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<b>GUIDANCE NOTE</b>	<b>HEALTH AND SAFETY RULES</b>	<b>Code: I001</b>	<b>Issue: A</b>
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## **EMPLOYEES**

### Introduction

This section details the rules and standards that relate to all employees at work, contractors and visitors. It is the responsibility of all to obey these rules and to behave in a safe manner whilst at work.

Deliberate contravention of these rules shall be considered a break in the employees' contracts of employment and shall, at the discretion of the management, lead to instant dismissal.

It should also be borne in mind that contravention of the Health and Safety Legislation is a criminal offence and that a prosecution can be taken against the employee by the enforcing authority.

## **WORKING PRACTICES**

1. No machine, item of plant or equipment is to be operated by any person, unless they have been trained and are authorised to do so.
2. All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
3. Any fault, defect, including damage, or malfunction in any item of machinery, plant, equipment, tool or guard must be reported immediately.
4. No machine, plant or equipment is to be left unattended whilst in motion, unless you are authorised to do so.
5. No machine, plant or equipment is to be cleaned whilst in motion, unless you are authorised to do so.
6. No repairs, maintenance or adjustments to machines, plant or equipment are to be carried out, unless you are authorised to do so.
7. All substances are only to be used in accordance with the written instructions.
8. All substances are to be stored in accordance with the written instructions and are to be returned to the storage after use.
9. All hazard notices or warning signs displayed on the premises are to be obeyed.
10. All notices displayed in the workplace are to be read and you are to ensure that you understand the instructions.
11. All safety equipment and facilities provided are to be used and are not to be misused or wilfully damaged.
12. Protective clothing and safety equipment is to be stored in accordance with the instructions.
13. The work area is to be kept clean and tidy at all times.
14. All waste is to be disposed of in the correct container.
15. All liquid spillages are to be cleaned up immediately.
16. All emergency procedures relevant to your work area are to be obeyed.
17. Emergency exits and equipment are not to be obstructed.
18. Any use or damage to fire fighting equipment is to be reported immediately.
19. Prompt medical assistance must be sought for any injury received at work and the injury must be reported as soon as possible.

## **MISCONDUCT**

Any employee found to have acted in any one of the following ways, shall be liable to the company's disciplinary procedure: -

1. Wilfully breaching the safety rules or Safety Policy;
2. Removing any guard or protective device without permission;
3. Operating any machine, plant or equipment without authority;
4. Misusing items provided for first aid;
5. Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work;
6. Defacing or removing notices, signs, labels or any other warning device;
7. Misusing any chemical, flammable substance, toxic material, etc.;
8. Smoking in designated "No Smoking" areas or whilst using flammable substances;
9. Taking part in horseplay or practical jokes;
10. Making false declarations or interfering with evidence following an accident or dangerous occurrence;
11. Misusing compressed air, electric or pneumatic equipment;
12. Overloading lifting equipment.

This list is not exhaustive.

## **Skips**

Skips shall not be placed on the highway without the written permission of the highway authority.

Where permission has been granted the skips shall be:

1. Properly lit after dark;
2. Clearly marked with the owner's name and telephone number;
3. Removed as soon as practicable after being filled;
4. In compliance with the conditions attached to the permission to use.

<b>GUIDANCE NOTE</b>	<b>SITE RULES</b>	<b>Code: I003</b>	<b>Issue: A</b>
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(The above list is not exhaustive).

## **VISITORS**

The following rules are designed to assist in the control of visitors to the premises. It is of importance that persons visiting the premises should not be allowed to wander freely. In the event of fire it is important to know the number of persons in the area and their location, to ensure that, on evacuation, the buildings are in fact empty.

### **Protective Clothing and Equipment**

Visitors are required to wear and use the protective equipment, which shall be supplied where necessary.

### **Accidents**

All accidents or incidents occurring on the premises must be reported.

### **Fire**

Visitors are required to follow any fire procedures displayed and are to obey any "No Smoking" controls.

## **CONTRACTORS**

In the context of the Health and Safety at Work Etc. Act 1974, the term contractor has a wide definition. Any person or organisation that enters into an agreement, whether written or oral, with the Company to provide any service is regarded as a contractor. This includes window cleaners, builders or a specialist.

### **Contractor's Contact**

The contractor's contact is to ensure that: -

1. The contractor has received a completed copy of the Contractors Information Sheet, prior to any work starting;
2. The contractor's work is monitored to ensure that they are complying with the Company's Health and Safety Policy.

## **CONTRACTORS SAFETY INFORMATION**

This Safety Information, which forms an integral part of the Company's Health and Safety Policy, is applicable to all contractors and persons under their control and forms part of the Terms of Contract.

Contractors are required to ensure that: -

1. They, and all persons under their control, familiarise themselves with the site and any hazards to be found on the site;
2. Their activities are conducted in accordance with the safe practices as detailed in this Policy, taking precautions to protect all employees and others who may be affected by their actions or failures to act;
3. They comply with all the requirements of the Company's Health and Safety Policy;
4. They comply with all the relevant legislation applicable to the workplace;
5. They provide the correct protective equipment and clothing to their employees at the contractor's expense;
6. Employees remain within the designated areas of their work;
7. They only employ persons who are sufficiently trained and experienced in the performance of their duties. If persons under training are employed the contractor is to ensure that they are adequately supervised.

Nothing in the above information relieves the contractor of their duties and obligations under Statute or Common Law.

Failure to comply with the Company's Health and Safety Policy or any legal requirements will lead, at the employer's discretion, to suspension of the contractor's work, at no cost to the employer, or to termination of the contract.

## **CONTRACTORS SAFETY INFORMATION SHEET**

Your Contact within the Company is: -.....

First Aid kits are located at: -.....

Contractors are responsible for ensuring that all persons under their control know and understand the fire procedures applicable to their work areas and the location of any fire fighting equipment within those areas.

Means of escape and access routes into the work areas are not to be obstructed without prior permission.

All accidents or dangerous occurrences are to be reported, immediately, to the above contact.

Welfare facilities are provided as agreed within the contract and are not to be misused.

All registers and other documents required by Statute are to be available for inspection by the employer or their safety advisers at all times.

<b>GUIDANCE NOTE</b>	<b>VIOLENCE TO STAFF</b>	<b>Code: I004</b>	<b>Issue: A</b>
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## **WHAT IS VIOLENCE?**

Violence is defined as 'any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment'.

Verbal abuse and threats are the most common types of incident. Physical attacks are comparatively rare.

Both employer and employees have an interest in reducing violence at work. For employers, violence can lead to low morale and a poor image for the organisation, making it difficult to recruit and retain staff.

For employees, violence can cause pain, suffering and even disability or death. Physical attacks are obviously dangerous but serious or persistent verbal abuse or threats can also damage an employee's health through anxiety or stress.

## **ACTION PLAN**

Employers and employees need to work together on this issue to decide what to do.

### **STEP 1 - Find out if there is a problem**

This can be done informally by the relevant managers, supervisors and safety representatives or by a short questionnaire to staff. The results of any survey should be told to your staff so that if there is a problem they will see that you are aware of the problem.

If no problem is found it will still be wise to check again from time to time.

### **STEP 2 - Record all incidents**

The recording of all incidents is essential in building up a picture of a problem and may assist in solving the problem before it escalates out of control and any serious harm is caused. A simple report form can be used to record the details of who, what, where, when, why and how.

Staff may be unwilling to report incidents for a number of reasons. They should be encouraged to report all such incidents.

### **STEP 3 - Classify all incidents**

Classifying incidents will assist in finding out what kinds of incident are happening. They can be classified under headings such as: place, time, type of incident (physical or verbal), who was involved and the possible causes.

Verbal assaults are difficult to classify as it greatly depends on how the individual reacts to the assault.

#### **STEP 4 - Search for preventive measures**

There are no ready-made remedies but the way jobs are designed can reduce the risk of violence. Measures that could be taken are the training of staff so that they are able to recognize when a situation may escalate and how to deal with this, reducing the amount of cash handled, if involved, installing CCTV systems or installing security locks or doors.

Each incident will have to find its own preventative measure to be implemented.

#### **STEP 5 - Decide what to do**

When deciding what measures are to be taken involving the employees in that decision means they are more likely to support any action taken and work with it rather than against it.

#### **STEP 6 - Put measures into practice**

Whatever measures are decided on, a section of the health and safety policy statement should include dealing with violence to staff. This will make employees aware of the policy and help them to co-operate with you, follow procedures and report any incidents.

#### **STEP 7 - Check that these measures work**

Once procedures have been put into place a check needs to be made to ensure that it is working effectively. If not, other measures will need to be decided upon and put into place.

#### **WHAT ABOUT THE VICTIMS?**

Victims may need help. This may include counselling, time off or help with legal advice. Employees will be better able to cope with stressful situations once they know they have your support.

<b>GUIDANCE NOTE</b>	<b>REFURBISHMENT</b>	<b>Code: I006</b>	<b>Issue: A</b>
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## **PRELIMINARY SURVEY**

As much information as possible on the building's construction, type, materials used in construction and previous usage shall be obtained, prior to the survey being carried out, to ensure that the building is in a safe condition to survey. The appropriate precautions shall be taken before access is gained to hazardous areas such as confined spaces, fragile roofs, etc. Surveys shall be carried out by at least two people.

## **PLANNING**

### **General**

The fabric of old buildings shall not be assumed to be safe. The real extent of the deterioration of the building cannot be assessed until such time as the fabric of the building has been revealed by the removal of plaster, floor coverings, panelling, etc.

Each aspect of the work shall be carefully planned and, where appropriate, method statements shall be prepared. Method statements shall take into account the integrity of the building, all temporary works that shall be required and the monitoring system for any temporarily erected structures, such as falsework and scaffolding.

All works shall be co-ordinated to achieve the correct sequence of operations.

### **Storage**

Adequate and proper storage facilities shall be provided for the storage of such items as LPG and highly flammable liquids. Pre-planning of storage areas and the erection of floor loading signs shall be undertaken before the commencement of any works.

Where necessary, arrangements shall be made to store materials off site.

### **Welfare Facilities**

Where reasonably practicable, adequate welfare facilities shall be provided. Reference shall be made to the section in the Arrangements, titled "Welfare Facilities".

### **Access**

The means of access shall be decided at the tendering stage, and shall also take into account the access required to adjacent properties, for members of the public and public safety.

Scaffolds, ladders or hoists provided for temporary access shall conform to the relevant safe system of work as detailed elsewhere in the policy.

### **Temporary Works**

The cutting of temporary openings or conversion of the building shall only be carried out after careful planning and the preparation of a method statement.

When falsework is to be used an assessment of the strength of the members that will be required to support the falsework shall be undertaken and a falsework co-ordinator shall be appointed. See also the section titled "Falsework".

### **Timber Infestation and Rot**

Dry rot, wet rot, fungus and beetle attack can seriously weaken a structure. Therefore, when any of these are noticed within a structure temporary supports shall be installed and a specialist shall be called in to advise on the action to be taken.

### **Partially Occupied Buildings**

Where work is to be undertaken in partially occupied buildings extra measures shall be taken to protect the occupiers. These precautions shall consist of:

1. Ensuring that the access is kept clear and protecting those using the access from falling materials;
2. Planning the work in close liaison with the occupier and the local fire brigade;
3. Inspecting the services before commencement to ensure that the works do not interfere with the supplies to the rest of the building and to ensure that the supplies are adequate for the load they will be subjected to;
4. Ensuring that any fire walls and partitions are not breached unnecessarily and closing of any breaches as soon as is reasonably practicable;
5. Ensuring that occupier's welfare facilities remain operative;
6. Ensuring that noise and vibration levels are kept to the minimum.

### **Services**

All existing services are to be identified. See the section entitled "Underground and Overhead Services".

Where necessary all services shall be disconnected and temporary services installed. See also "Site Electricity".

### **Lifts**

Where the use of passenger lifts within the structure is necessary, copies of the certificate of thorough examination shall be obtained.

### **Waste**

Non-hazardous waste shall be disposed of in skips. Waste shall not be allowed to accumulate in the work area and skips shall be emptied and replaced as soon as they are full. Skips shall not be overloaded. Fires shall not be lit in skips.

Hazardous waste shall be treated and disposed of after specialist advice has been obtained.

Materials shall not be thrown down but, where practicable, chutes shall be used. The chutes shall be checked prior to use to ensure that they do not become blocked and are, where practicable, to lead directly into a skip.

## Fire Fighting Equipment

Adequate numbers of suitable types of portable extinguishers must be available throughout the site. Fires are classified according to the fire characteristics of different materials, and extinguishers are marked to show the class of fire for which they are effective. The following tables give the different classes of fire and guidance on suitable extinguishers and their use. BS EN 3 effective from 1 January 1997 required all new portable fire extinguishers to have red bodies. Under BS7863 the extinguishing medium contained in such extinguishers is identified by a coloured panel affixed to the body. These panels, which must not cover more than 5% of the surface area, must follow the following coding:

Extinguishing Medium	Panel
Water	None
Foam	Cream
Carbon Dioxide	Black
Dry Powder	Blue

Extinguishers currently in use, which conform to BS 5423 (now withdrawn) and have bodies coloured to the above coding, may continue to be used until the end of their useful life.

**TABLE 1**

FOR FIRES INVOLVING:	USE	COLOUR
Combustible solids i.e. timber\paper\textiles\etc.	Water from hose reels Extinguishers Buckets	Plain
Flammable liquids i.e. oils\fats\solvents\petrol\ paint\etc.	Dry Powder or Foam extinguishers	Blue Cream
Flammable liquids in a container	Foam	Cream
Electrical equipment	Dry Powder or Carbon dioxide	Blue Black

## SAFETY HAZARDS

### Openings

Holes and openings shall be securely covered or fitted with guard-rails and toeboards. Work shall not be carried out over open joists. Where necessary, safety belts, nets or harnesses shall be used.

## **Glazing**

When glazing or removing glass the following precautions shall be observed:

1. Eye protection shall be worn whilst cutting, drilling, or breaking glass and whilst handling broken glass;
2. Loose clothing that may catch on the glass shall not be worn;
3. Industrial gloves shall be worn whilst handling glass;
4. Suction pads or leather or plastic straps shall be used for the manual handling of glass and are to be examined prior to use;
5. Any broken or scrap glass shall be cleared up immediately and disposed of in a rigid covered container;
6. Glass shall be stored on its edge at an angle of approximately three degrees to the vertical and supported evenly over its surface area;
7. Newly glazed surfaces shall be marked by smearing the pane with whiting or by the application of tape.