### Sanitary Conveniences

The number of toilets required will depend on the number of people working on the site. Wherever possible, toilets will be flushed by water, but if this is not possible the use chemical toilets may be used for short contracts. Rooms containing sanitary conveniences will be adequately ventilated and lit. Men and women may use the same toilet, provided it is in a lockable room and is suitably positioned away from any urinals that may also have been provided. A washbasin with water, soap and towels or dryers will be close to the toilets if the toilets are not near the other washing facilities provided on the site.

###### Washing Facilities

On all sites, there will be basins large enough to allow people to wash their faces, hands and forearms. All basins will have a supply of clean hot and cold, or warm water. If mains water is not available, water supplied from a static tank may be used. Soap and towels (either cloth or paper) or dryers will also be provided. Where the work is particularly dirty or workers are exposed to toxic or corrosive substances (for example, during work in contaminated ground), showers may be needed. Full consideration will be given to comply with the COSHH Assessment Control Measures where hazardous substances are concerned. Men and women can share basins for washing their hands, faces and arms.

###### Dirty works

Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall be provided or made available at readily accessible places. Both men and women may use a shower provided that it is in a separate, lockable room so that one person can use the room at a time. Rooms containing washing facilities will be sufficiently ventilated and lit. Washing facilities will be provided adjacent to all drying rooms and sanitary conveniences.

###### Drinking Water

The company will ensure there is a supply of drinking water. Drinking water direct from the mains if available otherwise bottles or tanks of water will be supplied. If water is stored, it will be protected from possible contamination and changed often enough to prevent it from becoming stale or contaminated. Containers of drinking water will be clearly marked. Drinking water taps will be clearly marked and cups or other drinking vessels will be available at the water tap, unless the water is supplied as an upward jet that can be drunk from easily (for example, a drinking fountain).

###### Storage and changing of clothing

The company will ensure there are arrangements for storing clothing not worn on site and for protective clothing needed for site works. Where there is a risk of protective site clothing contaminating everyday clothing, these items will be stored separately. Where men and women are working on site, separate changing arrangements will be provided. There will be somewhere to dry wet site clothing.

###### Rest Facilities

Facilities for rest and meal breaks will be available. The facilities will provide shelter from the wind and rain and be heated as necessary. The rest facilities will have tables and chairs, a kettle or urn for boiling water and a means for preparing food.

###### Smoking

All premises occupied or controlled by AES Scaffolding Ltd will be done so in strict compliance with the requirements of the Smoke Free Regulations 2006. This will include Company vehicles, as covered by the Smoke Free (Exemptions and Vehicles) Regulations 2007.

###### Location of Welfare Facilities

Welfare facilities will be easily available to people working on the site. Toilets need to be easily accessible from where the work is being carried out. Hand basins will be close to toilets. Washing facilities need to be near rest rooms so that it is convenient for people to wash before eating. In most cases these facilities will be provided on site.

Where work is done at occupied premises, arrangements can be made with the occupier to use the facilities provided for the people who normally use the premises. In some cases, welfare and toilet facilities may be made available in nearby premises. This is acceptable, providing these arrangements are clear and agreed with the occupier of the premises. Such arrangements may be appropriate for short duration work or work done by mobile gangs.

If mobile gangs are being employed at work at a number of locations over a few days, facilities can be provided at a central location. This is on condition that they are available to workers within reasonable walking distance or within a reasonable time, taking into account any transport that is available.

Alternatively, arrangements can be made at local houses, cafes or other premises.

However, these arrangements will be made and agreed in advance by Managers or Supervisors of the Company. Arrangements with local cafes etc. would not be suitable where Employees need suitable facilities for personal hygiene regarding hazardous substances or contaminated sites etc. Workers will not be left to make their own arrangements. All welfare facilities will be kept clean and if food is stored on site, it will be kept in a hygienic manner and at the correct temperature. The changing of clothing or the storage of equipment and tools are not allowed in the canteen. Food scraps and rubbish will be removed from sites as soon as possible.

All personnel will change their clothing and wash themselves before taking meals particularly when working in environmental conditions that have exposed them to bacteria and harmful substances.

###### General Welfare Requirements for Transit workers Introduction

Guidance for transit works welfare facilities associated with compliance with Schedule Two of the Construction (Design and Management) Regulations 2015.

Many operations are carried out where the standard of welfare facilities cannot be achieved due to the location of the cleaning operation, the nature of the site or the short duration of the works. However, as a person in control you still have an obligation to provide facilities for employees and persons under your control. The facilities AES Scaffolding Ltd must consider any particular hazards on the site. In the first instance you should attempt to provide facilities to the above standards however, appropriate arrangements with your client to use their facilities. You should consider local arrangements during the tender process and ensure that where appropriate they are included within your tender documentation.

Detailed below in order of priority are appropriate options to consider when it is not practical to provide the facilities listed above due to the location, nature or short duration of the work. Those facilities in italics should not be used on projects of more than one-week duration: Toilet and Washing Facilities Liaise with

clients to obtain access to toilet and washing facilities, this could be using the facilities available to the clients employees, the client handing over the facilities on a particular floor and you as the contractor taking responsibility for cleaning it or use of the home owners\_ facilities

Using the client’s mains water supply install a toilet and washing facilities. Ensure early liaison with the client regarding a suitable location for these facilities.

Provision of a portable toilet including hand-washing facilities.

Identify private facilities in the locality, e.g. a public house or café, and make arrangements (in writing) with the proprietor/owner to use these facilities.

Use of public toilets in the vicinity. You should ensure that such facilities are suitable and are clean with adequate supplies of toilet paper, soap and towels.

The use of antibacterial hand wipes Rest, eating and changing facilities

Arrange access to your client’s canteen/rest facilities and a supply of drinking water. Arrange access to a room within your clients building and provide a kettle and microwave.

Use the clients mains electricity supply and provide a rest hut with a power supply and provide a kettle or urn and a microwave. Ensure early liaison with your client regarding a suitable location for these facilities.

Provide a works vehicle or van etc. with a power supply and sufficient seating

Ensure that your workforce have access to local facilities e.g. A café note: if a café is going to be used as a canteen, there must be an arrangement whereby food/drink does not have to be purchased, even if the employer has to pay a fee for use of the facility.

###### Drinking Water

Liaise with the client to allow access to a tap providing drinking water. AES Scaffolding Ltd must provide cups.

Provide a tank of drinking water, which is clearly marked and regularly replenished. Provide bottled water.

### Working at Height

###### Reference Documentation

The Health and Safety at Work etc. Act, 1974

The Management of Health and Safety at Work Regulations 1999 (as amended)

Work at Height Regulations 2005 Lifting Operations and Lifting Equipment Regulations 1998 Provision and Use of Work Equipment Regulations 1998 (as amended)

Construction (Design and Management) Regulations 2015

Personal Protective Equipment at Work Regulations 1992 (as amended)

###### Definitions

Fall Arrest System -Personal protective equipment comprising a full body harness and a connecting sub-system made up of a lanyard of suitable length with a built in shock absorber designed to safely arrest a person should he fall from height.

Work restraint system -Technique using personal protective equipment to prevent a person reaching a position from which they could fall. This system does not include a shock absorber and is not used for fall arrest purposes. Shock Absorber -A device designed to limit the shock load on equipment and anchor points to below 6 KN \_ also thereby minimising the impact load on the person falling

###### Introduction

This procedure applies to all Work at Height carried out by AES Scaffolding Ltd employees. Work at Height is defined as any work activities where there is a need to control a risk of a person or object falling a distance liable to cause personal injury. This is regardless of the work equipment being used, the duration the person is at height or the height at which the work is being performed. It includes access to and egress from a place of work.

###### Typical examples of activities considered as being work at height are:

* Working close to an excavation, cable pit or foundation where it would be possible for a person or object to fall and cause injury.
* Working on scaffolding or from a mobile elevated work platform (MEWP).
* Working on the back of a flatbed road vehicle.
* Using cradles or ropes to gain access to parts of buildings, etc.
* Using a ladder to gain access to a permanent or temporary structure.

The company are aware that works undertaken by AES Scaffolding Ltd and appointed Sub-Contractors may include tasks which will include working at height. To control these risks the company will implement the following procedures and practices:

###### The company will ensure that:

Works will not be carried out at height if they can be carried out safely otherwise than at height; Where works are carried out at height the company will take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury. To which:

* All work at height is properly planned and organised.
* Those involved in working at height are competent.
* The risks from work at height are assessed and appropriate equipment is selected and used.
* The risks from fragile surfaces are properly controlled.
* Equipment for working at height is properly inspected and maintained.
* Every parapet, permanent rail or other such fall protection measure at every place of work at height are checked on each occasion before the place is used.

###### Persons who plan or control work at height

Persons responsible for planning and/or managing the work of others have the following responsibilities, to control the hazards presented by the Working at Height Environment. To which every existing place of work or means of access or egress at height will:

* Be stable and of sufficient strength and rigidity for the purpose for which it is intended to be or is being used.
* Where applicable, rest on a stable, sufficiently strong surface.
* Be of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required and to provide a safe working area having regard to the work that is to be carried out there.
* Possess suitable and sufficient means for preventing a fall.
* Possess a surface, which has no gap through which a person could fall.
* Through which any material or object could fall and injure a person; or giving rise to other risk of injury to any person, unless measures have been taken to protect persons against such risk.
* be so constructed and used, and maintained in such condition, as to prevent, so far as is reasonable practicable the risk of slipping or tripping; or any person being caught between it and any adjacent structure.
* Where it has moving parts, be prevented by appropriate devices from moving inadvertently during work at height.

###### To control the hazards presented by falls from height the company will:

* + Avoid work at height where it can by adopting mechanical means.
  + Prevent falls where working at height cannot be avoided by the use of advance guardrail systems.
  + Minimize the distance and consequences of a fall where the risk of a fall cannot be eliminated by using fall arrest equipment.

###### Risk assessment

A risk assessment is the starting point for all work activities involving an element of working at height. This is intended to identify the hazards and the controls necessary to minimise the risks from those hazards. The risk assessment shall identify any high risk activities carried out at height, which may need further control measures.

The hierarchy of control for work at height set out in and shall be followed systematically and only when one level is not reasonably practicable may the next level be considered.

###### Assess the risk and decide how to work safely

When planning any work activity involving work at height the risks shall be assessed and whatever steps the assessment identifies taken, before work starts. The action taken to control the risk shall be proportionate to the risk of harm, and reflect what is reasonably practicable.

###### Follow the hierarchy for safe work at height Collective Safeguards

Collective safeguards are those which lower the risk for more than one individual, for example, access equipment fitted with guard rails or scaffolding. Side guardrails on Lorries or nets and airbags are other examples of collective safeguards, which will protect more than one person. Guard Rails shall be at least 910mm high if on an existing structure. If a new guardrail needs to be fitted, or an existing guard rail replaced, then any new or replacement guardrail shall be at least 950mm in height. Any intermediate guardrail shall be fitted so that the gap between it and other safeguards is no more than 470mm. Guardrails shall be suitable for purpose and be of sufficient strength and rigidity. Toe boards shall be at least 150mm high, and suitable and sufficient to prevent the fall of any person, material or object.

###### Scaffolding

When scaffolding is used to gain access to work at height, the purpose and use of the scaffold structure shall be fully understood and built in to the design specification. Consideration shall be given to access/egress requirements, any loading likely to be imposed on the scaffolding and storage requirements for the work to maintain clear safe access routes.

Scaffolds shall be safely positioned so that access to other work areas is not blocked (or if this is unavoidable, alternative safe access shall be provided) so that the structure itself does not present a hazard to other workers (e.g. scaffold poles protruding into walkways).

Trained competent CISRS personnel shall only erect scaffolds.

Scaffolds shall be built and supported on firm ground and inspected prior to use. This inspection shall be carried out by a suitably competent person prior to the scaffold being put into use for the first time, on a frequency not exceeding seven days and after any severe weather conditions or changes likely to affect the stability of the structure. The last inspection record shall be kept for 3 months at an agreed location, which shall be communicated locally.

Once inspected, prominent notices (e.g. "Scafftag") shall be displayed indicating the scaffold is safe to use. Partly erected or partly dismantled scaffold also requires prominent warning notices to be displayed indicating it shall not be used.

###### Prefabricated access scaffold General

Erection of a prefabricated scaffold ('Zip up') shall be performed from a safe platform within the scaffold in compliance with the manufacturer's instructions. Inspections of prefabricated scaffolds shall also be carried out on completion, following a 7 day period from the previous inspection or if conditions have changed since the prior inspection (e.g. alterations to the scaffold or severe weather).

###### Mobile Elevated Work Platforms (MEWPs) General

Where MEWPs are used they shall be inspected prior to initial use and then visually inspected before operation by the operator of the MEWP. MEWPS shall be positioned on firm, level (within the parameters set by the manufacture) ground when in use. Trained competent and certificated IPAF personnel shall only operate MEWPs.

###### Use of Harnesses in MEWPs

The operator and passengers within the carrier shall be attached to designated harness anchorage points at all times. Handrails and other framework not specifically designated for the purpose shall not be used as points of attachment. Attachment shall be via work restraint (not fall arrest) to physically prevent personnel being able to fall from the carrier. A fall arrest lanyard system can be used in work restraint mode.

###### Personal Protective Equipment

Personal protective equipment, such as a work restraint system, can also prevent falls but this form of protection shall only be considered if working at height cannot be avoided and if collective safeguards cannot be applied. Work restraint systems can also be used to prevent the worker overreaching beyond guardrails. When selecting work equipment, work restraint systems are preferable to fall arrest systems with shock-absorbing lanyards, which do not prevent a fall but mitigate the consequences. Harnesses and lanyards shall be formally issued following an initial training course and subsequently replaced depending on condition and the manufacturer’s life expectancy of the equipment.

###### Anchor Points -General

Anchor points and the means of attachment shall be suitable and of sufficient strength and stability for the foreseeable loading, bearing in mind that work restraint and fall arrest systems will result in different loadings. Where permanent anchor points are not available, the need for temporary anchor points shall be identified in the planning stage. Lanyards shall be securely attached to at least one anchor point at all times during work at height.

###### Ladders -General

Ladders used for access and egress to work areas shall be of sufficient length and provide a firm handhold whilst getting on or off the ladder. A ladder used for access shall be long enough to protrude sufficiently above the place of landing to which it provides access (recommended 1100mm) unless other measures have been taken to provide an alternative firm handhold. The footings shall be firm and regular and the ladder tied by securing the stiles at the upper ends or by use of an effective anti-slip or other stability device, to prevent movement during use. Initial tying-in of the ladder shall be done with another person footing the ladder to increase its stability. The loading of ladders shall not exceed the following;

" Class 1 (Industrial) Maximum static load \_ 175kg (27.5 stone) " EN131 (European Standard) Maximum static load \_ 150kg (23.5 stone)

###### Portable Ladders

Ladders shall only be used for work at height when the risk assessment has determined that the use of other means, such as tower scaffolds or mobile elevated working platforms, are not justified because of the low risk or short duration Ladders shall not be used as a working platform unless a risk assessment has identified that the job is of a short nature (typically 15-30minutes) and low risk. Ladders shall be inspected prior to use and periodically. A ladder shall be clearly labelled after annual inspection indicating to the user that it is within inspection date.

###### Fixed ladders

Whenever a fixed ladders is climbed the climber shall always carry out a visual check of the structure and ladder, particularly the securing points, both prior to climbing and as they climb the structure. If the climber has any doubt that the ladders are safe to climb, he shall not climb them until they are made safe.

###### Safety Note

No items of equipment shall be carried by the user, which prevents him maintaining 3 points of contact. A tool belt or similar device, which allows hands to be free to hold ladder rungs, shall be used.

###### Ladder Inspection Prior To Use

Before using a ladder the following shall be taken into account:

* + Does the ladders have an approved identification tag and are within the inspection date?
  + Are the rungs intact?
  + Are the stiles intact (no visible splits or cracks)?
  + Are the ladder guides in place (or extending section)?
  + Are the catch clips on an extending ladder intact?
  + Is the rope attached, in good condition and runs through the two pulleys at the bottom?
  + All under wires are present and secure?
  + There are no splinters likely to cause injury?
  + The extension operates freely?

In the event of any defects being found the ladder shall be taken out of service immediately and quarantined, a ‘do not use\_ label shall be attached until such time as the ladder can be fully inspected. Defective ladders shall be destroyed in such a way that prevents unintentional reintroduction into the workplace.

###### Fixed or Prefabricated Mobile Tower scaffold

Mobile tower scaffolds shall only be erected and inspected by personnel who are suitably trained and competent (PASMA). The mobile tower shall be complied with manufactures specifications. The company site supervisor shall also be responsible for the statutory inspections in accordance with legislation.

Prefabricated Mobile Tower scaffolds shall be inspected on completion, immediately following erection, every 7 days and after any adverse weather likely to affect the stability e.g. high winds. Under no circumstances shall anyone working on the platform of a temporary scaffold arrangement either work outside the confines of the handrails or be on the platform whilst the scaffold is being moved. No attempt shall be made to modify the structure.

###### Emergency Methodologies General

The risk assessment for the work activity at height shall include an assessment of the mechanism for rescuing persons involved in the work activity. Where fall arrest equipment is in use, the rescue arrangements shall allow the person to be rescued in a safe and efficient manner. It is not sufficient to rely on the emergency services to affect a rescue. Planning for emergencies may take several forms (e.g. provision of communication systems, having a second trained and competent person available at ground level, through to provision of ladders, MEWPs, rescue devices and systems). Sufficient persons shall be trained and competent in the use of any rescue equipment identified, and fully briefed on the emergency plan.

###### MEWPs

At least one other person who is familiar with the operation of the MEWP shall be at the location where a MEWP is in use. If an emergency arises using a MEWP then the second person shall operate the MEWP and get the casualty to ground level, or call for help. Work from an access platform is performed in the "work restraint mode" therefore emergency rescue systems for fall arrest is not required.

###### Competence and Training General

Before a person undertakes a task, which involves working at height, they shall have received the necessary training to be able to perform the allocated task safely.

###### Training

All employees working for AES Scaffolding Ltd has the potential to work at height as part of their normal working duties shall have received a general working at height awareness brief.

Dependent on the task being undertaken it will be the responsibility of AES Scaffolding Ltd to decide on the level of training and competence required to undertake the specific task safely. The Managing Director HSEQ Consultant will provide training as detailed and depending on functional needs:

" Harness Inspection and application " Ladder Inspection " Working at Height for Managers Planning Work. " Safe use of Mobile Access platforms (PASMA) " Safe Working at Height \_ MEWP (IPAF)

### Working at Height/Unloading and Loading Vehicles

###### Introduction

Planning: As falls are the major cause of accidents, precautions must be taken either to prevent a person from falling or, if that is not practicable, to prevent the fall from the leading edge resulting in a serious injury. As these are high risk activities regarding the unloading and loading vehicles they form a part of everyday procedure. AES Scaffolding Ltd recognise it is important to mitigate the risk by reviewing both procedures by collective or other similar means.

Stacked material or plant on the lorry bed: During various stages of the unloading and loading procedures the yard crew will have to gain access onto the lorry bed to handle materials to the ground, where the risk of a fall cannot be eliminated. The use of work equipment to minimise the distance and consequences from a fall will be always considered as a positive preventative measure. This is to protect everyone at risk from a limited fall when working on the lorry bed. Where practicable, all yard crew will unload/load from the ground.

Where yard operatives have to access the lorry bed, they must unload/load the vehicle in the following way:

The yard crew will ensure access & egress via a secured suitable ladder placed appropriately adjacent to the lorry bed allowing safe access & egress and must ensure suitable handholds are provided at all times.

Limited fall prevention will be achieved by using a 950 & 470 mm guardrail system, which will enclose the perimeter of the lorry bed or load(s) at any height. The existing horn system or additional supporting tubes will be used to secure the frame to the lorry bed.

Yard crew are REMINDED NOT to jump down off the vehicle and always use ladder/steps and handholds provided.

Weather Conditions: The effects of adverse weather conditions must be anticipated and suitable precautions taken. Rain, ice or snow can obviously increase the risk of slipping and a roof should be inspected for such hazards each day, before work is permitted to start. Windy conditions can also be dangerous. Training: it is important that only persons who have been suitably trained are employed on such work.

### Yard Conditions and General Housekeeping

###### Introduction

AES Scaffolding Ltd recognises good housekeeping practices in the yard area are particularly important for providing a safe place of work. By maintaining all work areas in a neat and orderly condition, a majority of accidents can be prevented. Specifically, AES Scaffolding Ltd employees will observe the following guidelines for implementing good housekeeping technique in the workplace.

* Materials will not be left where they may fall, nor should they be placed against any supports, which are not designed to support the load.
* Footpaths/walkways will be kept clear of any tripping hazards.
* Waste will be removed and disposed properly on a daily basis or more often as necessary.
* Keep areas around the cutting bench or machinery clear of materials which could interfere with the equipment or operator or otherwise create an unsafe situation;

The workplace will be kept uncluttered and safe at all times. Unsafe conditions will be eliminated and prevented. If an unsafe condition does occur, work will be interrupted until the condition is corrected. The yard foreman is required to inspect the workplace daily and will immediately correct all safety related problems.

# Measuring Performance

## Reactive Monitoring

###### Introduction

Certain injuries, ill health and dangerous occurrences are required by law to be reported to the enforcing authority (usually the Health & Safety Executive), under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (as amended). See Section 6.4 of further information.

However, it is the policy of AES Scaffolding Ltd to investigate all accidents and incidents, including near misses. The purpose of the investigation is to identify the causation and to establish and enforce measures to prevent reoccurrence and not to apportion blame.

Some organisations claim to have a ‘no blame culture\_ for accident reporting and investigation to ensure that every employee feels that they can report accidents and co-operate with any investigation without fear of retribution. However, we promote a ‘just and fair culture’, which is similar to ‘no blame’, but there may be some apportion of personal responsibility. Investigations will not lay blame indiscriminately; all accident investigations shall be objective, open and fair.

All employees are encouraged to report all accidents or incidents no matter how minor. The reporting of accidents by employees to the Company shall always remain a high profile topic e.g. regularly repeated toolbox talk, notices etc.

Any employee who fails to report a work-related accident or fails to co-operate with or deliberately misleads an investigation will be referred for disciplinary action.

All injuries will be reported to the immediate line-manager who will ensure that the appropriate level of investigation is undertaken, and the records kept.

The following matrix is a guide to the appropriate level of investigation required:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Fatali ty\* | RIDDO  R\*Majo r Injury | RIDDO R  \*Injury | RIDDOR\*  Dangerou s Occurrenc e | RIDDOR  \*Diseas e | Over 3 day Injury | Minor Injury | Signific antNea r Miss | Near Miss |
| Director(s) | X | X | X | X | X |  |  |  |  |
| HSEQ  Director | X | X | X | X | X | X |  | X |  |
| Consultants | X | X | X | X | X |  |  | X |  |
| Managers | X | X | X | X | X | X | X | X | X |
| Supervisors | X | X | X | X | X | X | X | X | X |

## Proactive Monitoring

###### Introduction

AES Scaffolding Ltd will conduct a system of site safety inspections. Where a site safety inspection is conducted, the Site Supervisor will be issued with a copy of the Safety Inspection Report, which will detail any issues, which have been noted during the inspection of his site. The Site Supervisor will be expected to comply with any requirements stipulated by the Inspecting Person immediately (where practicable).

The site supervisor will first address issues of non-conformance recorded. If further issues are to be addressed, AES Scaffolding Ltd Management are to be contacted. Where requests for works to cease are made on safety grounds, this will be on a noncompliant recorded with AES Scaffolding Ltd Management, and followed by a written report.

## Key Performance Indicators

###### Introduction

The senior management of the AES Scaffolding Ltd will set targets year-on year for improvement based on the KPI’s.

However, it is important to note that the primary purpose of the KPI’s and targets is not to penalise failure but to identify opportunities for improvement and recognise success. It is very important not to place too much emphasis on achieving targets as this may have a negative effect resulting in deliberate under reporting.

## Safety Improvements

###### Introduction

AES Scaffolding Ltd is always looking for ways to improve the standards of safety regarding operations. If any members of staff have any ideas, which could contribute, to safety on site, then the Managing Director or the HSEQ Consultant would be pleased to hear in either in person or in writing. Both will be in the strictest confidence.

AES Scaffolding Ltd aims to actively audit Company procedures in relation to Health and Safety procedures both on site and within the Company’s offices to ensure compliance with the Company’s Health and Safety Policy and all current legislation. The Company therefore expects the co-operation of its entire staff in the manner detailed within the Policy. Where it is highlighted the requirements of the Policy are not being adhered to the appropriate action will be taken to remedy any problems. This would include providing the appropriate training, equipment and where negligence of individuals is a factor, disciplinary action.

# Reviewing Performance

## Health and Safety Committee

###### Introduction

As part of their commitment to on-going improvements in health and safety standards, the Senior Management of AES Scaffolding Ltd will form a health and safety committee. The committee will meet every three months and will provide an open forum for all persons in attendance to raise any issues, in accordance with the agenda circulated in advance. All meetings will be minutes and will be open to all AES Scaffolding Ltd employees with advance notice. It is recognised that consulting employees in this way is very importance in creating and maintaining a safe and healthy working

environment. This will assist in motivating staff and making them aware of health and safety issues, in order to become more efficient and reduce the risk of work related illnesses.

## Annual Health and Safety Strategy

###### Introduction

The Company Health and Safety Strategy aims to build on the work already achieved from previous improvements in health and safety management systems implemented. This document will be subject to annual review and, if necessary, amended during the period.

The Director Responsible will jointly endorse this Strategy for Health and Safety within the Company. Its overall aim is to enable the full implementation of the Company Health and Safety Policy Statement, and will form the basis of the annual planning and review processes, in line with guidance provided within HS(G)65 Successful Health and Safety Management, as published by the Health and Safety Executive. A further aim of the strategy is to mirror the Revitalising Health and Safety strategy as laid out by the HM Government and the Health and Safety Commission to improve health and safety standards at work. By these means, the HSEQ Consultant will aim to provide support and guidance to improve health and safety management systems continuously thereby, reducing injuries, damage and loss to the Company and making the workplace a better place to be for all.

# Auditing

## Annual Baseline Audit

###### Introduction

The annual SMS audit is on instruction undertaken by the HSEQ Consultant to ensure its effectiveness. A full audit report is produced detailing the findings of the audit and any recommended actions. A summary of these actions is prepared in the form of a bullet point management action plan.

## Management Action

###### Introduction

To help monitor implementation of the SMS and outstanding actions a Management Action Plan (MAP) has been developed, based upon the SMS format. Priorities are highlighted on the MAP and checked off when completed.