



D.B.BRICKWORK LTD

HIGH QUALITY _____

HEALTH AND SAFETY POLICY



PRODUCED 4TH AUGUST 2020

Health & Safety Policy Statement

D.B. Brickwork Ltd is a safety conscious company which sets itself high standards and encourages ownership of health and safety from everyone. The company's policy aim is to ensure compliance with current health and safety legislation and also continually improve its performance by aspiring to achieve "best practice" at all times. Nothing is so important that we cannot find the time to undertake all of our site-based activities safely, "Safety First" shall always be our priority. Achieving these values will ensure the health, safety and wellbeing of all its own employees and anybody else who may be affected by their work activities, in particular our labour workforce and any customers and clients we are working with.

As the Managing Director I believe that good health and safety management is a business priority which can make a valuable contribution to the wellbeing of all workers by reducing injuries and ill-health. We accept that it is our responsibility to take the lead in promoting health safety and wellbeing within the company and ensure that its policy is planned, developed, reviewed and resourced for its implementation.

Everybody working for D.B. Brickwork Ltd shall take responsibility to ensure that risks in their workplaces have been assessed, controlled and regularly reviewed so that the likelihood of injury or ill health is minimised. All employees and labour only workforce shall be treated in a manner that respects them as individuals, they will be provided with instruction, training, information and suitable equipment to undertake their work safely. Any sub-contractors working for D.B. Brickwork Ltd will be required to carry out their activities in safe manner equal to our standards or better. We will always follow the Safe Systems of Work of the Clients we are working for.

Effective two-way communications is essential at all levels within the workplace, everybody is encouraged to participate in all Health, Safety and Wellbeing discussions. As part of this process, all accidents and near misses must be reported immediately, and discussed to prevent or learn from mistakes. The Managing Director will consult the workforce regularly whilst monitoring and reviewing the current safe systems of work that have been implemented to protect the Health, Safety and Welfare all site workers and anyone else who could be affected by our work activities.

The policy will be reviewed and amended where required at intervals not exceeding twelve months.

Duty of care

As the Managing Director I will do all that is within my power to ensure the health, safety and welfare of my employees and other workers, but it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee or sub-contractor to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any person.

The Health and Safety at work etc. Act 1974 imposes certain duties of care on different groups of people in the workplace. As an employer I shall ensure provision of the following is provided to our workers:

- safe plant and systems of work
- a safe means of using , handling, storage and transportation of articles and substances
- safety information, instruction, training and supervision
- systems to ensure the health and safety competence of our employees and any contractors
- a safe place of work with a safe access and egress
- a safe working environment at all times
- safety of people not employed but affected by our undertaking

Insert company name employees and contract labour must:

- care for their own safety
- care for the safety of anyone affected by their work
- co-operate with the Director to ensure legal obligations are met
- not misuse or interfere with anything provided for work or in the interests of safety at work
- inform the Director and relevant fellow employees about any health and safety issues adversely affecting their work
- follow any Safe Systems of Work that either D.B. Brickwork Ltd or our Clients provide

D.B. Brickwork Ltd is committed to consult with all employees upon any matters of health and safety having a significant effect in accordance with current legislation. This Health and Safety Policy has been prepared and shall be brought to the attention of all personnel working for D.B. Brickwork Ltd to ensure that total commitment is given to the prevention of accidents and ill health on our sites and places of work.

The document contains the proactive actions relating to the work, plant, equipment and procedures of the company. If any of these actions cannot be answered satisfactorily, stop and inform the Managing Director; Supervisor or Management Team immediately.

Please retain this document and refer to it on a regular basis, make sure you are aware of your duties and responsibilities for Health and Safety.

Roles and Responsibilities

Director

1. Prepare and keep up to date a Statement of the Company's Policy for Health & Safety and ensure that it is brought to the notice of all employees
2. Set a personal example by wearing the correct personal protective equipment and by carrying out work in a safe manner
3. Prepare instructions for the company and methods for carrying out work tasks to ensure each person is aware of their responsibilities and the means by which they carry them out
4. Ensure that appropriate training is given to all staff as necessary, or ensure individuals have the correct training and demonstrate competence to do their work safely
5. Insist that sound working practices are observed as laid down by the safety procedures and that work is planned, the risks are assessed and then carried out in a way to ensure no harm is caused
6. Ensure that our clients allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and waste and that health and safety factors are considered in the selection of sub-contractors
7. Carry out the assessment of sub-contractors to ensure that their training and competencies meet with our commitment to health and safety, this may involve the use of an external Health & Safety Advisor to provide help and advice
8. Obtain full details from contractors of assessments of risk associated with substances, processes or any work activity hazardous to health and safety which they intend to carry out and check that their planned control measures will provide protection to others on site
9. Instruct all operatives and contractors that the correct personal protective equipment must be worn as is necessary, this will be set out in the risk assessments and method statements
10. Ensure as far as is reasonably practicable that once work is started it is carried out as planned and that account is taken of changing and unforeseen conditions as works proceed; It shall be carried out in accordance with the CDM Regulations and other appropriate statutory requirements
11. Ensure that there is a liaison on health and safety matters between the company and others
12. Ensure adequate resources are provided for health and Safety
13. Do not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them
14. Reprimand any member of staff failing to discharge satisfactorily their responsibilities for health and safety
15. Investigate all incidents & near misses, this may involve the use of an external Health and Safety Advisor
16. Arrange for adequate funds and facilities to meet the requirements of the Company Policy

Roles and responsibilities

Site Foreman / Ganger man

1. Carry out all work in accordance with the site-specific Risk Assessments and Method Statements, do not allow any works to be carried out without ensuring suitable Risk Assessments are in place
2. Deliver site specific inductions, check and take copies relevant training qualifications. Ensure no-one operates plant and equipment who does not hold the relevant training certificate or competency card
3. Ensure site specific rules are known and adhered to by all persons working for PHA Groundworks Ltd
4. Do not allow operatives to take unnecessary risks, promote the reporting of near misses and accident reporting
5. Assist the Director in accident and or near misses' incidents
6. Ensure that new employees are shown the correct method of working and all safety precautions.
7. Ensure that young or inexperienced employees do not operate any mechanical equipment without prior agreement with the Director
8. Do not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
9. Inspect all plant on site upon delivery, ensure daily pre-user inspections are undertaken by all plant operators and report all defects immediately.
10. Set a personal example by wearing the correct personal protective equipment and by carrying out your own work in a safe manner.
11. Warn other employees or anyone else who may be affected of particular known hazards
12. Report any injury to yourself which results from an accident at work, even if the injury doesn't stop you from working
13. Liaise with the Director at all times with regards to Health & Safety, where possible co-ordinate with others to suggest safer methods of working
14. Never deviate away from the agreed safe method of working stipulated in the risk assessments or method statements
15. Always arrive at work fit for work and not under the influence of any drugs or alcohol. If taking any prescription medication this must be reported to the Director & Principal Contractor's Site Manager

Roles and responsibilities

Site Operatives & Sub-Contract labour

1. Read and understand the Company's Health and Safety Policy and carry out work in accordance with its requirements
2. Carry out all duties to ensure compliance with relevant standards of Safety, Health, Environment and Quality.
3. Maintain relevant CSCS and or CPCS qualifications required to hold their position
4. Use the correct tools and equipment for the job
5. Wear the correct personal protective clothing and equipment provided by the company and ensure that this is suitably maintained
6. Keep all tools in good condition
7. Never start work on any site without first being provided with an induction and familiarise yourselves with any task specific Risk Assessments. If you do not understand anything then you must ask
6. Report immediately any defects to plant or equipment
7. Always Work in a safe manner, never take unnecessary risks which could endanger yourself or others
8. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of shutters, always keep good standards of housekeeping; clear up as you go along, etc.
9. Do not use plant or equipment for work for which it was not intended or if you are not trained/authorised to use
10. Warn other employees or anyone else who may be affected of known hazards
11. Do not play dangerous or practical jokes or engage in 'horseplay' on any site
12. Report any injury to yourself which results from an accident at work, even if the injury doesn't stop you from working
13. Always Liaise with the Managing Director with regards to Health & Safety, where possible co-ordinate with others to suggest safer methods of working
14. Never deviate away from the agreed safe method of working stipulated in the risk assessments or method statements
15. Always arrive at work fit for work and not under the influence of any drugs or alcohol. If taking any prescription medication this must be reported to the Principle Contractor's Site Manager

Abrasive Wheels

Abrasive wheels will only be used to cut through materials such as metal, concrete, masonry and asphalt, and will only be used provided that the appropriate blade is fitted. Materials such as timber and pitch must not be cut in this way. No person can mount an abrasive wheel unless:

- They have been trained to mount abrasive wheels
- They are competent to undertake the work

Abrasive wheels will only be changed and mounted upon disc cutters by persons who have been appointed by the company. All damaged and defective abrasive wheels will be discarded, and under no circumstances should they continue to be used. Impact grade eye protection, ear defenders and where dust is generated FFP3 grade dust masks must be worn. All cutting operations involving concrete or asphalt will require the use of dust suppression water bottles. Where possible dedicated cutting areas should be set up on site.

Alcohol and Drugs

As a responsible organisation D.B. Brickwork Ltd is committed to operating and providing a working environment which is safe and free from hazards to health arising from the misuse of drugs, alcohol or solvents.

- We will not knowingly allow any person under the influence of drug, alcohol or solvent misuse to continue working, or place themselves or others at risk
- We expect all persons to take reasonable care of themselves and others who could be affected by their actions while at work or when driving a motor vehicle on a road or other public place
- We will not knowingly permit the supply of any controlled drugs, the smoking of cannabis and the consumption of alcoholic drinks or certain other activities to take place at any workplace

The company is committed to management of health and wellbeing, if requested we will provide any worker with general information about the effects of drugs, alcohol and solvents on health and safety. We reserve the right to carry out random testing and where undisclosed misuse comes to our attention and, or performance is impaired, disciplinary action will be taken. If it is thought that anyone is under the influence of alcohol or drugs and they refuse to be tested they will be asked to leave site immediately. Anyone asked to carry out a Drugs and Alcohol test on a construction site must undertake the test and not refuse. Any refusal could result in dismissal from site.

Asbestos

Asbestos containing materials (ACMs) must be identified in advance and work planned and carried out using adequate precautions to ensure exposure will be prevented.

D.B. Brickwork Ltd shall always seek from the client or customer information with regards to any known asbestos likely to be present in the immediate work area. This information shall always be provided to the employees and any contractors.

Where asbestos has been identified D.B. Brickwork Ltd workers shall not proceed with any works until it has been made safe or removed by a licensed Asbestos Removal Contractor. The procedure for these works involving a specialist contractor will have to provide full risk assessments, method statements and drawings which will detail segregation areas, how the works will be carried out and where the removed material will be sent away to. The area will not be allowed to be accessed by any other person until such time as the Asbestos Removal Contractor issues a Certificate of Clean Air. The responsibility to arrange any asbestos removal will be the responsibility of the Client we are working for.

Accident Reporting

Any accident or injury at work must be reported to the relevant Site Manager immediately and then the Managing Director. Depending on the severity or incident potential, this will determine the course of action that will be followed. The aim shall always be to find out what happened; why it happened and what can be implemented to prevent reoccurrence. The company does operate a “No Blame Culture” but it will not tolerate deliberate non-compliance of company procedures in the workplace.

All injuries must be recorded in the company Accident Book. If working on another companies’ premises, then their accident reporting procedures shall be adhered to. If an incident or accident occurs that falls under the RIDDOR Regulations 2013 then one of the Director will complete form F2508 and submit to the HSE electronically.

Near miss accidents also need to be reported to the Director / Management team in the same way as an injury accident. Just because there isn’t an injury, this does not mean that this is not an incident and should be classed as ‘a near miss’. This means that the work system or equipment may need to be altered, to aid the prevention of there being a recurrence which may become an injury accident:

- Notify the Managing Director who will carry out an investigation to look at what can be done to prevent reoccurrence
- Remedial actions to be implemented as required
- Operatives to be advised of any changes required to the method of works

Confined Spaces

A 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.

A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby. Due to the many seen and unseen factors that make confined spaces hazardous it is essential that a risk assessment is always carried out prior to entering a confined space.

The hazards associated confined spaces include:

- Toxic Atmosphere. A toxic atmosphere may cause various acute effects, including impairment of judgement, unconsciousness and death. ...
- Oxygen Deficiency. ...
- Oxygen Enrichment. ...
- Flammable or Explosive Atmospheres. ...
- Flowing Liquid or Free Flowing Solids. ...
- Excessive Heat.

No-one must enter a confined space unless they are specifically skilled, trained within the last 3 years, certified and deemed fit enough in accordance with Confined Space Regulations. All confined space work must be undertaken via a “Permit to Work” procedure and supervised by others. Any equipment used must be examined before use and within any required Thorough Examination, any electrical equipment must be intrinsically safe and marked accordingly.

Construction Design & Management Regulations (CDM 2015)

The company will comply fully with the requirements of the regulations in respect of the duties of a sub-contractor or worker as and when required to do so. In order to meet our obligations, we will operate the following procedures:

- Make sure the client is aware of the client duties under CDM 2015 Regulations
- Plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- Check that all workers we employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them (Competence)
- Provide appropriate supervision, information and instructions to workers under our control
- Ensure that no work commences on site unless reasonable steps have been taken to prevent unauthorised access
- Ensure suitable welfare facilities are provided from the start for workers under our control

Site specific safety rules relevant to individual projects shall be set out within the CPP will be adhered to by our workers. The rules will be those indicated by the client in the pre-construction information pack as well as those identified by the site management team in order to assist in the safe management of the project

Communication with workers

The company uses a variety of methods to communicate information to employees and sub-contractors. A monthly informal meeting is held to discuss any issue, including safety. We will also pass information to employees with pay slips as required. A notice board in the head office is also kept up to date.

Communication with employees whose first language is not English will be carried out using one or more of the following methods.

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you
- Use an interpreter; this may be a trained work colleague
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers
- Use pictorial information and internationally understood pictorial signs where appropriate
- Where information has to be in English, use clear and simple materials, and allow more time to communicate issues

Contractors and Sub-Contractors

All contractors and sub-contractors who are working for the company will comply with the company

1. Health & Safety Policy
2. Emergency procedures
3. Hazard/accident reporting procedures.

All accidents and near misses need to be reported and recorded in the Accident Book located in main office

Control of exposure to Silica Dust

Certain activities create dust containing respirable crystalline silica (RCS) such as: grinding, drilling, cutting, sanding, chiselling, mixing and handling, shovelling dry material

In workplaces, the following can happen: leaks or spillages cause a build-up of dust containing RCS; dust containing RCS is not cleaned up safely, e.g. by dry sweeping rather than wet cleaning; clothing and surfaces are contaminated with dust containing RCS; accumulated dust containing RCS is 'raised' from the ground or other surfaces by moving vehicles and people; fine dusts remain in the air from work activities.

By breathing in RCS, you could develop the following lung diseases:

Silicosis: Silicosis makes breathing more difficult and increases the risk of lung infections. Silicosis usually follows exposure to RCS over many years, but extremely high exposures can lead rapidly to ill health.

Chronic obstructive pulmonary disease (COPD): COPD is a group of lung diseases, including bronchitis and emphysema, resulting in severe breathlessness, prolonged coughing and chronic disability. It may be caused by breathing in any fine dusts, including RCS. It can be very disabling and is a leading cause of death. Cigarette smoking can make it worse.

Lung cancer: Heavy and prolonged exposure to RCS can cause lung cancer. When someone already has silicosis, there is an increased risk of lung cancer.

The health risks from RCS are insignificant when exposure to dust is adequately controlled – you do not need to become ill through work activities.

PHA Groundworks shall where necessary, provide you with personal protective equipment; maintain all equipment used as control measures in good working order; instruct and train you to use equipment properly, and tell you about health risks; monitor to ensure that controls are effective and that the WEL for RCS is not exceeded, (this may include measurement of the dust levels in your work area); where appropriate arrange health surveillance.

All of our works must:

- Follow all safe working procedures, including cleaning procedure
- Use controls such as dust extraction as you were trained to do
- Wear protective clothing properly. Those persons wearing dust masks make sure that they are wearing the right type of respirator for the job; you have a face-fit test for a tight-fitting respirator, to ensure it fits properly – you need to be clean shaven for this tight fit type of respirator to work effectively
- Be been trained to use, check and clean the respirator
- The filters or disposable respirators are changed regular
- Must ensure the equipment is stored in a clean, dust-free place
- Tell your supervisor or employer if you find any defects, or your respirator does not fit, is dirty or its filter is old

Do not: dry sweep – use vacuum or wet cleaning; use compressed air for removing dust from clothing

Control of Wood Dust

D.B. Brickwork Ltd is aware that hardwood dust can cause respiratory illness or cancer and will therefore put in place extraction and filtration systems to remove and contain dust for safe disposal at source. All wood dusts have a workplace exposure limit of 5mg/m³.

Portable power tools will be selected to provide suitable extraction and filtration. Where this is not possible, portable extraction, containment and filtration will be made available. Suitable arrangements will be made for the safe disposal or recycling by a licenced waste management contractor.

Where wood dust cannot be fully extracted and contained, personnel are required to wear suitable dust masks to EN149 FFP3 . External advice may be sort on appropriate mask filtration requirements. Personnel are aware of the hazards of wood dust and will not spread any residue dust by sweeping or blowing by air line. All cleaning works will be by vacuum, containment and sealed disposal.

COSHH Assessments

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by the MD or their nominated representative. A register of hazardous substances shall be kept at the head office along with all relevant Safety Data Sheets. A copy of relevant COSHH Assessment(s) will be communicated to the operative(s) providing instruction for safe use.

Diseases

Certain industrial related diseases must be reported but only if they are associated or linked to the work that the employee completes. After notification via a doctor's medical certificate, the Company has to report these issues forthwith (ASAP) via the online form F2508A. This online form will normally be completed by the Managing Director at www.hse.gov.uk/riddor.

Example industrial reportable diseases

- carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis
- hand-arm vibration syndrome
- occupational asthma
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent

Excavations

If excavations are to be undertaken close to known live utility apparatus, the relevant utility company will be contacted, and site plans will be requested. Where excavations are required the risk of collapse will be assessed and suitable methods employed to prevent persons from being struck by a dislodgement of soil. Suitable methods of excavation support include but are not restricted to.

- Battering the sides of the excavation to a safe angle of repose.
- Stepped excavations provided that the vertical and horizontal steps are suitably sized so as not to cause a hazard.
- The use of trench boxes, manholes boxes, drag boxes, trench sheets and trench struts or manhole braces to name but a few available types of system.

All excavated spoil, materials for backfilling and tools and equipment will be positioned a suitable distance away from the excavation in order to ensure that they do not fall in, even accidentally.

Excavations will be kept free of water by the safe use of pumps and any other means necessary. Water from excavations must not be pumped directly into road gully's drains or any form of surface water sewer.

All excavations shall be protected by suitable barriers. Such barriers must be strong enough to prevent a person falling into the excavation should they fall against them. Barriers will be positioned far enough away from the edge of the excavation so that anyone working in the excavation is not struck by falling material etc. A suitable safe means of access and egress will be provided for all excavations and will be secured against movement. Where it is necessary to tip material into an excavation, suitable means such as a 'stop block' will be provided to prevent any vehicle being used from over running into the excavation.

All excavations shall be visually inspected every day before any works commence and support systems shall be examined by a competent person at least every seven days. The results of such examinations will be recorded in a register of inspections.

First Aid

D.B. Brickwork Ltd will ensure that there is a sufficiently trained first aider on any site that we work on. If an injury or illness occurs employees or other workers should raise the alarm immediately. Adequate first aid equipment should always be available. If anyone has an accident on site and loses consciousness or if the injury is serious or if you have any doubt about the injured or ill person’s condition, call an ambulance immediately.

- Never move a seriously injured or ill person unless danger threatens, or resuscitation is necessary. Do not put yourself in danger when trying to help an injured person
- Any casualty should be kept as comfortable as possible, kept warm and protected with coats or blankets. Never offer food or drink
- Unconscious casualties should be placed on their side in the recovery position
- If there is serious bleeding, apply direct pressure and ensure the limb is elevated to try and stop the bleeding. Burns should be cooled with clean water, preferably under a cold tap for ten minutes

General Fire Precautions

It is in every one’s interest, regardless of work location that all sites have good fire precautionary measures in place. The following are a guide to the minimum standards expected:

- Do not allow unnecessary combustible material to accumulate in the workplace
- Do not wedge or hold open fire doors
- Do not store flammable substances indoors and ensure that where necessary suitable storage facilities are provided
- Only smoke in the designated areas, do not discard butts or matches into rubbish bins. Do not discard combustible rubbish into ashtrays or cigarette bins
- Never leave any flammable substances outside overnight unless they are locked away and stored in an appropriate container
- Ensure electrical equipment is properly connected and not left switched on unnecessarily
- When carrying out hot works a “Hot Work Permit” must be issued at the place of work by the Principal Contractor, two appropriate fire extinguishers must be available within arm’s reach at all times
- If involved in helping to set up a site, a fire escape route must be planned and everyone who attends site must be made aware of the relevant emergency procedures
- Never smoke in company vehicles, it is illegal
- If anyone discovers flames, smoke or abnormal heat they should: Shout FIRE, ensure anyone close to you is made aware; Call the emergency services by dialling 999
- Only if safe to do so and you have been trained, attempt to extinguish the fire using fire extinguisher if you can do so without risk to yourself
- Leave the affected area by the nearest and safest route

Nearly All new extinguishers are red – look for the colour of the sign and read the label to ensure you know what it contains

Type	Colour Code / Band	Use on:	Do not use on
Water	Red	Paper, Wood & Textiles	Electrical equipment Flammable liquids
Dry Powder	Blue	Multi Use	
Carbon Dioxide	Black	Electrical Equipment	Paper, Wood & Textiles
Foam	Cream	Paper, Wood & Textiles Flammable liquids	Electrical Equipment

Good Housekeeping

Clean tidy and uncluttered workplaces help reduce the risk of injury to anyone working or visiting site. Everyone must work together to keep the working area and surrounds free from obstructions and trailing leads where possible:

- All tools and equipment shall be stored away at the end of each working shift in a safe and secure area
- All rubbish must be placed in appropriate bins or skips for the correct type of material being disposed of
- Broken glass or any other sharp object must be disposed of carefully and never left exposed
- Storage of any combustible material must be kept to a minimum in the workplace and stored outside in locked containers
- Diesel/Petrol or any other flammable liquids must be stored separately away from anything that may produce a spark. This area or container should be labelled or marked so it is easily identifiable. Spilt liquids should be cleared up immediately
- Scaffolding should always have toe boards to prevent items falling off
- Heavy or awkward shaped items should never be stored on high shelves
- Safe access and egress will always be maintained. Walkways must be kept clear of loose materials, tools, plant etc.
- Mud and spillages must be cleared away. Grit/salt will be available in icy conditions to treat walkways. All dusty areas will be kept damp and swept clean regularly to ensure dust levels are maintained at a low level

Hand Arm Vibration Syndrome (HAV)

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of Vibration White Finger (VWF) injury which is one of the more common forms of HAVS. The company will ensure that staff are not subjected to excessive vibration through power tools etc. The company will endeavour to source low vibration tools and limit individual exposure to such tools. The company will also provide adequate information, instruction and training to its staff and contractors on the risks of HAVS.

Hazardous Substances

Material Data Safety Sheets for substances used shall be requested from the supplier and a COSHH risk assessment undertaken. All employees, contractors, or visitors are to be made aware of any hazardous substances and the correct precautions to be taken. Where COSHH assessments identify the need for protective measures, suitable PPE and or extraction equipment shall be provided. These shall always be correctly used where there is a risk of contact with any hazardous substance.

Information on any substance, stipulating how to handle and store, what to do with spillages or contact with skin, eyes, etc. must be available to the person handling or likely to come into contact with the substance. Correct storage procedures shall be adhered to as stipulated on Material Safety Data Sheets. Unless otherwise stated all chemicals should be stored in a clean, dry and safe place and locked away.

Hygiene

All employees must take responsibility for their own hygiene, they shall ensure that hands are washed after working and before eating or smoking. Food shall only be consumed in the van or designated areas, eating food on sites is forbidden. Smoking shall only be allowed in a designated area. Food waste and wrappers shall be disposed of in the relevant waste bin or taken home after each working shift.

The Managing Director shall be responsible for ensuring that adequate welfare facilities are always provided on site for all D.B. Brickwork Ltd site workers.

Lone working

No employee is permitted to work alone if there is significant risk to their health or safety whilst doing so. If there is significant risk, a formal written risk assessment must be undertaken. All employees must use their judgement to assess if the work they are doing whilst alone puts them at risk and to cease work and report to the Director if they consider themselves at risk.

Adequate arrangements must be made for maintaining contact for those who are working on their own. The Director must be informed of the workers location and a reporting system to be agreed. e.g. Phoning in at regular intervals or a similar arrangement.

For lone working at remote locations the following factors must be considered:

- How long should the work take and how often should the worker report in
- Is there access to adequate rest & welfare facilities?
- Is there safe means of entry and exit from the premises?
- Can all equipment be used safely, especially powered tools?

Manual Handling

If there are manual handling risks expected, then a manual handling assessment shall be undertaken to prevent the risk of injury. Wherever possible mechanical lifting aids or accessories shall be used to avoid excessive manual handling operations. Workers age, size and lifting capabilities shall always be taken into consideration.

All workers shall be encouraged not to lift or move anything that is heavy or an awkward size. Everyone shall seek help if the load is too heavy or awkward to lift, if help or suitable lifting aids are not available then the load should be left. Wherever possible, use appropriate gloves especially if the load has sharp edges, grease or anything that may weaken your grip or injure your hands. Think about how to lift the load and direction you want to go before you start to lift. Suitable protective footwear shall always be worn.

Examples of good lifting techniques:

- feet shall be positioned as close to the load as possible
- using bent knees, the body should be lowered in a smooth action keeping the back and upper body straight
- the lift shall be started by raising the head which straightens the back and allows legs to take the strain
- no sudden jerks are required, the individual should start to stand and move upwards in a smooth continuous action
- individual should never lift and twist at the same time

Noise

Loud and excessive noise at work can cause irreversible hearing damage. Hearing problems due to noise exposure can be experienced by being in the vicinity of noisy tools and equipment and not just when operating it.

To ensure compliance with the Noise at Work regulations 2005, whenever there is significant noise (85db or over), or an employee is in a location where persistent noise is present, suitable and sufficient hearing protection must be worn. As a rule of thumb, if normal conversation cannot be carried out on two metres away from the source of the noise, then this noise level is likely to exist.

The action levels consider a person's daily exposure to noise, taking into account the different activities they undertake in a typical day, as well as any noisy and quiet periods. Action will be taken to reduce employee exposure to noise to as low a level as possible.

Lower Action Value 80 dB(A) - Carry out noise survey and record it; inform employees of the danger of working in noisy areas; provide suitable hearing protection; train employees in the use of hearing protection

Upper Action Value 85 dB(A) - Reduce noise levels, so far as is reasonably practicable, by engineering means; highlight noise zones with signage e.g. ear defenders must be worn; provide and ensure use of hearing protection; inform / train employees in use of hearing protection

- Ear defenders shall be readily available to anyone who is expected to work in a noisy environment or using power tools which are omitting significant noise over (80db(A) or over)
- Try and keep noise to a minimum where possible
- Always protect yourself and minimise noise pollution for those who may be close by and affected by your activities
- If you are not using the noisy piece of equipment but someone close by is it can still affect you. Remember the 2-metre rule, if you have to shout when you are 2 meters away from the person you are speaking to then you need hearing protection.

Advice and assistance shall be requested from the Client, Managing Director, Manufactures or the external Health & Safety Advisor where required.

Occupational Illness

The prevention of any work-related illness and exposure to harmful substance is the aim of D.B. Brickwork Ltd. Some work may from time to time may have potential to involve exposure to hazardous substances or materials. Suitable risk assessments shall be undertaken, and relevant information requested from the customer or supplier before any work shall be allowed to commence. No-one shall be allowed to undertake any work without the relevant experience/training, instruction, supervision and adequate task specific PPE. Exposure to some substances that may contain a "Sensitisor" may cause occupational Dermatitis or Asthma. Always ensure COSHH assessments are in place and followed. If anyone undertaking work on behalf of D.B. Brickwork Ltd suspects their health may have been affected or accidentally exposed to hazardous substances, then the Managing Director must be notified immediately. Early recognition of problems and subsequent adaptation of work processes and working environment will prevent serious ill health effects developing.

Occupational Road Risk

Safe driving is vital to those of us who drive to and from our work locations on company business. We are committed to providing a safe place and systems of work to eliminate and minimise risks wherever possible. Employees who are required to travel alone and the risk associated with driving must be addressed alongside the risks of lone working. Where our employees are required to travel distances in excess of 2 hours, we will consider providing a second driver to share the duties or consider overnight accommodation.

Work related hazards include:

- Driving in poor weather conditions
- Driving for long periods
- Vulnerability of driving alone
- Driving in unfamiliar areas
- Vehicle breakdowns
- Reversing when there is poor visibility
- Load safety where goods, tools, parts etc. are being carried
- When planning your journey always check the weather conditions first, do not travel during adverse weather unless absolutely necessary
- **DO NOT DRIVE UNDER THE INFLUENCE OF DRINK OR DRUGS**, it will seriously affect your judgement.
- Ensure the vehicle seat and ergonomics are comfortable before setting off
- If it is necessary to carry loads in the vehicle get help to load and ensure they are secure, always spread the load evenly over the axles
- Always drive within the speed limits and follow the Highway Code
- Do not give lifts to strangers or hitchhikers
- Never use a mobile phone whilst driving unless it is connected to a hands-free device. Even with a hands-free device fitted it is safer to pull over before making or answering a call
- Regularly check lights; tyres; wiper blades; coolant levels etc.
- If an accident or breakdown occurs whilst traveling stay calm, ring the emergency or break down recovery services
- Always ensure that your mobile phone is working and charged before making any journeys

Personal Protective Equipment (PPE)

All employees shall be provided with the appropriate personal protective equipment to allow them to undertake their work tasks in a safe manner, PPE shall be issued without charge. Suitable instruction shall be given to all persons issued with PPE on its correct use, maintenance and any limitations. Records of the issue of all PPE shall be kept. It is all employee's responsibilities to advise when PPE is to be replaced/reissued.

Every individual is expected to wear the appropriate PPE stipulated in the task specific Risk Assessment. PPE should be stored in a clean safe place when not in use. Contaminated overalls must not be taken home for washing. It may be necessary to dispose of contaminated or damaged PPE, under no circumstances shall PPE be altered or modified. If anyone has any doubt about how to use or wear PPE correctly then they should stop work and seek advice from the Managing Director.

Head protection will be worn at all times whenever there is a risk of something coming into contact with an employee's / subcontractor's head; when the Managing Director determines the need; the relevant risk assessment identifies a hazard.

Impact safety goggles to BS EN 166-B will be worn when using abrasive disc cutters and during other operations where there is a risk of eye injury. Chemical resistant eye protection to BS EN 166-3 will be worn when handling hazardous substances.

Hearing protection will be available to all operatives upon request. Hearing protectors will be provided and must be worn when using noisy equipment or working close by to someone who is.

Suitable gloves will be worn when there are risks of hand injuries or when site policy dictates their requirement. Suitable rubber gloves will be worn while handling hazardous substances and other chemicals

High visibility clothing will always be worn by all operatives whether it is a waistcoat, jacket or flame-proof top will depend upon Risk Assessment and type of work being undertaken.

Suitable strong footwear with protective toe caps will always be worn by all operatives on all sites, these must have suitable ankle support.

The type of **respiratory protective equipment** will be identified by the risk assessment of the specific activity. The minimum protection factor will be FFP3. Whenever there is a risk of exposure to dust then respiratory equipment shall be worn.

Suitable Clothing giving protection against wet weather or extreme cold conditions will be worn where appropriate.

Roof Work

A safe means of access on and off the roof must always be provided. Edge Protection must always be in place when working on any roof. Buildings under construction shall have scaffolding in place providing the edge protection. If the scaffolding has to be dismantled, then alternative barriers or guardrails must be in place.

Roof ladders should always be used when working on sloping roofs. The ridge irons should bear on the opposite slope – never rely on the ridge capping which could break away under load. All flat roofs must have temporary edge protection in place if the parapet is less than 1m high.

Rooflights and openings should be protected by temporary guardrails or barriers – alternatively substantial covers should be fixed over them; these should be marked to identify their purpose.

Beware of fragile roofing materials which can break under the weight of a person. Examples include asbestos and non-asbestos cement sheeting, some plastics, some fiberglass and corroded metal sheeting. Always use crawling boards when required to work on fragile surfaces. Never try and walk along the line of roof bolts above purlins. Where fragile roofs are present warning signs shall be in place at access points and in prominent locations where necessary.

Where power tools are used on roofs a separate safe system of work supported by the relevant risk assessment / method statement must be in place.

Safe Use of Electrical Equipment

All electrical tools used on sites must either be 110 Volt or battery operated. Pre-user checks must always be undertaken to ensure that there are no obvious defects. e.g. damaged cables, broken switches/plugs, signs of overheating

All defects shall be reported immediately, if you consider anything to be in a dangerous condition, do not use it. Electrical equipment should be switched off, preferably at the socket when not in use. At the end of each day all electrical equipment shall be packed away and stored in a dry secure area.

All hired equipment must be provided with relevant inspection / calibration certificates.

Safe Use of Tools and Plant

Hand tools must only be used for their intended purpose, they should never be misused. When not in use they shall be stored in a clean dry area. All employees and sub-contractors shall receive adequate information; training where required and have access to relevant manufacturer's instructions. For certain items of plant or power tools, proof of formal training will be required before being allowed to use. E.g. Any abrasive wheel; Nail Guns etc.

- Workers must not operate any mechanical tools or plant when unfit to do so owing to illness, fatigue or medication
- Adequate PPE must be worn when the risk assessment identifies. e.g. Adequate impact protective eyewear when there is a risk of flying debris when using abrasive wheels; Ear defenders when using noisy tools
- Portable ladders must be maintained in good order and pre-user checks carried out before use
- Everyone should inspect tools prior to use to check for damage. Any defects must be reported immediately, and the tool not used until repaired
- Ensure you have copies of operator instructions and are familiar with the item of work equipment
- Ensure protective devices, markings and warnings are clearly visible
- Never remove guards or override safety devices that have been put in place to ensure safety to the operator

Site Traffic Management & Fire Plan

All workers must follow and use the designate Traffic / Pedestrian Management Plan applicable to the site. Traffic and Pedestrian routes and crossing points should be highlighted on the Traffic Management Plan and brought to everyone's attention during the site induction.

Where designated pedestrian routes are provided these must be adhered to at all times to travel around site on foot. The plan should also identify the fire assembly point in case of emergency. The Site Manager / Supervisor / Foreman should show you the whereabouts of the canteen, toiler, storage areas, loading and unloading areas.

Skin Protection

Skin cancer is the most common cause of cancer in the UK and is an occupational hazard for people who work outdoors. The company advises all employees to cover all limbs during the summer and prohibits the wearing of shorts. T Shirts must be worn with long sleeved trousers as a minimum.

Smoking

It is our policy that all workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises within the workplace, this includes company vehicles. Anyone working for the company shall always be expected to observe the company and site-specific rules. It is illegal to smoke in any vehicle with anyone under 18 present. If anyone is seen smoking in the workplace or a company vehicle, please ask them to stop.

Stress at Work

D.B. Brickwork Ltd recognise that we have a duty of care to prevent, so far as reasonably practical, ill health due to physical and psychological causes present in the workplace. Stress is the adverse reaction people have to excessive pressure or other types of demands placed on them. A controllable level of pressure is healthy and leads to improved motivation, job satisfaction and performance. In contrast excessive pressure can lead over a period of time to ill health such as heart disease, anxiety and depression.

Our aim is to provide a working environment in which no individual suffers unduly from stress.

The Health & Safety Executive definition of stress is:

"The adverse reaction people have to excessive pressure or other types of demand placed on them"

The company will monitor sickness and absence records for indications of excessive stress. Back to work interviews may be used as part of the assessment process. If employees feel that work demands are affecting their health, they must report this issue to the H&S adviser or the Managing Director.

Unsafe Behaviour

People's behaviours are the most common cause of accidents and occupational ill health.

Unsafe behaviour is not limited to physical acts: consideration should include and psychological factors, i.e. how well/alert/tired/distracted workers may be.

Most unsafe behaviours are not intentional. It is usually due to people developing bad habits; not identifying the hazard; inadequate training or forgetting training; or just trying to get the job done quickly.

Everyone should take time to consider how they carry out their work with a view to other people's safety. Everyone is encouraged "Don't Walk By" and to report unsafe situations; plant & equipment; the working environment; people's behaviours & attitudes or anything else that may cause an accident or harm to the environment.

Welfare

In most cases company employees / contractors will be able to use toilet / washing facilities within the customer's premises. It will be the responsibility of the Site Manager to ascertain if this is possible prior to commencement of a contract. Where it is not possible, it will be the responsibility of the Site Manager to establish the location of suitable temporary or public facilities. Where work is carried out in people's homes, we will make a verbal request to use their washing facilities if required.

Young Workers

Risk Assessments must be carried out in compliance with The Management of Health & Safety at Work Regulations as amended. This includes young persons on job experience working within the business. There are also special provisions for young people in the Working Time Regulations concerning limits of hours of work, rest from work and annual holidays. Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. The responsible person will therefore:

- Assess risks to young workers considering their inexperience, lack of awareness and immaturity
- Prohibit certain activities where higher risks are identified
- Not allow the young person to operate any machinery or equipment without proper supervision and training
- Provide training to ensure competence before allowing any unsupervised activity to be undertaken; Provide suitable supervision at all times
- Not employ any person under the age of 14 years for any paid or non-paid employment

Working at Height

Ladder work will only be undertaken if a risk assessment has been completed and shows low risk to include:

1. The frequency and duration of use is less than 30 minutes in any hour.
2. It is securely fixed against slipping outwards or sideways.
3. It is of sufficient length/height for the purpose it is intended.
4. It is no longer than 9m in length.
5. The user maintains a 3-point contact whilst using it.
6. It is in good condition.
7. It is of suitable quality for industrial use.
8. It is fitted with non-slip feet.
9. The inclination conforms to the 1 in 4 rule or 75 degrees
10. It is clean of mud and grease.

Stepladders will only be used after a risk assessment has shown that personnel are exposed to minimum risks. Stepladders are only to be used if the duration and frequency rate is minimal.

Before use:

1. The stepladder will be spread to its fullest extent.
2. It will be made stable and only used on a level surface.
3. The stepladder will be checked to ensure that it is in good condition.
4. Ensure that the steps can be used without overreaching.

During Use:

1. Never work from the top platform/step.
2. Only one person is to use the stepladders at any time.
3. If used in a doorway, the door is to be wedge open.

Trestles will only be used for internal work at low level after a suitable risk assessment. Trestles shall provide adequate support to the platform throughout its length; they shall not be overloaded; suitable access steps shall be provided.

Where guardrails and suitable edge protection cannot be provided, safety nets, air bags or other fall arrest systems will be utilised, based on risk assessment.

Fragile Surfaces - No person will be allowed to access an unsupported fragile surface.

- A safe system of work will be devised to ensure suitable support or covering, edge protection and guardrails or fall arrest devices are in place
- Warning notices will be displayed to indicate fragile roofs. Areas on roofs such as roof lights will be provided with a suitable barrier to ensure accidental fall through is not possible