



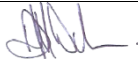
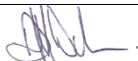
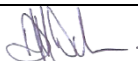
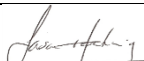
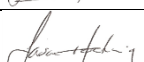
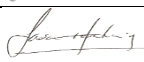
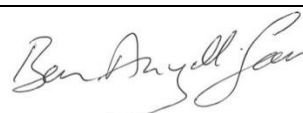
Health & Safety Policy

Shield Environmental Services

Experts in Providing
Specialist Services
Nationwide

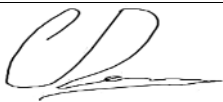
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Record of Amendments

Amendment No	Date	Signature
One – Safety Auditing	6 th April 2005	
Two - Risk Assessment	15 th August 2005	
Three – Hazardous Waste	15 th August 2005	
Four – Safety Auditing	3 rd January 2006	
Five – General Revision	1 st April 2006	
Six – General Revision	1 st March 2007	
Seven – Risk Assessment & Site Auditing	10 th July 2007	
Eight – General revision	29 th August 2008	
Nine – Towing DCU and General Revision	21 st January 2009	
Ten – General Review	1 st April 2010	
Eleven – Incidents Reporting Procedure and Contents Page	15 th Dec 2010	
Twelve – General Review	1 st April 2011	
Thirteen – General Review	16 th April 2012	
Fourteen – General Review	11 th April 2013	
Fifteen – Addition of demolition specific sections, confined spaces, young persons, exclusion zones, hot cutting and use of explosives. Change from PAS 60 to BS 8520.	10 th October 2013	
Sixteen – Addition of needlestick policy and removal of out dated forms.	13 th November 2013	
Seventeen – Addition of Demolition in the organisational structure	24 th February 2013	
Eighteen – Change of H&S Manager, Managing Director and current organisation structure	26 th November 2014	

Nineteenth – Add statement regarding not compromising H&S.	3 rd April 2015	
Twentieth – Restructure of H&S Management team and Policy Review	25 th November 2015	
Twenty-One – Update to H&S Management Team	04 th January 2016	
Twenty-Two – Update PPE, Safety Boots and FA	14 th July 2016	
Twenty-Three – Update Risk Assessment Matrix, Add SOP's, New forms and legislation changes,	30 th September 2016	
Twenty – Four – Scaffold updates	31 st October 2016	
Twenty – Five – Annual Review MD annual review, updated Organigram for technical, add SC024 scaffold site safety tour. HS023 HAV assessment, HS024 HAV exposure record and procedure	29 th Sept 2017	
Twenty – Six – Health and Safety Consultant details updated	5 th October 2017	
Twenty – Seven – Safety boots update	18 th October 2017	
Twenty – Eight – HAV update as advised by James Slater H&S Consultant	17 th November 2017	
Twenty - Nine – additional info to Safety Boots on page 40, additional information to HAV on pages 54,55 and 56,	24 th January 2018	

additional information to Noise on page 36, 37, amended Smoking policy with E cigarette update to match company handbook, RPE other divisions 2 yearly facefit.		
Thirty – updates to pages 37 and 55, replacing LO014 to Abbots online health assessment	2 nd February 2018	
Thirty one – Full policy review	16 th February 2018	
Thirty two – updated organigram, added HSP001,002,003,004 next to ASP25,26,27,28, amended HAV medical requirements	29 th March 2018	
Thirty Three - 3.30 Confined Space – Added one line at the bottom of page 66. 3.14 Safe use of works equipment – Tool competency assessment added to page 43/44. 3.13 RPE – Added RPE requirement of Qualitative/ Quantitative for divisions on page 41	16 th May 2018	
Thirty Four – updated H&S organigram to include Tony Flynn as new HSEQ Consultant	24 th May 2018	
Thirty Five – updated Managing Director's policy statement. Updated company organigram.	10 th August 2018	
Thirty-Six – added wording to page 49 under pregnant and nursing mothers. Updated organigram	24 th October 2018	
Thirty-Seven – updated office PAT testing to 2 yearly	6 th November 2018	
Thirty Eight – ISO45001 update, policy statement, organigram updated, Annual review	9 th January 2019	

Thirty Nine – Change in the wording to Health Surveillance within Tier 1, 2, 3 and 4	14 th January 2019	
Forty – DSE Risk Assessment update on p24.	6 th February 2019	
Forty One – Removed organigram and replaced with document number, rebrand	3 rd July 2019	
All amendments are recorded on CD002 – 22/08/19		

If you have any comments / suggestions for improvements to this Policy or are missing any of the amendments then please contact the Technical Department:

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MANAGING DIRECTORS POLICY STATEMENT

(ISO45001: 2018; Clause 5.2)

We have established this OH&S policy to be consistent with the purpose and context of our organisation. It provides a framework for the setting and review of objectives in addition to our commitment to satisfy applicable regulatory, legislative and other requirements as well as our commitment to continually improve our management system.

Successful management of H&S is an absolute priority within Shield Environmental Services. Health & Safety should never be compromised for other objectives. This is of paramount importance if we are to build on our success within a very demanding working environment.

My responsibility is to ensure the effective implementation and maintenance of a robust Safety Management System, which includes a practicable and achievable H&S Policy which will ensure, so far as is reasonably practicable;

- The prevention of ill health.
- Reduction in accidents.
- A safe working environment.
- Continual improvement in H&S management and performance.

The Board and the Management Team are totally committed to ensure that all necessary measures shall be taken, throughout the company, to promote this objective for all employees. We shall ensure that our H&S objectives are achievable and deliverable to protect the health and welfare of all our staff and customers and as a minimum comply with our relevant Health, Safety or Environmental statutory obligations.

We are committed to providing a safe and healthy working conditions for the prevention of work related injury and ill health, eliminate hazards and reduce OH&S risks. Procedures have been determined and are continually reviewed to ensure they are appropriate to the purpose, size and context of the organisation and are specific of our OH&S risks and OH&S opportunities.

All matters concerning health and safety will be implemented after full consultation with our employees through representatives of employee safety and the H&S Committee.

This Policy will be reviewed regularly on a continual basis to meet our current legal requirements, as a minimum at least on an annual basis. Any revisions will be discussed with employees and brought to the attention of all employees.

We are totally committed to achieving the best health, safety and welfare standards possible so that a positive safety culture is embedded within the business, controlling safety risks and accidental damage can only deliver a further contribution to our profitability within a highly competitive market place.

This policy is available/communicated to all interested parties as well as being made available to the wider community through publication on our Website, Company Noticeboard and Electronic filing system.

Authorised by: Luke House
Position: Managing Director

Signature: 

Reviewed Date: 06/01/2020

2.1 INTRODUCTION

The Managing Director, while retaining responsibility, delegates his authority for the promotion of health, safety and welfare at work to the Directors and Managers and through them to all levels of supervision within the company.

The daily responsibility for implementation of Health and Safety policies, procedures, instructions and practices rests with persons who manage or supervise employees. These persons must ensure that suitable risk assessments are in place which covers all work activities under their control. In addition Managers and Supervisors must ensure that all 'reasonably practicable' steps are taken so that safe working practices and procedures are implemented within their area of responsibility for all activities under their control.

The Health and Safety at Work etc. Act 1974 and similar legislation applies to all our work activities within the UK. Activities and operations outside the United Kingdom will generally be subject to local health and safety legislation. In general, the policies and standards contained in this Policy should be applied unless a stricter standard is required by local legislation.

The Management Board are determined that all necessary measures shall be taken throughout Shield Environmental Services to promote this objective for all employees and third parties alike where all employees agree, through communication and co-operation that our safety procedures:

- Are based on shared perceptions of hazard and risk.
- Agreed by all.
- Are necessary and workable.
- Will succeed in preventing accidents and ill health.
- Have been prepared following consultation with, and participation by employees.
- Are subject to continual monitoring and review.

Shield Environmental Services will provide, so far as is reasonably practicable:

- Adequate finances to properly resource health, safety and welfare issues.
- Clearly defined individual health and safety responsibilities for all employees.
- A safe and secure place of work.
- Effective and appropriate emergency procedures where necessary.
- Supervision of work activities by competent, trained employees.
- Training to enable employees to understand hazards inherent with their work / tasks, and to operate and use the safety precautions, personal protective equipment and safe systems of work that have been introduced to ensure their safety.
- Arrangements for consultation with employees on health, safety and environmental matters.
- An accident and hazard reporting system designed to identify adverse accident trends and the overall safety performance of Shield Environmental Services.
- Tools, equipment and vehicles, selected, maintained and operated to function safely.

- Systems of work for the safe use of tools and equipment and for the safe handling, use and storage of substances and materials.
- Appropriate First Aid training and equipment.
- Access to medical advice and surveillance where appropriate.
- Suitable and sufficient welfare facilities where necessary.

2.2 LIABILITY, ENFORCEMENT AND PENALTIES

Health & Safety Legislation

Procedures, standards and guidance for managing health & safety set out in this policy are based on the Health and Safety at Work etc. Act 1974 and all other relevant EU and UK legislation.

We must strive to be the industry leader and set best practice when it comes to managing safety within our business irrespective of the location where we operate.

Health & Safety Regulations

Made under the Health and Safety at Work etc Act 1974 Employers have to comply with their requirements.

Approved Codes of Practice (ACoP's)

Legally enforceable, they are the HSE 'way of doing things' and an employer can use a different method but it must be as good or if not better than an ACoP.

HSE Guidance Notes

Not legally enforceable but are issued as 'Guidance' by the HSE and set out industry best practice.

HSE Information Poster

In the UK it is a legal requirement to display a poster of The Health and Safety at Work etc. Act 1974 in all workplaces, stating the name and address of the local Enforcing Authority (HSE / LA) and EMAS (Employment Medical Advisory Services) office, and who is responsible for safety within the Company.

Criminal Liability (UK)

Criminal liability arises from a person committing a criminal offence. The accused may be prosecuted in the criminal courts. The case will usually be heard and dealt with in the Magistrates Court. However, for serious offences, the case will be heard in the Crown Court, having been referred there by the Magistrates.

Breaches of H&S Law

Most criminal offences associated with health, safety and the environment are committed following breaches of statute law. These could result in an individual or an organisation being prosecuted, if found guilty having to pay substantial penalties. Certain crimes, such as manslaughter are governed by common law rather than statute, but a crime of Corporate Killing has now been introduced so that individual Managers can be held liable for negligence and as such Shield Environmental Services are more accountable.

Fines and Imprisonment

For breaches of health and safety law, Magistrates can impose **unlimited fines and prison terms not exceeding 6 months or both. In the Crown Court fines can be of an unlimited amount with up to 2 years imprisonment for each offence or both.** For certain offences the body corporate (Shield Environmental Services Ltd) will be held responsible rather than the individual and the penalties will usually reflect this in their severity.

Health and Safety at Work etc. Act 1974 (HASAWA)

The HASAWA is an enabling Act and as such provides the authority for much of the other health and safety legislation, such as Regulations. The Act contains the general duties of employers to their employees while at work, as well as to non-employees.

These obligations are to:

1. Provide and maintain safe plant and systems of work.
2. Ensure that the use, handling, storage and transport of articles and substances are safe.
3. Provide information, instruction, training and supervision to ensure that employees can carry out their job safely.
4. Ensure that the workplace is safe and is not hazardous to health.
5. Ensure that proper means of access and egress are maintained, particularly in respect of standards of housekeeping, cleanliness, disposal of rubbish and goods.
6. Keep the workplace environment safe and free from health hazards and ensure adequate welfare facilities are provided.

The following is a list of relevant Health and Safety Legislation which are / may be applicable to the work we undertake; however this is not an exhaustive list

Asbestos Removal/ Marine and Insulation/ Demolition & Construction/ Scaffold

- Control of Asbestos Regulations 2012;
- Control of asbestos regulations 2012 & related ACOP – work with asbestos containing materials 2nd Edition (L143);
- Working with asbestos cement (HSG189/2) – withdrawn but may still be used for reference/guidance;
- Asbestos, The licensed Contractor's guide (HSG 247);
- Asbestos, The survey guide (HSG 264);
- Asbestos Medical Guidance (MS 13).
- Asbestos Licensing Group (ALG) memos.
- Construction (Design and Management) Regulations 2015 and related ACOP – Managing health and safety in construction (L153);
- Control of lead at work regulations and related ACOP (L132);
- Health & safety in roof work (HSG 33);
- Avoiding danger from underground services (HSG 47);
- Electrical safety on construction sites (HSG 141);

- Safe use of vehicles on construction sites (HSG 144);
- Backs for the future (HSG 149);
- Health & safety in construction (HSG 150);
- Health & safety in excavations (HSG185);
- Protecting the public - your next move (HSG 151);
- Fire safety in construction work (HSG 168);
- Dust – general principles of protection (EH44).
- NASC Technical Guidance TG20;13.
- NASC SG4:15

General Legislation (not Industry specific)

- The Health and Safety at Work etc Act 1974;
- Control of substances hazardous to health regulations (COSHH) & related ACOP (L5);
- Control of noise at work regulations & related ACOP (L108);
- Electricity at work regulations;
- Carriage of Dangerous Goods Regulation 2009
- ADR 2015
- Management of health and safety at work regulations & related ACOP (L21);
- Provision and use of work equipment regulations (PUWER) & related ACOP (L22);
- Manual handling operations regulations & related ACOP (L23);
- Workplace (health, safety and welfare) regulations & related ACOP (L24);
- Personal protective equipment at work regulations (PPE) & related ACOP (L25);
- Health and safety (display screen equipment) regulations & related ACOP (L26);
- Health and safety (first aid) regulations & related ACOP (L74);
- Health and safety (signs and signals) regulations & related ACOP (L64);
- Health and safety (consultation with employees) regulations & related ACOP (L95);
- Confined spaces regulations & related ACOP (L101);
- Lifting operations and lifting equipment regulations (LOLER) & related ACOP (L113);
- Working time regulations;
- Reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR)
- Work at height regulations
- Control of vibration at work regulations & related ACOP's (L140/141);
- Safety in use of abrasive wheels (HSG17);
- Safety in working with lift trucks (HSG6);
- Respiratory protective equipment at work (HSG53);
- Legionnaires Disease (L8);
- Ionising Radiation Regulations

2.3 ORGANISATION FOR SAFETY

The level of responsibility for organising and arranging safe working practices rests with the Directors and the Board however all management and employees alike are also responsible on a daily basis to ensure that we operate a safe working environment, however this responsibility varies according to the range of tasks each employee carries out, and whether or not they are responsible for controlling the activities of others.

The organisation of Health and Safety is backed by a commitment, from the Managing Director and Management Board to ensure that every employee, regardless of their role, is competent, trained and adequately equipped with the tools, techniques and equipment they need to effectively carry out their duties and fully meet their responsibilities for health and safety

2.3.1 GENERAL RESPONSIBILITIES

Shield Environmental Services recognises that all employees have responsibilities in Health and Safety and will assist them in meeting these legal duties as well as those that arise as conditions of their employment with the Company.

All employees are therefore reminded that:

- The Health and Safety at Work etc. Act 1974 and any regulations etc, requires that employees take reasonable care for their own health and safety whilst they are at work. They are also expected to co-operate with their employer, and to take reasonable care for the health and safety of their colleagues and that of any other person who may be affected by their work activities.
- The Management of Health and Safety at Work Regulations 1999 and other legal provisions require that employees properly use all work items provided by their employer in accordance with their training. They are also expected to report to their employer situations of serious, imminent and unavoidable danger and failures in any procedures or equipment, which have led, or might lead, to injury or damage.

Negligence of Health and Safety responsibilities will be regarded as seriously as any other disciplinary matter.

2.3.2 DIRECTORS

Directors must take the lead in matters of health and safety and in particular:

- Show a positive commitment to health and safety by adopting and demonstrating good working practices.
- Have a good working knowledge of relevant health and safety legislation and of Shield Environmental Services Health and Safety Policy
- Make arrangements so that all employees are given adequate information, instruction, training, supervision and equipment to carry out their tasks safely and without presenting risks to themselves or others.

- Workplaces and work activities are subjected to a suitable Risk Assessment so that Hazards are identified and priorities are established for controlling any significant risks.
- Consider Health and Safety issues as part of the selection, purchasing and implementation process for new equipment, products and work methods.
- New projects, developments and installations are designed and implemented to conform to appropriate health and safety standards and any information is passed on to those who require it.

2.3.3 MANAGERS / SUPERVISORS

Managers / Supervisors in particular must ensure:

- Workplaces and work activities are subjected to a suitable Risk Assessment so that Hazards are identified and priorities are established for controlling any significant risks.
- Employees are given suitable information, instruction, training, supervision and equipment to carry out their tasks so as not to present risks to themselves or others.
- Clear and specific health and safety instructions, as identified by a Risk Assessment, are issued whenever necessary so that employees understand the safety implications and control methods to work in a safe manner.
- Safe systems of work, safety equipment and protective clothing are made available to persons who require it and maintained and used as necessary.
- Work equipment provided is suitable, not misused, properly maintained and, where appropriate, subjected to regular and / or statutory test and inspection.
- Accident and hazard reports are properly investigated and remedial action instigated.
- Contractors, consultants, third parties and temporary employees are made aware of known hazards and risks which may affect their safety.

2.3.4 HEALTH & SAFETY COMPLIANCE MANAGER.

The Health & Safety Compliance Manager will advise and assist on all Health, Safety and Environmental matters and will monitor the implementation of Shield Environmental Services Health and Safety Policy and Safety Management System

The Health & Safety Compliance Manager, reporting to the Board acts as the focal point for all Health, Safety and Environmental issues within Shield Environmental Services, who will:

- Assist in the monitoring of the company ISO45001:2018 Safety Management System.
- Ensure that a suitable Risk Assessment process is implemented and all working activities are subjected to the Risk Assessment Process.
- Identify and evaluate occupational and environmental risks to our employees and where appropriate, to members of the public and non-employees.
- Give guidance at appropriate levels on policies and procedures enabling the creation of safe working environments and safe systems of work.
- Promote individual awareness of health, safety and environmental issues amongst all employees.

- Maintain a suitable Accident / Incident reporting system to ensure that all workplace incidents are investigated and safety lapses identified.
- Monitor health, safety and environmental performance at all levels and report findings appropriately.
- Provide a range of training solutions to meet identified shortfalls in the knowledge or understanding of employees at all levels, and to refresh or update that knowledge and understanding wherever appropriate.
- Maintain a relevant knowledge base and skills.
- Build and maintain appropriate links with external organisations within the Health, Safety and Environmental field.

2.3.5 EMPLOYEE RESPONSIBILITY

Every employee must co-operate in maintaining a safe working environment by complying with the Health and Safety Policy.

Each Employee shall:

- Ensure that safety procedures and precautions identified by a Risk Assessment have been undertaken before commencing work.
- Ensure that their work activities do not endanger themselves or others.
- Carry out their work activities in accordance with their training and instructions, using the correct tools and equipment for the tasks allocated to them.
- Follow safe systems of work and use safety equipment and protective clothing, whenever and wherever necessary, and in accordance with their training and instructions.
- Report to their Supervisor or Manager any shortfall in safe systems of work they operate, and any loss or damage to tools, equipment, safety equipment and personal protective clothing they have been issued with.
- Report to their Supervisor or Manager hazardous situations and defects that they identify in premises, plant and equipment, whether at Shield Environmental Services controlled premises or activities, or at third party controlled sites.
- Help new employees become aware of hazards and control mechanisms.
- Report **ALL** accidents and incidence of ill health, discomfort or pain resulting from work activities in accordance with Shield Environmental Services Accident Reporting Procedures.
- Report **ALL NEAR MISS** incidents which could have caused injury or damage in accordance with Shield Environmental Services Accident Reporting Procedures

2.4 CONSULTATION WITH EMPLOYEES

Shield Environmental Services will consult and inform employees on matters relating to Health and Safety by means of an H&S Committee where employee representatives are consulted. This will meet at least every 3 months and chaired by a Director / Health and Safety Compliance Manager.

Health & Safety Committee Minutes will be placed on company notice boards and available from each Safety Representative.

- The outcome of any Risk Assessment higher than Tolerable Risk.
- Risk Management strategy and timescales for introduction of safety measures to combat known risks.
- The findings of any accident or injury investigations.
- **Before** the introduction of any measures or any new technology which may substantially affect their Health and Safety whilst at work.
- Health and Safety information the company is required to give by relevant Health and Safety legislation.
- The planning and organisation of Health and Safety training.
- The information that employees must be given on the likely risks and dangers arising from their work, measures to reduce these risks and what they should do in an emergency.

2.5 SHIELD ENVIRONMENTAL SERVICES - HEALTH AND SAFETY MANAGEMENT ORGANISATION

A copy of the Health and Safety Management Organisation chart (LO032) is available on the controlled document drive for all staff to view.

3. ARRANGEMENTS

3.1 RISK MANAGEMENT & RISK ASSESSMENT

Shield Environmental Services will undertake, and record in writing, a risk assessment of all its activities where there is a significant risk to the Health and Safety facing our employees, non-employees and members of the public

Risk assessments will be reviewed whenever changes in Shield Environmental Services organisation, Government Legislation or where technology, working environments or working practices demand.

Risk Assessment Requirements

Under the Management of Health and Safety at Work Regulations 1999, every work activity must be risk assessed. This includes any jobs where there is a low risk of injury. It is important to decide whether a hazard is significant and whether there are sufficient precautions in place to minimise the risk of an accident or injury occurring.

Managers are responsible for ensuring suitable and sufficient risk assessments are carried out by a competent person, for all tasks and workplaces under their control. The assessment must identify the hazards and level of risk to any person who may be affected, and the control measures necessary to reduce the risk. Any **significant findings** in the assessment must be recorded and periodically reviewed

Generic Risk Assessments

Copies of Generic Risk Assessments have been produced for every routine daily task we undertake.

Competent Person

A person who has attended a suitable training course on risk assessment and has some experience of the work involved.

Control Measures

Any measure used to reduce the risk of exposure to the hazard, e.g. mechanical controls, training, personal protective equipment.

Hazard

Anything that has the potential to cause harm to people, property or the environment

People at Risk

All classes of people should be identified, e.g. Employees, Third party, Contractors, Client Staff Visitors and members of the Public etc. and not just classed together as staff.

Risk

The possibility that an injury / incident could happen from identified hazard

Assessing Risk Category.

This table is a simple method of estimating risk levels to decide whether workplace risks are acceptable. Risks are classified according to the chance of it happening and the likely potential severity of any injury

Risk Assessment Ratings Matrix

The non-asbestos hazards on this contract have been risk-assessed as follows:									
Severity	Fatality	5	5	10	15	20	25	Action from Risk Values	
	Major injury	4	4	8	12	16	20		
	Moderate Injury	3	3	6	9	12	15		
	Minor Injury	2	2	4	6	8	10		
S	Insignificant Injury	1	1	2	3	4	5	0-4 5-10 11-25 LOW RISK: Ensure controls are followed and method of work is not altered. MODERATE RISK: Tolerable if cost of reduction would exceed the improvement gained (reasonably practicable). UNACCEPTABLE RISK: Cannot be justified. Control measures must be introduced to bring down either the severity or, more usually, the likelihood.	
		1	2	3	4	5			
		Very unlikely	Unlikely	Likely	Very Likely	Almost Certain			
	L	Likelihood							

Reference			
Severity	<i>Fatality</i>	-	<i>Death</i>
	<i>Major injury</i>	-	<i>Injuries requiring more than 3 days absence</i>
	<i>Moderate Injury</i>	-	<i>Injuries requiring up to 3 days absence</i>
	<i>Minor Injury</i>	-	<i>Injuries needing First Aid</i>
S	<i>Insignificant Injury</i>	-	<i>No Injury</i>

Risk Control Measures

The next step is to decide on what control measures are necessary to ensure that suitable risk reduction practices are put in place for those risks that are deemed as not acceptable.

ACTION REQUIRED in Risk Management Priority

1. **Eliminate** - e.g. cease the activity or stop using the equipment altogether.
2. **Substitute** by equipment or substances less hazardous.
3. **Prevent** access to the hazard by isolation from people.
4. **Provide** a guard around the hazard.
5. **Design** a safe system of work.
6. **Identify** training needs where applicable.
7. Have **written procedures** that are known and understood by all person who could be affected.
8. Ensure there is **adequate Supervision** and **enforcement**.
9. **Provide Personal Protective Equipment** (note: only to be used as a last resort).

In many cases, a suitable combination of the above control methods may be necessary.

Suitable and sufficient

The assessment should ensure all relevant risk and hazards are addressed and that adequate control measures are in place. It should also be appropriate to the type of work involved.

Shield Environmental Services Requirements

The Manager / Supervisor is responsible for ensuring risk assessments are carried out for every task and every workplace under their control where there is a risk of injury and records must be kept.

While every task and every workplace must be assessed, the assessments only need to be recorded for those tasks/workplaces of low risk or greater. The most important conclusions must be recorded. This can either be on paper or electronically.

In addition to the general risk assessment, specific assessments should be carried out where required by legislation, e.g. Control of Substances Hazardous to Health (COSHH), Display Screen Equipment (DSE), Manual Handling, Noise etc.

Risk assessments must be reviewed:

- Before new work practices or equipment is introduced;
- Following any accident or dangerous occurrence
- Periodically to ensure they are still valid. The review should be bi-annual unless the task is high hazard/high risk, in which case it should be reviewed more frequently.

Managers should ensure that all employees; contractors and visitors are provided with relevant information on all risks to their health and safety as identified by the risk assessment. This will include any preventive or protective measures that are to be taken, especially for procedures dealing with serious or imminent danger. All persons

including those with disabilities or those who do not have English as their first language must easily understand this information.

All employees are required to use all work items correctly in accordance with their training and to co-operate with the employer in complying with legislation. Every employee must also report any health and safety shortcomings to their supervisor even if no immediate danger exists.

Undertaking a Risk Assessment

Step 1 – Identify any Hazards

- Find out what could reasonably cause harm to any person
 - Working at Height, Vibration, Confined spaces, Noise etc
- Ask employees who may be more aware of the Hazards involved

Step 2 – Who is at Risk?

- For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name, but rather identifying groups of people (e.g. 'people working in the storeroom' or 'passers-by').
- Some workers have particular requirements, e.g. new and young workers, new or expectant mothers and people with disabilities may be at particular risk. Extra thought will be needed for some hazards;
 - cleaners, visitors, contractors, maintenance workers etc, who may not be in the workplace all the time;
 - members of the public, if they could be hurt by our activities;
 - if we share the workplace, you will need to think about how your work affects others present, as well as how their work affects your staff – talk to them;

Step 3 – Evaluate the Risk and decide what needs to be done!

Having identified ALL hazards, the next step is to decide on what you are going to do to ensure that the risk of harm is suitably reduced, so far as is reasonably practicable!

Can you?

- **Eliminate** the hazard altogether, if not how do I control the Risk so that harm is unlikely?
 - e.g. cease the activity or stop using the equipment altogether

If you cannot eliminate the hazard

- **Substitute / Replace** with equipment or substances which are less hazardous.
- **Prevent** access to the hazard by persons who do not need to be there!
- **Provide** a guard / barrier around the hazard.
- **Design and Implement** a safe way to do it!
- **Identify** training requirements to ensure people are competent.
- Have **written procedures** that are known and understood by all people who could be affected.
- Ensure there is **adequate Supervision and enforcement**.
- **Provide Personal Protective Equipment** & welfare facilities.

In many cases, a suitable combination of the above control methods may be necessary.

Step 4 – Implement and Record the findings

- Write down the findings
- Keep it simple
- Tell people who may be affected what they have to do
- Provide the necessary equipment and PPE
- DO NOT worry about trivial risks

Step 5 – Review the assessment:

This will have to be done

- Before new work practices, substances or equipment is introduced.
- Following any accident or incident which may have occurred.
- Periodically to ensure they are still valid.

Managers must ensure

- That all employees; contractors and visitors are provided with the results of any Risk Assessment.
- This will include any preventive / protective measures that are to be taken, especially for procedures dealing with serious or imminent danger.
- All persons including those with disabilities or those who do not have English as their first language must easily understand this information.

Employees MUST

- Comply and follow the requirements of the Risk Assessment.
- use all work equipment and tools correctly and in accordance with their training
- co-operate with us to ensure your safety
- Must also report any health and safety shortcomings to their supervisor even if no immediate danger exists.

Site Specific Risk Assessments

Whenever there is a change to site conditions the Supervisor will ensure that the site specific plan of work and risk assessment is updated.

This has to be completed on a daily basis and copies returned to the branch office to be retained within the site file.

Any risk on site which cannot be adequately controlled, to ensure safety on site, then the site supervisor is to inform his relevant Manager BEFORE proceeding with the work

3.2 INCIDENT REPORTING PROCEDURES

It is essential that where **any** person has been injured or where damage to property or equipment has occurred, it must be reported and investigated thoroughly, this will enable you in conjunction with the company to prevent it happening again. Please note no employee will suffer any hardship as a result of reporting a non-conformance, accident, ill health or incident.

How to report an incident

All incidents of personal Injury, dangerous occurrence, near misses and environmental Incidents must be reported using the company HS008 Incident report form.

An investigation into the incident must be undertaken by the line manager at the time of the incident and any accident which requires any staff member to seek medical advice or is off work as a result will be investigated by the Health & Safety Compliance Manager. During the investigation arrangements must be made for any witness interviews, where appropriate, along with practical issues such as availability of cameras.

The line manager is responsible for ensuring any corrective action is undertaken. The Health and Safety Compliance Manager is responsible for monitoring and undertaking both corrective and preventive action where appropriate.

Minor Injury

If any employee suffers **ANY** minor injury they must complete the HS008 Incident report form and a record must also be made within the company accident book available within each office.

Minor injury involving time off work or hospital treatment

In addition to the minor injury procedure above, the Line Manager must **IMMEDIATELY** report any accident at work which involves any member of staff being off work to the Health and Safety Manager.

Serious Injury / Death

Immediately telephone the Health & Safety Manager and the relevant Shield Environmental Services Director

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

Incidents reportable under RIDDOR are:

- Specified injuries to workers
- Occupational diseases
- Carcinogens, mutagens and biological agents
- Dangerous occurrences

- Gas incidents

Types of reportable incidents/injury are:

- Deaths and injuries
- The death of any person all deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers are:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which: covers more than 10% of the body causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

When working in **Northern Ireland** a RIDDOR is reported when there is more than three consecutive days as a result of their injury. This three day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 10 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

Recording, Monitoring and Analysing Incidents

Records of all incidents are held electronically and details of all incidents are input into the company Incident report register (HS010) by Technical Admin. It is the Health and Safety Compliance Managers Responsibility to assess the incident and forward to Technical Admin to record. Original accident book report forms are to be retained within the employees personnel file.

It is the Health and Safety Compliance Managers responsibility to monitor the effectiveness of any corrective or preventive actions undertaken as result of any incident. Analysis of this data is undertaken annually (as a minimum) by the Health and Safety Compliance Manager and the board of directors.

Root causes applicable to all incidents will be determined, recorded on the Incident report register (HS010) and reviewed by the Health and Safety Compliance Manager for discussion at management review.

Accidents to Non Shield Employees (i.e. members of the public / other contractors on site) however trivial must be reported to the Health & Safety Compliance Manager immediately.

3.3 SAFETY AUDITING & INSPECTIONS

Introduction

Proactive H&S monitoring is of key importance if we are to identify lapses in safety before an accident or injury occurs, this also allows us to assess the extent of compliance with our legal obligations and our Safety Management System.

This Procedure defines the framework and procedures to be followed as a means of assessing performance in Safety Management and Site Safety

Objectives

The objective of the audits can be summarised as:

- To review implementation of Shield Environmental Services Health & Safety Policy.
- To verify compliance with H&S statutory legal requirements to all company operations.
- To identify needs for new or improved standards, procedures and safe systems of work.
- To promote awareness of health, safety, fire and environmental protection.
- To assess performance in avoiding ill health, injury and environmental pollution incidents.
- To provide advice on future requirements.

The Management team will ensure;

- All employees are properly trained and hold valid training certification for the work they are required to undertake.
- All employees undergo Health Surveillance (where required) and records are kept for 40 years.
- Have RPE face fit tests, monthly maintenance checks and suitable records kept of such checks.
- Daily site checks are undertaken and further safety management checks completed dependant on site location and duration of the works. (Attached) Records of site safety checks will be kept for each site.
- Independent UKAS accredited analytical laboratory to ISO 17020 and 17025 will undertake all environmental analytical testing on behalf of Shield Environmental Services.
- No licensed work involving the removal or working with asbestos will be undertaken until the relevant enforcing authority (HSE or LA) is notified in writing at least 14 days before any licensed asbestos removal work is undertaken, using the approved HSE Form ASB5, unless in an emergency where a waiver will be applied for.

Management Audits

These will be undertaken every 2 months, using forms AR028 & HS101 Site Safety tours.

Asbestos Audits

These will be undertaken on non-licensed, NNLW and licensed asbestos removal sites, using auditing form AR025.

Scaffold Audits

Scaffold audits are carried out by the Scaffold Management and external auditors using the SC016 scaffold audit form or SC024 scaffold site safety tour.

Internal asbestos regional auditors will carry out a basic user's inspection using the AR025 asbestos audit form. A written report is prepared following each audit by the Auditor. The report is communicated to senior management and all findings and corrective actions recorded.

Scaffold Inspection, Commissioning & Handover

Complete or partially completed scaffold structures must be inspected and commissioned by a nominated competent person, to ensure that it has been erected to the required standards and is safe to use, prior to handover.

If the structure is a designed scaffold then the inspection must ensure that the structure has been erected as per the drawings, without significant deviation.

The handover certificate (SC004) shall be used to formally handover the structure or part structure and should be signed by the client's representative. If this is not possible then it should be faxed or posted registered mail with the transmittal sheet or receipt retained on the contract file.

Where Shield Scaffolding is contractually required to undertake statutory inspections of a scaffold structure or part thereof, in pursuit of the Working at Height Regulations 2005 on behalf of a client, then such inspections shall include and be limited to the following:

- Before being taken into use for the first time; and
- After any substantial addition, dismantling or other alteration; and
- At regular intervals not exceeding 7 days since the last inspection.

However in addition to the above, should a client require Shield Scaffolding to inspect a scaffold structure or part thereof after any event likely to have affected its strength or stability, then the client shall give reasonable notice to Shield Scaffolding to carry out an inspection after such an event.

After the construction of the scaffolding a hold point is created (SC030) and sent to the Scaffold Manager to ensure compliance of the site and the construction of the scaffold.

3.4 COMPUTER SAFETY

Computer workstations must be designed and installed to meet the user requirements. Every person who uses a Computer must be given the choice to have a **DSE Workstation Assessment (HS028)** carried out on their workstation(s) and working practices. On completion, the documents are sent to the Training Department who will securely log and diarise annual reminders if applicable.

All persons who use computers may have a free eyesight tests and corrective glasses if it is deemed necessary to work with computers.

Display Screen Equipment Users

- The Display Screen Equipment Regulations are designed to protect persons who habitually use computers from musculoskeletal problems, visual fatigue and mental fatigue. If the daily use of the computer is relatively brief, non-intense and the person has discretion over when and how the equipment is used, then they are not considered to be a 'user'.

Health and Safety Hazards associated with Display Screen Equipment (DSE)

- Work related upper limb disorders is a term used to describe a range of conditions of the shoulder, arm and hands and has been associated with the use of computers. The likelihood of experiencing these disorders is based on a combination of factors, such as prolonged static posture, awkward positioning of the hands and wrists, high workloads, poor layout of the workstations and use of DSE.
- Medical evidence shows that using Computers is not associated with damage to the eyes or eyesight. However, some people may experience temporary visual fatigue, due to poor posture, poor lighting, poor quality of documents and poor screen quality.
- Poor job design or work organisation can lead to persons experiencing physical fatigue and stress. These effects can be minimised by careful design, selection and positioning of the computer screen, good design of the workstation and working environment, and training.
- Some persons have reported facial skin complaints. These complaints are usually associated with environmental factors such as low relative humidity.
- The levels of electromagnetic radiation emitted from Computers are considered to be safe and do not pose a significant risk to health. The scientific studies carried out to date do not show any link between miscarriages or birth defects and working with display screens. There is no need for protective devices such as anti-radiation screens.

Workstation Requirements

- The display screen equipment used should have a screen which has a stable display and can be adjusted for brightness and contrast. The screen should be able to tilt or swivel. Although screen height adjustment devices are not essential, they may be a useful means of adjusting the screen to the correct height.
- The keyboard must be able to tilt and separate from the screen to allow the person to find a comfortable working position. Hand support may be provided by allowing a space between the keyboard and the front edge of the desk or by providing a wrist rest.
- The work surface provided should be suitable for the range of tasks performed and the equipment necessary to perform the tasks. Some people may require document holders in order to perform their tasks more effectively. There should be adequate clearance for thighs, knees, lower legs and feet under the work surface and between furniture components.
- The work chair should allow the person to achieve a comfortable position. The chair must be adjustable in height. The seat back should be adjustable in height and tilt. If armrests are provided they should be adjustable in height.
- A footrest may be necessary where the person is unable to rest their feet flat on the floor and adopt the correct posture.

- Lighting should be adequate for all tasks carried out at the workstation. There should be no reflections or glare.
- The environment should have good ventilation and humidity. Noise levels should not impair concentration or prevent normal conversation.

Task Design

- Tasks should be designed to offer users variety and natural breaks away from the display screen. Ideally the work should be designed to consist of a mix of screen based and non-screen based work to prevent fatigue and to vary visual and mental demands. If the work requires intensive use of the computer, there should be plenty of pauses away from the screen. Breaks should be taken before the onset of fatigue.

'User'

Is an employee who habitually uses computers as a significant part of their normal work?

To classify a person as a user, most or all of the following will need to apply:

- Computers are required to do the job,
- The individual has no discretion as to the use or non-use of a computer,
- Significant training or skills are required in the use of computers to do the job,
- A computer is normally used for continuous spells of 1 hour or more at a time,
- Fast transfer of information between the user and screen is important to do the job,
- High levels of attention and concentration are required by the user,
- The individual uses a computer in this way more or less daily.

Workstation

A workstation is an assembly comprising of the desk, the chair, the display screen equipment, accessories to the equipment, telephones, and the surrounding work environment.

Eyesight test

If the results of the eye test indicate that glasses should be provided for computer use, employees would be offered a basic lens and frame free of charge. If the staff member decides to select a different (more expensive) frame and/or lens, or have modifications made to existing spectacles, then Shield Environmental Services will pay a contribution and the staff member is responsible for the difference

Re-tests

The optician will advise when a re-test is required. This is normally every two years. The 'User' has the right to request a re-test at any other time if he/she develops symptoms associated with computer work. In such circumstances, advice should be sought from the H&S Compliance Manager. It is the employee's responsibility to book a re-test at the appropriate time.

3.5 ELECTRICAL SAFETY

In accordance with company standard operating procedures ASP024

Fixed Electrical Installations

This includes all wiring that is an integral part of the building, from the input of the electrical supply authority to outlets, such as 13 amp sockets.

Mobile Equipment

This includes equipment that generates electrical power but is moved around.
(Portable generators)

Portable Appliances

This applies to most electrical equipment connected to a 13-amp plug. Examples are kettles, heaters, computers, power tools etc.

Each manager must ensure that the requirements detailed below are met for all portable appliances and mobile equipment in his/her area.

The requirements of this section applies to all **mobile equipment** and **portable appliances whether they are owned by Shield Environmental or are privately owned**

- Each Department shall ensure that an electrical register is established for all portable appliances so that a record can be kept of the inspections.
- In the event of an accident or incident involving such equipment the enforcing authorities will want to see these records. Only items owned and maintained by Shield Environmental Services need to be registered. Any equipment leased or hired to the company (example photocopiers) will need to be registered so that the visual inspections can be carried out. Detailed inspections do not need to be made on hired or leased equipment.
- In order to ensure safety when using Electrical Equipment, periodic checks have to be made on all appliances and mobile equipment to ensure they do not present any danger to the user.

Portable appliance testing (PAT) consists of a full safety check (combined inspection and test) carried out by a competent electrician and should be carried out annually for all site electrical equipment and two yearly for office electrical equipment. Some vulnerable equipment will require more frequent inspections. The department concerned is required to keep records of the testing and inspection program.

- All staff must be made aware of their responsibility to inspect electrical equipment for any signs of obvious damage before use.
- Any electrical appliance found to be faulty must be taken out of service immediately until repaired.

- No repairs or modifications are to be carried out to any electrical equipment by non-qualified people. This includes the wiring of plugs, which should only be done by a competent person.
- No unauthorised or personal electrical equipment should be used on Shield Environmental Services premises unless first tested as part of the Shield Environmental Services PAT programme.
- All electrical equipment must be switched off and isolated from the mains supply when not in use.

3.6 FIRE SAFETY

Fire can happen at any time and Branch Managers must ensure, so far as is reasonably practicable, that all employees and visitors know what to do in the event of a Fire Emergency.

The following procedures must be adhered to at all branches;

- Undertaking a Fire Risk Assessment, contact the Health and Safety Compliance Manager
- Ensure all staff is aware of the contents of the Fire Risk assessment and adhere to them.
- Suitable fire safety signage is provided so that clearly signed unhindered access and escape is achieved.
- Evacuation procedures for emergencies are posted and all staff are aware of the evacuation routes and muster points.
- Suitable and sufficient fire detection and extinguishing systems where appropriate.
- Regular review, monitoring and auditing of all aspects of Fire Safety Management.
- All departments must undertake monthly Fire Safety Checks by an appointed person

Fire safety provisions may be compromised if there is insufficient fire safety management. Effective management, combined with appropriate staff training, is vital to ensure the correct actions are taken in the event of a fire incident.

- All staff, including part-time staff, cleaning staff and contractors must know what actions to take in the event of a fire, how to call the fire service, basic fire prevention, and where the exits and exit routes are.
- New staff will receive induction training on their first day which includes what to do in the event of a fire, where to muster and how to raise the alarm. Staff must then receive adequate training at regular intervals, at least once a year, to ensure they remain familiar with the required steps.
- Activities of outside contractors should be supervised and controlled to ensure that all necessary fire precautions are taken, if necessary issuing hot work permits.
- Personnel, with specific duties in the event of a fire, will be given additional training, as appropriate
- ALL staff must be familiar with local Fire and Emergency procedures and specific arrangements at their particular workplace.

Fire Extinguishers

Must be;

- Positioned safely in accordance with the Fire Risk Assessment
- Must be inspected on an annual basis
- Suitable for the environment they will be used e.g. Dry Powder

Fire Risk Assessments

Annually a fire risk assessment will be carried out by the Health & Safety Compliance Manager using form HS052.

3.7 FIRST AID

It is the policy to comply with the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice and Guidance in providing first aid services at the workplace.

Liabilities of First Aiders

The Company will provide full insurance support, including indemnity against claims arising out of any first aid assistance provided, to any staff member who is undertaking duties as a First Aider whilst at work. This indemnity covers the actions of treating a third party, for example an employee of another company or a member of the public. However, the First Aider must act in accordance with their training and experience and be on duty at the time of the incident.

The Company cannot accept responsibility or liability for actions taken by First Aiders when they are not on duty away from the workplace.

First Aid at Work Training Courses

Management must decide the number of First Aiders required and request volunteers. Only staff members who are fit and in other ways suitable to become First Aid Competent Persons should be selected.

First Aid Re-training

½ day refresher courses are available but must be taken before the 3 year certificate has expired. This is only recommended for those who have practised first aid regularly throughout the previous 3 years.

Booking Procedure

Requests for First Aid training must be made in the first instance through your Manager to the Training Coordinator who will confirm in writing to the staff member the course details, including date, time and location.

ON completion of course

When a staff member has passed the course, the training provider will issue a certificate to the Training Coordinator in Head office to save centrally and will send out the certificate to the relevant branch. Should the certificate go to the individual they must bring this in so a copy can be sent to the Training Coordinator.

Site Staff

Refer to QM012 to see the training requirements.

First Aid equipment

All first aid equipment will be checked annually to ensure stocks are sufficient, by the Auditor/Compliance Manager and H&S Managers.

3.8 COSHH & HAZARDOUS SUBSTANCES

The exposure to hazardous substances should be prevented and where this is not possible adequately controlled.

Control of Substances Hazardous to Health Regulations (COSHH)

Risk Assessment

All tasks involving the exposure to hazardous substances must be risk assessed for suitability by the H&S Manager. This assessment will evaluate exposures to any dust, liquid, fume, vapours and mists and will indicate how an individual can be exposed. The purpose of the assessment is to enable a decision to be made about measures necessary to control exposure. The assessment must be reviewed every time processes or substances change or reviewed annually.

Prevention or Control of Exposure

Management systems, mechanical control measures, procedures, training, housekeeping and personal protection should all be considered. All control measures provided must be correctly used by staff. Any mechanical control measures provided must be properly maintained, inspected and tested. All engineering control measures should be visually checked before use.

Atmospheric monitoring

It may be necessary to carry out air monitoring of the atmospheric contaminant levels in the workplace to ensure that substances are adequately controlled. Any requirement for air monitoring should be referred to the H&S Compliance Manager.

Information and Training

Shield Environmental Services maintains a database of all hazardous substances used in the company. Departments that use hazardous substances must ensure that their employees have access to the Safety Data Information and suitable COSHH Risk Assessment.

ANY new chemical products should NOT be used until the health and safety data is available and a FULL COSHH Risk Assessment Undertaken.

Managers must ensure

- All the hazardous substances used must be identified by the manager. Any substances held on site which are not required must be disposed of correctly.
- Before purchasing any new substances a material safety data sheet (MSDS) must be obtained from the supplier and the health effects must be considered. The use of this material must be cleared by the Health and Safety Compliance Manager
- A risk assessment of the exposure to these substances must be carried out by a competent person. The assessment should look at the health hazards of the substance, the route of exposure, the process in which it is used or emitted and any risks associated with storage and disposal.
- The risk assessment should be process/task based, not substance based. It is easier to carry out the assessments on processes/tasks as there are usually far

fewer tasks than there are substances. The task-based approach is less likely to miss the less obvious exposures, such as combustion by-products. The risk assessment must include potential exposures to staff, visitors and contractors.

- The assessment must evaluate if all exposures are kept below the relevant occupational exposure limits set by the HSE. It must determine which control measures are required. (If a substance is a carcinogen, then all possible control measures must be taken and the Health and Safety Compliance Manager must be contacted for advice.
- In certain cases it may be necessary to carry out air monitoring. An approved independent occupational hygiene consultant should carry out any air monitoring required. All records should be kept for at least 5 years. Any monitoring which is representative of the personal exposures must be kept for at least 40 years.
- Information, instruction and training must be provided for persons exposed to hazardous substances. This must include the nature and degree of the risks to health, the purpose and correct use of control measures, the reasons for the issue of personal protective equipment and the use and wearing of personal protective equipment. The staff should also be informed of air monitoring results.
- Information must also be provided to any contractors who may be exposed to hazardous processes. Similarly, contractors must inform the line manager of any hazardous processes they may be using which could affect Shield Environmental Services Staff.

Shield Environmental Services COSHH Risk Assessment form is HS022

3.9 TRAINING FOR SAFETY

Training and information is a central requirement of any robust Safety Management System, as such a systematic approach to training is needed. It must be supported by the provision of such information, instruction and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of all employees and the protection of the environment.

Scope and Depth

Whilst it is impossible to state precisely what constitutes 'adequate training' for each job and every activity, managers should give careful consideration to the operation and provide suitable training at induction, annual refreshers and for specialised areas. Some examples of specific training required are:

- Asbestos Removal Operatives, Asbestos Removal Supervisor, Asbestos Removal Management.
- CISRS Part 1 and 2
- CISRS Advanced Scaffolder
- Safety: working alone, working with hazardous substances, manual handling.
- Fork Lift Trucks, Dangerous Goods, First Aid, MEWP

A Training needs Analysis (TNA) which sets clear aims and objectives should be set for the training, and the validity should be checked and reviewed after the training has been completed and regularly thereafter.

- Operative Form AR029
- Supervisor Form AR070

Accurate and complete records must be kept of all training, planned and undertaken, the subject matter covered, who attended and the validity time period of the training. Records are vital for reasons of quality control, effective administration of training programs, and to serve as evidence to the enforcing authorities of measures taken.

Management Training

Managers need to undertake adequate and suitable training in order to ensure that they fully understand their legal responsibilities. They must have sufficient knowledge of the activities undertaken by all employees for whom they are responsible. This will enable them to evaluate adequately the risks and hazards to which the employees are exposed and the potential for impacts on the environment.

Induction Training

Induction training must take place immediately prior to, or when starting, the undertaking of each new role or responsibility. It must be designed with consideration to the shortfall between the employee's existing competence and that necessary to follow new systems of work to supervise or to use new equipment. Additional training must be given to people with special needs, e.g., young persons, disabled, pregnant women.

The induction training is split into two parts, Part 1 for all, Part 2 for site staff only. Refer to QM012 for details of the induction content.

Precise records of training must be kept for all staff on the company "SEGURO" system.

Refresher training should be considered for people who have been absent from work for an extended period e.g. due to ill health or on maternity leave.

Training for Young Persons

Training and proper supervision are particularly important for young people because of their relative immaturity and unfamiliarity with the working environment. They tend to lack experience of how to recognise risks and hazards therefore thorough comprehensive induction training is vital.

Information

General information, and where it is reasonably practicable to provide it - more precise information, must be made available and where appropriate legibly posted in the workplace. Where it is not deemed necessary to post it, it is especially important that employees know what documentation is available, where they may find it and that it is accessible.

Information and instructions featuring emergency arrangements must always be available to all persons, including contractors, visitors etc. whilst in the workplace.

Booking

All Training booking internally will be sent to the Training Department to source.

Tool box talks.

These must be undertaken to ensure that all employees are aware of their Safety responsibilities and to update them on any changes of working practices which may affect their safety whilst at work.

3.10 MANUAL HANDLING

Manual handling operations which may cause injury at work. Such operations will have been identified by the risk assessment carried out under management of Health and Safety at Work Regulations.

They include not only the lifting of loads, but also lowering, pushing, pulling, carrying or moving them, whether by hand or other bodily force.

The Company recognises that there are three key steps:

- Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load must be moved at all, and if it must, whether it can be moved mechanically, for example, by fork- lift truck, suitable equipped excavator or crane,
- Assess adequately any hazardous operations that cannot be avoided. An ergonomic assessment will analyse more than just the weight of the load. The Company's assessment will detail the shape and balance of the load
- Size of the load; the way the task is carried out (e.g. the handler's posture);

the working environment (e.g. is it cramped or hot?); the individual's capability (e.g. is unusual strength required)?

A Manual Handling Risk Assessment form HS017 is used to carry out the assessments. Each question on the form must be answered and a decision must be made if there is a risk. Decisions must also be made on methods to minimise the risk and who is responsible for carrying out these actions.

Assessments will be suitable and sufficient if they are completed by systematically looking at manual handling operations in their entirety. Properly based general assessments which assess complete systems of work rather than a specific activity are quite acceptable. The significant findings of each assessment must be recorded. This is unnecessary if the assessment is simple and the risk of injury is low.

Staff must receive training, information and instruction relevant to each activity that involves manual handling.

MH Risk assessments will be reviewed when working practices or risks change. The assessment must be monitored to ensure that all remedial steps taken as a result of the assessment operate as planned, and are effective.

3.11 NOISE AND HEARING PROTECTION

Noise at work is recognised as a potential health hazard. Evidence shows that excessive noise can cause long term damage to hearing and accelerate the normal loss of hearing which occurs as people grow older. Persons exposed to excessive noise (i.e. above 80 dB(A)) for long periods could be affected.

Noisy working environments have the potential to cause harm. It is a Shield requirement that noise levels that exceed 80dB(A) will require, where practicable, design or engineering controls to be implemented to minimise noise levels, in preference to the use of personal protective equipment (hearing protection).

This policy has been introduced to protect all Shield personnel whilst at work against noise levels which could cause damage to their hearing.

Shield will ensure that the required standards are met to protect employees who may be at risk from the effects of excessive or prolonged noise levels.

Managers and employees must ensure that the appropriate precautions are observed to protect themselves and others from the effects of noise.

Guidance on noise levels and general procedures are set out in this document.

Hearing Protection

Management, supervisors, and employees shall properly wear the prescribed hearing protection while working or traveling through any area that is designated as a high noise area.

Hearing protection will be provided at no cost to employees who perform tasks designated as having a high noise exposure and replaced as necessary. It is the Supervisor's responsibility to ensure employees wear hearing protection when noise levels reach or exceed 80 dBA.

Personal stereo headsets, "IPODS", or "Walkman," are not approved for hearing protection and are not permitted in any operating area of Company property or work site.

Signage that mandate hearing protection is required must be followed.

Preformed earplugs and earmuffs should be washed periodically and stored in a clean area.

Foam inserts should be discarded after each use. Hands must be washed before handling preformed earplugs and foam inserts to prevent contaminants from being placed in the ear.

General

The objective of this policy is to protect employees whilst at work against noise which is likely to cause damage to their hearing. Damage to hearing is caused by a combination of exposure to excessive noise plus the duration of exposure.

While there are two action levels in the Control of Noise at Work Regulations 2005, the lower action level 80dB(A) and the upper action level 85dB(A). i.e. a noise exposure level at which Shield are required to take certain steps to reduce the harmful effects of noise on hearing.

Shield do not operate continuous processes where the noise levels are at 85dB(A) but do carry out certain tasks that could reach this level of exposure or work on sites that do have noisy processes. Therefore, Shield will reduce the risk of damage to the hearing of its employees from exposure to noise to the lowest level reasonably practicable.

In order to avoid confusion or doubt and to err on the side of caution, Shield will adopt the actions required at the upper 85 dB(A) at the lower action level of 80dB(A):

What this means is that the lower exposure action value of 80dB(A), at or above which the Shield will take reasonably practicable measures to reduce noise exposure, such as engineering controls or other technical measures. The use of hearing protection is also mandatory if the noise cannot be controlled by these measures, or while these measures are being planned or carried out.

Engineering controls are to be implemented in the first instance, to reduce the noise to an acceptable level. If this cannot be achieved, then wearing hearing protection is mandatory.



You will know if the noise level is at 80dB(A) If any of the following apply:

- the noise is intrusive – for example, as noisy as a busy road, a vacuum cleaner or a crowded restaurant – or worse than intrusive, for most of the working day;
- if you have to raise your voice to carry out a normal conversation when about 2m apart for at least part of the day;
- if you use noisy powered tools or machinery for more than half an hour each day;
- your sector is one known to have noisy tasks, e.g. construction, demolition or road repair; woodworking; plastics processing; engineering; textile manufacture; general fabrication; forging or stamping; paper or board making; canning or bottling; foundries; waste and recycling;
- there are noises due to impacts (such as hammering, drop forging, pneumatic impact tools etc.), explosive sources such as cartridge-operated tools or detonators, or guns.

If any of the above do apply to your work situation then steps such as engineering controls must be implemented in order to reduce the noise to an acceptable level. Where this cannot be achieved, you **MUST** wear the hearing protection supplied.

- Situations where you will need to consider safety issues in relation to noise include where there could be a situation where you use warning sounds to

avoid or alert to dangerous situations; or where working practices rely on verbal communications; or there is work around mobile machinery or traffic.

Therefore, when selecting hearing protectors, they must not cut out too much noise. Apart from the risks to safety, hearing protectors that cut out too much noise may also cause isolation, or lead to an unwillingness to wear them.

Adequate information, instruction and training about the risks to hearing will be given to employees.

Shield requires suppliers of plant, machinery and equipment to provide adequate information on the noise likely to result from its use.

Shield provides the following guidance to introduce a positive and cost effective approach to the control and reduction of workplace and nuisance noise issues.

By choosing to purchase or hire quieter plant, equipment and machinery, significant savings can be made on subsequent noise reduction measures once the equipment has been installed or is in use. This guidance requires all those with responsibility for the purchase, hire or specification of suitable plant, equipment or machinery to:

- Consider the effects that new or replacement plant, machinery or other equipment may have on the generation of both workplace and nuisance noise.
- Ensure that noise levels as low as realistically possible are specified to suppliers within appropriate tender documents, and that suppliers are made aware of their legal obligations.
- Discuss with suppliers what the requirements for the equipment are and what the likely noise levels will be when used for its intended purpose.
- Compare and contrast the manufacturer's specified noise levels for equipment from different suppliers.
- Purchase/hire equipment from suppliers who can demonstrate a low noise design with noise control measures featured as standard and not as a costly optional extra.

This requirement will also apply to contractors using equipment or machinery in respect of any work commissioned by Shield.

Furthermore, under the **Health and Safety at Work etc. Act 1974** and the **Supply of Machinery (Safety) Regulations 1992** (as amended), suppliers of machinery must:

- Design and construct machinery so that the noise produced is as low as possible.
- Provide information about the noise the machine or equipment produces under actual working conditions.

Through implementing this policy, the risks associated with the generation of nuisance noise will be greatly minimised.

Failure to comply with this policy may result in disciplinary action taken against employees at risk not wearing their hearing protection.

Responsibilities

Managers and Supervisors will:

- Ensure that this procedure is implemented within their areas / departments and appropriately monitored;
- Ensure suitable training for managers and other staff involved in the implementation of this procedure takes place if required.
- Ensure that all employees within their responsibility have received sufficient information, instruction and training to be able to identify situations where noise is likely to be a nuisance or exceed 80 dB(A);
- Ensure that, in respect of any noisy situation employees identify, that noise is reduced to the lowest level reasonably practicable or is controlled at source by design or engineering means. The reasons for the noise are identified and that steps are taken to reduce the noise at source and or reduce the time employees have to spend being exposed to the noise.
- Ensure that where it is necessary for hearing defenders to be worn that employees wear them appropriately and disciplinary action is to be taken where employees fail to wear them.
- Ensure that there is noise information supplied with all hired or new equipment;
- Ensure that the hearing protection provided are suitable for the type of noise exposure.

Employees

Employees have their part to play in reducing risk to hearing. They must:

- Use the engineering controls provided;
- Wear hearing protection, if required;
- Keep the hearing protection in a good condition and replace it as and when necessary;
- Report any defects immediately;

Employees will be provided with information, advice and training to ensure they understand the risks of hearing damage and the measures necessary to avoid it;

Noise Advice and Monitoring

The Health and Safety team will provide:

- Advice on the Control of Noise at Work;
- Monitor the implementation and effectiveness of this procedure;
- Advise on the selection care, use and maintenance of hearing protection;
- Where necessary arrange training for managers and supervisors in the requirements of the noise procedure.

3.12 OFFICE SAFETY

Workplaces which consist entirely of offices are considered to be relatively low risk.

Managers responsible for offices must have an effective health and safety management plan which includes risks assessments, workplace inspections and the provision of suitable instruction and training to staff where necessary.

Office Hazards and Risks

The main hazards and risks encountered in an office environment include:

- Potential slips, trips and falls: the causes can be trailing leads, damaged or loose flooring, liquid spills and open drawers or doors,
- Electricity: damaged leads, plugs and sockets,
- Display Screen Equipment (DSE): inadequacies in the design or location of DSE, or incorrect working methods,
- Manual handling: lifting, carrying, pulling or pushing.

Company Requirements

- Regular monthly hazard spotting inspections should be carried out. (see Health and Safety Inspections section)
- Manual handling risk assessments should be conducted as necessary (see Manual Handling section).
- Ensure that inspections and tests are carried out on portable electrical appliances (see Electrical Safety section).
- DSE risk assessments should be conducted as necessary (see Computer Safety section).
- Ensure all staff know how to report defects and accidents
- Ensure that First Aid arrangements are in place (see First Aid section)
- Ensure staff are made aware of emergency evacuation procedures and escape routes.

3.13 PERSONAL PROTECTIVE EQUIPMENT

The company standard that must be adhered to is a minimum of the 5 point PPE (boots, glasses, gloves, hi-viz, hat). This “MUST” be worn at all times when arrival and working on sites, (the requirements will change when removal starts).

Coveralls

Coverall will be of the disposable type and be of a suitable standard for the work conditions and as such only fibre proof coveralls to BS EN ISO 13982 Type 5 category 3 must be used.

Working / Transit coveralls (in good condition, complete with hood, elasticated cuffs and ankles, and no pockets) must be worn at all times when working with any ACM.

Transit coveralls must be of a different colour to working coveralls and this colour must be noted on the site specific POW.

- Disposable underwear will be provided if required.

Safety Boots

The safety footwear must be black and have an s3 rating, with a protective midsole, whether steel or composite:

- Must be resist penetration of 1100 newton's and 200 joule toecap protection.
- Must have a closed seat region (fully enclosed heel).
- Antistatic properties.(reduce electricity build up)
- Must be energy absorption of seat region.
- Must be water penetration and water absorption resistance.
- Must have a cleated outsole.

Hard Hat

- Suitable head protection (BS EN 397) is to be worn at all times in designated hard hat areas.
- All scaffolders are issued hard hats with chin straps
- All Supervisors are to wear a Black hard hat to identify their level on site, this differs in Marine as this is white due to clients request for working on docks.

High Visibility Clothing

- High visibility clothing which complies with BS EN 471 must be worn at all times whilst on site.

Eye Protection

- The necessity for eye protection to be worn would be deemed on a risk basis and any requirement for eye protection should be detailed in the risk assessment and plan of

work, or if the client stipulates this as a mandatory requirement. (Not required when wearing full-face RPE).

Hand Protection

- Suitable gloves are to be worn at all times when working with any ACM.

Where it is not possible to eliminate or reduce risk by any other measures, Personal Protective Equipment (PPE) will be issued free of charge. A PPE issue / record Sheet is MA007, AR043, SC031, IN023 and DE004.

Any PPE must be able to protect the wearer from risks to health and safety, which have been identified by the Risk Assessment process.

Issuing PPE

Before introducing any new PPE a risk assessment must be conducted by the H&S Compliance Manager to ensure that it protects against the risks for which it is provided.

All employees must receive adequate information, instructions and training in the use of PPE. Training should include the reasons for issuing PPE and its limitations, how to inspect the condition of PPE, how to obtain replacement PPE and practical training on how to wear/use PPE.

Managers Responsibilities

- Managers must ensure that PPE meets the current legislative and design requirements. Any PPE used in Europe must meet the appropriate European Standards (CE Marked). If more than one item of PPE is worn, the different items must be compatible so that total protection is achieved.
- PPE must be maintained to ensure that it continues to give the degree of protection for which it is designed. Maintenance includes cleaning, examination, testing, repair and replacement. It is a statutory requirement to carry out regular inspections of all re-usable respiratory equipment and to keep records of these checks. This must be done on a monthly basis for all Face Fit tested RPE.
- Managers must make arrangements for employees to be able to report defective or lost PPE. These arrangements should also ensure that defective PPE is repaired or replaced before the employee needs to use it.
- Managers have a duty to enforce the use and wearing of PPE.

Employee Responsibilities

Employees must

- Wear any PPE issued to them
- take reasonable care of all PPE issued to them
- be able to use and understand the limitations of its use

- Report any loss or apparent defect immediately.

High Visibility Clothing Policy

All staff working on construction sites or near the highway must wear high visibility clothing. The Shield Environmental Services tabard must be worn at all times when in an area of identified risk, regardless of the time of day or lighting conditions.

If there are any doubts whether employees need to wear high visibility clothing – don't ask!! wear it!!

Respiratory Protective Equipment (RPE)

Before being issued with RPE all persons have to be 'face fit tested' for both half mask and powered full face mask. Operative are to ensure that they check their mask before use every time and wear the appropriate mask for the task in hand. Under no circumstances are operatives to wear any RPE for which they have not been properly fit tested.

A Monthly 'Competent Check' will be undertaken monthly on all RPE issued to all employees regularly coming into contact with asbestos and every two months for marine, insulation and demolition.

The monthly RPE Checklist Forms are LO043 & LO044

Quantitative face fit testing must be repeated in the following circumstances for all works with Asbestos.

- On changing to a new type of mask
- Significant changes in facial characteristics – weight gain or loss.
- At regular intervals at least **annually**.

All other **Qualitative** face fit testing is carried out every two years.

3.14 SAFE USE OF WORK EQUIPMENT

All equipment used will be maintained to a high standard and be regularly inspected, depending on statutory, manufacturers or Company requirements. Staff must be trained to operate equipment and will be supported by supervision, the provision of training and information as appropriate

Purchasing Work Equipment

Any equipment purchased or imported should be suitable for its intended use and must carry a CE mark (within the EC). At the time of purchase, arrangements should be made for the ongoing maintenance of the equipment or the machinery. All equipment should be constructed in such a way that takes account of the risks associated with carrying out maintenance work. It should be possible to maintain the equipment safely.

The manufacturer must supply sufficient information and instructions to make possible the correct installation, safe operation and maintenance of the work equipment.

Specification for Asbestos Equipment

Purchasing of any new Asbestos Equipment must adhere to the following standard

Three new "Specifications" have been developed for the asbestos removal industry. These are called Publicly Available Specifications (PAS) and have been produced by the British Standards Institution (BSI). PAS are fully recognised Specifications and are often used in the development of a full British Standard. PAS enable common standards for industry to be set in a relatively short time compared with detailed BSI standards, which can take years to develop. The new asbestos specifications contained in "BS 8520 Equipment used in the controlled removal of asbestos containing materials" were developed in less than a year.

BS 8520

BS 8520 "Equipment used in the controlled removal of asbestos containing materials" has three parts each constituting an individual specification or code of practice:

Part 1 (BS 8520/1): "Controlled wetting of asbestos containing materials Specification". This specification includes sections on design, instructions for installation and use, labeling and conformity marking with an annex on flow measurements from needles. It does not however include information on wetting fluids and wettability.

Part 2 (BS 8520/2): "Negative pressure units - Specification". This is similar to Part 1 in that it includes sections on design, instructions, etc but has two annexes on airflow testing and reporting. It should help address the issue of defining airflow capacity.

Part 3 (BS 8520/3): “Operation, cleaning and maintenance of type ‘H’ vacuum cleaners - Code of practice”. This document is different. It is a code of practice on training, operation, cleaning, maintenance and record-keeping for type ‘H’ vacuum cleaners. It contains a requirement to have a filtration test certificate for the entire vacuum cleaner and not just for the HEPA filter. It also has similar requirements for filtration testing to those in BS 8520/2.

Statutory Inspections

Managers should ensure that Independent companies undertake any statutory inspections and records of testing must be maintained.

Risk Assessments

Risk assessments must be carried out on all tasks involving equipment or machinery which may contain a specific risk to health and safety. Safeguards should be introduced as appropriate.

Risk assessments should also address hazards related to the use of machinery. For example:

- material falling from equipment
- material being discharged from equipment
- part of the equipment breaking off and being ejected
- collapse of equipment
- overheating of equipment/temperature of surface
- explosion of equipment due to pressure or chemical reactions
- the environment in which the equipment is used

Managers must ensure that any equipment provided is suitable for the work to be undertaken and is used in accordance with the manufacturer’s instructions. If the equipment is adapted, it must be assessed to ensure that it is still suitable for its purpose.

Maintenance of Work Equipment

- Managers must ensure that all equipment is regularly maintained, inspected and tested at intervals dictated by legislation or by the equipment manufacturer.
- Hoists, cranes, scaffolds and access equipment, fork lift trucks and scissor lifts and ventilation plant must be carried out and recorded and kept for 2 years.
- All maintenance must only be done by those who have received adequate instruction, information and training and are considered to be competent to undertake maintenance procedures
- Routine Maintenance: includes the periodic lubrication, inspection and testing of the equipment based on recommendations from the manufacturer or legal requirements.
- Planned Preventative Maintenance: is a formal system of written instructions used to initiate inspection, testing and replacement of components of the equipment before they reach the end of their useful life.

Specific Risks

If the use of any work equipment involves a specific risk, the use and maintenance must be restricted to those persons given the task of using or maintaining it. These people must have had received adequate training and be competent to undertake the tasks allocated to them. E.g. Abrasive Wheels

Information, Instruction and Training

The user of the work equipment must have access to all the health and safety information and instructions on the use of the work equipment. The information can be written or verbal depending on the circumstances (i.e. the degree and skill of the employee involved, their experience, and training) and level of risk involved. All employees using the work equipment (including those supervising and managing them) must have received suitable training and a record kept of such training.

Tool Competency Assessment

In order to demonstrate that our employees have received suitable training, assessment and sign off that they are competent, where there is a significant risk of injury such as cut, impact or vibration. Managers must ensure that a Tool Competency Assessment (**HS140**) has been carried out prior to use of the tool.

Note: Competency is a combination of training, experience, skills and knowledge which is developed over time, often passed on by on the job demonstration and supervision – which most people do – this doesn't always mean we have to have formal certified training and can be covered of via tool box talks and assessment etc.

Dangerous Parts of Machinery

All machinery must be risk assessed for hazards during its normal operation and also during setting, maintenance, cleaning and repair. All dangerous parts must be safe guarded. This must either prevent access to the machinery or will effectively shut down the dangerous part before it can be accessed.

In addition to protecting against the dangerous parts in machinery, measures must be taken to protect against certain listed hazards that arise during use of the equipment (see Risk Assessments above) for example

- contact with hot or cold surfaces
- stability of the equipment
- lighting of the equipment and the environment

Controls and Control Systems

Controls include mechanisms for starting or stopping the equipment and emergency stops. All control systems must be regularly inspected.

The equipment should be able to be isolated (break from the energy supply) when an unsafe condition develops. This is called 'Fail safe'.

Marking and labelling Work Equipment

All controls on the equipment must be clearly identified. Any restrictions (e.g. Safe Working Loads) must be clearly marked. Warning notices or devices should also alert the user to any dangers that remain after all other safety precautions have been taken.

Anchor Testing

The testing of anchors used as scaffold ties is an essential element of the scaffold commissioning and handover process and ensures that the anchors have been correctly installed. The preliminary and proof testing should be in line with Technical Guidance 4 (TG20:13) from the NASC. The manufacturer's instructions must be followed for the specific type and make of anchor used.

All testing recording must be as per company direction, form SC003 anchor bolt test and must be carried out by a competent person.

Scaffolding Materials

All scaffolding components and associated materials such as ladders etc. must be subject to a material control procedure, which ensures so far as is reasonably practicable the inspection and where appropriate the testing of all materials periodically. A competent person who carries out the inspections must ensure the segregation of defect material for destruction or repair, to prevent use.

The appointed person must be deemed competent by the Scaffolding Manager having received appropriate training and instruction.

All operative who handle scaffolding materials must not use defective materials. Any defective materials must be segregated and returned to the yard for quarantine.

All scaffolding materials must be handled in a controlled manner (e.g. hand to hand) and NEVER thrown or allowed to drop – Any Scaffolder found bombing material will be referred for disciplinary action.

3.15 WORKING AT HEIGHT

No employees are to work at height unless the work has been carefully planned and a Risk Assessment has been undertaken to ascertain the correct equipment to be used.

The following must be taken into account when planning working at height

- Duration of task – Short duration?
- Height to be accessed
- Indoors / outdoors
- Weather Conditions
- Ground Conditions
- Competence of the individual

All employees must be properly trained in the use of all access equipment which they are expected to use on a daily basis, as a minimum step ladders, Ladders and Lightweight Tower Scaffold.

All scaffolding operations shall be carried out in compliance with the (NASC) Guidance Note SG4:15, 'The Use of Fall Arrest Equipment whilst Erecting, Altering or Dismantling Scaffolding, as a minimum safe system of work. In addition other measures may be specified for fall prevention and protection within the risk assessment and/or the POW

Inspection and testing of Access Equipment.

- A visual inspection must be undertaken every day before each use of all work at height equipment
- A thorough inspection and test undertaken annually by a competent person
- Suitable records must be kept of inspections and testing of all access equipment.
-

To ensure that safe working at height is achieved all work must be undertaken from a mobile tower scaffold unless a specific site based risk assessment deems this type of equipment as not practical or a fixed scaffold or mobile plant is used

Lightweight Mobile Tower Scaffolds

In accordance with company standard operating procedures ASP026, HSP002

Safe use of Ladders/Step Ladders

In accordance with company standard operating procedures ASP027, HSP003, SSP023

Fixed Scaffold

In accordance with company standard operating procedures ASP025, HSP001, SSP017

Mobile Elevated Work Platforms (Cherry Picker, Scissor Lift etc)

In accordance with company standard operating procedures ASP028, HSP004

If any employee is not trained and does not hold a valid IPAF Licence they must not, under any circumstances, use this type of equipment!

Fall Prevention Equipment (Safety Harness)

Safety harness must comply with BS EN 354, 355, 358, 361-365

Training in the use of Safety Harnesses must follow the manufacturer's instructions and should cover fitting, adjustment and use of the belt or harness. No persons are allowed to use the harness unless this has been given.

Scaffold hook/connector/karabiner with 55mm opening hook to BS EN 362.

Inspections

Safety Harnesses and Lanyards must be inspected by the user every day before use using **LO223** and by a 'competent person' after any fall and at intervals not exceeding 3 months (this can be recorded using **(LO054 and LO222)**). Branches must also make arrangements for external inspections to be carried out on an annual basis and inspections should be recorded.

The following checks must be made

1. Stitching intact , NO broken threads and NO open seams
2. NO Distortion or undue wear on buckles
3. NO faulty Hooks, springs, clips or jaws
4. Check webbing for cuts, cracks, tears, abrasions, distortion, stretching or rotting.
5. Check lanyards / ropes for wear, stretch, cuts and damage

Two types of safety harness are available

1. Fall arrest

This prevents the wearer from hitting the ground if he falls, consideration should be given to the length of lanyard /rope attached and subsequent emergency response to recover the victim.

2. Fall Prevention

Prevents the wearer from getting to the edge by way of an anchorage point and a length of rope / lanyard shorter than the distance to the edge – this is not suitable when dismantling roofs.

Edge Protection (BS EN 13374)

All employees carrying out work near or to the edge of a roof must be protected from falling, similarly those installing the edge protect must be also protected. British Standard BS EN 13374 specifies the requirements and test methods for temporary edge protection systems for use during construction or maintenance of buildings and other structures. Therefore, it covers edge protection systems that may be used on roofs. The edge protection specified in BS EN 13374 relates to three classes to use depending on the angle of the working surface from the horizontal and the possible falling height. These are classes A, B and C.

After the initial planning and risk assessment for working at height it has been decided that a safety harness and lanyard is necessary, all employees must wear this at all times when working at height.

3.16 WORKPLACE HEALTH, SAFETY & WELFARE

Shield Environmental Services will ensure the health, safety and welfare of all employees at work and all persons using Shield Environmental Services premises. Where Shield Environmental Services is the landlord of a building, it should ensure that common parts, facilities and services and means of access comply with legislation. Where Shield Environmental Services is the tenant, it is still the Company responsibility to ensure that the workplace that it controls complies with the Workplace Health Safety and Welfare Regulations and that facilities provided by the landlord fully meet the requirements of the Regulations.

Safe Plant and Systems of Work

- All equipment used in the workplace must be regularly maintained in efficient working order, be in good repair and be suitable for the task for which it is used.
- System of reporting defects and a system for preventing the use of defective equipment must be in place. Records of any maintenance work carried out must be kept.

Safe Access and Egress

- Any traffic route, which is used by both pedestrians and vehicles, should be wide enough to enable any vehicle likely to use the route to pass pedestrians safely. Where pedestrians and vehicle routes cross, appropriate crossing points should be provided.
- The condition of floors and traffic routes should be free from any hole, slope, and uneven or slippery surface.
- Any damage in the floor or traffic route must be reported and repaired.
- Floors should be cleaned at least once a week.
- Designated walkways must be kept clear from obstructions at all times.
- Floor areas near machinery should be of slip-resistant material and any spillage or leaks must be cleaned up immediately.
- Changes of level, such as steps between floors, must be clearly visible and where necessary warning notices must be displayed.
- A secure and suitable handrail must be provided and maintained on at least one side of every staircase. Handrails must be provided on both sides if there is a risk of falling.

Glass & Windows

- Any transparent or translucent surfaces in doors and gates, which are at shoulder level or below, or any transparent or translucent surfaces in windows, walls and partitions which are at waist level or below, should be made of a safety material or be adequately protected against breakage. A transparent or translucent surface should be marked, where necessary, to make it visible.
- All windows, skylights and ventilators should be designed to be opened in a safe manner. The controls should be placed such that people are not likely to

fall through or out of the window. Where this is not practicable, a device should be in place to prevent the window opening too far. The windows should not project into an area where persons are likely to collide with them.

Suitable provision should be made so that windows and skylights can be cleaned safely.

Falls & Falling Objects

- Provision should be made to prevent falls and falling objects.
- Secure fencing should be provided at any place where a person can fall 2 meters or more. Secure fencing should also be provided where a person might fall less than 2 meters but where factors increase the likelihood of a fall or risk of serious injury.
- Fencing should be of adequate strength and stability. As a minimum it should consist of two guard rails at suitable heights. Edge protection should be provided to prevent objects from falling. When fencing or covers cannot be provided, other effective measures should be taken to prevent falls and access should be restricted.
- Where an opening at the edge of a level is being used to transfer goods or materials, it should be fenced as far as possible. Secure handrails should be provided where workers have to position themselves at an unfenced edge. Safety harnesses may be required.
- Fixed ladders should not be provided if it is practical to install a staircase.
- Where regular access is needed to roofs, suitable permanent access should be provided. There should be fixed safeguards to prevent falls from edges and through fragile roofs.
- Materials or objects should be stored and stacked in such a way that they cannot fall and cause injury.

Workplace Temperature

- The temperature in workplaces should provide reasonable comfort without the need for special clothing, unless the work involves hot or cold processes.
- The temperature should be at least 16°C for areas not requiring physical work. For areas where there is physical work the temperature should be at least 13°C.
- Where the temperature in the workplace is uncomfortably high, reasonable steps should be taken to achieve a more acceptable level. If physical work is to be carried out in high temperatures, a risk assessment is required.
- Thermometers should be available at convenient points throughout the workplace but do not need to be provided in each workroom.

Ventilation

- Effective and suitable provision should be made to ensure that every enclosed workplace is ventilated with an adequate supply of fresh or purified air.
- All mechanical ventilation systems should be regularly and properly cleaned, tested and maintained

Cleaning

- All areas should have a regular cleaning regime, which includes the cleaning of interior walls and work surfaces.

Lighting

- Lighting should be sufficient to enable people to use facilities and move around safely. Local lighting may be required at places of particular risk, such as pedestrian walkways and stairs.
- There should be maximum usage of natural daylight wherever possible.
- All skylights and windows should be cleaned regularly and kept free from unnecessary obstructions.
- Emergency lighting should be provided in areas where a sudden loss of light would present a serious risk. This should provide sufficient light to enable persons to be able to ensure their own and others safety. Fire precautions may require lighting of escape routes.

Layout and Size of Work Areas

- Workstations should be arranged with sufficient unobstructed space so that each task can be carried out safely and comfortably. Any seating provided should support the lower back and a footrest should be provided if necessary.
- The number of people who may work in any one room will depend on the size of the room, the space taken up by the furniture, fittings and equipment. 11 cubic meters per person is a minimum requirement.

Sanitary Facilities

- Sanitary conveniences, washing facilities and drinking water must be provided in all areas
- Facilities for changing clothing may be required in some buildings.
- Access for disabled persons must be maintained at all times

Rest Rooms

Suitable seating should be provided for workers to use during rest breaks. In offices, workstation seating must be adequate. In operational and industrial areas, separate rest and eating facilities will be required.

Pregnant and Nursing Mothers

Expecting mothers will confirm in writing to the business via the HR department, the HR department will inform the Tech department, the relevant Health and Safety Manager and the branch manager to ensure **LO181 New and Expectant Mother Risk Assessment** has been completed correctly. The document should then be kept of file and reviewed if there are significant changes to the individual's job role, working environment and when the individual returns to work from pregnancy.

Facilities for pregnant women and nursing mothers to rest should be provided if necessary. They should be conveniently situated in relation to sanitary facilities and should be as private as possible and may need to include a facility to lie down.

On site Welfare Facilities

Welfare on temporary work sites are required by the Workplace (Health, Safety and Welfare) Regulations 1992, and must provide site staff 'so far as is reasonably practicable with:

- Sanitary conveniences
- Washing facilities
- Drinking water
- Clothing accommodation
- Changing facilities and facilities for rest and eating meals

Temporary work sites include:

- Work sites used only infrequently or for short periods.

In certain instances 'shared' welfare facilities may be available on site, either provided by the Client or Principal Contractor or existing buildings on Site may be utilised. In either case the welfare facilities will still meet the criteria stipulated

All on site Hygiene facilities must comply with HSG 247 Asbestos: The Licensed Contractors Guide and the Control of Asbestos Regulations 2012.

They must be sited in a secure area as per the site specific POW for asbestos removal works, with ample water and power supply attached.

Decontamination must be carried out in accordance with our Generic POW, which is carried on all vehicles and must be on site at all times as a condition of our licence, a copy of this has also been lodged with the relevant Asbestos Licensing Principal Inspector (ALPI) from the HSE.

Lone Working

Lone workers may be defined as those "who work by themselves without close of direct supervision" (HSE).

At Shield Environmental Services, we do not promote lone working but where this is required we will ensure, so far as is reasonably practicable, that all employees and self-employed contractors who are required to work alone or unsupervised are protected from risks to their health and safety.

Assessments of the risks of working alone will be carried out under the Management of Health and Safety at Work Regulations 1999 and will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards, for example, means of access and/or egress, plant, machinery, goods, substances and environment, etc. Particular consideration will be given to:

- The remoteness or isolation of workplaces
- Any problems of communication

- The possibility of interference, such as violence or criminal activity from other persons
- The nature of injury or damage to health and anticipated “worst case” scenario

Lone Working – Safe System of Work

Required ability of employees, e.g.

- Professional training
- Qualifications and experience
- Full knowledge of work planned
- Medical fitness

Suitability of equipment e.g.

- Quality of hand tools
- Adequate level of appropriate personal protective equipment supplied by Shield Environmental Services
- Insulation of portable lighting and other portable electrical appliances

Task e.g.

- Compliance with all job instructions
- Avoidance of non-authorised or non-risk assessed work

Means of communication e.g.

- Two-way radio
- Mobile telephone (**Lone working log HS026**)
- Remote manual or automatic alarm system
- Regular visits by competent person

Provision for treatment of injuries e.g.

- Portable first aid kit
- Availability of first aider/emergency response

Emergency and accident procedures e.g.

- Means of summoning help
- Means of raising alarm
- Rescue plans and equipment
- Fire-fighting equipment

Training, e.g. for safe use of specialised equipment and processes.

Supervision, e.g. for trainees, young people or new recruits, who must be confirmed as competent to work alone before supervision is reduced to the level of occasional visits.

3.17 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The CDM Regulations 2015 are divided into separate parts:

- Part 1 Introduction
- Part 2 Client duties
- Part 3 Health and safety duties and roles
- Part 4 General requirements for all construction sites
- Part 5 General
- Schedules as below:
 - Schedule 1 Particulars to be notified under Regulation 6
 - Schedule 2 Minimum welfare facilities required for construction sites
 - Schedule 3 Work involving particular risks
 - Schedule 4 Transitional and saving provisions
 - Schedule 5 Amendments

The Company may assume the responsibilities of Principal Designer or Principal Contractor (or all three) but will always assume the responsibilities as a Contractor.

The CDM Regulations 2015 amended roles, responsibilities, and title of duty holders. The duty holders within construction works are now:

Client:

Make suitable arrangements for managing a project. This includes making sure:

- Other duty holders are appointed.
- Sufficient time and resources are allocated;

Making sure:

- Relevant information is prepared and provided to other duty holders.
- The principal designer and principal contractor carry out their duties.
- Welfare facilities are provided.

Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:

- The contractor, on a single contractor project;

or;

- The principal contractor, on a project involving more than one contractor.

However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.

Domestic Clients:

Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:

- The contractor, on a single contractor project;
- or

- The principal contractor, on a project involving more than one contractor.

However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.

Designer:

When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:

- The construction.
- The maintenance and use of a building once it is built.
- Provide information to other members of the project team to help them fulfil their duties.

Principal Designers:

Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:

- Identifying, eliminating or controlling foreseeable risks.
- Ensuring designers carry out their duties.
- Prepare and provide relevant information to other duty holders.
- Liaise with the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.

Principal Contractors:

Plan, manage, monitor and coordinate the construction phase of a project. This includes:

- Liaising with the client and principal designer.
- Preparing the construction phase plan.
- Organising cooperation between contractors and coordinating their work.

Ensure:

- Suitable site inductions are provided.
- Reasonable steps are taken to prevent unauthorised access.
- Workers are consulted and engaged in securing their health and safety.
- Welfare facilities are provided.

Contractors:

When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:

- The construction
- The maintenance and use of a building once it is built.
- Provide information to other members of the project team to help them fulfil their duties.

Workers:

Must:

- Be consulted about matters which affect their health, safety and welfare.
- Take care of their own health and safety and others who may be affected by their actions.
- Report anything they see which is likely to endanger either their own or others' health and safety.
- Cooperate with their employer, fellow workers, contractors and other duty holders.

Organisations or individuals can carry out the role of more than one duty holder, provided they have the skills, knowledge, experience and (if an organisation) the organizational capability necessary to carry out those roles in a way that secures health and safety.

3.18 POWER TOOLS

Shield Environmental Services will provide and maintain a safe working environment and safe work procedures, as well as providing information, instruction, training and supervision to enable employees to work safely, this also include the safe use of angle grinders.

In Accordance with the company standard operation procedure ASP029, ASP063 & SSP015 for grinders.

3.19 EYE PROTECTION

The necessity for eye protection to be worn would be deemed on a risk basis and any requirement for eye protection should be detailed in the risk assessment and plan of work, or if the client stipulates this as a mandatory requirement. (Not required when wearing full-face RPE).

3.20 HAND ARM VIBRATION

What is hand-arm vibration?

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders. Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health.

Hand-arm vibration can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVS), as well as specific diseases such as carpal tunnel syndrome. For some people, symptoms may appear after only a few months of exposure, but for others they may take a few years. They are likely to get worse with continued exposure to vibration and may become permanent.

ANY hand held equipment which may cause HAVS **must be subject to a SPECIFIC Risk Assessment, this may include;**

- Angle Grinders
- Reciprocating Saws
- Jigsaws
- Hammer drills

Before any task is carried out it will be established that there isn't an alternative method of carrying out the task without HAV exposure or with a reduced exposure to Hand-Arm Vibration.

Exposure Action Value (EAV) – This is the daily amount of vibration exposure where action must be taken to control vibration – This is currently a daily exposure of 2.5m/s^2 A(8) or 100 points.

Exposure Limit Value (ELV) – This is MAXIMUM amount of vibration an employee may be exposed to on a single day – Currently 5m/s^2 A(8) or 400 points our **employees MUST not be exposed above 320 points which takes into account the potential 20% +/- variance against the manufacturer vibration magnitude. Where actual vibration monitoring is being undertaken to confirm the vibration magnitude then employees may work up to 400 points but not exceed.**

The HSE have produced an interactive Risk Calculator to ascertain the risks from vibration, this can be accessed using **HS023 - Hand-arm vibration risk assessment** and a copy of the risk assessment must be saved within the Plan of works, on the job exposure levels are then recorded using **HS024 - HAV exposure record** which must be saved with the Plan of works in the project folder.

All Employees using vibration tools **MUST** record their daily exposure levels using **HS024 - HAV exposure record** and their daily cumulative HAV exposure on their weekly time sheets. The Supervisor **MUST** check and verify that the daily exposure records are recorded accurately on **HS024 –HAV exposure record and employee time sheets** and to ensure the ELV is not exceeded and take appropriate action to prevent. HAV exposure records are recorded on Vensis timesheet system by branch administration and will report any exposures over the 400 daily points to Technical Department for investigation and additional health screening. An exposure report will be produced from Vensis quarterly and reviewed by the Technical department. Records will be kept for 40 years and will be made available to an employee upon request.

Health Surveillance

Tier 1 - All new employees who are liable to use vibration equipment within their work activities will have HAV health screening and surveillance carried out via the **Abbott's online Health Assessment – Post Placement Questionnaire**. All employees will then fall into an annual assessment, where results will be uploaded to Seguro and a copy held by HR as part of the Company Induction.

Tier 2 – Employees who joined the company prior to the health surveillance scheme will complete a Tier 2 HAV questionnaire assessment, this will also fall into an annual assessment, where results will be uploaded to Seguro as part of the surveillance scheme. The assessment is so that a comparison can be made and identification of any health issues can be made at an early stage.

Following the Tier 1 and 2 assessments, if any symptoms are identified the employee will be referred for a Tier 3 HAV's Health Assessment.

Tier 3 - If an employee exceeds a daily HAV exposure of 400 points or health screening assessment indicates HAVS symptoms then a HAV's health assessment **MUST** be carried out by a qualified person (e.g. An Occupational Health Nurse or Doctor who holds the FOM certificate in vibration). The result certificate will be uploaded to Seguro as part of the surveillance scheme and where appropriate restrictions will be implemented. If the assessment shows that the employee has HAV's, Tier 4 will apply.

Tier 4 - Formal diagnosis will be carried out by a doctor qualified in occupational health. The doctor will advise you on the employee's fitness for work and may involve referral for further tests relating to HAV's.

Prevention, Reduction and Control measures

We **MUST** eliminate where possible activities that produce vibration and where this is not possible must use equipment that has the lowest possible vibration emissions. We will carry out risk assessments for specific tools and equipment must indicate the vibration levels and the maximum duration that an employee can work with that tool in an 8-hour day.

Where an operative has to use more than one piece of vibrating equipment in a day, then a calculation must be made by a manager to indicate the maximum usage for each item. This **MUST** be carried out PRIOR to any work commencing, documented in the PoW and should involve the employee so that he understands the necessity to adhere to the trigger times, using **HS023 - Hand-arm vibration risk assessment** and exposure levels are then recorded using **HS024 - HAV exposure record** which must also be saved with the Plan of works.

Employees **MUST** be adequately supervised to ensure that the trigger times of the machines do not exceed those calculated and that the employee does actually cease work.

3.21 SMOKING POLICY

Shield Environmental Services Non Smoking Policy has been developed to protect all employees, service users, customers, clients and visitors from exposure to second-hand smoke and to ensure compliance with laws that ban smoking in public places (including workplaces).

Laws banning smoking in public places (including workplaces) came in to effect on 26 March 2006 in Scotland, 2 April 2007 in Wales and 1st July 2007 in England.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is our policy that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. The use of e-cigarettes or any similar device is prohibited in the workplace and company vehicles.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes Company vehicles. Smoking is only permitted in the designated smoking areas and is only permitted during normal break times. This includes when working on customer or client sites.

This policy applies to all employees, consultants, contractors, customers or members and visitors.

Implementation

All staff is obliged to adhere to, and support the implementation of the policy. All existing employees, consultants and contractors must be made aware of the policy and their role in the implementation and monitoring of the policy. A copy of the company handbook (LO037) will also be given to new personnel upon company induction where this covers the smoking policy.

Appropriate 'no smoking' signs must be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

ALL Shield Environmental Services employees and visitor who are on company business will not be allowed to smoke;-

- In any Shield Environmental Services property
- In any Shield Environmental Services company vehicle, van or lorry
- On site in any enclosed space or building
- In any privately owned property
- In common parts of any shared buildings

NON-COMPLIANCE

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit www.gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details.

Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service

3.22 CARRIAGE OF DANGEROUS GOODS

When moving asbestos waste is 'Dangerous Goods' the following procedures must be adhered to

Carriage of Dangerous Goods.

Asbestos is classified as Class 9 Miscellaneous Dangerous Goods and as such the requirements of The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDGRR09) as well as the requirements of ADR will apply.

(Note; the carriage of '**Bonded Asbestos Waste**' as well as the carriage of **Asbestos Contaminated Equipment NPU's and Vacuums etc** is **exempt** from the requirements of CDGRR09 by way of Special Provision 168 in the ADR Manual SO THE REQUIREMENTS OF THE CARRIAGE OF DANGEROUS GOOD DOES NOT APPLY TO BONDED WASTE.)

This means that if you are transporting **MORE** (this is called being "IN SCOPE")

- than 333kg of Crocidolite / Amosite (approx 15 bags of AIB!!)

OR

- 1000kg White asbestos (which is NOT bonded)

The following will apply to ALL vehicle movements:

- Appoint a Dangerous Goods Safety Advisor (DGSA) who has a valid qualification from the Scottish Qualifications Authority (SQA).
- Ensure that the Driver has undertaken and passed a VALID ADR VTC and be able to show his valid ADR VTC to the Police, DVSA and the HSE if requested, any passenger also has to have undergone Dangerous Goods Awareness Training as well.
- Display the 'Orange' plain placards on the front and rear of the vehicle when 'in scope' and these must be removed when 'not in scope' as the emergency services will treat any vehicle which is displaying very differently and may cause you expense when presented with a Fire Authority, Highways Agency invoice for unnecessary cost. There is NO requirement to attach the Class 9 labels to the outside of the vehicle.

Any vehicle carrying asbestos waste when '**in scope**' must also carry the following equipment on the vehicle **at all times**;

- Copies of the 'Instruction in writing' –Tremcard
- Dangerous Goods Note – This can be the Hazardous Waste Consignment Note
- A 2kg Dry Powder Fire extinguisher in the cab
- A 6Kg Dry Powder Fire Extinguisher on the vehicle
- 2 self-standing warning triangles

- At least one suitable wheel chock
- A pocket torch for each member of the crew
- High visibility clothing for each member of the crew
- Suitable RPE and PPE for each member of the crew.
- As well as any other equipment which is specified on the 'Instructions in writing' (if you stipulate that any spillage is sprayed and picked up with a shovel then that equipment must be available equipment)

There is no requirement for eye protection or first aid kits however it is good practice to carry them as the DVSA and Police may ask.

3.23 VEHICLE SAFETY

When driving a company vehicle you are representing Shield and as such your attitude and behaviour, when driving, must be of a high standard to protect your own safety, any passengers who are with you and other road users as well as the good reputation of the Company

In accordance with company with the LO042 Vehicle safe driving Policy

3.24 GAS, LPG AND STORED FUEL SAFETY

Office Gas Fired Boilers

In **ALL** Offices which use a Gas Fired Boiler the appliances **MUST** checked for safety at least every 12 months by a Gas Safe-registered installer. **THIS INCLUDES HYGIENE UNITS (DCU's)**

Copies of maintenance certificates must be kept, easily accessible, within all branch offices

Never use a gas appliance if you think it is not working properly.

Signs to look out for include;

- yellow or orange flames (except for fuel-effect fires which display this colour flame).
- soot or stains around the appliance.
- pilot lights which frequently blow out.

Never cover an appliance or block the convection air vents.

Never block or obstruct any fixed ventilation grilles or air bricks.

Never block or cover outside flues.

Use and Storage of LPG

Hazards

- LPG (propane or butane) is a colourless liquid which readily evaporates into a gas. It has no smell, although it will normally have an odour added to help

detect leaks. When mixed with air, the gas can burn or explode when it meets a source of ignition.

- It is heavier than air, so it tends to sink towards the ground.
- LPG can flow for long distances along the ground, and can collect in drains, gullies and cellars.
- LPG is supplied in pressurised cylinders to keep it liquefied.
- The cylinders are strong and not easily damaged, although the valve at the top can be vulnerable to impact.
- Leaks can occur from valves and pipe connections, most likely as a gas.
- Liquid LPG can also cause cold burns to the skin.

Storage of LPG Cylinders

Must be stored / kept

- In a safe, well-ventilated place, preferably in the open air,
- away from occupied buildings, boundaries,
- away from sources of ignition and of heat;
- properly secured,
- kept upright.

General Safety Rules when using LPG

- Keep rubbish and anything combustible well away from the cylinders,
- Keep weeds and grass in the vicinity cut down. Don't use a chlorate-based weed killer, as it can be a fire hazard;
- DO not allow any electrical equipment, vehicles, bonfires, barbecues or other sources of ignition near the cylinders
- Do not smoke when changing cylinders;
- Keep people not involved with the installation well away from it, particularly children;
- Keep vehicles well away from the installation;
- I make sure that the pipework or flexible hose from the cylinders to the point of use is protected

Exceptions are items purpose designed to use LPG, such as gas-fired barbecues;

Small-scale use of LPG in cylinders

Deliveries

If you have cylinders delivered, make sure you order the right number and type of replacements.

- Don't order more than you need, as you may not have space to keep them safely.
- On a delivery day, make sure the parking area is clear for the delivery vehicle.
- Keep away from the vehicle while the cylinders are being handled.

In the event of a fire or leak with LPG from LPG Cylinder

- Dial 999 to call the fire brigade. Tell them LPG cylinders are on the premises.
- Tell everybody to leave the premises and go to a safe place well away from the installation.

- If you have a fire alarm, activate it.
- If it is safe to do so, turn off all the LPG appliances.
- If you think you have an LPG leak at a cylinder or the associated pipework, call the LPG supplier so they can come and make safe.
- If an LPG appliance is leaking or is not working properly, get a CORGI-registered gas fitter to check it and make safe.
- If the leak is indoors, open all the doors and windows.
- Do not switch any lights or electrical equipment on or off, as this may cause a spark.
- A leak in the pipework can be stopped by closing the valve on the cylinder or on the piping manifold, **but only do this if you can approach the cylinders safely.**

Fire fighting

- Don't try to put out a fire involving LPG - leave it to the fire brigade. It is safer to evacuate everyone from the area
- An overheated cylinder can explode.
- If you have fire-fighting equipment for use on paper, wood, rubbish, etc, make sure that you know how to use it, and that it is maintained regularly. Don't try to use it on burning LPG.
- A fire involving grass, rubbish, etc, can be tackled with a fire extinguisher or hose reel if it is safe to do so.

Always call the fire brigade first. If the fire is near the cylinders or pipework or if you can't put it out quickly - leave it.

Stored Fuel

Branches may need to store small quantities of refined crude oil; i.e. petrol and diesel for use in plant or equipment.

- The quantity of petrol permitted to be stored within a workplace building must not exceed 50 litres; if larger quantities are required then installation of storage tanks must be considered and the risks associated assessed. There is no restriction on the quantity of diesel that can be stored.
- Any fuel that is stored in the workplace should be within an approved type of container and held within a metal cabinet or within a bunded area.
- Fuels should not be stored in direct sunlight, near to heat sources or electrical items which may give a spark.
- Emergency spill kits must be located in close proximity of the storage area.
- When refueling this should be carried out on a hard standing area and away from any water course to avoid any potential contamination to the environment.

3.25 FORK LIFT TRUCKS / PALLET TRUCKS

Shield Environmental Service Ltd shall ensure, so far as is reasonably practicable, the safe use of fork lift trucks and safe systems of work. The Company shall consider hazards and risks in the workplace, take steps to eliminate or reduce those risks and provide adequate training and supervision for operatives of fork lift trucks.

All FLT's and Pallet trucks must undergo a Statutory THROUGH EXAMINATION and TEST ANNUALLY by a qualified company

Records of all testing and maintenance must be kept for 5 years on the company system.

General Safety Precautions

Pallet Truck:

DO NOT use unless you are trained and competent to do so!

DO NOT tamper or change any control!

DO NOT repair or maintain any Pallet Truck!

Fork-lift truck (FLT)

It is the Scaffold Managers reasonability to ensure the Management of the FLT is as per the SSP001 and establish conditions complying with the statutory requirements and approved codes of practice when setting up, operating and maintaining fork lift trucks.

Only trained and certificated persons will be authorised to operate fork lift trucks. The training of operators shall be in accordance with the Approved Code of Practice and shall include general basic training, specific job training and familiarisation. Operator performance shall be monitored and, when appropriate, refresher training shall be provided. All training shall be undertaken by an approved training provider (HSE Booklet L117) and shall be recorded on the training matrix. Authority shall be given to trained operators in writing by the Scaffold Manager and this authority shall be retained on site for inspection as required. The FLT must be inspected by the Operator daily using the SC012 form; these forms must be kept for 2 years. Any defects must be reported and repaired as soon as possible.

3.26 ASBESTOS MANAGEMENT

Asbestos Management Plans

All branches and offices must have an Asbestos Management Plan which identifies all Asbestos Containing Materials (ACM's) within the building fabric and how this will be managed.

The Asbestos management plan must

- be available at all branches
- Reviewed annually
- Brought to the attention of all staff and any contractor who may be undertaking work at our premises

The only Branch with Asbestos Containing Materials is Exeter, Birmingham, London and Southampton.

Staff Asbestos Awareness

All NON ASBESTOS REMOVAL site staff must undergo Asbestos Awareness training; this can be arranged by the Training Department in-house through the Training Coordinator.

3.27 WORKPLACE DISEASE

Leptospirosis (Weils Disease)

This is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.

What are the symptoms?

The disease start with a flu-like illness with a persistent and severe headache, which can lead to vomiting and muscle pains and ultimately to jaundice, meningitis and kidney failure. In rare cases the diseases can be fatal.

Who is at risk?

Anyone who is exposed to rats, rat or cattle urine or to foetal fluids from cattle is at risk.

Farmers are now the main group at risk for both Weil's disease and cattle Leptospirosis:

the cattle form is a special risk for dairy farmers.

Other people who have contracted Leptospirosis in recent years include vets, meat inspectors, butchers, abattoir and sewer workers.

Workers in contact with canal and river water are also at risk.

How might I catch it?

The bacteria can get into your body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water, such as in sewers, ditches, ponds and slow-flowing rivers. People working in dairy parlours are often in contact with cattle urine. Rat urine may also contaminate animal feed stuffs on farms.

How can I prevent it?

- Get rid of rats. Don't touch them with unprotected hands.
- Consult your vet about the cattle infection.
- Wash cuts and grazes immediately with soap and running water and cover all cuts and broken skin with waterproof plasters

Before and during work.

Wear protective clothing. Disposable Coveralls, RPE ½ mask and

Wash your hands after

- handling any animal
- or any contaminated clothing
- before eating, drinking or smoking.

WORKING WITH SEWAGE

Are you at risk?

Workers whose activities bring them into contact with sewage and sewage products are at risk of contracting a work-related illness.

The majority of illnesses are relatively mild cases of upset stomachs, but potentially fatal diseases, such as Leptospirosis (Weil's disease) and hepatitis, are also reported to HSE. However, not all cases are reported because people often fail to recognise the link between illness and work.

How to protect yourself

- Make sure that you understand the risks to health and the ways in which you can pick up infections.
- Ensure a Risk Assessment has been undertaken if you are likely to be exposed
- Wear the protective equipment that is provided.
- Avoid becoming contaminated with sewage.
- Avoid breathing in sewage dust or spray.
- Do not touch your face or smoke, eat or drink, unless you have washed your hands and face thoroughly with soap and water.
- Clean all exposed wounds, however small, and cover with a sterile waterproof dressing.
- Change out of contaminated clothing before eating, drinking or smoking.
- If you suffer from a skin problem, seek medical advice before working with sewage.
- Clean contaminated equipment on site.
- Do not take contaminated clothing home for washing.

If you think you may have become ill

- Consult your doctor in the event of flu-like illness or fever, particularly where associated with severe headache and skin infections..
- Seek medical advice if there are persistent chest symptoms, particularly if consistent with asthma or inflammation of the lung.
- Report any of the above illnesses to the H&S Compliance Manager ASAP

3.28 EXCAVATIONS

Excavation work during construction and demolition activities is extremely dangerous with hazards like

- Unstable ground / waterlogged soil / rubble
- Underground structures for example water / electrical services / footings and tanks
- Soil structures not excavated to correct gradients / without piles which might collapse under wet weather conditions.
- Unstable plant which ends up falling in to excavations due to unstable nature and driver lack of awareness and training.
- Excavating near tree's causing tree de stabilisation
- Excavating near present site structures like scaffolding which might cause collapse.
- Demolition / construction workers falling into the excavations

It is Shield environmental policy that a full site drawing be obtained prior to start of works whereby all underground structures are identified and marked clearly on the site plan. Trenchless excavational techniques should be favoured over trenched excavational designs if appropriate.

If the site drawing is not available or not does not sufficiently identify services which might be present then a CAT scan needs to be undertaken where necessary.

Each stage of an excavation on a site needs to be inspected and recorded by a competent supervisor

- Daily if the weather / environment has changed
- If there is a change to an excavation plan or part of a plan
- Daily if there are other contractors working near by

All demolition and construction staff need to be briefed daily on the changes or progress.

3.29 KEEPING CONSTRUCTION / DEMOLITION SITES SAFE

Particularly out of hours but also applicable when the site is in operation is the security and safety of the site in question because of the following:

- Children find playing on demolition sites interesting
- Equipment / waste material may not be stored safely in the site, meaning the risk of accident is increased
- The security of the site may be compromised through vandalism and attempted theft
- The construction / demolition site may be located near a school or built up area so extra security may be needed.
- The likely hood of visitor flow during the day for example - does the site need full time guards or part time or supervisors to act as a gate keeper for entry on or off the site.

The following procedures need to be adopted when setting up construction / demolition sites

The use of appropriate

- Hera fencing or full boarded options for site security so that no entry can be gained
- If required - manned entrance during working hours to control entry
- All electrical supply turned off on site before site closure from premises cabin or office.
- End of day / operation site closure checks to ensure a full perimeter check is completed
- The storage of any scrap materials is as safe as reasonably practical
- The consideration of out of hour's security guards where appropriate.

3.30 CONFINED SPACE

The confined space regulations state
"confined space" means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk;

"Specified risk" means a risk of—

- serious injury from a fire or explosion;
- the loss of consciousness of any person at work arising from an increase in body temperature;
- the loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen;
- the drowning of any person at work arising from an increase in the level of a liquid; or

- the asphyxiation of any person at work arising from a free flowing solid or the inability to reach a respirable environment due to entrapment by a free flowing solid;

If any of Shield operatives are due to work in a confined space the following must be followed

- checking the atmosphere before entry
- using the correct equipment for example tripods, harnesses, forced air ventilation
- a permit system should be in place to control entry standards and controlled by permit issuer
- trained to a competent level for entry and supervisory
- has the correct emergency equipment available
- suitable means of communication between entry person and confined space supervisor
- there is adequate means access and egress
- a minimum of a two man operation

For further information please make reference to the Confined Space Policy and Procedures (HS046).

3.31 EMPLOYMENT OF YOUNG PERSONS

No young persons under the age of 18 will be employed in Shield Environmental high risk activities without:

- a thorough young person's risk assessment **LO177**.
- training to an accredited level recognised for the actual job role assigned
- Direct supervision by a competent Shield Environmental experienced employee.

Only when this criteria has been satisfied will Shield consider the appointment of young person's however it will not be normal procedure to employ such young persons for high risk working for example?

- On demolition sites
- Working at height
- With asbestos related material
- In atmospheres or places where there is a clear risk of contamination i.e. lead paint or dust.

Where Shield Environmental are acting as principle contractor or site controller on any site it will be the responsibility of Shield Environmental Head Office technical department to review the risk assessments and POW's from sub-contractors to assess the risk to their own young persons if employed by the sub-contractor and that the young persons concerned have been advised of the risk and control of that risk by the sub-contractor.

3.32 EXCLUSION AND DROP ZONES

Exclusion zones / drop zones need to be set up to protect Shield employees and contractors on site when demolition activities are occurring to protect from:

- Fallen / flying debris
- Uncontrolled collapse of buildings or parts of buildings / structures
- When using high reach machines
- Where large plant is in operation
- The dropping of cleared material from one floor to another or to the ground.
- Working at height to clear or remove debris

The following criteria must be followed

- Exclusion zones of at least 6 metres set up from any drop area
- Open areas / pits used for tipping or dropping to be fitted with wheel stops or vehicle edge protection
- Progressive clearance techniques to prevent overloading of structures or floors
- Where there is employee or contractor access to a building in the process of being demolished suitable edge protection be fitted to prevent falls from height and if this is not possible to fit running lines and safety harnesses with fall arresters for employees or contractors.
- Any ground or structure must be suitable surveyed to assess the weight bearing capacity in comparison with heavy plant or the moving of plant.
- If there is risk of collapse of floors or parts of building as part of the demolition process in which plant may be operating sufficient support through temporary props must be used to prevent the collapse of plant.

3.33 USE OF EXPLOSIVES

Shield Environmental may use explosives as part of the demolition cycle and as such there is a requirement to plan the use of explosives and their effect

on site. When planning to use explosives there are 4 stages of planning that need to be mapped on the explosives / site plan and communicated to all employees and contractors.

These are:

- Plan area – the area of the structure to be demolished
- Designed drop area - where most of the structure is designed to fall
- Predicted Debris area - where debris will fall beyond the drop area
- Buffer / exclusion zone – this is the area beyond the debris area but within the exclusion zone which has been designed.

All the above areas need to be considered separately in the risk assessment as it will be due to size and structure of building as to the extent of each zone. Development of the exclusion zone will need to take into account the following:

- designed collapse mechanism;
- structural form, materials used in construction and condition of the structure;
- planned pre-weakening;
- types of explosives;
- charge weights, locations and detonation sequences;
- integrity of the detonation system;

3.34 HOT WORKS

The use of hot works equipment can be very dangerous and poses a number of hazards for example

- Risk of fire and explosion
- Inhalation of toxic fumes (lead)
- Risk of burns from flame and metal
- Crushing / impact injuries from handling and transporting cylinders

The Shield employee's must be fully trained to industry standards and competent with up to date training records before undertaking any welding, soldering, cutting, brazing burning and the use of powder-actuated tools or similar fire producing operations outside of designated **hot work** areas.

PPE including RPE is very important when considering hot works as the employee needs the most appropriate in order to prevent molten metal splatter, eye damage, burns to the hands and RPE to protect against toxic fumes and dust. The following standards of PPE are to be used:

- Gloves - Approved to BS EN 388:2003, BS EN 407:1994 and BS EN 12477.
- Hand shield – EN 175

- Welding shield – EN 379
- Welding clothing / jacket – EN ISO 11611:2007
- Boots - 200 joule EN ISO 20345

There will be minimum standards of operation while hot works are carried out, these are:

- A permit system in place before work starts (**HS169 – Hot Works Permit**)
- The correct fire extinguishers available and to hand
- A fire watch person to be standing by fully trained in first aid and fire safety and correct PPE to assist with any possible incidents
- If there is cutting of pipes covered in lead paint or another toxic substance work will not continue until samples have been taken and analysed to assess the risk.
- A full risk assessment and POW are needed for every hot works program
- All cutting equipment for example torches, flash back arrestors, regulators, spark arrestors , hoses and pipes be compliant to the latest BS standards
- All equipment / PPE must be checked by a competent fully trained supervisor or manager before being signed off ready for use before each hot works process

3.35 NEEDLESTICK INJURIES

There are regulations relating to Sharps in the healthcare industry Health and Safety (Sharp Instruments in Healthcare) Regulations however in these regulations it states the following.

Non-healthcare contractors to a healthcare employer

Businesses that are contracted to provide non-healthcare services to healthcare employers, such as catering and building or plant maintenance, will only be required to act if those who work for them on the healthcare employer's premises may be exposed to medical sharps while they are working there.

As Shield are non-healthcare contractors to healthcare employers the risk attributed to possible needles and syringes will first be identified by the contract managers completing the pre assessment form which will pick up the risk in the initial stages. On full completion of the plan of work the needle stick risk will be developed in the site specific risk assessment part of the plan of work and adequate control measures put in place for example, asking the client to prepare or clean up the area before Shield enter the area or if

deemed appropriate at the time of risk assessment for all our operatives to be issued needle proof / resistant PPE for example

- Needle proof gloves – elbow length
- Shield safety boots
- Long handled needle pincers – to pick up needles if found
- Dustpan and brush to brush up if found
- Contaminated sharps / needles bin for disposal
- Suitable coveralls

Shield operatives should never pick up needles or syringes if found, they should use a dustpan and brush to sweep up and place in a contaminated sharps bin or use the long handled pincers to pick them up. The risk from used needles or sharps is that the needle / sharp may contain HIV or hepatitis and therefore can possibly cause serious human disease and injury.

If a Shield employee thinks he / she has received a needlestick injury they must do the following immediately on discovery.

- Seek first aid help
- Inform the Shield supervisor
- Go straight to the nearest hospital to receive medical attention
- Following medical advice it may be required that the employee has to undergo several blood tests over a number of weeks
- If safe to do so (syringe stored in a sharps bin or rigid container which can't be penetrated) take the syringe / sharp to the hospital for analysis to establish the contents. (lone staff may not choose to analyse the contents)

3.36 SCAFFOLD DESIGN

All scaffolding will be erected in compliance with the BSEN12811 (TG20:13) and the Working at Height Regulations 2005.

Any scaffold structure requiring design input (i.e. those out with TG20:13) will be subject to a design risk assessment. Calculations will be made by a suitably competent Design Engineer and drawings produced. Any significant hazards or hazardous work sequences that cannot be designed out shall be detailed on the drawing in text, also where appropriate within the specific POW.

Anticipated significant deviations from the original design criteria, revealed during the execution of the work needs to be communicated to the Design Engineer to ensure structural integrity is maintained. We use approved

external scaffold designers as the competent engineers to produce all design plans for Shield Scaffolding.



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