

Health and Safety Policy

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1 Introduction

Corrigenda Engineering Services Ltd (hereafter referred to as Corrigenda) recognises its health and safety duty under Section 2 (3) of the Health and Safety at Work Act 1974 and has prepared this written health, safety and welfare policy accordingly. As a responsible employer it is our duty to bring this policy and any revisions made to this document, to the attention of all its employees.

Corrigenda further recognises its responsibilities under:

- Health and Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2007
- Construction (Health, Safety and Welfare) Regulations 1996
- Health and Safety (Display Screen) Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Substances Hazardous to Health COSHH 2002
- Personal Protective Equipment at Work Regulations 1992
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005
- And all other such legislation applicable to our business, both as an employer and as a company

This document contains the health and safety policy relating to its premises, operations, and activities undertaken, and for staff based at Corrigenda's offices.

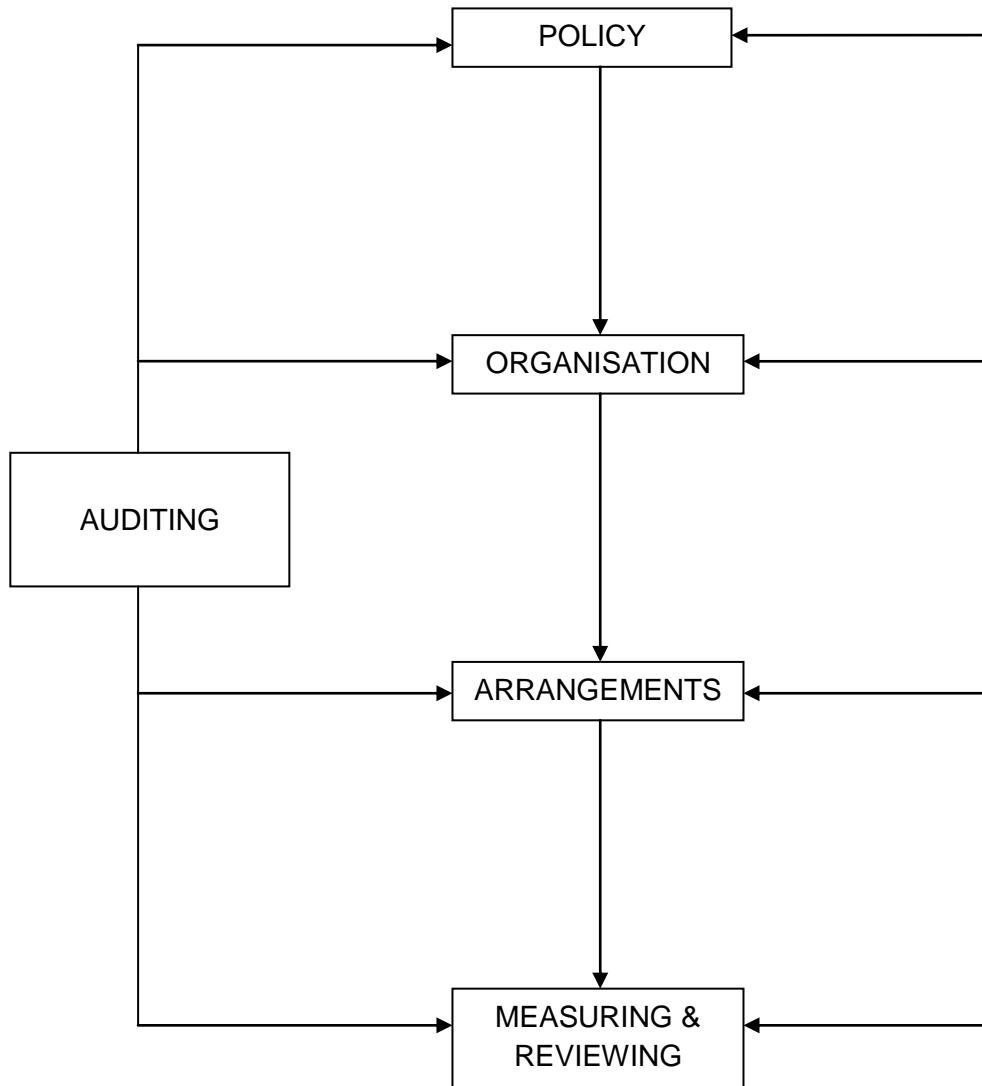
This policy had been formulated using a recognised general approach to a health and safety management system and contains the following key elements:

- **Policy Statement:** a statement of the key objectives of the company, signed by its most senior director;
- **Organisation:** identification of the management structure for the delivery of good health and safety performance. This will also detail the specific responsibilities of key post holders and (in more general terms) all employees. (as illustrated at figure 2.0)
- **Arrangements:** a series of statements and standards regarding how the company will deliver particular aspects of health and safety management.
- **Measuring and Reviewing Performance:** how well the company is doing. This aspect is key to ensuring continuing improvement.
- **Audit:** should be a continuing theme – from regular workplace inspections through to full management system reviews.

2 Health & Safety Management System

Based on the Health & Safety Executive's guidance (HSG65), this figure shows the interrelationship between the various elements of a quality Health & Safety Management System.

Figure 1.0



3 Safety Policy Review

Corrigenda will review the safety manual at least annually. The following circumstances may also necessitate revision:

- Organisational changes.
- Concerns raised during internal inspections.
- Concerns raised during an external audit.
- Concerns raised following analysis of accident reports.
- Changes recommended following a risk assessment.

3.1 Amendment Record

All amendments will be included on this amendment record. It is the responsibility of the Corrigenda Director to ensure that all relevant persons are copied.

It will be the responsibility of the designated health and safety manual holders (See Distribution list below) to ensure that the amendments are placed correctly into their manuals.

Issue No:	Dated	Description of Amendment
1.0	31 March 2009	Issue of original document
2.0	1 st June 2009	Updated document references
3.0	4 th November 2009	Amendments and additional Arrangements

4 Distribution List

Copy No:	Holder	Location	Date Issued
1 Master	Intranet	http://companyweb/Policies/POL%2009%20-%20Health%20and%20Safety%20Policy.doc	
2			
3			
4			
5			
6			

5 Health & Safety Policy Statement



Corrigenda Engineering Services Ltd

Health & Safety Policy Statement

This policy statement is produced in accordance with the responsibilities of Corrigenda Engineering Services Ltd under Section 2(3) of the Health & Safety at Work etc. Act 1974. Throughout this document Corrigenda Engineering Services Ltd will also be referred to as Corrigenda.

Corrigenda considers that the Health and Safety of employees, visitors, contractors and members of the public is of paramount importance.

Directors of Corrigenda are responsible for ensuring compliance with current legislation and company procedures and for organising, planning and providing sufficient resources for these requirements.

Through management at all levels Corrigenda has a responsibility, so far as is reasonably practicable, to ensure the Health and Safety of all its employees while at work, and members of the public, visitors and contractors whilst on its premises and in accepting this responsibility will:

- Provide adequate control of the health and safety risks arising from work activities
- Consult with employees on matters affecting their health and safety
- Provide and maintain safe plant, equipment and vehicles
- Ensure safe handling and use of articles and substances
- Provide adequate information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks, and to give them adequate training
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Review and revise this policy as necessary at regular intervals

Signed

A handwritten signature in black ink, appearing to read "S. Whitworth".

Date: 4th November 2009

Steve Whitworth
Director
Corrigenda Engineering Services Ltd

5.1 Environmental Policy Statement



Corrigenda Engineering Services Ltd

Environmental Policy Statement

Corrigenda Engineering Services Ltd considers protecting the environment equal to other management functions and it is the policy of the company to implement the duties placed upon it under the Environmental Protection Act 1990 and other statutory provisions applicable to the environment.

Corrigenda, while conducting its activities will ensure that its employees, agents and subcontractors take action to:

- Minimise pollution to air, land and water
- Reduce waste and use only waste management licensed sites for disposal purposes
- Conserve energy
- Inform all employees on matters relevant to the environment
- Ensure that all chemicals/substances are stored safely
- Ensure that no substances are discharged to any verge, hedgerow, water body or other habitat
- Recognise special areas of conservation and take appropriate action

Employees at all levels have a duty to:

- Work in a safe and efficient manner with regard not only to their own safety but that of others and others property that may be affected by their acts or omissions
- Halt all operations on discovering the whereabouts of protected species under British Legislation (such as badgers and their sets, all species of bat, nesting birds, great crested newts) until the management has been informed and permission obtained to carry on
- Set a personal example by disposing of litter in the appropriate place
- Assist the company to comply with the relevant statutory provisions for a healthier environment

Clear and concise arrangements will be made as to the responsibilities for environmental matters when contractors enter our premises.

Although not accredited to ISO14001 we will work towards achieving its objectives.

Signed 

Date: 4th November 2009

Steve Whitworth
Director
Corrigenda Engineering Services Ltd

6 Compliance with Legislation

6.1 Responsible Persons

Corrigenda have appointed the Service Director, Steve Whitworth as the Director with Special Responsibility for Health and Safety.

The Director with Special Responsibility for Health and Safety has appointed Just Safety Limited as the “Competent Person” for Health and Safety to provide advice and support.

6.2 Sources of information

Corrigenda will be kept up to date with laws, regulations and standards applicable to its business through their appointed Competent Person and by maintaining links with external experts, subscribing to internet health and safety websites and through various trade magazines as necessary.

7 Safety Consultation

Communication

Corrigenda recognises that the consultation and participation of all employees, at all levels is an essential requirement for achieving a healthy and safe working environment. Corrigenda have the various communication channels in place (Team Meetings, IT usage, bulletins etc) and will actively encourage the involvement of all employees. It is the responsibility of every employee to ensure that they understand and comply with all requests.

Safety Committees

The Service Director will form a Safety Committee which will meet regularly, every 6 months as a minimum, to cover the agenda items listed below. Minutes of these meetings will be made available to all employees. The committee meetings will be chaired by the Service Director and will be attended by a committee made up of other persons with health and safety related duties, for example; Safety Reps, Project Managers, Supervisors

Agenda Items:

- Attendees / apologies
- Progress on the Health & Safety Action Plan
- Accidents / dangerous occurrences
- Employee complaints and/or suggestions
- Fire arrangements
- First aid arrangements
- Training requirements
- Risk assessments
- AOB

Notice boards

Corrigenda will make available all necessary health and safety information, such as, minutes of any health and safety meetings, names of “responsible” persons appointed to assist in the implementation of this policy, best practice and guidance information as applicable to the operations undertaken and any other information necessary to ensure all its employees are fully informed of current company health and safety safe working procedures and measures.

Language Problems

Steve Whitworth or his deputy will ensure that Corrigenda operatives or sub-contractors, whose first language is not English, adequately understand the safety arrangements and other information that is important for their continued safety at work.

Steve Whitworth or his deputy will ensure that, when necessary:

- An interpreter will be used to convey the information to the operative/s
- A buddy system will be set up to ensure non-English speakers have a designated work colleague who can translate for them to ensure they are kept up to date with site safety information
- Where necessary, safety information, risk assessments, method statements etc will be translated into the required language/s

Competent Person

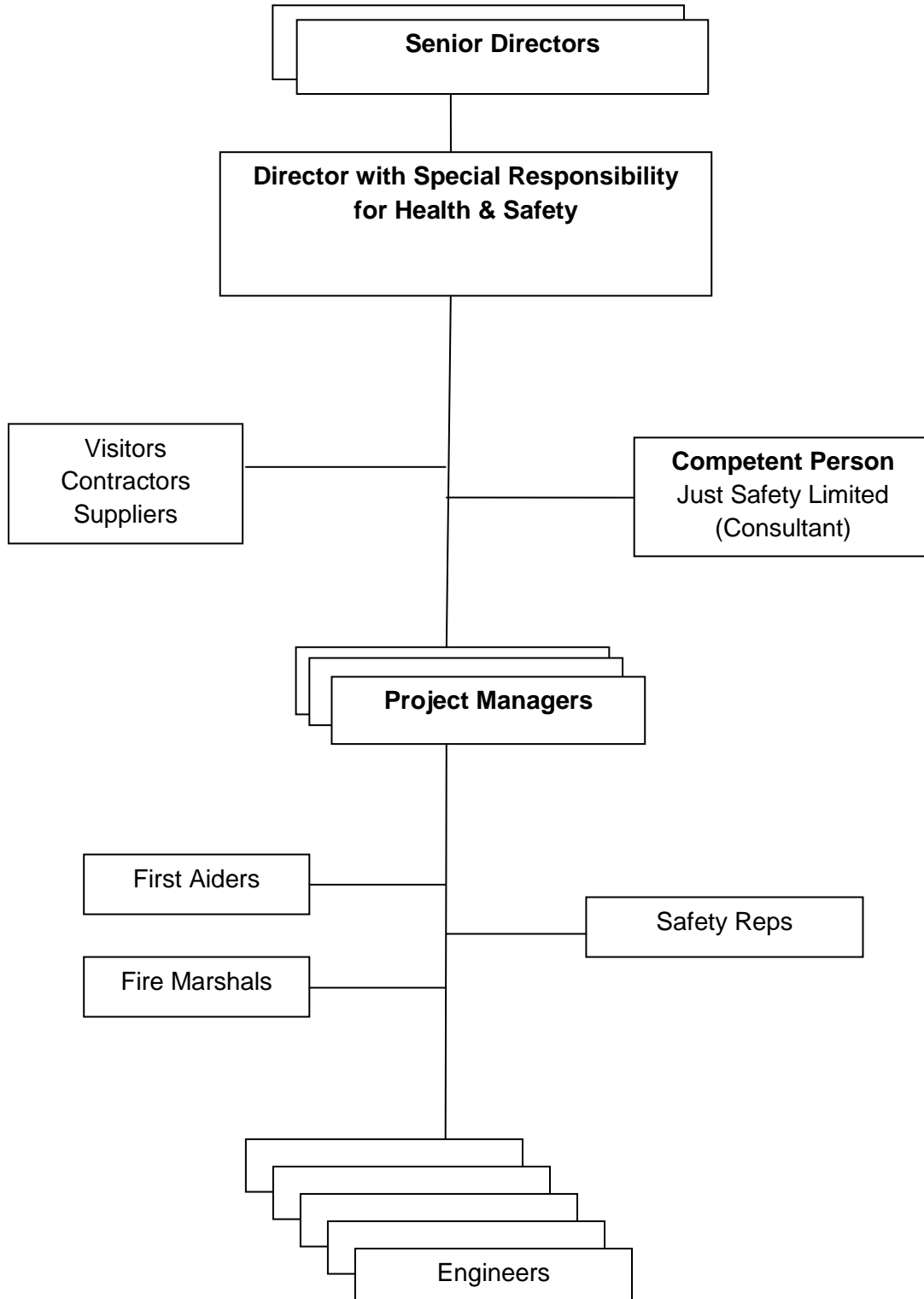
Corrigenda have retained the services of an external H&S Consultant to act as the company’s Competent Person and to assist the Management Team in fulfilling their duties.

Further guidance and control documents:

- See Guidance Note: Guidance on Safety Committees
(also contains Safety Reps’ Duties)

8 Organisation (Health & Safety)

8.1 Organisation Chart (Figure 2.0)



8.2 Responsibilities

Responsibilities

Senior Directors

The Senior Directors, Patrick Saddington and Paul Spencer are responsible for:

- Ensuring that the policy is effectively implemented, monitored, developed and communicated to all staff and that necessary alterations are made to the policy to reflect changes in legislation or company development
- Adequate resources are made available to meet the requirements of the policy
- The appropriate insurance cover is provided and maintained
- Procedures are put in place to ensure that all equipment is supplied and maintained fit for purpose
- All levels of management and employees understand their responsibilities for health and safety placed upon them by this policy
- An effective training programme is established to ensure that employees are competent to carry out their duties
- Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards
- Procedures are put in place to ensure that adequate welfare facilities are provided for employees
- Health and safety objectives are set and their achievement is measured and reported in the annual report

Director with Special Responsibility for Health & Safety

Steve Whitworth, Service Director, has been nominated as the Director with Special Responsibility for Health & Safety and his responsibilities will include:

- Ensuring that the policy is effectively implemented, monitored, developed and communicated to all staff and that necessary alterations are made to the policy to reflect changes in legislation or company development
- Adequate resources are made available to meet the requirements of the policy
- Ensuring that the Company retains the services of a Competent Person for health & safety
- The appropriate insurance cover is provided and maintained
- Procedures are put in place to ensure that all equipment is supplied and maintained fit for purpose
- All levels of management and employees understand their responsibilities for health and safety placed upon them by this policy
- Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards
- Procedures are put in place to ensure that adequate welfare facilities are provided for employees
- Ensuring this policy is effectively administered and monitored, and that necessary alterations are made to the policy to reflect changes in legislation or company development
- All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority
- All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence
- Health and safety assessment requirements are identified and advised to management
- Regular health and safety site inspections/audits are carried out to ensure that all staff and working conditions are in compliance with all mandatory legislation and site rules
- Adequate welfare facilities are provided and maintained in a satisfactory condition
- Communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns
- Written instructions are provided through risk assessment and systems of work to establish safe working methods
- Health and safety site rules are followed by all employees
- Plant and work equipment is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination
- Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new employees and young persons (under the age of 18 years)
- Safety training requirements are identified for all members of staff under their control to ensure that those members of staff are competent to undertake their work in a safe manner

Project Managers & Site Supervisors

The Project Managers & Site Supervisors responsibilities with regard to health and safety are to ensure that:

- Site safety rules are followed by all
- They set a good example by using the appropriate protective equipment whilst on site and actively lead the implementation of the health and safety policy
- Adequate welfare facilities are provided and maintained in a satisfactory condition
- Risks are controlled and staff are complying with written safety instructions
- Staff are encouraged to report hazards and raise health and safety concerns
- All accidents, incidents, ill health, dangerous occurrences are reported promptly
- Staff are adequately trained and competent to carry out their work and operate any plant or equipment in a safe manner
- Any hazardous substances are stored, transported, handled and used in a safe manner
- All plant and work equipment within the workplace is maintained in a safe condition
- Management is informed of any safety issues that cannot be resolved
- Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
- They inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Operatives

Operatives will be responsible for ensuring that they:

- Take reasonable care not to endanger themselves or other persons through their actions or omissions at work
- Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation
- Use the correct tools and equipment for the task
- Correctly put to use the personal protective equipment provided
- Only use tools which are in good condition
- Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards.
- Do not misuse or abuse anything provided under a statutory requirement in the interests of health and safety
- Co-operate with the company on all aspects of health, safety and welfare
- Report all accidents and incidents so that action can be taken to prevent a recurrence
- Inform their line manager of any illness, medication which might affect their ability or suitability to carry out any particular task

Competent Person (Consultant)

In accordance with the Management of Health and Safety at Work Regulations, Just Safety Limited, Health & Safety Consultancy, has been retained to assist Corrigenda Engineering Services Ltd in undertaking the measures necessary to comply with the requirements and prohibitions imposed by relevant statutory provisions.

The service offered by Just Safety Limited cannot alter responsibilities under statute or common law but is intended as an aid to help fulfil such duties. Just Safety Limited will meet its responsibilities set out in the agreement by:

- Providing advice and guidance to the Corrigenda management team on all aspects of health, safety and welfare
- Preparing a Health and Safety Manual to assist the organisation manage health and safety and to recommend amendments when necessary to encompass changes in legislation
- Undertaking health and safety audits in order to help identify hazardous operations, breaches of legislation and non-compliance with recognised guidance and standards
- Providing advice and guidance in the event of a major injury accident or dangerous occurrence and undertaking an investigation if necessary
- Liaising with enforcement authorities on the behalf of the client
- Informing and advising on changes in legislation that are relevant to Corrigenda's work activities
- Providing advice and assistance to enable the client to undertake risk assessments
- Recommending training for specific groups of employees to ensure they are familiar with their responsibilities and the standards expected
- Recommending other specialist advice, training, surveys, environmental monitoring, examinations, etc. should aspects of work be identified outside the scope of the service provided by the Consultant.

First Aider(s)

First aiders will be appointed and located throughout the organisation and they will ensure:

- Appropriate and suitable first aid equipment and personnel are provided to cover all foreseeable risks.
- All relevant notices, records etc. are maintained.
- The names and locations of the current first aiders will be prominently displayed in work areas.
- First aid personnel will consist of staff volunteers who have been trained according to standards set by the Health and Safety Executive.

Health and Safety Representatives

The Representative/s of Employee Safety represents the health and safety interests and concerns of employees to Management and to that end he/she:

- Has access to the Manager and to all other duty holders mentioned in this plan
- Assists the Manager in conducting inspections
- Takes part in accident investigations
- Is consulted in the risk assessment process
- Attends safety meetings/briefings
- Is available to be consulted during office hours (pressure of work permitting) by all employees as to their health and safety concerns

All Employees

Employees also have duties, they must for example:

- Use any machinery, equipment, dangerous substance, vehicles or safety device provided by the company in accordance with any training and/or instructions received from the company
- Inform the company of any work situation which they consider might represent a serious and immediate danger to health and safety
- Inform the company of any matter which they consider represents a shortcoming in the company's health and safety arrangements
- Take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions at work

- Not remove or interfere with any signs or equipment that the Company has provided in the interests of Health & Safety
- Report all work related accidents, incidents (e.g. near misses), diseases or conditions to the Manager for recording
- Make sure they are aware of the location of the nearest fire alarm call point, fire extinguisher position and fire exit as well as the plan to be followed in the event of fire
- Co-operate fully with the requirements of this plan under penalty of disciplinary action

Further guidance and control documents:

- See Guidance Note: GN0001 - Employee Safety Rules

9 Fire and Emergency Planning

Policy statement

Corrigenda policy is to alert staff and other persons to any perceived threat or emergency, to follow set procedures and to provide training to minimise the risks arising from such emergencies. Further in accordance with the Regulatory Reform (Fire Safety) Order 2005 the principal of risk assessment will be utilised to identify, eliminate and/or reduce risk to as low as reasonably practicable.

Emergencies in this context could be, for example, a fire, a gas leak, a bomb threat, a dangerous substance or object, flooding, or damage caused to the building by freak weather conditions.

Policy standards

To comply with this policy the following standards must be met.

The Service Director with the cooperation and assistance of the Fire Officer and Marshals, will:

- Identify the types of emergencies or threats that are likely to occur.
- Assess and reduce the risks arising from such emergencies or threats.
- If necessary, reduce the accessibility of unauthorised persons in to their premises.
- Review those assessments on a regular basis and in any case after an incident in which an emergency evacuation of the building has taken place.
- Ensure that an emergency evacuation system is in place and that certain employees have been nominated to assist in such an evacuation.

Fire Marshals

- Ensure that all supplied fire fighting systems are maintained in accordance with the manufacturers' guidelines.
- Ensure that all employees are made aware of such procedures and know what to do in an emergency by taking part in regular practice drills.
- Ensure that all fitted audible warning systems are tested regularly, with a record of all such tests maintained.

Fire Safety Documentation

All Fire Safety documentation, maintenance and testing records are held in a safe location, (Fire Log) available for inspection.

Site Emergency Plan

For work being carried out on clients or other property, the senior supervisor for the project will ensure that a Site Emergency Plan is completed prior to any work commencing.

The Safety Form SF 0312 Site Emergency Plan template will be used to record the emergency arrangements for each site / project.

Further guidance and control documents:

- See Guidance Notes: GN 0002 - Fire & Emergencies Template
- See relevant office Fire Log and forms – held at reception
- See relevant office Fire Log and forms

10 Risk Assessment

Policy statement

Corrigenda is committed to reducing the risk of accident or injury to its employees or other persons who might be affected by its operations. It recognises the process of risk assessment as a valuable management tool in the reduction of accidents and injuries at work. Corrigenda therefore intends to comply in all respects with legislation relating to risk assessment in the work environment whether as generally required under the Management of Health & Safety at Work Regulations 1999 or as required under more specific legislation. (Note: Some of these more specific requirements are detailed later in this manual)

Definitions

It is most important to understand the phrases used in risk assessment as any confusion will lead to the assessment being completed unsatisfactorily. The two phrases that most need to be understood are:

'Hazard': the potential for something to cause harm, such as electricity, working on a ladder or with dangerous machinery; and

'Risk': the likelihood that harm will actually occur from exposure to the hazard together with the likely injuries that will occur as a result and the likely numbers of people that this will affect

Policy standards

To comply with this policy the following standards must be met.

The Service Director will, with the assistance of the relevant Project Manager/s:

- Identify all significant hazards to which their employees and others might be exposed.
- Assess the risks to which any persons can be exposed as a result of the significant hazards identified.
- Eliminate the risks where this is possible.
- Reduce and control the level of those risks which cannot be eliminated by the use of appropriate control measures.
- Record the significant findings of any risk assessment.
- Inform all employees (and others as necessary) of the risks and safe working procedures identified.
- Review and revise the assessments as necessary and in any case after a serious incident or accident has been reported.
- Ensure that managers receive sufficient and appropriate training in simple risk assessment techniques to enable them to act as competent persons.
- Use straight forward risk assessment techniques and will not over-complicate the process.

Employees at special risk

The Company recognises that some employees may from time to time be at increased risk of injury or ill-health resulting from work activities. The Company therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

Further guidance and control documents:

- Safety Form SF 0302 Risk Assessment

11 Display Screen Equipment

Policy statement

It is Corrigenda policy that all computer users (display screen users) will be assessed once they commence employment with us. This will help us determine whether or not they can be classified as “users” for the purposes of current legal requirements. This assessment will be carried out by completing a Display Screen Equipment (DSE) self-assessment questionnaire. This will then determine whether or not any further action is required. If so, a further assessment will be carried out.

Policy standards

To comply with this policy the following standards must be met.

The Service Director will ensure:

- Hazards and risks associated with the use of display screen equipment are identified.
- An assessment of the risks of injury from the use of display screen equipment for each identified “DSE User” is made, with a suitable assessment record maintained.
- Reviews of assessments on a regular basis (or in response to a change in working practice), and in any case following any report of detrimental health effects suffered by a user, involving the use of display screen equipment.
- Ensure that system of work breaks are known and implemented.
- All system users are aware of how to use the display screen equipment safely by providing relevant information.
- Ensure a system is in place to provide eye and eyesight tests for those display screen equipment users who request them and further to ensure the provision of spectacles (in line with current regulations) as necessary.

Eye tests

Any employee who has been designated as a DSE user has the right to request an eye test. This will be organised through an optician of the employee’s choice.

However, it is the employee’s responsibility to make arrangements to have the eye test carried out. Following the initial eye test, the frequency of any follow-up tests will be decided solely by the optician.

Supply of prescription glasses

Where the optician has confirmed in writing that glasses are needed exclusively for DSE use, Corrigenda will make a contribution towards the cost. This figure is reviewed periodically and will be set to reflect the cost of a basic pair of glasses. Should employees wish to purchase a more expensive pair, then this amount will be made available towards the cost. The balance will need to be funded by the individual employee.

Note: Employers only have to pay for spectacles if special ones (for example, prescribed for the distance at which the screen is viewed) are needed and normal ones cannot be used.

Laptop users

Some of our staff may use laptops instead of, or in addition to, desktop computers. This is most likely to apply to those who spend much of their day outside the office.

If so, this policy should be read in conjunction with our Laptop Safety guidance. This contains guidelines on the safe use of laptops whilst being used in less than ideal conditions, such as cars.

Further guidance and control documents:

- Safety Form SF 0701 DSE Users Records
- Safety Form SF 0305 Homeworker Assessment
- Intranet - DSE Workstation Assessment
- See Guidance Note: GN 0004 - Laptop Safety
- See Guidance Note: GN 0005 - Safe use of Display Screen Equipment
- Guidance on Workstation Ergonomics - www.hp.com/ergo

12 Workplace (Health & Safety)

Policy statement

Corrigenda is committed to providing a safe and healthy working environment at all times, therefore it intends to ensure compliance with the Workplace (Health, Safety and Welfare) Regulations 1992, and any other relevant workplace legislation, to avoid ill health and promote good health and employee welfare.

Policy standards

To comply with this policy the following standards must be met.

The Service Director will:

- Continually identify potential hazards and assess the risks to the health and safety of their employees and other persons who have access to the workplace.
- Through the risk assessment approach, consider the interface between the activities undertaken at the premises and the structure of the building itself, eliminating or reducing those risks, so far as is reasonably practicable.
- Review assessments on a regular basis or in response to a change in working conditions, and in any case following an incident / accident caused by a unsafe of unhealthy workplace environment.
- Ensure that suitable and sufficient heating, lighting and ventilation is provided and maintained within the premises.
- Monitor and maintain, as appropriate, the condition of all floors and traffic routes to ensure that such areas are kept in good condition.
- Ensure a good level of general housekeeping is maintained within all areas of the business
- Monitor and maintain, as appropriate, the rest areas, sanitary conveniences and washing facilities provided for employees, ensuring that areas are sufficiently cleaned and waste is not allowed to build up.
- Report any defects, hazards or other risks, beyond their immediate power to remedy to the Directors.
- Ensure that regular inspections of the workplace are carried out in conjunction with the relevant section line management, paying particular attention to the areas detailed above
- All statutory inspections of work equipment are planned and are carried out within the timescales specified by the competent person.
- Where the condition of the work equipment is likely to cause risk to safety of operators etc, the work equipment is removed from service and isolated from its power supply or otherwise made safe, until it has been repaired or replaced.
- Ensure all Statutory Inspections and Tests are carried out at the required frequency e.g:
 - Lifting equipment within six months, unless otherwise specified by the competent person, e.g. passenger lifts, goods lifts and hoists, escalators, access cradles, elevating platforms, latchway systems, eyebolts, harnesses and lift trucks
 - All pressure systems examined at the specified frequencies set by the competent person in the written scheme of examination.
 - Annual safety checks of the gas installation and gas appliances.
- All reports following statutory inspections are kept along with evidence of remedial action taken.
- The exact dates by which each item requires its statutory inspection will be identified and will be prompted through Planned Preventative Maintenance programme.

Further guidance and control documents:

- See Guidance Note: GN 0006 - Workplace Safety

13 Manual Handling

Policy statement

Corrigenda is committed to reducing the risk to employees who carry out moving and handling in the course of their work. In accordance with the Manual Handling Operations Regulations 1992, the need for manual handling will be avoided so far as reasonable practicable and employees will not be expected to undertake a manual handling task that may lead to injury or ill health.

Wherever reasonably practicable hazardous handling will be by mechanical means, where mechanical means cannot be employed, then alternative safe systems of work will be identified.

Policy standards

To comply with this policy the following standards must be met.

The Service Director will: (with the assistance of the relevant Project Manager)

- Hazardous handling and moving operations (including lifting, pushing, piling, carrying etc.) are identified.
- The need for any hazardous moving and handling operations is avoided so far as is reasonable practicable.
- Risk of injury from all unavoidable hazardous moving and handling operations is assessed and action taken to reduce that risk is identified, recorded and communicated to all staff identified as being at risk of harm.
- All assessments are reviewed on a regular basis or in response to a change in working practices, and in any case following an incident / accident involving moving and handling.
- Employees who carry out moving and handling operations in the course of their work are trained in the correct moving and handling techniques.
- Any equipment provided for moving and handling is maintained in accordance with manufacturers' instructions.

Further guidance and control documents:

- Safety Form SF 0303 Manual Handling Risk Assessment
- See Guidance Note: GN 0007 - Manual Handling Safety

14 Control of Substances Hazardous to Health

Policy statement

It is Corrigenda policy to ensure that the risks associated with the use of chemicals on-site is minimised at all times. This will be achieved by implementing a series of risk control measures. Our starting point will be to eliminate the use of hazardous chemicals wherever possible in accordance with the Control of Substances Hazardous to Health 2002. If this can't be done then we will take all reasonable steps to find less hazardous chemicals. In the event that hazardous chemicals will need to be used, control systems such as local exhaust ventilation will be introduced. Personal protective equipment (PPE) will only be issued where hazards cannot be effectively managed by other means. Employees are advised not to use any new or existing chemicals without prior assessment.

Policy standards

To comply with this policy the following standards must be met.

The Service Director will: (with the assistance of the relevant Project Manager)

- Identify all hazardous substances present in the workplace and maintain an up-to-date register of all such substances.
- Assess who may be exposed and the level of such exposure.
- Refer to the COSHH Essentials service located at www.coshh-essentials.co.uk to assist in the process of risk assessing all chemicals.
- Control or reduce any exposure to those hazardous substances by elimination, substitution or by use of appropriate control measures.
- Review assessments at regular intervals, and in any case annually, and following an incident / accident involving a hazardous substance.
- Provide suitable and effective personal protective and/or respiratory equipment where necessary, when all other elimination and substitution measures have been exhausted.
- Record and communicate the significant findings to all staff identified as being at risk of harm, provide information, instruction and training to all such employees and any other persons likely to be exposed.
- As necessary undertake health surveillance on employees who are exposed to a substance(s) linked to a particular disease or adverse health effect; *and* if there is a reasonable likelihood under the conditions of the work of the effect occurring.

Further guidance and control documents:

- Safety Form SF 1402 COSHH Assessment
- Intranet - Inventory of Hazardous Substances

15 Personal Protective Equipment

Policy statement

Corrigenda intends to provide a safe and healthy working environment and practices at all times. Corrigenda is committed to reducing the risk to those employees and other persons whom, as a last resort, have to be provided with Personal Protective Equipment (PPE) to wear while at work on Corrigenda business.

For the purpose of this policy, personal protective equipment is defined as equipment including clothing such as wet weather coats, gloves, safety footwear or high visibility waistcoats etc. Protective equipment includes eye protection, dust masks or safety harnesses etc.

Policy standards

To comply with this policy the following standards must be met.

The Director with Special Responsibility for Health and Safety will:

- Identify hazardous operations where there may be a need for personal protective equipment through the risk assessment process detailed above noting that personal protective equipment is only specified as a last resort and last line of defence
- Identify suitable PPE for the task/process..
- Review all use of PPE via the relevant risk assessments on a regular basis or in response to a change in working practice, and in any case following an incident / accident caused by the use of personal protective equipment.
- Ensure that any required PPE is provided to those employees identified as being at risk.
- Provide information, instruction and training on the use, (and limitations) maintenance, storage and defect reporting of any personal protective equipment issued. (This is included as part of the Induction process)

Note: Employees are delegated the responsibility for ensuring the correct maintenance and storage of any issued PPE following the provision of the information described above. Employees are also reminded that any misuse of issued PPE is not acceptable and may lead to disciplinary action.

Further guidance and control documents:

- Intranet - PPE Register

16 Use of Work Equipment

Policy statement

Corrigenda is committed, in accordance with the Provision and Use of Work Equipment Regulations (PUWER) 1998, to reducing the risk of accident or injury to its employees or other persons who may be affected by its operations, by the careful selection, installation use and maintenance of all work equipment, (i.e. company vehicles, mechanical handling equipment, access equipment, such as ladders, portable tools etc). Corrigenda therefore intends to comply, in all respects with legislation relating to the provision and use of work equipment in the work environment.

Definitions

'Work equipment' is defined as any operational machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)'.

This definition is very broad and covers a wide range of equipment, both manually and power operated, such as company vehicles, computers, ladders, trolleys, photocopiers etc.

Policy standards

To comply with this policy the following standards must be met

The Service Director will: (with the assistance of the relevant Project Manager)

- Ensure that any work equipment is appropriate for the task.
- Identify all significant hazards to which its employees and others may be exposed when using any work equipment, or mechanical lifting equipment.
- Assess the risk to which any persons can be exposed as a result of the hazards identified when using any work equipment or mechanical lifting equipment,
- Document and communicate the findings to all staff identified as being at risk of harm.
- Review the assessment on a regular basis and in any case following an incident / accident involving the use of work equipment.
- Ensure that all work machinery and mechanical lifting equipment is routinely inspected as required by current legislation and manufacturers guidelines.
- Ensure that only authorised personnel, with the appropriate learning (licence, certificate or otherwise) operate or maintain any work machinery or mechanical lifting equipment (company vehicle, operational machinery etc)
- Ensure that employees receive appropriate general information, instruction, training and supervision in the safe and correct use of all work equipment.
- Ensure that employees are aware of the requirement to use work equipment in accordance with any training and instruction given, regarding safe use
- Provide through competent persons, more detailed training to any staff who are required to fit and/or maintain abrasive wheels and/or cutting / grinding discs.

Employee training

As part of our duty to maintain safe systems of work, only trained employees will be allowed to operate machinery. This training may be provided by a number of sources including our suppliers, as well as training on the job by our own staff. All records of staff training will be kept on individual employees' personnel files. In addition, we will maintain a register of trained users, which can be updated as necessary.

Maintenance

All identified relevant machinery will be subject to maintenance and inspection, as necessary, for its continued safe operation. Where appropriate, this will be carried out under a service

contract. Records of any maintenance and routine repairs will be kept for at least three years. A sufficient budget will be made available to ensure the safe maintenance of any machinery. Should any employee experience a problem between routine maintenance, they should report it immediately to their manager.

Further guidance and control documents:

- Intranet Administration - Asset
- Intranet Administration – Asset Ladder Reg and Insp Record

17 Accident/Incident Reporting

Policy statement

Corrigenda accepts that to help maintain a safe and healthy environment for employees and others, who use its premises and facilities, accidents and incidents need to be reported and investigated. The responsibility for such investigation rests with the local manager with appropriate support from safety professionals, such as outside health and safety experts. Corrigenda also accepts its obligation to report certain types of injury, disease and dangerous occurrence to the Health and Safety Executive. Corrigenda is committed to ensuring that all employees are made aware of the need to report such accidents to management.

Policy standards

To comply with this policy the following standards must be met:

The Service Director will: (with the assistance of the relevant Project Manager)

- Ensure that all current, new and temporary employees receive suitable information and instruction during their induction training, to make them aware of the need to report all incidents / accidents.
- Ensure that all incidents / accidents are investigated. The depth of the investigation will relate to the seriousness of the event.
- Make both written and verbal reports to the reporting authority (RIDDOR) on any such accidents/incidents as defined within the relevant regulations.
 - Incident Contact Centre - Caerphilly Business Park - Caerphilly - CF83 3GG
 - Tel: 0845 300 9923 – Fax: 0845 300 9924 – Email: riddor@natbrit.com
- Ensure that accurate records of all accidents are maintained and recorded in the accident book by the relevant staff member (or individual).
- Ensure that accurate records are kept of all incidents / accidents to employees whilst at work and all accidents to visitors etc, whilst on or using Corrigenda premises or facilities, through the use of the company accident book.
- Ensure that information gained from any investigation will be used to help prevent recurrence and prompt the review of the appropriate risk assessment.

Further guidance and control documents:

- Safety Form SF 0202 Accident Remedial Action Request

18 First Aid

Policy statement

First Aid is the initial management of any injury or illness suffered at work. It is administered to minimise the consequences of injury and illness and to preserve life until professional medical assistance can be obtained.

Corrigenda will provide suitably trained personnel for rendering first aid to employees if they become ill or injured. Corrigenda will also provide adequate first aid equipment for such treatment. There will be first aid and emergency procedures in place to minimise any effect of ill health or injury; this covers the arrangements that need to be made to ensure serious illness or injury is treated in an appropriate manner.

Policy standards

To comply with this policy the following standards must be met

The Service Director will: (with the assistance of the relevant Project Manager)

- A sufficient number of first aid personnel are appointed, the actual number to be decided by risk assessment.
- An adequate number of suitably stocked first aid kits are available.
- All first aid procedures carried out are recorded in the company accident book.
- All contents of first aid kits are “in date” and appropriate to the risk assessment.
- First aiders undertake an initial Draft course in first aid and regular training thereafter, as prescribed by the Health and Safety Executive.
- Any “Appointed Persons” undertake an approved course and receive regular training updates as required.
- A list of First Aid personnel and their contact numbers / locations is prominently displayed in the workplace.

Further guidance and control documents:

- Safety Form SF 1201 First Aid Kit Checks

19 Electricity

Policy statement

It is Corrigenda policy that mains electrical equipment and supplies are appropriate to the working environment and are subject to appropriate routine testing and inspection.

Policy standards

To comply with this policy the following standards must be met

The Service Director will: (with the assistance of the relevant Project Manager)

- Ensure all (mains) fixed electrical installations and supplies are subject to formal testing and inspection by a competent person every five years with an appropriate certificate of conformity retained.
- Ensure suitable protective measures are in place to protect employees and others from electric shock/electrocution. (i.e. RCD's)
- Ensure that adequate procedures are in place to inspect and test all portable electrical equipment used by its employees during the course of their work and that such formal testing and inspections are properly recorded.
- Ensure that only competent persons are used for inspections and testing of electrical systems and equipment.
- Ensure that all relevant field staff are trained to the company's' recognised electrical competency standard.
- Provide relevant instruction, information and training to employees in the routine visual inspection of all mains operated electrical equipment and user reporting of defect portable appliances.
- Establish a system of reporting and repairing of defect portable appliances.
- Ensure that emergency and first aid procedures take account of the actions to be taken in the event of electric shock or burns.

Further guidance and control documents:

- Intranet – Administration Asset Portable Elec Equip Insp Record
-

20 Occupational Driving

Policy statement

It is Corrigenda policy that all use of road vehicles (whether privately owned, hired or Corrigenda vehicles) on company business be in accordance with current UK best practice standards to ensure that the risks associated with occupational driving are minimised and to fulfil the requirements of its statutory 'duty of care' so far as reasonably practicable.

Policy standards

To comply with this policy the following standards must be met:

The Service Director will: (with the assistance of the relevant Project Manager)

Choice of Vehicles

- Vehicles used on Corrigenda business are taxed and have a current MOT certificate by undertaking regular and routine checks.
- Drivers are properly licensed and are provided with advice on the appropriate level of motor insurance required for the business operations.
- Drivers are made aware of the importance of regular maintenance, servicing and user checks (i.e. brakes, lights, seat belts etc) to keep vehicles in safe and good working order.

Work Planning

- Drivers are aware of the need to plan their journeys using the appropriate mapping systems available to calculate the optimum route and to allow sufficient time to travel within the appropriate speed limits (drivers are personally liable for any infringements).
- Drivers journey lengths are kept to a minimum and accompanied where necessary to share the driving. Overnight accommodation is provided as appropriate.

Driving Competences

- For normal occupational driving on Corrigenda business there is no need for special training and competences (other than the need to hold a current driving licence, including the relevant "authorised category" for the vehicle being driven).

Use of Mobile Telephones

- Drivers are aware that except in emergency situations the use of hand held mobile telephones is strictly prohibited whilst vehicles are either in motion or are stationary with the engine running (because of the distraction they present) as defined by law.
- The use of hands-free telephones (factory fitted or earpiece etc) is acceptable as long as the driver feels it is safe to do so and that the action does not involve touching or handling the telephone. All such actions are the responsibility of the driver.

Further guidance and control documents:

- Safety Form SF 2101 Drivers Daily Check List

21 Asbestos Management

Policy statement

In accordance with the Control of Asbestos Regulations 2006 it is Corrigenda policy to ensure the effective control and management of risk relating to Asbestos Containing Materials (ACM) in all places where its staff are employed. Corrigenda will ensure that, as far as is reasonably practicable, all person(s) will be protected from exposure to asbestos fibres.

Policy standards

To comply with this policy the following standards must be met:

The Service Director will: (with the assistance of the relevant Project Manager)

- Ensure a survey is available (or undertaken, as appropriate) on the Corrigenda office location to identify any potential asbestos.
- Using specialist advice as necessary, to determine the risk from any potential ACM, along with necessary controls to prevent exposure to employees, which may include removal, encapsulation or even labelling.
- Ensure routine inspections are undertaken and appropriate signage provided where ACM has been identified.
- Ensure suitable information/training is given to all relevant person(s) likely to be affected.
- Ensure that only specialist contractors are employed to undertake any work with ACM (repair or removal).

Training

Staff must be fully conversant with this policy. They must also be made aware of the location of any Asbestos in their workplace. In addition, they must be aware that:

- If they discover any suspect or damaged material during the course of their work, they must report it to their manager.
- If they accidentally damage or disturb ACM during their work they must evacuate the area and report to their manager.

Contractors

- Contractors working at a Corrigenda office location will be made aware of the presence of any ACM and the requirement to report concerns relating to the suspect or damage of ACM during the course of their work.
- If they accidentally damage or disturb ACM during their work they must evacuate the area and report to their manager.

Further guidance and control documents:

- Where relevant See the Asbestos Management Folder

22 Work at Height

Policy statement

Corrigenda is committed to reducing the risk of accident or injury to its employees from the risk of work at height and will do all that is reasonably practicable to prevent anyone falling. It therefore intends to comply, in all respects with current legislation and best practice guidance relating to the working at height and in particular the Work at Height Regulations 2005.

Policy standards

To comply with this policy the following standards must be met:

The Service Director will: (with the assistance of the relevant Project Manager)

- Ensure the following hierarchy for managing (and selecting equipment) for work at height is maintained:
 - Avoidance of work at height wherever possible
 - The use of equipment or other measures to prevent falls where work at height cannot be avoided; and
 - Where the risk of an injury from a fall from height cannot be eliminated, the use of work equipment or other measures to minimise the distance and consequences of a fall.
- Ensure that any work at height is evaluated and where appropriate, the Work at Height procedure and additional risk assessment is implemented.
- Ensure that where precautions implemented do not entirely eliminate the risk of a fall occurring, staff who will be working at height are trained on how to avoid falling and how to avoid or minimise the injury to themselves should they fall
- That any work equipment selected to work from height is suitable and sufficient taking into account the place where the work is being done and the working conditions.
- That any access equipment is regularly inspected, with staff trained in its safe use and are aware of the importance of reporting faulty or damaged equipment
- Ensure that no work is undertaken on fragile surfaces (e.g. fragile roofs)

Note:

Where there is no other alternative other than to access or work from a fragile surface, the manager must be informed and a further more detailed assessment undertaken.

Further guidance and control documents:

- Safety Form SF 0304 Work at Height Risk Assessment

23 Smoking at Work

Policy statement

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Therefore it is Corrigenda policy that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment.

Policy Standards

To comply with this policy the following standards must be met:

The Service Director will: (with the assistance of the relevant Project Manager)

- All inside areas of Corrigenda premises are “No Smoking” areas
- No-smoking signs will be displayed in a prominent position at every access entrance to Corrigenda smoke free premises. These will meet the following minimum requirements:
 - Be a minimum of A5 in area (210mm x 148mm) display the international no-smoking symbol at least 70mm in diameter
 - Carry the following words in characters that can be easily read: “No smoking. It is against the law to smoke in these premises”
 - All company vehicles will be smoke free at all times, if they are used by more than one person, regardless of whether they are in the vehicle at the same time.
 - All Smoke free vehicles will display a no-smoking sign in each compartment of the vehicle in which people can be carried. This will show the international no-smoking symbol at least 70mm in diameter.

(Vehicles that are used primarily for private purposes will not be required to be smoke free)

Further guidance and control documents:

The NHS offers a range of free services to help smokers give up. (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.

24 Stress at Work

Policy statement

Corrigenda is a responsible employer and are aware of our duty of care regarding the mental health and welfare of our staff. For this reason, we will take all reasonable steps to ensure that staff are not placed under excessive stress by their work. This means that we need to ensure that staff do not have excessive demands placed on them by their job. As stress is also caused by bullying, harassment and violence, we are required by law to provide a working environment which is, as is reasonably practicable, free from these influences. However, we are legally entitled to assume that all staff can cope with the normal day-to-day pressures of their job. If this is not the case, staff have a duty to inform us.

Corrigenda have adopted the following Health & Safety Executive (HSE) "Definition of Stress"

"The reaction people have to excessive pressures or other types of demands placed on them. It arises when they worry that they cannot cope." In other words, stress occurs when the pressures on a person exceed their ability to deal with them.

Policy standards

To comply with this policy the following standards must be met:

Should any member of staff feel that they are suffering from an unacceptable level of work related stress; the following procedures should be implemented:

- At first instance, the employee should inform their immediate line manager. He or she will treat the matter with sympathy and in confidence
- If necessary, the manager will carry out a stress risk assessment. This will include a review of the employee's actual duties against those described in their job description
- The findings of the risk assessment will be discussed with the employee. If appropriate, changes will be made to their role in order to reduce the levels of stress experienced
- If appropriate, the employee will be referred to a doctor of the company's choice for a medical assessment. Alternatively, the employee may be offered counselling.

Note:

Whilst we are not responsible for causes of stress outside the working environment, we recognise that it can impact on an employee's attendance and work performance. Therefore, we would encourage employees to make us aware of any problems which are causing them concern.

Further guidance and control documents:

- See Guidance Note: Management of Stress

25 New and Expectant Mothers

Policy Statement

Corrigenda recognises its responsibilities under the Management of Health and Safety at Work Regulations 1999 to specifically address the risks to women of childbearing age and her unborn or newly born child.

Both women and their unborn or newly born child are at increased risk from various physical, chemical and biological hazards in the workplace. The company will carry out risk assessments in accordance with procedure detailed above and will introduce appropriate preventative and protective measures, to reduce any risks so far as is reasonably practicable.

Policy standards

To comply with this policy the following standards must be met

The Service Director will: (with the assistance of the relevant Project Manager)

- Upon notification of pregnancy from an employee, identify all significant hazards to which a new or expectant mother might be exposed and eliminate the risks where this is possible.
- Ensure that working arrangements are reviewed to minimise risk, including matters such as working patterns.
- Ensure any representations made by the pregnant workers medical advisors are acted upon.
- Re-assign the employee to low risk work where a significant risk cannot be avoided, if no such work exists then the employee will be placed on paid leave until she ceases to be pregnant or a new mother, or suitable work can be found.
- As appropriate, arrange suitable facilities where pregnant and nursing mothers may take their rest breaks in a degree of privacy and calm.

Further guidance and control documents:

- Safety Form SF 0306 New Expectant Mum Risk Asst

26 Temporary Workers

Policy statement

Corrigenda may from time to time, employ temporary staff in any capacity, to deal with peak workloads, changes in work, staff absences, and for other reasons. Corrigenda will ensure that any temporary staff are protected in terms of their health and safety and required to protect that of others, to exactly the same standards which apply to permanently employed staff.

Policy standards

To comply with this policy the following standards must be met

The Service Director will: (with the assistance of the relevant Project Manager)

- Advise the agency, in advance of the general approach to health and safety adopted, by the company and require potential staff to be briefed prior to being sent to work on our premises.
- Provide to the agency a job specification detailing any competence (skills, knowledge and experience) required in the temporary worker.
- On arrival, ensure the worker is assessed for compliance with the specification.
- Upon arrival of the temporary worker provide an induction briefing on the general arrangements within the company (i.e. Fire protection, First Aiders etc)
- During the induction, ensure relevant hazards associated with the premises and work activity to be undertaken are brought to the attention of the temporary worker along with the relevant control measures and safe working procedures etc.
- Ensure that any work specific or general training is provided in line with the activities to be undertaken, prior to their undertaking.

Further guidance and control documents:

- See Guidance Note: GN 0008 - Agency Workers

27 Visitor e.g. contractors working in the office

Policy Standards

Corrigenda recognises its responsibilities towards visitors, and the need to ensure that any contractors visiting the site are themselves protected from hazards to their health and safety. Corrigenda will ensure that all visitors and contractors are made aware of the emergency evacuation procedures and are not left unattended, and are made aware of Corrigenda health and safety procedures relevant to their visit.

Note: Contractors employed by the company to assist them with their undertakings are covered in the above "Temporary Workers" policy

Policy Standards

To comply with this policy the following standards must be met

The Director with Special Responsibility for Health and Safety will:

- Ensure that method statements and risk assessment are received prior to any work commencing. This will ensure the contractor has considered the health and safety of its own workforce and others that could be affected by the work.
- Ensure that any nominated contractor receives and acknowledges receipt of Corrigenda Health and Safety Policy. (This policy must be passed to the actual personnel carrying out the work).
- Make contractors aware of the need to supply competent personnel with regards to the undertaking.
- Make all visitors and contractors aware of the fire and emergency evacuation procedures, by ensuring that they report to reception, and announce their presence to the security personnel.
- Ensure safe working practices by its visitors and contractors by regular monitoring.
- Allow only tested and inspected equipment on site, which must be verified by the contractor prior to completing any works.

Further guidance and control documents:

- Intranet – H&S Approved Contractors List
- Safety Form SF 1005 Rules for Contractors
- Safety Form SF 1003 Contractors Pre Qual Questionnaire
- Safety Form SF 1008 Visitors Record

28 Control of Contractors

Policy Statement

This procedure applies to all work that is undertaken by contractors engaged by Corrigenda. A contractor is any person or company who is not an employee and has been commissioned on a temporary basis to carry out a set task.

Policy Standards

Approved Suppliers List

Steve Whitworth, Director, will:

- Maintain the Corrigenda Approved Suppliers List.
- Only contractors on the Approved Suppliers List will be used for Corrigenda work.
- Contractors will only be added to the Approved Suppliers List after going through the rigorous selection process which will assess their competency and suitability to work on Corrigenda projects

Selection Process

Before adding a contractor to the site Approved Suppliers List, the contractor must complete the Pre-Qualification Questionnaire and provide all the necessary evidence.

The contractor must return the properly completed questionnaire signed by a Senior Director.

The information provided in the completed questionnaire, along with the necessary supporting documentation, will be evaluated by Steve Whitworth and only those contractors who are deemed to be competent will be allowed to work on site.

Approved contractors will be added to the Approved Suppliers List for the site/portfolio of premises and the list will be kept up to date.

Sub-Contractors

Use of sub-contractors by contractors working for Corrigenda is prohibited unless they have been assessed and approved by the main contractor and safety documentation provided to that effect, i.e. evidence of competence and job-specific risk assessments/method statements.

Before Work Commences

Steve Whitworth or his deputy will ensure that before work commences, any contractors have been subjected to the selection process detailed above.

Steve Whitworth, or his deputy, and the contractor will carry out a walk-round and site familiarisation to discuss for example; access routes, restricted areas, welfare facilities, site hazards, barriers, signage, the presence of pipes, cables and the location of emergency/first aid equipment.

Steve Whitworth or his deputy must ensure that the contractor is informed of any local rules or restrictions with regard to times of access, noise, dust, vehicle size/weight etc.

The contractor's risk assessments, method statements, equipment to be used and Permit to Work process for the specific project are reviewed and agreed by Steve Whitworth or his deputy.

The contractor must be informed that any deviation from the agreed risk assessments and method statements must be agreed before hand.

Copies of the contractor's risk assessments and method statements will be retained on file by Steve Whitworth or his deputy.

Permit to Work

A Safe System of Work, which may involve the implementation of a formal Permit to Work is agreed for any highly hazardous activities e.g.

- Roof work if within 2 metres of an unprotected edge i.e. where there is inadequate guard rail/barrier
- Work on atria, cupolas, canopies and other such high level glass or fragile structures
- Working at height
- Cranes and hoists, but not goods lifts and passenger lifts
- Overhead work which includes the use of scaffolding, tower scaffolding and mobile elevating platforms
- Excavations and excavation work
- Demolition work
- Confined spaces
- Work on pressure systems
- Use of all cartridge tools
- Hot work including: the use of naked flames, use of hot air generating equipment, arc/gas welding and cutting equipment, brazing and soldering equipment, blow lamps, asphalt and bitumen boilers, and any other equipment which could act as a source of ignition.
- Work on live electrical systems or systems above 240v where workers are exposed to live conductors
- Use of flammable and highly flammable liquids (except for cleaning and decorating materials)

(This list is not exhaustive)

Arrival on Site

Steve Whitworth or his deputy will ensure that:

Contractor's employees' access to site is controlled and documented e.g. they sign in and out and are controlled by a member of the Health & Safety Group.

Contractor's employees are given adequate information about site hazards and the local arrangements for safety, welfare, accident and emergency procedures.

During Work by Contractors

The contractor is primarily responsible for ensuring that their work is undertaken in a safe manner. If the work takes place within the site management controlled areas, then the site management has some responsibility for ensuring the safe operation of this work.

Steve Whitworth or his deputy will therefore ensure that:

Regular monitoring of contractors is carried out and recorded, whilst work is in progress, to check that operatives are following site safety rules and are being adequately supervised. Also checking that risk assessments, method statements and where applicable, Permit to Work procedures are being adhered to. Use form – Periodic Monitoring of Contractors.

Where agreed methods are breached or work is liable to affect the health and safety of the contractor, employees, tenants or the public, the work **MUST** be stopped. All such incidents must be recorded. The contractor must then prove they can work safely. If this is not possible, the contractor **MUST** be removed from site.

On Completion of Works

Steve Whitworth or his deputy will ensure that before the approved contractor's employees leave the site:

- The area where they worked is free from obvious hazards.
- All equipment which has been worked on has been re-commissioned and is operating safely.
- All contractors' plant, materials and waste have been removed.
- All documentation e.g. Permits to Work have been cancelled.

It is worth making a note on the contractors file to comment on their performance and especially any shortcomings. This could be useful to yourself or others when you are looking for a trustworthy contractor in the future.

Further guidance and control documents:

See **29 Site Safety Arrangements** below

- Safety Form SF 1004 Approved Contractors List
- Safety Form SF 1005 Rules for Contractors
- Safety Form SF 1003 Contractors Pre Qual Questionnaire
- Safety Form SF 1007 Periodic Spot Check of Contractors

29 Site Safety Arrangements

Policy Statement

This procedure details the arrangements for ensuring site safety, where such arrangements are not covered in sufficient detail elsewhere in the Corrigenda Health & Safety Manual. This procedure applies to work carried out by Corrigenda.

Policy Standards

Familiarisation / Induction

Steve Whitworth, Director, will ensure that:

Operatives and sub-contractors working for Corrigenda receive a site familiarisation and safety induction ensuring that the arrangements for safety are covered, including:

- Fire / Emergency precautions
- Assembly Point/s
- First Aid arrangements
- Accident Reporting
- Fault / Unsafe practice reporting

Cooperation

Steve Whitworth or his deputy will ensure that Corrigenda operatives and/or sub-contractors cooperate with the principal contractor and other contractors whilst on site.

This will be achieved by:

- Holding initial site meeting prior to work commencing
- Attending regular site safety meetings as arranged
- Cooperating with any emergency or practice drills
- Complying with any Permit to Work system as required
- Adhering to site safety rules and no-go areas
- Not smoking other than in authorised smoking areas
- Consulting with other contractors before undertaking any hazardous activities e.g. Hot work

Language Problems

Steve Whitworth or his deputy will ensure that Corrigenda operatives or sub-contractors, whose first language is not English, adequately understand the safety arrangements and other information that is important for their continued safety at work.

Steve Whitworth or his deputy will ensure that, when necessary:

- An interpreter will be used to convey the information to the operative/s
- A buddy system will be set up to ensure non-English speakers have a designated work colleague who can translate for them to ensure they are kept up to date with site safety information
- Where necessary, safety information, risk assessments, method statements etc will be translated into the required language/s

30 Training

Policy statement

Corrigenda is required to carry out training under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. So far as reasonably practical Corrigenda will provide information, instruction and training as part of their induction, so as to ensure the health and safety at work for all employees, regardless whether full-time, part-time, or temporary.

Training is an important way of achieving competence and helps to convert information into safe working practices. It contributes to an effective health and safety culture and is needed at all levels.

Policy standards

To comply with this policy the following standards must be met

The Service Director will: (with the assistance of the relevant Project Manager)

- Complete risk assessments as detailed above (Section 10.1.1), which will help to determine the level of training needed for each type of work as part of the preventative and protective measures.
- Consider through this risk assessment process the need for, basic skills training, specific on-the-job training and training in general health and safety matters to ensure competence is achieved which allows for the discharge of employee duties.
- Ensure all new employees receive basic training on health and safety on their first day, which must include, emergency evacuation procedures, company safety rules, first aid provision etc as a minimum. (This forms part of the induction process)
- Identify further training as required for staff identified as having designated responsibilities (e.g. nominated Appointed Persons, appointed Fire Marshals etc) and establish a suitable and sufficient training programme to ensure regular review, using outside health and safety specialists, as appropriate.
- Ensure that all training in health and safety is recorded and records maintained in the employee personnel file. Refresher training will be provided as necessary.
- Ensure consideration is given to training, on exposure to new and increased risks owing to, transfer or change of responsibilities, upon the introduction of new work equipment or a change to existing work equipment and upon the introduction of a new system of work or change to existing systems of work.

Training – Non-English Speaking

Steve Whitworth or his deputy will ensure that operatives, who do not have an adequate understanding of English, are provided with an interpreter to translate the training for them.

Steve Whitworth or his deputy will ensure that, when necessary:

- An interpreter will be used to convey the information to the operative/s
- A buddy system will be set up to ensure non-English speakers have a designated work colleague who can translate for them to ensure they are kept up to date with training and safety information
- Where necessary, safety information, risk assessments, method statements etc will be translated into the required language/s

Further guidance and control documents:

- Safety Form SF 0401 Induction Training Record
- Safety Form SF 0403 Group Training Record

31 Young Persons

Policy statement

This procedure gives general guidance in relation to the Company's obligations in relation to the health and safety of young people at work. The Management of Health and Safety at Work Regulations require employers to protect young people from any risks to their health and safety which are associated with their lack of experience, lack of awareness of existing risks, or immaturity.

Employers must not take young persons into their employment unless a risk assessment has been carried out in order to ensure that any risks to those young persons are identified and addressed.

Policy standards

To comply with this policy the following standards must be met

The Service Director will: (with the assistance of the relevant Project Manager)

- Carry out and document Risk Assessments specific to Young Persons and the work they will be doing - before they start work
- Don't employ them on the activities or where the hazards/risks are listed in the Guidance Notes (which are supplementary to this procedure)
- Before offering Work Experience to children still at school, seek the advice of the Company Competent Person (Consultant).

Risk assessment

The key to protecting young persons at work is Risk Assessment. Existing or generic risk assessments for older workers should not be relied upon. The risk assessment should look specifically at the work to be carried out from a risk to young person's perspective.

The risk assessment must determine whether the work and/or premises represents any such risks to young persons and whether existing control measures provide adequate protection and if necessary, to introduce control measures to eliminate or limit the risks, so far as is reasonably practicable..

When carrying out the assessment or review of the risks to young persons, employers must take into account certain hazards, where these are relevant to the employer's work and young people may be exposed to them.

There is no need to carry out a new risk assessment each time you employ a young person, as long as your current risk assessment takes into account the characteristics of young people and the factors outlined above. In all cases you will need to review the risk assessment if the nature of the work changes or you have reason to believe that it is no longer valid. Employers must not employ young workers in certain activities where you identify significant risks to their health and safety, which cannot be avoided.

The normal Risk Assessment form is adequate for recording risks assessments specific to Young Persons.

You must inform all employees, including those under 18 years of age, about the risks to their health and safety identified by the assessment, and the measures put in place to control them.

You should make sure training is undertaken and check that key messages have been understood. Young people will also need training and instruction on the hazards and risks present in the workplace and on the preventive and control measures put in place to protect their health and safety. This training should include a basic introduction to health and safety, for example including first aid, fire and evacuation procedures.

As well as training, you will need to bear in mind that young people are also very likely to require more supervision than adults.

The provisions of Working Time Regulations 1998 (and the Working Time Regulations 1999) apply to all workers, with some additional provisions available for young workers.

Work Experience

You must consult with the Company Competent Person before contemplating offering Work Experience to an organisation.

When offering Work Experience to any children still of compulsory school age i.e. below the Minimum School Leaving Age (MSLA) you must also let parents/guardians know the key findings of the risk assessment and control measures you have introduced before the child starts work or work experience. You may want to ask the work experience organiser to help you in getting information to parents or guardians of any child seeking a placement.

You do not need parental consent to employ young people above the MSLA, but your local authority does require you to obtain it before you employ a child of compulsory school age. You must provide the local authority with relevant information on the child so that he or she can be issued with an employment permit. The local authority will advise you on your full responsibilities which include providing written confirmation that you have completed a risk assessment and have written approval from the parents or guardians. When you are offering a work experience placement for school pupils/students, the work experience organiser will deal with parental consent.

Students and trainees, including children, on work experience are regarded in health and safety law as employees. If you offer work experience placements to students, you must provide them with the same health, safety and welfare protection you give to your other employees.

Children below the MSLA must not be employed in industrial undertakings such as factories, construction sites etc except when on approved work experience schemes.

Definitions

Minimum School-leaving Age (MSLA)

A child may not legally leave school until the last Friday in June of the school year during which they reach the age 16, or if his or her birthday falls after that date, but before the start of the next school year.

This means that if a child's 16th birthday falls on or before the last Friday in June, they can leave school on that day. They can also leave school on that day if their 16th birthday falls during the summer holidays.

Young Worker

A "young worker" is defined as anyone between the minimum school leaving age (MSLA) and eighteen years of age.

Child

A "child" is defined as a person who is not over compulsory school age.

Work Experience

An arrangement between an employer and an organiser whereby a "child" who is at least 13 years old, is allowed to gain experience of a working environment.

Inexperience

Inexperience and lack of perception of danger are important factors in why young people may be at greater risk than their older colleagues.

Immaturity

Physical immaturity should be taken into account in work activities requiring prolonged strenuous physical effort, repetitive and / or forceful movements, particularly where these are combined with awkward working postures and/or insufficient recovery positions. Psychological immaturity is also important, especially given the increasing prominence of work related stress within the field of health and safety management.

Further guidance and control documents:

- See Guidance Note: GN 0009 - Young Persons Guidance

32 Water Hygiene

Policy statement

It is Corrigenda policy to ensure water systems within company offices are installed and maintained in such a way as to minimise the risk of Legionellosis or other diseases being contracted by persons working within or visiting the premises.

Legal Requirements

- Duties under the Health and Safety at Work etc. Act 1974 extends to risks from Legionella arising from work activities.
- The Control of Substances Hazardous to Health Regulations 1999 relate to risks from biological hazards such as Legionella.
- The HSC Approved Code of Practice, "The Prevention or Control of Legionellosis", provides guidance on standards that must be met in order to comply with legal requirements for dealing with these risks. The Approved Code of Practice applies whenever water is stored or used in a way which may create a foreseeable risk of Legionellosis and particularly to the following water systems:
 - Water systems incorporating a cooling tower.
 - Water systems incorporating an evaporative condenser.
 - Hot water services in which the volume of hot water exceeds 300 litres.
 - Hot and cold water services, irrespective of size in premises where occupants are susceptibly aged or sick.
 - Humidifiers and air washers which create a spray of water droplets and in which the water temperature is likely to exceed 20°C.
 - Spa baths and pools in which warm water is deliberately agitated or recirculated.

Policy standards

To comply with this policy the following standards must be met

The Service Director will: (with the assistance of the relevant Project Manager)

- Appoint a person to be the overall responsible person for the water system as required under the provisions of HSC Guidance Document L8 'The Control of Legionella Bacteria in Water Systems'.
- Undertake a formal risk assessment of water services likely to constitute a hazard.
- Formulate precautions to prevent and control risks, including technical and engineering methods of prevention and regular maintenance and treatment.
- Implement, manage and monitor the precautions.
- Keeping adequate records.
- Appoint a Responsible Person and formalise a management structure.

Inspections

An appointed specialist contractor carries out cleaning, maintenance and water treatment. The building manager has a responsibility to ensure that such contractors carry out their work at the appointed times, to obtain and keep copies of their records either in the logbook of this document or in a separate folder.

The Manager must:

- Obtain a copy of the risk assessment reports.

- Obtain a copy of the schedule for inspection, cleaning and treatment of water services and equipment as agreed between the Company and the specialist contractor.
- Ensure that contractors adhere to their scheduled visits.
- Obtain copies of contractors' records for activity and reports and retain them in the Health & Safety Folder for the office.

Further guidance and control documents:

See Guidance Note: GN 0010 - Legionella Safety

33 CDM 2007 Regulations

The key aims of CDM 2007 are to integrate health and safety into the management of a project and encourage everyone involved to work together to:

- Improve the planning and management of projects from the very start;
- Identify hazards early on, so they can be eliminated or reduced at the design or planning stage and ensure the remaining risks can be properly managed;
- Target effort where it can do the most good in terms of health and safety;
- Discourage unnecessary bureaucracy

The CDM Regulations 2007 apply to all construction work. There are some exceptions, as defined in the regulations; these include maintenance of fixed plant, erection and taking down of tents and various others, but exclude off-site manufacture of items to be used later in construction work.

The CDM Regulations 2007 applies to all construction projects and there will be the following duty holders; client, designers and contractors. It is only when a project is notifiable to the HSE that there will be a CDM Co-ordinator and Principal Contractor required.

Notifiable projects are those where construction work is expected to:

- Last more than 30 working days; or
- Involve more than 500 person days, i.e. 50 people working for over 10 days

Although there is no requirement for a CDM Co-ordinator, Principal Contractor or Construction phase plan for a non-notifiable project, the regulations do require co-operation and co-ordination between all members of the project team. In notifiable projects the CDM Co-ordinator will ensure this takes place as part of the requirements of their role.

Below is an extract from the Approved Code of Practice (ACOP) which sets out the duties of the various duty holders.

The Client is an organisation or individual for whom a construction project is carried out. Clients only have duties when the project is associated with a business or other undertaking (whether for profit or not). Non-Domestic clients e.g. people having work done on their own home have no client duties under CDM 2007.

The Client has one of the biggest influences over the way a project is run, and this is reflected in the more onerous requirements on clients in CDM 2007 – See summary of duties below.

Example – if a client fails to arrange for a CDM Co-ordinator or Principal Contractor on a notifiable project then these roles default to the client.

Designers need to make sure they are competent and adequately resourced to address health & safety issues likely to be involved in their design.

Designers are to check that the Client is aware of duties, except that for notifiable projects designers are to:

- Ensure that the client has appointed a CDM Coordinator

- Ensure that they do not start design work other than initial design (up to stage C has been suggested) until a CDM Coordinator is appointed
- Cooperate with CDM Coordinator, principal contractor & other designers & contractors as necessary to enable them to comply with their duties.

Designers on all projects are required to avoid foreseeable risks and to eliminate hazards and reduce risks during design.

It is not always reasonably practical to eliminate hazards and where this is the case, consideration is to be given to design solutions reducing risk to an acceptable level. The amount of effort put into eliminating hazards and reducing risks should depend on the degree of risk. There is little point in spending a lot of time, money and trouble on low risk issues e.g. those risks that a competent contractor would be expected to manage.

The focus should be on issues that are known to have the potential to cause significant harm, and where there are known solutions that reduce the risks to everyone exposed.

The greater the risk, the greater the weight that must be given to eliminating or reducing that risk.

- Designers on all projects should provide adequate information about any significant risks associated with the design.
- Designers to coordinate their work with others to improve the way risks are managed & controlled.
- Ensure that any design for use as a workplace takes account of the provisions of the Workplace (Health, Safety & Welfare) Regulations 1992.

What designers **don't** have to do:

- Take into account or provide information about unforeseeable hazards and risks
- Design for possible future uses of structures that cannot reasonably be anticipated from the design brief
- Specify construction methods, except where a design assumes or requires a particular construction/erection sequence
- Exercise any health & safety management functions
- Worry about trivial risks.

Table of Duties

Summary of duties under the Construction (Design and Management) Regulations 2007

	All construction projects (Part 2 of the Regulations)	Additional duties for notifiable projects (Part 3 of the Regulations)
Clients (excluding domestic clients)	<p>Check competence and resources of all appointees</p> <p>Ensure there are suitable management arrangements for the project welfare facilities</p> <p>Allow sufficient time and resources for all stages</p> <p>Provide pre-construction information to designers and contractors</p>	<p>Appoint CDM co-ordinator*</p> <p>Appoint principal contractor*</p> <p>Make sure that the construction phase does not start unless there are suitable welfare facilities and a construction phase plan is in place.</p> <p>Provide information relating to the health and safety file to the CDM co-ordinator</p> <p>Retain and provide access to the health and safety file</p> <p>(* There must be a CDM co-ordinator and principal contractor until the end of the construction phase)</p>
CDM co-ordinators		<p>Advise and assist the client with his/her duties</p> <p>Notify HSE</p> <p>Co-ordinate health and safety aspects of design work and cooperate with others involved with the project</p> <p>Facilitate good communication between client, designers and contractors</p> <p>Liaise with principal contractor regarding ongoing design</p> <p>Identify, collect and pass on pre-construction information</p> <p>Prepare/update health and safety file</p>
Designers	<p>Eliminate hazards and reduce risks during design</p> <p>Provide information about remaining risks</p>	<p>Check client is aware of duties and CDM co-ordinator has been appointed</p> <p>Provide any information needed for the health and safety file</p>
Principal contractors		<p>Plan, manage and monitor construction phase in liaison with contractor</p> <p>Prepare, develop and implement a written plan and site rules (Initial plan completed before the construction phase begins)</p> <p>Give contractors relevant parts of the plan</p> <p>Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase</p> <p>Check competence of all appointees</p> <p>Ensure all workers have site inductions and any further information and training needed for the work</p> <p>Consult with the workers</p> <p>Liaise with CDM co-ordinator regarding ongoing design</p> <p>Secure the site</p>

<p>Contractors</p>	<p>Plan, manage and monitor own work and that of workers Check competence of all their appointees and workers Train own employees Provide information to their workers Comply with the specific requirements in Part 4 of the Regulations Ensure there are adequate welfare facilities for their workers</p>	<p>Check client is aware of duties and a CDM co-ordinator has been appointed and HSE notified before starting work Co-operate with principal contractor in planning and managing work, including reasonable directions and site rules Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work Provide any information needed for the health and safety file Inform principal contractor of problems with the plan Inform principal contractor of reportable accidents, diseases and dangerous occurrences</p>
<p>Workers/ everyone</p>	<p>Check own competence Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work Report obvious risks</p>	

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34 Monitoring and Review

Policy statement

Corrigenda accepts that to prevent deviations from the established standards of safety in each area of the workplace, safety inspections and audits will be undertaken. Inspections will take place on a quarterly basis to identify every potential hazard in a particular area. This detailed inspection of the workplace checks maintenance, working practices, procedures and housekeeping.

Audits will take place annually to determine the true state of safety within Corrigenda. An audit is a systematic and critical examination of every component of the total safety system, including, the policy, organisation, occupational health and safety controls, housekeeping and working practices.

Policy standards

To comply with this policy the following standards must be met:

The Director with Special Responsibility for Health and Safety will:

- Ensure that formal inspections of Corrigenda operations are undertaken at frequencies not less than 6 monthly
- Ensure that any such health and safety inspections are completed using the appropriate checklist and are passed to the Services Director for review and onward reporting to the Board, as necessary
- As instructed by the Board, ensure that full safety management audits are arranged and conducted, via a competent external provider, following current best practice guidance as contained within relevant HSE publications
- Following a full safety management audit, ensure that a report is forwarded to the Board which will be used as the basis for continuing improvements in all matters relating to health and safety

Further guidance and control documents:

- Safety Form SF 0610 Workplace Daily Inspection
- Safety Form SF 0611 Workplace Weekly Inspection
- Safety Form SF 0612 Management 6 Monthly Inspection
- Safety Form SF 0603 Management Inspection
- Safety Form SF 0604 Property Management Checklist