ES GLOBAL LTD
HEALTH AND SAFETY
POLICY MANUAL

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ESGLOBAL

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ESGLOBAL

ES GLOBAL LTD HEALTH AND SAFETY POLICY MANUAL

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ES GLOBAL LTD (ESG) HEALTH AND SAFETY POLICY

INTRODUCTION

ES GLOBAL is a lead contractor for major events and projects around the world, designing and delivering relocatable architecture and structures.

The projects we deliver tend to be extraordinary: milestone moments that live long in the memory. The structures behind the scenes are just as enduring, morphing from project to project and site to site to fit the exacting, often time-critical needs of our clients. Employing infinitely adaptable, reusable components, world-leading technical expertise and a show-must-go-on mindset, we find ways to hit our mark, on time, whatever the obstacles.

We bring the same approach to every project, from one-night-onlys to record-breaking residencies. Our experience in the sustainable staging of music, sports, cultural and corporate events means we're sought out at the earliest stages of projects by clients and creative partners. Not just to design and fabricate the best possible solution, but to see the project through from concept to opening, so that what is delivered is exactly what was hoped for.

We set the scene for the extraordinary, as promised, and deliver the impossible, as planned.

Setting and maintaining a high level of Health and Safety performance is important for a number of reasons:

- First and foremost, we have a legal and moral duty to protect all our employees and others from harm.
- Our clients expect ESG to operate to the highest standards.
- We want to create a working environment that will help attract and retain high quality staff and allow them to give their best.

Good Health and Safety management makes good business sense. Injuries, ill health and damage to property and equipment will normally result in the Company incurring avoidable costs and/or liabilities.

Accidents, ill health and incidents are not necessarily the fault of individual employees and can often be the result of failings in management control. It is crucial therefore that appropriate measures are in place to ensure that health and safety is managed effectively.

The ESG Health and Safety Policy Manual describes our arrangements and procedures for managing the health and safety risks that exist in the business. It will help all of us to understand our responsibilities and what we have to do to meet our moral and legal obligations.

The ESG Health and Safety Policy Manual is relevant to all employees but in particular Directors, Project Managers and Crew Chiefs accountable for health and safety in each of our departments. They will need to review their compliance with the standards and requirements outlined in the ESG Health and Safety Policy Manual, and identify and remedy any gaps.

We all need to give health and safety issues the attention they deserve. Through the ESG Health and Safety Policy Manual we are demonstrating our commitment to maintaining a culture at ESG dedicated to ensuring the highest standards in this area.

HEALTH AND SAFETY STATEMENT

ES GLOBAL is a lead contractor for major events and projects around the world, designing and delivering relocatable architecture and structures.

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ES GLOBAL believes that its employees are its most valuable resource and their health, safety and wellbeing are of paramount importance.

ES GLOBAL recognises health and safety as an integral part of its business performance by minimising workplace injuries and ill health, protecting the working environment and reducing unnecessary losses and liabilities and considers successful health and safety management to be a key company objective.

ES GLOBAL is committed to:

- Compliance with all legislative and regulatory requirements.
- The provision and maintenance of all plant, work equipment and safe systems of work.
- The safety and absence of risk to health in connection with the use, storage and transport of articles and substances.
- The provision of suitable information, instruction, training and supervision.
- Providing a safe place of work.
- The provision of emergency arrangements and facilities.
- Continual improvement in all areas of health and safety management.
- Consulting with workers and promoting active participation

All employees are required to take reasonable care for their own health and safety and of others who may be affected by their actions or omissions and cooperate with ES GLOBAL to ensure compliance with all legislative requirements and standards.

All functions of the business, sites and employees are expected to carry out their duties within the context of ES GLOBAL's commitment to achieving high standards of health and safety in the workplace.

The ES GLOBAL Board is committed to developing a culture that supports the management of health and safety at all levels and shall ensure the necessary financial and physical resources, the competency of its employees and the provision of any necessary expert advice in order to support the health and safety policy.

ES GLOBAL's health and safety performance objectives will be monitored continuously and will be subject to annual audits.

Signed:		
Print:	Jeff Burke Joint Director for Health and Safety	Olly Watts Joint Director for Health and Safety
Date:	January 2024	January 2024

ROLES AND RESPONSIBILITIES

ES GLOBAL Ltd (ESG) Board of Directors

Ultimate accountability for safety, health and environment rests with the ESG Board of Directors with duties delegated to Senior Managers and Project Managers.

The ESG Board of Directors will ensure:

- That the integration of health and safety into our normal day-to-day decision making processes is undertaken.
- Adequate funds, materials, equipment and human resources are provided to meet all statutory and Company requirements.
- The company policies and the detailed arrangements concerning safety and health are communicated, implemented and maintained in all Company businesses.
- Standards are set and maintained for the continual planning, monitoring, auditing and reviewing of safety, health and environment performance.
- Adequate supervision and monitoring of health and safety arrangements.

Finance Manager

The Finance Manager's responsibilities are as follows:

- Responsible for the implementation of the Company Policy for staff working under his control.
- Responsible for setting budgets for health and safety provision for ESG in conjunction with the Board of Directors. These budgets need to ensure that the aims and goals of the company health and safety policy can be safely implemented.
- Must take appropriate action to maintain a level of ability, particularly in respect of training, information and resources, to undertake the role.
- Responsible for ensuring that those they engage to undertake work under the auspices of their sector within ESG are competent and adequately resourced for the tasks that they are expected to carry out in accordance with Company Policy.
- Must set a personal example at all times.

Compliance Manager

The Compliance Manager has the following responsibilities:

- Responsible to the Board of Directors for the transmission of the Company Policy in accordance with the current Policy Statement.
- Ensuring that risk assessments are carried out for business activities, including offsite activities
- They take timely, proportionate action(s) to reduce or mitigate any significant risks to health and safety or the environment.
- Procedures and practices to comply with the Company's Health & Safety Policy are monitored and followed.
- All equipment and machinery is properly maintained and safe for use, and any defects are identified and rectified promptly.
- The workplace is free from hazards and good standards of housekeeping are maintained.

- That fire drills are carried out regularly.
- Employees, contractors and visitors are aware of safety procedures.
- Health and safety induction training is provided for all new employees and existing staff taking on new responsibilities.
- Adequate information, instruction, training and supervision are provided on an ongoing basis to all employees to ensure work activities are carried out safely and without harm to the environment.
- The appointment of a First Aiders and Fire Wardens.
- All health and safety accidents, incidents and near misses are recorded, investigated and reported to the Board of Directors.
- Regular monitoring and inspections of the site.
- Liaison with other Senior Managers.
- Taking all reasonable opportunities to consult with staff on health and safety matters and encouraging suggestions for improvement from staff.
- Responsible for ensuring that those they engage to undertake work under the auspices of their sector within ESG are competent and adequately resourced for the tasks that they are expected to carry out in accordance with Company Policy.
- Responsible for setting budgets in conjunction with the Board of Directors and Finance Manager for health and safety provision for ESG. These budgets need to ensure that the aims and goals of the company health and safety policy can be safely implemented.
- Must take appropriate action to maintain a level of ability, particularly in respect of training, information and resources, to undertake the role.
- Duty to keep the Company Policy under review and recommending necessary or desirable modifications to the Board of Directors.
- Responsible for monitoring the implementation of the Company Policy and taking such action as is necessary to maintain its effective functioning.
- Must set a personal example at all times.

CAD Manager

The CAD Manager has the following duties:

- All systems of work are to be carried out in accordance with both statutory regulations and codes of practice and ESG requirements and procedures.
- The Compliance Manager is formally notified of any breach of statutory duty or ESG Safety, Health or Environment Policy requirements or procedures.
- Ensuring that designs are checked for structural integrity and accuracy in liaison with a competent structural engineer
- Responsible for ensuring that those they engage to undertake work under the auspices of their sector within ESG are competent and adequately resourced
- for the tasks that they are expected to carry out in accordance with Company Policy.
- All contractors operating within their area of responsibility are vetted, qualified and approved in accordance with ESG requirements, and are in possession of adequate insurance cover.
- Liaison with Senior Managers, Line Managers and the Board of Directors as necessary.
- Setting a personal example at all times.

Equipment/Yard Operations Manager

The Equipment/Yard Operations Manager has the following duties:

- Responsible for ensuring that they and all staff working under their control comply with the company Health and Safety Policy.
- Should report to the ESG Directors on any matter pertaining to health and safety concerns.
- Ensure that employees, contractors and visitors are aware of safety procedures and to keep the workplace free from hazards and good standards of housekeeping are maintained.
- Ensuring that risk assessments are carried out for business activities, including offsite activities.
- Liaise with the Compliance Manager to ensure the safe undertaking of all yard procedures and/or operations. Ensuring that all recommendations made to aid a safe working environment are in place and followed by all.
- Ensure that all plant and equipment is fit for purpose and that regular service, maintenance or daily inspections are carried out in accordance with company procedures and legislative requirements. In particular, ensure that all lifting equipment that requires thorough examination in accordance with LOLER regulations is carried out on time and records made available online.
- Ensure that equipment is correctly loaded onto trailers/containers in accordance with current health and safety requirements and industry best practice and within safe working loads.
- Ensure that all substances delivered to site have been assessed prior to arrival as required by the Control of Substances Hazardous to Health (COSHH) Regulations and that they are handled, used, stored and disposed of in accordance with manufacturers' recommendations and company policy
- Responsible for ensuring that regular training reviews of staff under their control take place to enable staff to carry out their duties in accordance with Company Policy.
- Responsible for ensuring that those they engage to undertake work are competent and adequately resourced for the tasks that they are expected to carry out in accordance with Company Policy.
- Duty to receive and disseminate health and safety information received either from the ESG Directors or elsewhere as appropriate.
- Responsible for ensuring that any accidents, incidents and near misses within their areas of responsibility are thoroughly investigated and reported to the Compliance Manager.
- Take reasonable opportunities of consulting staff on health and safety matters.
- Set a personal example at all times.

Yard Manager

The Yard Manager has the following duties:

- Responsible for ensuring that they and all staff working under their control comply with the company Health and Safety Policy.

- Should report to the Equipment/Yard Operations Manager on any matter pertaining to health and safety concerns.
- Ensuring that risk assessments are carried out for business activities, including offsite activities
- Ensure that employees, contractors and visitors are aware of safety procedures and to keep the workplace free from hazards and good standards of housekeeping are maintained.
- Liaise with the Equipment/Yard Operations Manager to ensure the safe undertaking of all yard procedures and/or operations. Ensuring that all recommendations made to aid a safe working environment are in place and followed by all.
- Ensure that all plant and equipment is fit for purpose and that regular service, maintenance or daily inspections are carried out in accordance with company procedures and legislative requirements. In particular, ensure that all lifting equipment that requires thorough examination in accordance with LOLER regulations is carried out on time and records made available online.
- Ensure that equipment is correctly loaded onto trailers/containers in accordance with current health and safety requirements and industry best practice and within safe working loads.
- Responsible for ensuring that regular training reviews of staff under their control take place to enable staff to carry out their duties in accordance with Company Policy.
- Responsible for ensuring that those they engage to undertake work are competent and adequately resourced for the tasks that they are expected to carry out in accordance with Company Policy.
- Duty to receive and disseminate health and safety information received either from the ESG Directors or elsewhere as appropriate.
- Responsible for ensuring that any accidents, incidents and near misses within their areas of responsibility are thoroughly investigated and reported to the Equipment/Yard Operations Manager.
- Take reasonable opportunities of consulting staff on health and safety matters.
- Set a personal example at all times.

<u>Senior Project Managers</u>

Senior Project Managers have the following duties:

- Responsible for ensuring that they and all staff working under their control comply with the company Health and Safety Policy.
- Should report to the Board of Directors on any matters pertaining to health and safety concerns.
- Responsible for the preparation and implementation of project-specific 'Project Safety Plans' as appropriate to their job function.
- Ensuring that risk assessments are carried out for business activities, including offsite activities
- Responsible for liaising with, and seeking appropriate technical approval from, competent designers and engineers where required.
- Responsible for ensuring that those they engage to undertake work under the auspices of their sector within ESG are competent and adequately resourced for the tasks that they are expected to carry out in accordance with Company Policy.

- All contractors operating within their area of responsibility are vetted, qualified and approved in accordance with ESG requirements, and are in possession of adequate insurance cover i.e. Public Liability, Personal Accident & Travel.
- Responsible for ensuring that regular training reviews of staff under their control take place to enable staff to carry out their duties in accordance with Company Policy.
- To receive and disseminate health and safety information received either from ESG Directors or elsewhere as appropriate.
- Responsible for ensuring that any accidents, incidents and near misses within their areas of responsibility are thoroughly investigated and reported to the Compliance Manager.
- Take reasonable opportunities of consulting staff on health and safety matters.
- Set a personal example at all times.

Emergency Appointed Person

EAP's responsibilities are as follows:

- Take charge in any given emergency situation, namely fire and personnel injury.
- Liaise with emergency services where required.
- Ensure first aid box remains fully stocked and in date.

Crew Chiefs

Crew Chief's responsibilities are as follows:

- Responsible for the implementation and monitoring of health and safety management through project-specific 'Project Safety Plans.'
- Responsible for managing and instructing all crew working on behalf of ESG (including local labour supplied by venue, promoter or other third party).
- Responsible for ensuring that every person working on or visiting a project site under their control undergoes a site safety induction.
- Ensure safe working practices are adopted by all ESG crew and enforce the use of suitable PPE and work clothing.
- Duty to establish a site attendance book with entries for name, date, time in/out, organisation and reason for visit.
- Ensure co-ordination of site activities including where third parties are involved.
- Ensure that only suitable and properly maintained plant is available and used on site.
- Ensure suitable welfare facilities are made available.
- Responsible for ensuring that any accidents, incidents and near misses within their areas of responsibility are reported to the Project Manager.
- Immediately communicate any factors which will affect the safe installation of structures to the Project Manager (e.g. unsuitable ground conditions).
- Conduct a final inspection of all structures, including checks for stability, safety and final build quality.
- When satisfied that the structure/s is/are completed, sign and present

Completion Certificate confirming safe installation of structures to the end user.

- Take reasonable opportunities for consulting staff on health and safety matters.
- Set a personal example at all times.

Crew, Freelancers and Other Employees

Crew, freelancers and other employees have the following responsibilities:

- Work under the direction of the Crew Chief and adopt all safe working practices as instructed.
- Temporary staff (e.g. freelancers, contract and agency staff) are treated as Company employees for the purpose of the Company Policy. They should undertake the same responsibilities as Company employees together with those of any post in the Company health and safety organisation to which they are appointed.
- Freelancers are responsible for ensuring that they carry current suitable and sufficient insurances for the activities that they will be undertaking.
- Responsible to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare.
- Duty to be aware of the scope of matters covered by the ESG Health and Safety Management System being conversant with the relevant parts.
- Responsibility to be aware of health and safety notices displayed at our places of work and being prepared to act on them in emergency.
- Report any defective equipment to the Line Manager.
- Report any accidents, incidents and near misses to the Line Manager.
- Maintain an awareness of the hazards presented on sites by other work operations.
- Set a personal example at all times.

Tenants / Landlords

ESG will work together with the landlord to ensure that all provisions for safety, health and environment are adequate and activities can be carried out in a clean, safe and healthy environment.

External Consultants

External Consultants responsibilities are as follows:

- Advising the company of new legislation.
- Advising the company on compliance with legislation.
- Assisting in the development of operating procedures.
- Carryout independent internal system audits.
- Partake in meetings and communications support.
- Aiding and advising in tender submissions.
- Updating internal documents and processes.

GENERAL ARRANGEMENTS:

GENERAL ARRANGEMENTS: ACCIDENT AND INCIDENT REPORTING

OBJECTIVE

To ensure accident and incident events are reported, recorded and investigated in line with legal and best practice requirements and that appropriate corrective and preventive actions are taken to ensure the safety of our employees and others affected by our activities.

SCOPE

This procedure provides a mechanism to ensure:

- Compliance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)
- Environmental incidents are recorded and correctly reported to the relevant authority
- The provision of concise and detailed documented information to assist in the event of an employer's liability claim arising
- Production of statistical data to identify trends and accident information in order that corrective and preventive actions can be developed and implemented
- Disciplinary action for the failure to report accidents or undertaking negligent acts

PROCESS

Definitions

An accident is defined as 'an abnormal, unplanned, undesirable occurrence that has resulted in injury or harm to anyone employed or contracted by ES GLOBAL; someone visiting the site or a member of the public; or to property; or the environment'. Examples include: cuts, burns, bruises, falls, eye injuries, repetitive strain injuries, major fires, chemical spills which escape into a water course, etc. An incident or near miss is defined as 'an abnormal, unplanned, undesirable event that has a potential to cause harm to people, property or the environment'. Examples include: minor fires, chemical spillage's, leaks, contamination of general waste with hazardous waste, high levels of fumes and noise, damage when loading and unloading goods etc.

Incident Response

If an employee, visitor or contractor is involved in an accident which requires medical attention the first aid procedure should be adopted in the first instance.

First Aid Injuries

All accidents large or small that that occur as part of employees work activity that require first aid attention, whether on site or off, should be entered on an incident report form or through the SHE management system. Any accidents to visitors or contractors must also be included.

The accident information entries should be kept secure in accordance with the Data Protection Act, and reviewed regularly by the facilities and safety manager to examine any trends and identify any necessary corrective action. Details of accidents and any corrective actions should be discussed at health and safety meetings.

Lost Time Accidents

If, as a result of a work related accident, the employee is off work for a half day or more (i.e. lost time accident) the following procedure must be followed:

- Accident details must be reported and logged on an incident report form or through the SHE management system.
- The details of the incident/accident should be reported to the Compliance Manager.
- A responsible person must ensure the accident is investigated and the ES GLOBAL 'Incident Investigation Form' completed through the SHE management system.
- Appropriate immediate and root causes are identified (including unsafe acts and unsafe conditions).
- Appropriate corrective action developed, resources identified and timescales for completion agreed.

RIDDOR Reportable Accidents

Where a lost time accident results in an employee being absent from work or unable to undertake their normal duties for more than seven consecutive days, this is classified as a RIDDOR reportable accident and must be reported to the local environmental health department or health and safety executive (HSE) within ten days by the Compliance Manager.

Specified Injuries

If an employee suffers an injury classified under the RIDDOR Regulations as a 'specified injury', the responsible person must report the incident to the ES GLOBAL Compliance Manager who will contact the local environmental health department office (if the incident is office-based) or the health and safety executive incident contact centre if the incident is site-based:

By internet: www.riddor.gov.uk (any time)

By telephone: 0845 300 9923 (8.30am – 5.00pm) for reporting fatal and specified injuries only.

Specified Injuries classified under RIDDOR are:

- A fatality
- Any fracture, other than to the fingers, thumbs or toes
- Any amputation
- Loss of sight (whether temporary or permanent)
- Crush injuries leading to internal organ damage
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- Scalpings (separation of skin from the head) which require hospital treatment
- Unconsciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Action by Employee in the Event of a Major or Fatal Accident

In the event of a serious or fatal injury at work employees must:

- Assess the situation, not put themselves at risk, and ensure that the area is safe to approach
- Ascertain the immediate causes of the accident and ensure their actions will not further add to the situation
- If electricity is not involved, render aid to the casualty and make sure they are as comfortable as possible and all breathing passages are free from obstruction
- If electricity is involved, firstly isolate the casualty from supply source before rending assistance
- Call for help and assistance
- Ensure management/supervision is notified at the earliest possible time
- Continue to render whatever assistance you can until relieved by a trained first aid person or ambulance crew
- Remain on hand to provide witness statements to the site safety supervisor or facilities manager

Action by the site safety supervisor in the event of a major or fatal accident

In the event of an accident resulting in serious injury the [Responsible person/Crew Chief/Site Safety Supervisor] shall:

- Go immediately to the scene of the accident and familiarise themselves with the facts of the situation
- If a first aider is not present ensure they have been alerted, or that the emergency services have been called if required
- Ensure all necessary actions have been taken to render the immediate situation safe, while maintaining the precise circumstances of the accident scene for subsequent investigation by the police or enforcing authorities (take photographs where possible)
- Do their own on the spot check for possible causes of the accident and where practicable take any witness's names and statements
- Contact the facilities and safety manager as soon as possible
- Liaise with the facilities and safety manager to establish the root causes and make recommendations for ensuring immediate corrective action
- Develop and implement any further corrective or preventive action
- Submit a written report giving details of the accident and any remedial action taken via the Accident Investigation Report form

Environmental Incidents

Where an incident on an ES GLOBAL site gives rise to any off-site environmental impact (e.g. fuel spill into a water course) then the facilities and safety manager should be contacted as soon as possible for advice on contacting the local authority environmental health department and/or the environment

agency. If the incident has given rise to complaints then it may be necessary to also involve the Board of Directors.

Incident & Near Misses

Incidents and near misses with the potential to cause harm to people, property or the environment must be reported through the SHE management system. Incident/near miss details will provide valuable information and will allow remedial measures to be introduced to prevent re-occurrence and potential injury.

Failure to Report Accidents/Incidents

All Accidents and Incidents must be reported. If an employee fails to report an accident this will be deemed as a failure to follow laid down company policies and procedures and in such cases management should exercise the right to take action in accordance with the company disciplinary procedure.

Employee Negligence

Following the accident investigation, if the cause of the accident has been identified as the result of a reckless or negligent act by an employee then the manager shall undertake action in accordance with the company disciplinary procedure.

Accident Statistics, Analysis and Reporting

Accidents will be recorded, analysed and reported internally to ES GLOBAL senior management in order for trends to be identified and improvements made.

GENERAL ARRANGEMENTS: ASBESTOS MANAGEMENT

OBJECTIVE

To ensure as far as reasonably practicable that in areas containing or potentially contaminated with asbestos materials, steps shall be taken to protect the health and safety of ES GLOBAL employees, contractors and others who carry out work or might be affected by work carried out in the area.

SCOPE

The information given in this procedure applies to both ES GLOBAL employees and contractors who will be working at any ES GLOBAL site or building that can be described as containing or potentially containing asbestos. Work involving the disturbance or removal of asbestos will have to be co-ordinated with the landlord and other building tenants, especially where the landlord or others have legal duties under the Control of Asbestos Regulations 2012 (CAR).

The activities covered by this procedure include, but are not exclusive to:

- Normal occupation of premises containing asbestos.
- Building inspections or surveys.
- Intrusive site inspections or surveys.
- Supervision of activities which may disturb asbestos materials during works, for example electricians, IT activities and maintenance technicians.
- Building renovation/refurbishment works.

When asbestos is identified in ES GLOBAL premises, removal of the asbestos will be the option of last resort to manage the risk, and will normally only be considered where there is a high risk of damage and disturbance if it were to be left in place. Under the Regulations ES GLOBAL has a duty to manage asbestos within their property portfolio.

ES GLOBAL has developed an asbestos management plan, based on HSE guidance, and comprises the following 7 steps:

- Confirm what is already known about the asbestos containing materials (ACMs) on ES GLOBAL premises, and review how these are currently managed.
- Prevent work on ES GLOBAL premises that may disturb the fabric of the building until measures to control the risk have been implemented.
- Carry out initial inspection for damage and disturbance of materials and take immediate action to control these.
- Develop a strategy for compliance.
- Carry out risk assessment of ES GLOBAL ACMs to set priorities for management.
- Develop a long term management plan.
- Monitor and review the management plan.
- Asbestos material only becomes a health risk if fibres are released and inhaled (breathed in). Damaged asbestos products release harmful fibres which, dependant on duration of exposure, type and quantity, can result in a variety of respiratory and cancerous abnormalities.

PROCESS

The Duty Holder

The Control of Asbestos Regulations 2012 requires employers to prevent the exposure of their employees to asbestos, or where this is not reasonably practicable, to reduce the exposure to the reasonably practicable level.

The Control of Asbestos Regulations has placed a duty on those who have repair and maintenance responsibilities for premises, because of a contract or tenancy, to manage the risk from asbestos in those premises. Where there is no contract or tenancy the person in control will be the duty holder.

The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012. It requires the person who has the duty (i.e. the "dutyholder") to:

- take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make, and keep up-to-date, a record of the location and condition of the asbestos containing materials (ACMs) - or materials which are presumed to contain asbestos;
- assess the risk of anyone being exposed to fibres from the materials identified;
- prepare a plan that sets out in detail how the risks from these materials will be managed;
- take the necessary steps to put the plan into action;
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date; and
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

There is also a requirement on anyone to co-operate as far as is necessary to allow the duty holder to comply with the above requirements.

To satisfy the basic requirements of the regulations, there are three essential steps to follow:

- find out whether the premises contains asbestos, and, if so, where it is and what condition it is in. If in doubt, materials must be presumed to contain asbestos; • assess the risk; and
- make a plan to manage that risk and act on it.

The maintenance of the ES GLOBAL 'Asbestos Management Plan' is the responsibility of the Compliance Manager and is held at Head Office.

Maintenance and Refurbishment

When any maintenance or refurbishment work is planned then the ES GLOBAL Compliance Manager should be consulted to ensure that any implications posed by the potential presence of asbestos containing materials are properly considered. Additional risk assessments may need to be developed for these one-off jobs and additional surveys may be required.

The risks should be assessed in relation to the persons likely to be present on the site. These are likely to be:

- ES GLOBAL Employees.
- Other site workers/contractors.
- Visitors to ES GLOBAL.
- Members of the public.
- The responsible person for the premises must ensure that ES GLOBAL employees and contractors adhere to the following basic general principles in areas where asbestos is suspected or confirmed to be present:
- Prevent exposure to asbestos (CAR Regulation 11)
- Prevent spread of asbestos (CAR Regulation 16).

GENERAL ARRANGMENTS: COMMUNICATION

OBJECTIVE

To ensure pertinent safety, health and environment information is communicated to and from employees and interested parties.

SCOPE

The key to successful health and safety performance is clear and concise communication across all levels of the business.

This procedure is designed to ensure that there are sufficient consultation arrangements in order that employees shall be:

- Involved in the development and review of policies and procedures to manage risk
- Consulted where there are any changes that affect workplace Health and Safety
- Represented on Health and Safety Matters

PROCESS

Periodic Health and Safety Meetings

ES GLOBAL Senior Management are required to undertake regular health and safety reviews.

The issues which may be discussed as agenda items include:

- Accident/Incident/ill-health statistics
- Review of monthly safety inspections and follow-up actions
- Legal/Company Policy updates
- Risk Assessment Progress and Review
- Health and Safety Training needs & update
- First Aid Arrangements (first aiders, equipment, information, adequacy)
- Fire Safety Arrangements (fire wardens, equipment, information, drills)
- Housekeeping and storage
- Welfare facilities
- Security issues
- Resources for health and safety
- Any changes to the site or staff

Significant findings/actions should be fed back to employees as soon as practicable after identification using appropriate means (e.g. Safety Alert, Memo, etc).

Health and Safety Notice Boards

Each ES GLOBAL office is required to have a notice board containing company and site health and safety information. Where there is no permanent, long-term office on site, the health and safety information will be retained in the Project Safety Plan.

The information contained on the health and safety notice board will include statutory information, such as: • Health and Safety Law Poster

- Employers Liability Certificate
- ES GLOBAL Health and Safety Policy
- ES GLOBAL Environment Policy
- Emergency procedures
- Identification of first aiders/fire warden
- Information to assist and update employees on ES GLOBAL's commitment to health and safety i.e.: v Location of safety information (safety assessments, accident books etc) v Safety audit results v Guidance documents as appropriate.

The Compliance Manager is responsible for the maintenance and updating of local health and safety notice boards. The Project Manager is responsible for maintaining the Project Safety Plan.

Health and Safety Briefings/Updates

ES GLOBAL Senior Management will provide health and safety briefings and updates and make these available to all staff via the SHE system on the Company intranet if appropriate.

Employee Support and Guidance

To provide a consistent approach to health and safety across the Company, ES GLOBAL Senior Management will provide periodic briefings and updates for employees as appropriate.

Employees are also provided with access to the Company Health and Safety Management System via the Company Intranet which provides documents, forms and guidance to manage health and safety.

Resolution of Safety Issues

All employees must seek to prevent health and safety issues arising by using recognised working practices and keeping work places clean and tidy.

Health and safety issues should be dealt with effectively and speedily in an atmosphere of mutual trust and confidence. Most will be resolved informally between employees and their line manager who if necessary, may seek the advice and guidance of the Compliance Manager.

Matters that cannot be resolved locally may be referred to ES GLOBAL Senior Management.

All official ES GLOBAL contact with the Health and Safety Executive, Environment Agency, Fire Authority or any other relevant enforcing authority must be made by or in conjunction with the Compliance Manager.

GENERAL ARRANGEMENTS: CONTROL OF CONTRACTORS

OBJECTIVE

ES GLOBAL accepts its responsibility to ensure the health and safety of all persons who come directly or indirectly into contact with its sites or operations and who may be affected by our activities. Where ES GLOBAL appoints contractors, their activities will be planned, coordinated, controlled and monitored to effectively minimise the risks presented to employees, other persons on site and the general public.

SCOPE

Site Managers have overall responsibility for visitors and contractors who enter their areas of authority. It is a management responsibility to ensure that this policy is fully complied with and that any problems have been adequately resolved at the earliest opportunity and before visitors and contractors are permitted to proceed with their intended activity.

PROCESS

Duties of Employees (visitors)

Employees must take responsibility for visitors in their care and should ensure that the requirements of this policy are adhered to at all times. Additional care and attention must be taken where children or disabled persons enter the premises. If visitors are likely to go into areas where they may come into contact with plant and equipment it is the responsibility of the employee to consult with the manager responsible for the area to get their permission and to agree any arrangements necessary to make it safe.

Selection of Competent Contractors

Project managers and crew chiefs will only use contractors who have been evaluated as competent to carry out the work and have demonstrated by their qualifications and experience that they are able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their work activities, in addition to their ability to carry out the actual work to the required quality.

The principal points to be considered when assessing the competence of individual contractors are as follows:

- Previous knowledge and experience of work of a similar size, complexity and nature
- The use of safety management procedures which are suitable for ensuring the safe management and execution of work carried out on site
- Provide a suitable risk assessment and method statement detailing the potential risks and the control measures to be used to control them
- The provision of accident statistics and details of legal actions taken against the company by the HSE which compare favourably with the industry average. If past incidents have occurred this is not automatically a reason not to use a contractor if they can demonstrate that have learnt and actions have been taken to address the root cause(s).
- Proof of suitable and adequate training for employees at all levels, appropriate to the work and their responsibilities
- Provide proof of adequate insurance cover

Information and Communication

Any special arrangements required by the visitor/contractor must be established, where possible, before arrival. This may include bringing vehicles, machinery, materials and substances onto site and arrangements for waste storage and disposal. Upon arrival the visitor(s) and contractor(s) must complete the required details in the visitors' book. Visitors/contractors must be informed of any risks to which they may be exposed whilst on site and of the emergency arrangements, including the location of assembly points. Visitors/contractors must sign out before leaving the premises and any company property must be returned. Any problems encountered by visitors/contractors, or by employees with regard to visitors/contractors, should be reported to the facilities and safety manager so that corrective action can be taken.

Supervision of Visitors and Contractors

Adequate supervision must be maintained while the visitors/contractors are on site. This includes ensuring the safe handling, transport and use of any articles and substances. Supervision must also be adequate to prevent the visitor/contractors from straying into hazardous areas and exposing themselves to danger. Details regarding arrangements for these, where applicable, must be ascertained and approved before entry is permitted. Children must be accompanied by a responsible person at all times. Permission to bring children onto site must be granted by the facilities and safety manager before they enter the premises. A child is someone under the age of 16 years.

Security Arrangements and High Risk Areas

Security arrangements must be adhered to when visitors/contractors enter the building. Particular care must be taken of visitors entering areas of high risk and all systems of work that are in operation must be fully complied with. Where a visitor is required to enter an area where limitation of access arrangements apply, access must be authorised and monitored by a responsible person. All hazardous areas must be suitably controlled by locking or guarding at all times, so as to prevent all unauthorised personnel from gaining access. Particular consideration to security must be made when the premises are unoccupied. Warning signs that comply with BS 5378 safety signs and colours must be clearly displayed where hazards are present.

Personal Protective Equipment

Visitors and contractors will be required to use any Personal Protective Equipment (PPE) that is necessary to safeguard their health and safety. Normally contractors will be responsible for providing any necessary PPE for their own staff.

Emergency Procedures

Full details of emergency procedures must be clearly indicated to visitors/contractors before entering the premises. Where an emergency arises, measures must be taken by a responsible person to ensure that visitors are taken to a place of safety and that they comply with company procedures.
Visitors/contractors must be accounted for during emergencies and evacuation drills.

Accidents to Visitors or Contractors

Accidents and near-miss incidents that occur to visitors or contractors must be reported and followed up in accordance with the accident reporting procedure just like for any ES GLOBAL employee. Visitors are

given the same access to first aid as if they were ES GLOBAL employees. Whilst the employer of a contractor is responsible for first-aid provision, our policy is to allow contractors the same access to first-aid as ES GLOBAL employees. However, on large projects we will expect the contractor to make their own first aid provision. Where any incident results in a visitor, contractor or member of the public being taken to hospital the Compliance Manager must be informed of the incident immediately. Records of follow-up action and any subsequent communication between the visitor and the company must be kept.

Contractor Equipment

Plant and equipment such as temporary access platforms, ladders, PPE, lifting equipment, internal transport vehicles and electrical equipment, will not be loaned to contractors unless exceptional circumstances prevent contractors from using or hiring their own equipment. This will only be allowed with the approval of the Compliance Manager to do so, and only for a specific task and period and after a check has been made that the equipment is in a sound and safe condition and the contractor is competent to use it.

Coordination of Contractors

The project manager or crew chief will co-ordinate each contractor, including at least daily site inspections and out of normal hour's communications. The site manager will be expected to encourage and develop the right safety culture amongst contractors.

Reporting

All employees will be expected to report danger (within their capabilities to recognise unsafe practices) to their manager or supervisor, who will be expected to either:

- Stop the work if serious or imminent danger to persons or property is foreseen, and/or
- Notify the department or individual responsible for coordinating the work by telephone or in writing, depending on the circumstances

GENERAL ARRANGEMENTS: COSHH

OBJECTIVE

The Control of Substances Hazardous to Health Regulations (COSHH) requires ES GLOBAL to control the exposure of our employees, and anyone else likely to be affected by their work, to substances hazardous to health.

SCOPE

What is substance hazardous to health?

This term includes any material, mixture or compound used at work or arising from work activities which is harmful to people's health. Specific categories are substances labelled as: • Dangerous to the Environment

- Toxic
- Harmful/Irritant
- Corrosive
- Oxidising
- Flammable
- Explosive

All of the above are identifiable by an orange hazard symbol. There are also exposure levels with regard to harmful micro-organisms (e.g. legionella) and exposure to dust that need to be controlled. =

What is not a substance hazardous to health?

COSHH applies to virtually all substances hazardous to health except:

- Asbestos and lead, which have their own regulations
- Substances which are hazardous only because they are: radioactive; asphyxiates; at high pressure; at extreme temperatures; or have explosive or flammable properties;
- Biological agents if they are not directly connected with the work and they are outside ES GLOBAL's control, such as catching a cold from a colleague.
- For the vast majority of proprietary chemicals the presence (or not) of a warning label will indicate whether COSHH is relevant.

Cleaning Materials

Substances used by cleaners probably represent the most significant risk from chemicals in an office environment, except when there is maintenance or refurbishment work (e.g. painting). Within ES GLOBAL the cleaning function is often contracted out to a separate company. However, this does not mean that the responsibility for health and safety is also contracted out. Although the main duty is on the direct employer of an operator, the Compliance Manager has a duty to ensure that the work is carried out in a safe manner. COSHH assessments must be provided by the contractor and checks should be made that staff are following the precautions defined in the risk assessment.

PROCESS

Complying with COSHH Regulations involves:

- Assessing the risks and deciding what precautions are needed. Work must not be carried out which could expose employees to hazardous substances without first considering the risks and the necessary precautions. Unless the risks have been judged correctly, it is unlikely that the right precautions will be adopted;
- Preventing or causing exposure;
- Ensuring that control measures are used and maintained properly, and that any safety procedures which have been laid down are followed;
- Monitoring exposure of workers to hazardous substances and carrying out appropriate health surveillance, where the assessment has shown these are necessary or where COSHH lays down specific requirements;
- Ensuring that employees are properly informed, trained and supervised
- In order to ensure that these obligations are being met, COSHH Assessments for all substances being used in the workplace have been undertaken and collated within a 'COSHH Register.'

COSHH Register

A COSHH Register for all hazardous materials that are being used at the premises has been established and is maintained by the Compliance Manager. This is a summary list of all the substances used on site, with the following information: hazard(s), approximate quantities, storage location, purpose/use, PPE required. The COSHH Register details the hierarchy of the methods of control that are to be adopted and are as follows:

- Elimination of the use of the substance - Clearly if a substance can be totally eliminated from a process, then there is no risk
- Substitution by a less hazardous substance or by the same substance in a less hazardous form
- Totally enclosing the process or the handling system
- Provision of equipment or systems of work which minimise generation, or suppress or contain dust, fumes, micro-organisms, etc. and which limit the area of contamination in the event of spills or leaks.
- Provision of local exhaust ventilation or sufficient general ventilation
- Reduction in the number of employees exposed and exclusion of non-essential access
- Reduction in the exposure time of employees
- Regular cleaning
- Provision of safe storage and disposal facilities for hazardous substances
- Provision of suitable personal protective equipment (PPE). This should be considered as a last resort in terms of reducing the exposure

Ensuring that control measures are used and maintained

The Compliance Manager must take all reasonable steps to ensure that control measures are working effectively and that staff are using them correctly.

COSHH places specific duties on ES GLOBAL to ensure that controls are kept in efficient working order and good repair. The Compliance Manager must keep records of examinations, tests and maintenance carried out and retain them for at least five years.

Monitoring Exposure

COSHH requires that the concentration of hazardous substances in the air that employees might be exposed to should be measured (monitored) in certain cases:

- Where there could be serious risks to health if control measures failed or deteriorated;
- If you cannot be sure that exposure limits are not being exceeded

The results of any monitoring must be communicated to the staff who took part in the monitoring and others that might be affected. The Compliance Manager must keep a record of any personal exposure monitoring that is carried out for potentially up to 40 years.

Health Surveillance

Health surveillance is required under COSHH in these circumstances:

- Where employees are exposed to a substance linked to a particular occupational disease or adverse health effect and there is a reasonable likelihood under the conditions of the work of that disease or effect occurring and it is possible to detect them;
- Where an employee is working in one of the processes listed in Schedule 5 of the COSHH Regulations
- ES GLOBAL will provide health surveillance as appropriate. COSHH requires health records to be kept for 40 years.

Recording and Reviewing the Assessment

COSHH Risk Assessments should be seen as a management tool and reviewed:

- Every 12 months;
- Whenever there is reason to believe an assessment is no longer valid;
- Where there has been a significant change in the work

Information, Instruction and Training

The Compliance Manager must provide adequate information, instruction and training including:

- The nature of the substances they work with and the risks created by exposure to them;
- Control measures, their purpose and how to use them;
- How to use personal protective equipment and clothing provided;
- Results of any exposure monitoring and health surveillance, where appropriate (without giving people's names);
- Emergency procedures

SAFE WORKING ARRANGEMENTS: DESIGN WORK

OBJECTIVE

Where ES GLOBAL has to carry out design work, it shall carry out its undertaking in such a way as to ensure, so far as is reasonably practicable, that persons who may be affected are not exposed to risks to their health and safety.

SCOPE

It is recognised that ES GLOBAL is increasingly involved in the design of the temporary structures that we erect in the form of 'Design and Build' projects. Section 3(1) of the Health and Safety at Work Act 1974 requires ES GLOBAL to conduct its undertaking in such a way as to ensure so far as is reasonably practicable, that persons not in its employment who may be affected by its undertaking are not exposed to risk to their health and safety.

This section of the HASAWA incorporates any design work that ES GLOBAL undertakes inhouse and extends to the management of design work that is sub-contracted to other organisations. This SWA establishes the processes that are to be adopted to ensure compliance with the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015) relating to design work and should be used as the benchmark for other design work that we undertake that is not subject to CDM 2015.

PROCESS

Roles and responsibilities

When ES GLOBAL is engaged to undertake design work, a Senior Manager (e.g. Project Manager) must be assigned to manage and control the design process. The role is designated as the Design Coordinator.

The Design Coordinator must ensure:

- All designers are competent to undertake the roles assigned to them;
- Designers are not asked to work outside the area of their competence;
- Any sub-consultants or contractors appointed by ES GLOBAL are competent to undertake their duties;
- If design work is commissioned by ES GLOBAL from outside Great Britain, the designers are familiar with CDM 2015 and that their designs are also CDM 2015-compliant (if the project is to be constructed in the UK);
- The client is aware of their duties under CDM 2015;
- That a Principal Designer has been appointed by the client before allowing design work to commence where more than one contractor is involved;
- That designers are co-ordinating their work with that of others in order to improve the way in which risks are managed and controlled.

The ES GLOBAL Directors must ensure that:

- The Design Coordinator is competent to fulfil the role and duties that are placed on him/her and that they are not asked to work outside the area of their competence;

- Adequate time and funds are made available to permit training of individuals as required to meet their obligations under CDM 2015;
- Records of suitably qualified and trained staff are maintained; and
- Technical guidance is available and up-to-date.

For all projects, designers must:

- Make sure that they are competent and adequately resourced to address the health and safety issues likely to be involved in the design;
- When carrying out design work, avoid foreseeable risks to those involved in the construction and future use of the structure. In doing so, they should eliminate hazards (so far as is reasonably practicable, taking account of other design considerations) and reduce risk associated with those hazards which remain;
- Provide adequate information about any significant risks associated with the design;
- Co-ordinate their work with that of others in order to improve the way in which risks are managed and controlled.
- Not start work on any project unless the client is aware of their duties under CDM 2015.

Management Arrangements

Prior to commencement of design

Before design work starts the following tasks need to be undertaken:

- The competence of the individual designers engaged to carry out the design work must be demonstrated prior to appointment;
- Designers must ensure that the client is made aware of his/her duties under CDM 2015 and in the case of a project involving more than one contractor, that a Principal Designer is appointed;
- The designer must establish if other work is planned at the same time within any part of the site or adjacent sites by the client or others;
- Designers must cooperate and communicate effectively with all members of the design and construction teams;
- Designers must check with the client/Principal Designer that all the available information on known hazards within the site/building has been provided; and
- Make further enquiries and advise the client/Principal designer for the need to undertake additional surveys in order to establish the extent of identifiable hazards, as appropriate.

Design

During the design phase there are certain activities that need to be carried out:

- From inception and at all stages of design, designers must identify and eliminate or reduce foreseeable health and safety hazards to those undertaking construction, maintenance, repair, cleaning, refurbishment/alterations, demolition or using the completed works as a workplace;
- When a foreseeable hazard cannot be eliminated, designers must apply the 'General Principles of Prevention' (as included within Appendix 1 of the CDM 2015 Guidance document (L153)) to avoid or mitigate remaining risks;
- Designers need to explain how health and safety has been considered in design and identify those hazards/risks that have not been designed out. (This can be achieved in several ways, such as

through health and safety notes on drawings, hazard identification schedules, records of significant health and safety information, but it is left to the discretion of the individual designer as long as they can demonstrate that mitigation has been completed and that the residual risk is reasonable);

- Designers need to keep other team members informed on residual risks in the design (This can be achieved through records of meeting minutes, drawing issues, keeping a health and safety log and distributing within the team);
- Promptly provide design information to others who may need it in order to comply with their duties under CDM 2015 (e.g. other designers, the Principal Designer).

GENERAL ARRANGEMENTS: DISPLAY SCREEN EQUIPMENT

OBJECTIVE

To ensure compliance with the Display Screen Equipment (DSE) regulations, ES GLOBAL will undertake an analysis of workstations for the purpose of assessing risks. Risks, once identified, will be remedied so far as is reasonably practicable. The following risks will be considered in the assessment: • Work related upper limb disorders/repetitive strain injuries

- Eye and eyesight effects
- Fatigue and stress
- Epilepsy
- Effects on pregnant women
- Radiation effects

SCOPE

The regulations use certain terminology and for the purpose of the regulations the following definitions should be used:

Display Screen Equipment (DSE): means an alphanumeric or graphic display screen regardless of the display process involved. The DSE may be a base unit and monitor or a laptop computer – both come within the remit of the regulations if they are used for a significant part of the working day.

Workstation: means an assembly comprising display screen equipment, which may be provided with a keyboard or input device and/or software, optional accessories, peripherals including the disk drive, telephone, modem, printer, work chair and the work desk or work surface and immediate work environment. User: means an employee who needs to use display screen equipment in order to carry out their role. Employees who are identified as "users" are covered by the regulations whether they are required to work: • At their own employer's workstation

- At a workstation at home
- At another employer's workstation

PROCESS

It is the responsibility of the Compliance Manager to ensure that adequate risk assessments are undertaken and that risk reduction measures are carried out. DSE risk assessments must be documented using the SHE software system and form part of a new starter induction pack. Any issues highlighted following an assessment are resolved with records retained.

GENERAL ARRANGEMENTS: DRUGS AND ALCOHOL POLICY

OBJECTIVE

The aim of this policy is to provide a framework and guidance in respect of any ES GLOBAL employee or contractor whose performance at work is, or is suspected to be, impaired as a result of taking drugs or drinking alcohol and which can give, or has given, rise to a risk to their own or others' health and safety.

SCOPE

This policy is intended to ensure that the company meets its legal and moral obligations to protect employees and non-employees from any adverse effects arising from the consumption of alcohol or taking of drugs.

The term drugs covers both drugs taken under the supervision of a GP or medical specialist and drug abuse meaning the use of illegal substances, which can include the following (this is not an exhaustive list):

- Heroin, ecstasy, LSD, cocaine or cannabis;
- Prescribed drugs such as barbiturates, amphetamines, most benzodiazepines (e.g. Temazepam), anabolic steroids;
- Substances such as glues and solvents

Whilst smoking can result in addiction to nicotine it is not considered as a form of drug abuse although smoking in the workplace is illegal in the UK.

PROCESS

It is a requirement of ES GLOBAL that no employee or contractor shall:

- Report for work in an unfit state due to the taking of drugs or alcohol;
- Be in possession of illegal substances in the workplace;
- Consume alcohol or illegal substances whilst on duty;
- Attempt to sell or buy alcohol or drugs on or within ES GLOBAL premises or sites where ES GLOBAL are operating

ES GLOBAL will not tolerate any departure from this policy and will take appropriate disciplinary action in the event of infringement.

Any ES GLOBAL employee or contractor taking prescription drugs under the direction of a GP or medical specialist whilst at work, which could adversely affect their work performance, should inform their line manager immediately.

<u>Assessment</u>

Line managers who become aware, in whatever way, of an employee's drinking/drug problem should immediately discuss the situation with the employee. Any ES GLOBAL employee or contractor suspected of being under the influence of alcohol or drugs whilst at work will be requested to leave the site immediately.

Disciplinary Action Against an Employee

Where an ES GLOBAL employee is requested to leave the premises they will be informed that they may be subject to disciplinary action as per ES GLOBAL's disciplinary procedure. Drug and alcohol related incidents may be viewed as gross misconduct which may ultimately lead to dismissal.

If an ES GLOBAL employee is found attempting to sell or purchase alcohol or drugs on any ES GLOBAL premises including operational sites, they will be in breach of company policy and will be subject to disciplinary action, again with the potential for this to be viewed as gross misconduct resulting in dismissal. Any incidents will also be reported immediately to the police.

Action against visitor or contractor

In the event of a contractor or visitor suspected to be under the influence of, or attempting to trade in the selling or buying of alcohol or drugs, on any ES GLOBAL premises including operational sites, they will be requested to leave the site immediately.

In the case of contractors, the circumstances will be discussed with their respective employer and dependant upon the result of the discussion, the individual may be banned from site.

Confidentiality

Any alcohol or drug dependency identified will be treated in the strictest confidence, subject to the provisions of the law.

Support and Counseling

ES GLOBAL will provide support for the rehabilitation of staff who voluntarily seek help for alcohol or drug related problems. Such staff must however, seek assistance at the earliest possible opportunity; subsequent discovery or a disclosure prompted by impending assessment will not be acceptable.

An employee whose problems have been medically diagnosed as being drinks or drugs related will be managed consistently with any other employee suffering ill health. The senior manager must determine whether further assessment is required. If a problem is identified and the employee is committed to its resolution then the employee may be offered appropriate time off work, if and where operationally viable. Where an employee is unwilling or unable to engage in reasonable treatment or rehabilitation actions, this may lead to disciplinary action.

Senior Managers Responsibility

Senior managers shall ensure that all ES GLOBAL employees and contractors under their control are aware of the policy requirements and that they are complied with fully, and take responsibility for their staff.

Senior managers may be liable to disciplinary, civil and/or criminal action if an incident or accident to an employee occurs whilst carrying out their work activities and it is subsequently found that the senior manager was aware of the problem and failed to take appropriate action.

GENERAL ARRANGEMENTS: ELECTRICITY

OBJECTIVE

To ensure compliance with the Electricity at Work Regulations 1989 and ensure that all electrical equipment is designed, built, used and maintained so as to prevent danger.

SCOPE

If properly used, electricity is a safe and efficient source of energy but if used in an unsafe manner or allowed to get out of control i.e. equipment that is inadequately installed or poorly maintained, electricity can pose a number of risks to people and property; including electric shock, electrical burns and electrical fires. These arrangements are designed to ensure the health and safety of all people affected by our works including employees, visitors and the general public.

PROCESS

Assessing the Risk

A risk assessment of the electrical systems and equipment in the workplace is to be undertaken, maintained and periodically reviewed by the Compliance Manager.

Risk Reduction

Once the electrical hazards have been identified in the workplace, suitable steps must be taken to remove them. The control measures must be communicated to all employees and regularly reviewed to ensure that they are being effectively implemented.

Electrical Equipment Selection

Electrical equipment should be selected and operated safely and in accordance with any information, instruction and training, taking into consideration the following:

- Substitution – a electrical tools and equipment may be replaced with pneumatic equipment (however these have their own dangers)
- Switching off circuits and apparatus – this must be readily and safely achievable
- Reducing the voltage – use of the lowest practicable voltage should be considered i.e. 110V, battery operated equipment etc
- Cable and socket protection – should be provided to protect against physical and environmental effects which could have adverse consequences on the integrity of circuits and apparatus
- Plugs and sockets – must be of the correct type and specification, and meet regulation and codes of practice
- Maintenance and testing – should be carried out at regular and prescribed intervals by competent and experienced personnel. Recording of the results and values measured will provide a baseline figure for assessing any subsequent deterioration in performance or quality.

Portable/Movable Electrical Equipment

Portable electrical equipment means all electrical equipment which has a lead and a plug and which can normally moved around or can be easily moved from place to place. Examples include such items as extensions leads, floor cleaners, kettles, fans, heaters, televisions, table lights, photocopies, fax machines, water coolers, TVs, monitors, desktop and laptop computers.

Visual checks by Users

Operators using portable electrical equipment should look critically at any equipment before they use it. After a minimum of basic awareness training, they should be able to visually check for signs that the equipment is in sound condition.

This could include looking for:

- Damage to the cable insulation covering – particularly any cuts or abrasions.
- Damage to the plug – for example cracked casing or bent pins
- Inadequate or non-standard joints in the cable
- Any sign of exposed wires or poorly secured outer sheaths on cables where they enter plugs or equipment
- Evidence of overheating- for example burn marks, discoloration or distortion.
- Unsuitable operating conditions for the equipment, such as excessive contaminates or wetness
- Damage to the external casing of the appliance or obvious loose screws or parts

These checks should also apply to any extension leads and associated plugs or sockets. No record of these user checks is required, but if there are any suspected faults they must be reported to line management and the equipment not used until the problem is rectified.

Portable Appliance Testing (PAT)

Portable appliance testing can be considered the most important part of the electrical maintenance regime and should be periodically carried out by a competent person. PAT testing includes many of the same actions as for a visual check but undertaken in a more structured and systematic manner i.e. formal inspection and in some cases using specialised PAT testing equipment.

The frequency of PAT testing will depend on the nature of the appliance and the level of risk and is highlighted in table 1

Equipment/Environment	User Visual Checks	Formal Inspection	Combined Inspection and Testing
Battery Operated (less than 20 volts)	No	No	No
Extra Low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights	No	No	No
IT Equipment e.g. desktop computers, VDU Screens	No	Yes 2-4 years	No if double insulated – otherwise up to 5 years
Photocopiers, fax machines: not handheld. Rarely moved	No	Yes 2-4 years	No if double insulated – otherwise up to 5 years
Double insulated equipment not hand held, Moved occasionally e.g. fans, table lamps, slide projectors	No	Yes 2-4 years	No
Double insulated equipment: handheld e.g. some floor cleaners	Yes	Yes, 1 year	No
Earthed equipment (class 1) e.g. electrical kettles, some floor cleaners	Yes	Yes, 1 year	Yes, 2 years
Cables (leads) and plugs connected to the above extension leads (mains voltage)	Yes	Yes 1 – 4 yeas depending on type of equipment it is connected tor	Yes, 2-5 years depending on type of equipment it is connected to

Equipment that has been inspected and tested should be labelled with the date of inspection, appliance reference number and the date of the next inspection.

Fixed Wire Testing

As well as the electrical equipment there is also a 5 yearly requirement to test the overall electrical system (fixed wires, sockets, switches and distribution boards etc). This should be conducted by a competent person/contractor and certificates should be issued upon completion and made available for inspection and audit purposes.

On moving premises this documentation should be made available by the landlord/managing agent or previous tenant.

Record Keeping

Records of maintenance procedures, including the results of any tests carried out on electrical equipment and an inventory of portable/movable electrical equipment will be maintained by the Compliance Manager.

The records should include faults found during inspections, which are a useful indicator of the equipment that may need to be looked at more regularly.

Employees Duties

An essential part of ensuring the safety of electrical equipment is to make sure that all employees are aware of the importance of following safety procedures. In particular, staff should be trained to report any faults they discover with electrical equipment and stop using equipment and cables as soon as they spot any damage.

Safe repair of electrical equipment

If maintenance or repair work needs to be carried out on electrical equipment, steps must be taken to ensure that this is only done by a competent person and that the electrical power to the equipment is isolated or made 'dead'. Appropriate arrangements should also be in place to ensure that the equipment does not become electrically charged while the work is taking place.

~~GENERAL AGREEMENTS: FIRE EVACUATION~~

OBJECTIVE

In the event of fire, the safety of life shall override all other considerations, such as saving property and extinguishing the fire. Effective evacuation plans and procedures which are well designed, communicated and tested have been proven to save lives.

SCOPE

Effective fire evacuation arrangements for the Coate Street site are to be detailed in accordance with the requirements in the fire risk assessment.

PROCESS

If a fire is discovered, the alarm shall be raised immediately by the appropriate method (typically the operation of the nearest break glass manual call point). This should be the first action taken on discovery of any fire, no matter how small. Lives have been lost and people seriously injured in cases where activating the alarm was delayed because it was not a "large" fire.

All employees, contractors and visitors are empowered to take this action if they believe there is a fire – no authority need be sought from any other person. ES GLOBAL will always support anyone who operates the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

Responsibility for summoning the fire brigade will be clearly defined at every site and be displayed at each office/site. ES GLOBAL does not require employees to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given.

Employees should be familiar with the sound of the alarm through regular alarm testing, and with the evacuation procedure through the staging of regular fire evacuation drills. All occupants, on evacuation, should report to the predetermined assembly point(s). Re-entry of the building is strictly prohibited until the fire brigade officer in charge declares it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.

Employees should report any concerns regarding fire procedures to the Compliance Manager, or other responsible person, so that the matter can be investigated and remedial action taken if necessary.

For the Coate Street site, the Compliance Manager will:

- Ensure arrangements are in place to ensure that where necessary any deaf persons on the premises are aware of the activation of the fire alarm, and that any disabled persons are given assistance to evacuate the building
- Ensure that there is always a person responsible for summoning the fire brigade.
- Ensure that there are adequate numbers of Fire Wardens - taking into account holiday/absence, location, layout of the office, number of employees etc, there must be a minimum of two per site
- Put in place those responsible for carrying out roll calls or supervising evacuation assembly points and fire incident controllers responsible for liaison with the fire brigade on arrival
- Regularly stage fire evacuation drills

- Regularly inspect the means of escape
- Test and inspect fire-fighting equipment and fire warning systems as per the requirements of the fire risk assessment

Where the ES GLOBAL office/site occupies premises that are multi-user and shared with other Companies, then the arrangements and responsibility for ensuring that emergency evacuation procedures are carried out must be clearly established, defined and documented with the other tenants and landlord.

GENERAL ARRANGEMENTS: FIRE PREVENTION

OBJECTIVE

In accordance with the Regulatory Reform (fire safety) Order, ES GLOBAL will take all steps to prevent, or minimise the probability of fire. This will be achieved through a process of risk assessment and risk reduction. Following changes to the Fire Regulations, from 2005 premises will no longer be issued with a fire certificate and all premises are required to complete their own fire risk assessment.

Premises which have held a fire certificate in the past can continue to use their fire certificate as a basis for their fire risk assessment and precautions so long as it is up-to-date and still relevant to the actual building arrangement and design.

SCOPE

Despite these measures, it cannot be assumed that fire will never break out. Systems must be in place to deal with this eventuality and these will be regularly scrutinized to ensure that they are adequate. Fire evacuation drills and inspections of the means of escape, maintenance of fire warning systems and fire fighting equipment will take place regularly.

To this end all employees will be given suitable instruction in basic fire prevention measures. Any employees involved in processes or activities that give rise to special fire hazards shall be given appropriate training in avoidance of fire.

Employees should report any concerns they have about fire hazards to their senior manager or the Compliance Manager so that appropriate measures can be taken to eliminate the problem.

PROCESS

The Compliance Manager must ensure that a fire risk assessment of the workplace is carried out. The significant findings will be identified and recorded on a fire risk assessment form.

Fire Risk Assessment Form

If a fire occurs in the workplace, there is a risk that the fire will trap people or people will be injured as they attempt to escape. The purpose of the risk assessment is to identify where fires may start in the workplace and anyone who may be put at risk from that fire.

The fire risk assessment form will:

- Identify fire hazards (including sources of ignition/fuel; hazardous work processes);
- Identify people at significant risk in case of fire (i.e. lone workers, disabled employees);

Evaluate the risks

- Evaluate the effectiveness of fire detection and fire warning systems
- Review the means of escape
- Review the means of fighting fire
- Detail maintenance and testing regimes
- Record fire procedures, further actions and training requirements
- Be regularly reviewed

Fire Emergency Plan

The fire emergency plan details the action to be taken by staff in the event of fire, the evacuation procedure and the arrangements for calling the fire brigade. This plan is managed by the Compliance Manager and will be reviewed regularly. Employees who may be at risk due to a disability will be consulted in order to develop a personnel emergency evacuation plan.

Inspections

Regular reviews shall be carried out to continue to identify fire risks and to ensure that the appropriate precautions are in place. The Compliance Manager will ensure that housekeeping standards minimise the risk, and development, of fire.

Control of Contractors

The Compliance Manager must also ensure that contractors operations and the fire risks associated with any such operations are adequately assessed and controlled. Any 'hot work' (cutting, welding, burning, etc) be carried out by contractors must be authorized.

Electrical Safety

Electrical faults are a common cause of fires – please refer to ES GLOBAL General Arrangements: Electricity for the precautions to be adopted.

Smoking

Employees must ensure compliance with ES GLOBAL's smoking policy at all times.

GENERAL ARRANGEMENTS: FIRST AID

OBJECTIVE

ES GLOBAL is committed to providing sufficient numbers of first aid personnel and adequate facilities and equipment to enable first aid to be rendered to employees and others should they sustain injury or become ill at work as required by the Health and Safety (First Aid) Regulations.

SCOPE

ES GLOBAL will provide information and training in first aid to employees to ensure that statutory requirements and the needs of the organisation are met. Should employees have concerns about the provision of first aid within the office or site, they should inform the Compliance Manager, or other responsible person, to enable the matter to be investigated and the situation rectified if necessary.

First aid provision should take account of the number of persons employed, the size of the establishment and the hazards and risks involved in the activities being undertaken.

PROCESS

First Aid Training for the Workplace

The Compliance Manager must ensure a sufficient number of qualified first aiders are appointed for each location. Notices will be displayed in all workplaces giving the location of first aid equipment and the name(s) and location(s) of first aid trained personnel.

A first aider should be available at all times during normal working hours. Consideration should be given to working patterns, e.g. shift work would require a first aider on each shift.

First Aid Training Courses

First Aid at Work Statutory Certificate: Training duration 4 Days

This certificate meets the statutory requirements of the Health and Safety (First Aid) Regulations and is valid for 3 years. Courses are provided through organisations such as St John Ambulance and the Red Cross and will be paid for by ES GLOBAL.

First Aid Boxes

First aid boxes and supplies are provided and maintained within the workplace in accordance with the Health and Safety (First Aid) Regulations. All boxes will contain the supplies that are required by law. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes. As a minimum first aid boxes should contain:

- A leaflet giving guidance on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium (approx 12cm x 12cm) sterile, individually wrapped un-medicated wound dressings
- 2 large (approx 18cm x 18cm) sterile, individually wrapped un-medicated wound dressings
- 1 pair of disposable gloves

The location of first aid boxes and the name of the person(s) responsible for their upkeep will be clearly indicated on notice boards at each workplace and also inside each box. First aid boxes are maintained and restocked when necessary by an authorised supplier.

Recording Accidents

All accidents must be recorded, however minor, as per company policy.

GENERAL ARRANGEMENTS: HEALTH AND SAFETY OBJECTIVES AND TARGETS

OBJECTIVE

To ensure a structured management plan is developed for setting, implementing and reviewing appropriate health and safety objectives and targets for all of ES GLOBAL's activities and services. The plan will take into account new and current legal requirements, the occupational risks to people, property or the environment, technological innovations, financial, operational and business requirements and the views of stakeholders.

SCOPE

Objectives and targets will be consistent with ES GLOBAL's health and safety policies with the key objectives being compliance with legal and ES GLOBAL requirements and the continual improvement of the company's health and safety performance.

PROCESS

Development of Objectives and Targets

A management plan for ES GLOBAL shall be developed each year, as part of the annual business plan development. In establishing health and safety objectives, targets and performance criteria the following shall be noted: • Measures should support corporate and individual business objectives

- Objectives and targets shall be consistent with the company's health and safety policy
- Consideration shall be given to new legal or other requirements
- The priority will be high risk activities, processes, products or services identified during risk assessments (e.g. manual handling, fire, environmental impact etc)
- Objectives, targets and performance criteria must be clearly defined, understandable and achievable
- Personnel who have been designated to achieve the health and safety objectives shall be involved in setting objectives and targets and in developing performance criteria
- Accountability must be clearly defined

The Compliance Manager shall review previous objectives and targets, safety assessments, and any legal requirements and draw up a list of company objectives and targets for approval at the annual health and safety management review meeting.

Health and Safety Management Plan

The objectives and targets shall be formalised and agreed at the annual health and safety management review meeting. They will be issued and communicated as a health and safety management plan.

The management plan shall be based around the following framework:

- Policies and procedures
- Structure and responsibilities
- Risk assessments
- Training and competence
- Awareness and communication

- Operational control
- Monitoring and measurement
- Audit and review

The Compliance Manager is responsible for documenting the health and safety management plan and ensuring that senior management have a copy.

Performance Monitoring

The Compliance Manager shall monitor performance via the health and safety audit process and communicate it to the senior management on a minimum six- monthly basis.

Performance Review

A performance review of the health and safety management plan shall be presented at the annual management review meeting.

GENERAL ARRANGEMENT: LIFTING OPERATIONS

OBJECTIVE

ES GLOBAL will ensure that all lifting operations and lifting equipment are operated and maintained in a safe, controlled manner fulfilling the requirements of both the Provision and Use of Work Equipment Regulations (PUWER) and Lifting Operations and the Lifting Equipment Regulations (LOLER).

SCOPE

LOLER places additional requirements on duty holders over and above those within PUWER, for lifting equipment and operations.

LOLER requires that Lifting equipment provided for use at work is:

- strong and stable enough for the particular use and marked to indicate safe working loads;
- positioned and installed to minimise any risks;
- used safely, i.e. the work is planned, organised and performed by competent people; and
- subject to ongoing thorough examination and, where appropriate, inspection by competent people

PUWER requires:

- measures to prevent or minimize the risk to persons near to dangerous parts of machinery to be taken;
- the selection of appropriate controls and control measures;
- steps to ensure the stability of the equipment in all foreseeable conditions and modes of operation (particularly important when such equipment is mobile such as forklift trucks);
- measures to reduce the risk or severity of injuries in the event of the equipment overturning to be implemented; and
- Work equipment to be suitable for the task, and information, instructions and training to be given to people who use it

PROCESS

Risk Assessments

Appropriate control methods need to be implemented to prevent or minimise the risks of persons being injured while using lifting equipment. The selection of such control methods will depend on the outcome of thorough risk assessments of the lifting equipment and operations. In carrying out the risk assessments the factors to consider should include:

- The type of load being lifted (weight, shape etc).
- The risk of a load falling or striking a person or object and the consequences (consider positioning and/or installation, range-of-motion, and risk of load drifting, falling freely or being released unintentionally). The operator should be able to see the full path of the load either directly or by use of auxiliary equipment. If not, a competent person should be in communication with the operator to guide him and organisational measures should also be taken to ensure safety of persons.

- The risk of the lifting equipment striking a person or some other object and the consequences
- The risk of the lifting equipment failing or falling over while in use and the consequences
- In the case of lifting equipment used for the purposes of raising or lowering of persons, the risk of such persons falling from it and the consequences (means of access, protection against slips, trips and falls, protection of operator from harsh environmental conditions, precautions against effects of high winds, etc)
- For this purpose the standard ES GLOBAL risk assessment form will be used. Given the nature of the lifting operations that are likely to be encountered, certain particular circumstances need to be carefully looked at:
- Where, in the event of a power failure, the lifting equipment will not be able to maintain its hold on the load, appropriate measures should be put in place to prevent persons being exposed to any consequential risks. People working on the equipment may need to be warned about the potential danger should a failure occur; or where hardware precautions are not practical people may need to be excluded from the danger zone.
- Where two or more items of lifting machinery are used they should be installed or positioned so as to prevent the loads and/or parts of the equipment coming into contact with one another
- Where a number of lifting accessories are assembled to form one lifting assembly which is not dismantled after use, the accessory should be clearly marked to indicate its safety characteristics to users. If the configuration of an accessory can affect the Safe Working Load then it should be clearly marked e.g. by tag, label, plate or a readily available chart
- Where practicable, loads should not be carried or suspended over areas occupied by persons. Otherwise establish a safe system of work which minimises the risks to persons below the load
- There is also a need to take account of the particular risks associated with the use of young employees. They should not be allowed to use high risk lifting equipment unless they have the necessary maturity and competence which includes having successfully completed appropriate training. If they are not sufficiently mature then they must be adequately supervised.

Lifting Plans

In order to implement a safe system of work effectively, one person should be appointed to have overall control of the lifting operation. The appointed person should be notified formally in writing of their appointment. The appointed person should be given authority to carry out the duties involved, including consulting others with specialist knowledge and experience, and should be able to delegate duties and tasks for any part of the safe system of work to suitably qualified individuals The appointment of the person does not remove any legal responsibility from the management but enables them to use the appointed person's expertise, the better to fulfil their responsibilities. The person appointed may have other duties but should have adequate training and experience to enable the lifting duties to be carried out competently.

The appointed person will need to carry out initial plans for all significant lifting operations. For routine lifting operations the initial plan may only be required once but may need to be reviewed occasionally to make sure that nothing has changed and the plan remains valid.

However, for complex lifting operations there may need to be a plan for the task each time it is carried out. The plan should consider the operation in a logical sequence including:

- assessment of the weight of the load;
- selection of the right equipment for the job;

- checking of anticipated path for obstructions;
- preparation of suitable area to set load down;
- attaching the equipment to the load safely;
- making the lift safely (trial lift may be required to confirm load's centre of gravity);
- safe release of equipment from load to set down;
- clearing up to leave area free from hazards

The lifting plan should be prepared using the standard ES GLOBAL lifting plan template. The lifting plan should detail how the operation will be carried out safely i.e. the safe system of work. Due to the nature of the lifting operations that may be undertaken, (e.g. long, complex lifts), it will be company policy to ensure that adequate resources are allocated to the lifting operation. This may involve the engagement of two appointed persons to ensure that an appointed person is always present during lifting operations.

The plan should be such that it ensures that lifting equipment is not operated unless the person attaching or detaching the load has given their authorisation to do so or it has been given by some other authorised person.

Open-air use of work equipment designed for lifting non-guided loads should be stopped when weather conditions are adverse enough to jeopardise safety.

Action should be taken to prevent the equipment from tilting, overturning, and where appropriate, moving or slipping. The plan should include a need to check that this has been achieved.

If it is unavoidable for persons to be on work equipment that is designed for lifting loads, then the control position must be manned at all times. Persons being lifted must have reliable means of communication. In the event of danger there must be a reliable means of evacuating them.

Contractors

Contractors working on ES GLOBAL premises are required to produce, along with risk assessments for the intended works, plans for lifting operations as above to the project manager/crew chief/competent person before work commences.

Thorough examinations and Inspection

Any ES GLOBAL employee using lifting equipment should be able to ascertain that it has been thoroughly examined by a competent person and is likely to be safe to use. The competent person will also decide whether a test is a necessary part of the thorough examinations. Details and results of such tests should be contained in the thorough examination report held on site. The competent person will decide the scope of the thorough examinations. The thorough examinations should take account of the lifting equipment's condition, the environment in which it is to be used and the number of lifting operations and the loads lifted.

Lifting equipment being used for the first time must have been thoroughly examined by a competent person or have an EC declaration of conformity made not more than 12 months before the lifting equipment is put into service. Once put into service the equipment should be thoroughly examined at regular intervals. In general, lifting equipment or accessories used for lifting persons need to be

thoroughly examined at least every 6 months whilst for other lifting equipment or accessories it would be at least every 12 months.

Lifting equipment that was required by law to be thoroughly examined before the coming into force of LOLER should continue to be examined at the due date unless otherwise decided by the competent person.

LOLER allows for the competent person to decide whether to have the equipment examined at the intervals specified in the regulations (as above) or alternatively to draw up an examination scheme and have the equipment thoroughly examined in accordance with the scheme (the competent person can decide what the frequency of examination for each part will be under the scheme).

Some instances warrant routine inspections to be carried in addition to the thorough examinations. Factors and conditions that could necessitate routine inspections between thorough examinations include:

- rapid wear arising from use in an arduous environment , e.g. construction
- failure through repeated operation, e.g. of a hoist interlock
- malfunction, e.g. of a rated capacity indicator
- tampering with safety devices, e.g. defeating an interlock

Lifting equipment that could require such inspections include fork lift trucks and hoists. Lifting equipment and accessories such as Fork Lift Trucks, chains or slings will not normally require a routine inspection as long as they receive a thorough examination at the appropriate interval and a proper pre-operational checklist.

Competent Persons

Appointed Person

The appointed person's duties will include the following:

a) Being familiar with the relevant parts of the Project Health and Safety Plan where the lifting operation is being carried out on a site where the Construction (Design and Management) Regulations apply

b) Assessing the lifting operation to provide such planning, selection of crane(s), lifting accessories and equipment, instruction and supervision as is necessary for the task to be undertaken safely. This may include consultation with other responsible bodies if necessary and ensuring that, where different organizations are involved, they collaborate as necessary.

c) Ensuring that adequate inspection/examination and maintenance of the equipment has been carried out

d) Ensuring that there is an effective procedure for reporting defects and incidents and taking any necessary corrective action

e) Taking responsibility for the organisation and control of the lifting operation

f) Ensuring that the crane supervisor is fully briefed on the contents of the method statement

The appointed person should be given the necessary authority for the performance of all these duties and, in particular, authority to stop the operation whenever they consider that danger is likely to arise if the operation were to continue. Duties, but not responsibilities, may be delegated to another person where considered appropriate.

Crane supervisor

The crane supervisor should direct and supervise the lifting operation, ensuring that these are carried out in accordance with the method statement. The crane supervisor should be competent and suitably trained and should have sufficient experience to carry out all relevant duties. The crane supervisor should have sufficient authority to stop the lifting operation if they consider it dangerous to proceed.

Note: The appointed person may decide to undertake the duties of the crane supervisor or to delegate these to another person with appropriate expertise for the lifting operation.

Crane Coordinator

The crane coordinator should plan and direct the sequence of operations of cranes to ensure that they do not collide with other cranes, loads and other equipment (e.g. concrete placing booms, telehandler, piling rigs).

Crane Operator

The crane operator should be responsible for the correct operation of the crane in accordance with the manufacturer's instructions and within the safe system of work. The crane operator should at any one time only respond to the signals from one slinger/signaller who should be clearly identified. In an emergency a commonly recognized stop signal may be given by any person observing a situation leading to danger and the crane operator should respond to that signal.

Slinger

The slinger should be responsible for attaching and detaching the load to and from the crane load lifting attachment and for the use of the correct accessories for lifting and other equipment in accordance with the planning of the operation. The slinger is responsible for initiating and directing the safe movement of the crane. If there is more than one slinger, only one of them should have this responsibility at any one time, depending on their positions relative to the crane. Where continuity of signalling is required and this slinger is not visible to the crane operator, another slinger or signaller may be necessary to relay signals to the crane operator. Alternatively, other audio or visual methods may be used.

If, during the lifting operation, responsibility for directing the crane and load is to be transferred to another nominated person, the slinger should clearly indicate to the crane operator that this responsibility is being transferred and to whom, and the slinger should clearly indicate to the new nominated person that this transfer is taking place. Furthermore, the operator and the new nominated person should clearly indicate that they accept the transfer of responsibility.

Signaller

The signaller should be responsible for relaying the signal from the slinger to the crane operator. The signaller may be given the responsibility for directing movement of the crane and load instead of the slinger, provided that only one person has the responsibility.

Competent Persons (Examinations)

Competent persons for thorough examinations must have appropriate practical and theoretical knowledge and experience of the lifting equipment such that they can detect defects or weaknesses and assess their importance in relation to the safety and continued use of the lifting equipment. They must be sufficiently independent and impartial to allow objective decisions to be made. ES GLOBAL have appointed Rigging Services Ltd to undertake the role of 'competent person' for thorough examinations. All lifting equipment (such as shackles, spansets, etc.) owned by ES GLOBAL will be examined by Rigging Services Ltd and once satisfied that the lifting equipment is safe, will be identified with a colour-coded mark. The colour will identify when the piece of lifting equipment was inspected and when it is due for re-inspection. Notices identifying the relevant dates for each of the colour-codings will be displayed in suitable locations within the yard storage area. Lifting equipment that is deemed to be defective or exhibits signs of wear will be de-tagged and isolated in the designated quarantine area until such time as a thorough examination can be undertaken and the lifting equipment passed for use and assigned a colour-coded tag. Details of the lifting equipment that is current will be held on a dedicated internet web site that allows access to authorised employees.

Safety of Lifting Equipment Installations

Where a piece of lifting equipment's safety depends on the installation conditions, it needs to be thoroughly examined to ensure that it is safe to operate before it is put into use for the first time. If the equipment is subsequently reconfigured or moved to a new site it should be thoroughly examined again by a competent person at the new site after it has been installed but before it is put into service.

Operators should be trained and instructed so that they are able to ensure that the lifting equipment is safe to use.

Marking of Equipment

Lifting equipment and accessories must be clearly marked to indicate their safe working loads. Any carrier should clearly display the maximum number of persons to be carried.

It should be ensured that those lifting accessories that are occasionally dismantled and which are, or may become, separated from the lifting equipment are marked to indicate the equipment of which it is a part.

A load greater than the safe working load, should never be lifted except where, for the purpose of a test the competent person requires it.

GENERAL ARRANGEMENTS: LONE WORKING

OBJECTIVE

ES GLOBAL will ensure the health, safety and welfare of employees who are required to undertake lone working. Although there is no legal prohibition on working alone, the broad duties of the Health & Safety at Work Act (HSW Act) and the Management of Health & Safety at Work Regulations (MHSW) Regulations apply and require a risk assessment and precautions to be taken to safeguard employees and others.

SCOPE

Lone workers are those who work by themselves without close or direct supervision. Lone workers within the ES GLOBAL can be found in a wide range of situations:

- Employees working off-site;
- Employees working outside normal hours or working late, when the office may be empty

PROCESS

Risk Assessment

Lone workers should not be placed at greater risk than other employees. This may require extra risk control measures. Precautions need to take account of normal work, and foreseeable emergencies, e.g. fire, equipment failure, illness, physical attacks and accidents.

Senior managers will ensure that all lone workers are identified and that a risk assessment is undertaken and will ensure that all risk reduction measures identified are implemented.

Factors to be considered in the risk assessment are:

- Can the work be carried out by one person working alone?
- Does the workplace present a special risk to the lone workers?
- Are women or young workers especially at risk if they work alone?
- Is the person medically fit and suitable to work alone?
- Are there adequate security arrangements?
- Is any specialised training required?
- How will the lone worker be supervised and or monitored?
- What happens if a person becomes ill, has an accident, or there is an emergency?
- How frequently should contact be made with lone workers?

Senior managers should use the standard ES GLOBAL risk assessment form when conducting the above risk assessment.

Risk Control Measures

Consideration must be given to risk control. The following measures may be used to reduce risks associated with lone working:

- Maintain regular contact between the lone worker and supervisor/contact person using either a telephone or radio
- Automated monitoring systems which raise an alarm if specific signals are not received periodically from the lone worker
- Other devices designed to raise the alarm in the event of an emergency (e.g. 'panic button') and which are operated manually or automatically by the absence of activity
- Checks to ensure that a lone worker has returned to their base or home on completion of a task

Safe Systems of Work

Senior managers will prepare and implement safe systems of work in regard to lone workers which will include:

- Consideration of individual aspects of work i.e. is a lone worker lifting loads that are too large for one person?
- Provision of information and training to lone workers to undertake their role safely
- Assessment of the risk of violence. Consideration will be required in regard to dealing with emergency situations, including issues of self -defence and dealing with aggressive persons.
- Is the person medically fit and able to work alone? Regular checks will be required to ensure that lone workers have no medical conditions, which make them unsuitable for working alone. ES GLOBAL will ensure medical advice is sought if necessary.

Out of Hours Working

Working out of normal working hours should only be undertaken as a last resort and can only be authorised by a senior manager. Out of hours working should only be authorised provided a risk assessment has been undertaken and approved. The assessment should address the following issues:

- Safe working procedures
- Supervision
- Provision of first aid
- Access to communication for emergency calls and contact numbers for senior staff
- Out of hours register

Supervision

Senior managers will ensure that supervision is provided to lone workers. The level of supervision will be based on the findings of a risk assessment. The higher the risk the greater the level of supervision required.

Monitor and Review

The senior manager will continually monitor and review the procedures and arrangements in place to safeguard lone workers.

GENERAL ARRANGEMENTS: MANUAL HANDLING

OBJECTIVE

All ES GLOBAL sites must comply with statutory regulations regarding the manual handling and moving of loads within the workplace. They are:

- The Manual Handling Operations Regulations
- The Health and Safety at Work Act
- The Management of Health and Safety at Work Regulations

SCOPE

A major risk to health & safety at work arises from manual handling operations. Accidents involving manual handling account for more than a third of all reported accidents each year.

The term "Manual Handling" is not restricted to lifting it also encompasses any pushing, pulling, carrying or moving of a load. The regulations require that a risk assessment be carried out on manual handling tasks that cannot be avoided and the risks to staff reduced as far as reasonably practicable.

PROCESS

What the regulations require;

- Avoidance – All employers will avoid the need for their employees to undertake any manual handling operations, which involve a risk of being injured, where reasonably practicable.
- Assessment – Where it is not practicable to avoid manual handling operation, a risk assessment must be carried out.
- Reduce – All reasonable steps should be taken to reduce any risks to the lowest practicable level (i.e. use of mechanical aids, trolleys, reduce the weight, two person lift etc.).
- Inform – Employees must be informed on the hazards and risks involved in manual handling operations and the precautions to be taken to reduce the risks.
- Review – The assessment should be reviewed in light of any changes to the work environment, different loads and when there are any changes to personnel

Employees Duties

Employees must:

- Follow appropriate systems of work laid down for safety.
- Make proper use of equipment provided for safety.
- Co-operate with their employer on health and safety matters.
- Take care to ensure that their activities do not put others at risk.

<u>Avoiding Manual Handling</u>

Is it reasonably practicable to avoid moving the load? This will be useful in determining 'authorised' manual handling tasks in the workplace. Some work is dependent on the manual handling of loads and cannot be avoided, it is however necessary to reduce associated risks to the lowest level possible.

Risk Assessment and Reducing the Risks

The project managers / crew chiefs / yard supervisors / Compliance Manager must ensure that those at risk of manual handling injury are identified and risks are assessed and risk reduction measures taken.

Manual Handling Risk Assessment

The aim of the assessment process is to evaluate the risk associated with a particular task and identify control measures, which can be implemented to eliminate or reduce the associated risk.

The risk assessment form will be used to identify features that need to be improved or resolved as a priority along with risk reduction measures and training needs. All risk reduction measures undertaken must be documented on the Risk Assessment Form. Completed assessments must be retained on site for audit and inspection purposes.

All assessments must be kept up to date, regular reviews must take place such as when work practices change or new personnel are appointed.

Key aspects to consider during the assessment process:

Task, does it involve;

- Holding loads at distance from the trunk?
- Twisting, stooping the trunk or reaching upwards?
- Excessive movement of the load, especially:
    - Lifting or lowering distances?
    - Carrying distances?
    - Pushing, pulling distances?
    - Risk of sudden movement of the load?
    - Frequent or prolonged effort?
    - Insufficient rest or recovery periods?
    - A rate of work imposed by a process?

Load, is it;

- Heavy?
- Bulky or unwieldy?
- Difficult to grasp?
- Unstable, are contents likely to shift?
- Sharp or hot?

Environmental restrictions such as;

- Space constraints preventing good posture?
- Uneven, slippery or unstable floors?
- Variations in floor levels or work surfaces?
- Extremes of temperature, humidity or air movement?
- Poor lighting conditions?
- Poor ventilation or gusts of wind?

Individual capability, does the job;

- Require unusual strength or height?
- Create a hazard to pregnant workers or do they have a health problem that prevents them from carrying out the task?
- Does the individual have any existing injuries or weaknesses (e.g. bad back) which put them at a higher risk?
- Other factors;
    - Is movement or posture hindered by personal protective equipment or by clothing?

Training and Information

Training and information should include:

- How to recognise harmful manual handling
- Appropriate systems of work
- Use of mechanical aids
- Good handling technique

It should be noted that no amount of training can overcome a lack of mechanical aids, unsuitable loads or bad working conditions.

GENERAL ARRANGEMENTS: WORK EQUIPMENT

MOBILE ELEVATING WORK PLATFORMS (MEWPS)

Assessing the risk

MEWPs are increasingly being used as temporary working platforms that provide a safe place of work at height. In relation to the fall protection hierarchy, they are considered to be work equipment that prevents a fall. It is important for employers and others responsible for selecting, specifying and managing MEWPs on site to understand the risks associated with the use of a MEWP and take adequate precautions to eliminate or control those risks. Planning is crucial to their safe operation.

Selection Criteria

There are several different types of MEWP with various rated capacities, working heights and outreaches. Before deciding which type of MEWP is the most suitable for the job, the following should be considered (this list is not exhaustive):

- What work needs to be done?
- Who is going to operate the MEWP?
- At what stage in the job will the MEWP be needed and what will the ground conditions be like at that stage (i.e. rough, prepared, finished surface etc)?
- What access is there to the site?
- How much base area is available at the work position?
- What terrain and gradient will the MEWP have to cross to get to the work position and is visibility and segregation adequate for the manoeuvre?
- What is the maximum ground bearing capacity at the work area and along the route to and from the work positions?
- How many people need to be lifted?
- What height/outreach is required?
- Will the MEWP be expected to move in the elevated position?
- Are there any overhead power lines on site?
- Are there likely to be any overhead structures which the operator could be crushed against?
- Are there any materials to be lifted and if so how heavy/long are they?
- Are there any manual handling issues?
- What interface is there with other vehicles and pedestrians and are there any unusual issues, e.g. aircraft or rail traffic?
- What fuel type is allowed on site and where will refuelling take place?
- What wind loads can be expected?

Thinking about the points above should help the selection process enabling the most suitable MEWP for the job to be chosen.

Managing the Risk

Once the most suitable type and size of MEWP for the job has been selected, the hazards associated with using it will need to be identified, the risks assessed and control measures identified in order to develop a safe working method. The following areas should be considered:

Transport and delivery to site

Think about what size of delivery vehicle or vehicle-mounted MEWP will need access to site or whether a self-propelled MEWP will have to be offloaded on the public highway:

- What time of day will be most appropriate and what additional measures will be required?
- Will the MEWP need to be reversed off the carrier or, if vehicle-mounted, reversed onto site?
- What size turning circle will be needed?

Storage/Charging Area

Wherever possible, MEWPs should be kept in a secure compound or in a designated area with the power switched off and keys removed, the platform cleared of tools and equipment and lowered to its parking position. If it has to be parked on a gradient, the wheels should be chocked. When not in use, all keys should be removed from the MEWP to make sure it cannot be used by unauthorised persons. Alternatively, the MEWP can be isolated using a security keypad with a designated PIN number.

Positioning before and during work

- What type of ground will the MEWP have to travel across before reaching its work position, e.g. hard, firm, soft, sloping, uneven terrain, soft spots, subterranean hazards (such as tanks, cellars and culverts, inspection covers, sewers and service trenches), paved areas, footpaths, waterlogged areas, frozen ground etc?
- What is the ground bearing capacity at the work position and along the route to and from it?
- Is there enough space for the outriggers to be deployed and what is the maximum point load (under a wheel, outrigger or jack pad)? Are spreader plates required?
- Will the MEWP have to pass beneath any overhead power lines? If so is there enough clearance and has the area been demarcated?
- Will the MEWP have to be lifted into position by crane? Are the MEWP lifting points well indicated and is the weight known?
- Will the MEWP have to operate on elevated floor slabs? Has the risk of the MEWP running off the edge of an elevated floor slab been considered? How will the risk be controlled?

Handling Materials

If MEWPs are to be used directly to install materials, it is essential to know the weight and dimensions of those materials and to properly consider any manual handling and load distribution issues. Boom-type MEWPs generally have smaller baskets and lower lift capacities than scissor-type MEWPs and their platforms can ‘bounce’ at height due to the boom structure flexing. This usually makes them unsuitable to use for installing long or heavy materials, or bulky materials that may obstruct the function controls. In these cases, consider using a scissor lift, crane or a telehandler of appropriate capacity in conjunction with an appropriate material handling attachment where necessary. This combination reduces the risk of overturning, removes the need to balance materials on the MEWP’s handrails and minimises the risk of injury due to manual handling. If you plan the work properly the need for outreach may be avoided by, for example, preparing or reinstating the ground conditions in the area directly beneath planned overhead work or by adjusting the work schedule to delay the construction of low-level structures until work overhead has been completed.

Hazards During Use

Look out for localised ground features, such as trenches, manholes and uncompacted backfill, which could lead to overturning? If operating on a precast concrete slab, check the slab loading limits and how this compares with the maximum weight of the MEWP. Has enough time been allowed for the concrete to cure? What measures are in place to stop the MEWP running off the edge of the slab onto soft ground? Think about wet, cold and windy weather:

- What is the manufacturer's maximum wind speed in which the MEWP can operate safely?
- How will the wind speed be checked (usually with an anemometer) and by whom?
- Is the MEWP being operated between buildings where increased wind speed and/or turbulence can be a particular problem?
- What about the potential for wind chill, which can affect the operator's dexterity and concentration?

On some MEWPs fitted with proportional controls there can be an element of 'run-on' when the controls are released. This is designed to create a smoother operation but can mean that the MEWP continues to move after the controls have been released. Therefore particular care must be taken when working close to overhead structures to avoid the risk of crushing. If there are overhead structures against which an operator could be trapped and then pushed onto the MEWP controls causing sustained involuntary operation of the platform, consider selecting a MEWP which has been designed to prevent such accidental contact with the controls. MEWPs with shrouded or otherwise protected controls are available. Extra care must be taken if MEWPs are used to manoeuvre up through several levels of structure as there is a risk of the operator being trapped should the boom or basket strike the structure. This risk increases with the number of levels the MEWP operates through and if materials are loaded out onto the lower levels which can reduce clearance.

Manoeuvring the basket with the operator crouched over the control panel to try to avoid overhead obstructions is dangerous and should not be done. Is there a risk of trapping other workers between the counterweight and an adjacent structure during slewing? Look for any overhead hazards such as power lines, pipe bridges, arches or trees. Think about how the MEWP interacts with other site traffic and personnel:

- Does the operator have limited visibility, particularly during reversing?
- What is required in terms of vehicle route signage, pedestrian segregation barriers, cones, crossings etc?
- Does any part of the MEWP protrude out of the confines of the site?
- Are people below protected from the risk of falling objects?
- When working in an area used by other workers or vehicles, the entire MEWP work area (based on reach distances and not just base structure footprint) should be barricaded using cones and warning signs where practicable

Maintenance

The trained operator is responsible for carrying out a basic daily/pre-use inspection and function check. The operator should also be fully aware of the procedure you expect to be followed should they identify a fault with the MEWP, i.e. isolate the controls, tag the machine and report the defect to the person in control. You should request a copy of the maintenance records as evidence that the MEWP and any related materials handling attachments that are going to be used on your site have been properly maintained.

Thorough Examination

MEWPs, and any material handling attachments, must be thoroughly examined at least every six months by a competent person or in accordance with an examination scheme drawn up by such a competent person. You should ask to see and retain the report of the thorough examination for the equipment you are going to allow to be used on your site. If the report shows any defects seek confirmation from the supplier that they have been remedied.

Operator Training and Certification

All MEWP operators should have attended a recognised operator training course. On successful completion of the course they will receive a certificate, card or 'licence', e.g. IPAF's Powered Access Licence (PAL) or Construction Skills' CPCS card, which clearly identifies the bearer and lists the categories of MEWP they are trained to operate. This document can be updated as the operator undergoes further training. You should check the expiry date of the training licence or card. Operators using material handling attachments should have received additional training in accordance with the attachment manufacturer's recommendations.

Familiarisation

Before being authorised to operate a particular make or model of MEWP, the operator should be familiarised with it by a competent person. Familiarisation should follow on from basic training and should cover: • Manufacturer's warnings and safety instructions;

- The control functions specific to the particular MEWP;
- The function of each safety device specific to the particular MEWP;
- Operating limitations such as limiting wind speed, wheel and outrigger loadings, set up requirements, maximum operating slope etc;
- Emergency lowering procedures;
- Safe working loads or load charts;
- The maximum number of people who can be carried; and
- The maximum safe operating speed

All of the above can be found in the information supplied with the machine. On completion of their familiarisation, the operator should know whether or not that particular MEWP is designed for the operator to travel on with the work platform in the elevated position and whether or not the controls are protected to prevent accidental contact with the operator's torso.

It is important that you allow enough time for your operator to check, inspect, function test and familiarise themselves with every new MEWP. All familiarisations should be recorded, on a Delivery Note or Site Diary for example.

Personal Protective Equipment (PPE)

One of the biggest risks in using boom-type platforms is being thrown out of the basket if the boom swings, jolts or tilts away from the machine's centre of gravity, or if the operator overreaches. The risk assessment must consider the use of personal fall protection equipment where these situations are likely to arise. A hard hat with chinstrap and high-visibility clothing should also be worn where appropriate.

Emergency and Rescue Procedure

The emergency and rescue plan should identify trained, site-based personnel who would be available to lower the work platform using the control panel or emergency descent system situated at ground level. These people should be included in the familiarisation training for the specific machines being used on site. The plan should also include the call-out details for the service engineer or other person who is competent and authorised to lower the work platform in the event of an emergency.

Documenting What You Have Done

The next stage is to record the planning and communicate it to all those involved with the work. Before work starts the plan should be reviewed to allow for any changes in circumstances, such as changes in site access, ground conditions, the task to be carried out, the weather conditions etc. Make a record of who has been briefed and issued with the plan. Tell those involved in the work to report any problems with the plan immediately. Should they need to deviate from the plan, this should be agreed with the competent person before any changes are made.

GENERAL ARRANGEMENTS: MONITORING

OBJECTIVE

To ensure a structured management plan is developed for setting, implementing and reviewing, appropriate Health and Safety objectives and targets for all of ES GLOBAL's activities and services. The plan will take into account new and current legal requirements, the occupational risks to people, property or the environment, technological innovations, financial, operational and business requirements and the views of stakeholders .

SCOPE

Objectives and targets will be consistent with ES GLOBAL's Health and Safety Policies with the key objectives being compliance with legal and ES GLOBAL requirements and the continual improvement of ES GLOBAL's health and safety performance.

PROCESS

Development of Objectives and Targets

A management plan for the Company shall be developed each year, as part of the annual business plan development. In establishing health and safety objectives, targets and performance criteria the following shall be noted: • Measures should support corporate and individual business objectives

- Objectives and targets shall be consistent with the company's Health and Safety Policies
- Consideration shall be given to new legal or other requirements
- The priority will be high risk activities, processes, products or services identified during risk assessments (e.g. manual handling, fire, environmental impact etc.)
- Objectives, targets and performance criteria must be clearly defined, understandable and achievable
- Personnel who have been designated to achieve the Health and Safety objectives shall be involved in setting objectives and targets and in developing performance criteria
- Accountability must be clearly defined

Senior Management will review previous objectives and targets, safety assessments, and any legal requirements and draw up a list of Company objectives and targets for approval at the annual health and safety management review meeting.

Health and Safety Management Plan

The objectives and targets shall be formalised and agreed at the annual health and safety management review meeting. They will be issued and communicated as a health and safety management plan. The management plan shall be based around the following framework:

- Policies and procedures
- Structure and responsibilities
- Risk assessments
- Training and competence
- Awareness and communication
- Operational control

- Emergency preparedness and response
- Monitoring and measurement
- Audit and review

Senior Management are responsible for documenting the health and safety management plan and ensuring that the management team have a copy.

Performance Monitoring

In order to monitor the effectiveness of the health and safety management plan, regular, scheduled safety inspections and audits will be undertaken for all ES GLOBAL activities. The Compliance Manager will collate the results and report the findings back to Senior Management.

Performance Review

A performance review of the health and safety management plan shall be presented at the annual management review meeting.

GENERAL ARRANGEMENTS: NOISE

OBJECTIVE

Under the Noise at Work Regulations, ES GLOBAL must ensure that all risks associated with noise in the workplace are reduced so far as is reasonably practicably. ES GLOBAL must carry out a risk assessment of noise where it appears to be a problem.

SCOPE

Exposure to high noise levels can cause irreparable hearing damage. The risk from noise depends on the volume of any particular noise and the length of time of the exposure. Noise is measured in decibels (dB). To reflect the way the human ear responds to sound of different frequencies (pitches), an A weighting is commonly applied, and the measurements are expressed in dB (A). Examples of dB (A) are shown below:

- Normal conversation - 50-60dB(A)
- Loud radio - 65-75 dB(A)
- Chainsaw - 115-120 dB(A

In the vast majority of ES GLOBAL sites noise will not be a problem but there will be certain sites where there may be an issue.

PROCESS

The emphasis must be on risk assessment and not noise measurement. As a simple guide Project Managers/Crew Chiefs/Yard Managers/Compliance Manager can review the following to see if noise is an issue at their site:

- Do employees have to shout to be clearly heard by someone 2 metres away?
- Do any employee's ears still 'ring' after leaving the workplace?
- Do employees use equipment which causes loud explosive noises such as cartridge operated tools or guns?
- Are there a number of vehicles in operation in an enclosed space?

<u>Action Levels</u>

The main requirement of the legislation is to establish if an employee's noise exposure is likely to be at or above any of six measurable levels. Values of 'daily personal exposure to noise' are shortened to Lep,d.

The values take account average noise exposure over the whole working day or shift. (LEX, 8hours). If employees are exposed to high levels of noise for only a small part of the week it is possible to average the exposure they receive over the whole week, thus reducing the Lep,d.

- Lower Action Value (LAV) 80 dB(A)

- LAV Peak Action Value 135dB

• Upper Action Value (UAV)	85 dB(A)
• UAV Peak Action Value	137dB
• Exposure Limit Value	87 dB(A)
• ELV Peak Action Value	140dB

Noise Assessment

If noise levels meet or exceed the 80 dB(A) and it is likely that the LAV is exceeded for an employee, then the Compliance Manager will arrange for a competent person to assess the employee's actual level of noise exposure. The noise assessment will:

- Identify which employees are at risk from hearing damage;
- Determine the actual personal noise exposure (Lep,d) of employees;
- Establish whether current noise control measures or hearing protection are adequate or are further measures required to meet legislative requirements

A record of the noise assessment should be kept on site and reviewed in light of any significant changes to processes or equipment. If there are no significant changes then a two year review is advised.

Visiting Non ES GLOBAL Sites

Where an employee of ES GLOBAL is attending at a premises which is under the control of another company or organisation, the ES GLOBAL employee must follow all instructions relating to noise that are given to them by representatives of that company or organisation.

Controlling Exposure

The Compliance Manager will take immediate action where employees are exposed to the second action level or above. This will be achieved by reducing their exposure in other ways other than hearing protection. There are many ways of reducing noise and noise exposure, the Compliance Manager will try to remove the risk at source if this not possible, then try to control noise at source before trying to protect the individuals consideration shall be given to the workplace by following the following hierarchy: • Look to purchase low noise equipment;

- Use a different, quieter process or quieter equipment;
- Use engineering controls (i.e. dampers and silencers to noisy equipment);
- Try to enclose the process or use barriers or screens to block the direct path of sound;
- Move noise sources further away from employees;
- Design and layout the workplace for low noise emission (use absorptive materials within the building);
- Limit the amount of exposure to employees (halving of time spent in a noisy area will reduce exposure by 3 dB)

Hearing Protection

Hearing protection guards against noise generated from plant, machinery, vehicles, hand-tools and equipment. The damage, which high noise levels do to the hearing, is cumulative; i.e. it is not just the noise level but also the length of time your ears are exposed, which is important.

- Ear plugs fit into the ear canal. They can be made from glass down, polyurethane foam or rubber, and are disposable. Some forms of reusable plugs are available but if they are not cleaned regularly they can be subject to hygiene problems, and unless they are cast into the individual ear canal a good fit is unlikely, decreasing their effectiveness.
- Ear muffs are rigid cups that fit over the ears and are held in place by a headband. They have an acoustic seal around the cup; the cups are filled with a sound absorbing material which should never be removed. Care should be taken to ensure that when worn with other PPE (helmets, eye goggles) that they are compatible.

In order to protect your hearing, protectors must be worn at all times in identified areas - taking it off even for brief periods will drastically reduce the overall effect.

Training and instruction in the use of PPE

Managers must ensure that employees have received suitable instruction and training in the safe use of PPE. Training will need to include: • The explanation of why PPE is needed;

- The performance and limitations of the equipment;
- Instructions on use and storage;
- Factors which can affect the protection provided by the equipment;
- The recognition of defects and arrangements for reporting loss or defects;
- Practice in use, cleaning, storage and inspection of equipment

Employees Duties

Employees must use PPE in accordance with the instructions and training. All employees have a legal duty to use personal protective equipment provided by ES GLOBAL, to take reasonable care of it, keep it in a clean serviceable condition and to report any defects or loss as soon as possible. Any PPE that is damaged or unserviceable should not be worn until replaced. Failure to comply with this duty may result in disciplinary action.

Health Surveillance

Employees whose exposure exceeds the upper exposure action values have the right to have his/her hearing checked by a doctor or by another suitably qualified person. Preventive audiometric testing should also be available for workers whose exposure exceeds the lower exposure action value, where the assessment and measurement provided for indicate a risk to health. The objectives of these checks are to provide early diagnosis of any hearing loss due to noise and to preserve the hearing function. There is a provision for the keeping of records and their confidentiality. Where any audiometric test shows a serious deterioration in the hearing of member of staff, that person should contact their GP. Records of all of the audiometric tests carried out on ES GLOBAL employees should be kept by the member of staff and also a copy is to be sent to HR as a confidential record.

GENERAL ARRANGEMENTS: SAFE WORKING IN OFFICES

OBJECTIVE

To ensure compliance with 'The Health & Safety at Work Act' ES GLOBAL will provide a workplace that is safe and without risks to health. Also ensuring that the workplace satisfies health, safety and welfare requirements as set out in The Health & Safety Workplace Regulations.

SCOPE

'Workplace' - These Regulations apply to a very wide range of workplaces, factories, shops and offices but also, for example, schools, hospitals, hotels and places of entertainment. The term workplace also includes the common parts of shared buildings, private roads and paths on industrial estates and business parks, and temporary worksites (but not construction sites). 'Work' means work as an employee or self-employed person. 'Premises' means any place including an outdoor place.

PROCESS

The Compliance Manager will ensure that a risk assessment has been carried out for activities at their site. The findings of the risk assessment will also be made available for employees to make themselves familiar.

Health

Temperature - Individual personal preference makes it difficult to specify an environment, which satisfies everyone. For office environments, the temperature should normally be at least 16 degrees Celsius or where the work involves heavy physical effort it should be no less than 13 degrees Celsius.

There must be means of measuring variations in temperature around the office such as thermometers etc this is for managers to monitor the temperature around the office and take any corrective actions necessary. Where a reasonable temperature cannot be achieved, local heating or cooling (e.g. fans) should be provided as appropriate.

Ventilation - Workplaces need to be adequately ventilated. Fresh, clean air should be drawn from a source outside the workplace, uncontaminated by discharges from flues, chimneys, vehicles or other process outlets, and be circulated through the work area. Ventilation should also remove and/or dilute warm, humid air and provide air movement, which gives a sense of freshness without causing a draught. If the workplace contains processes or equipment which are sources of heat or sources of dust, fumes or vapours, more fresh air may be needed to provide adequate ventilation.

Windows or other openings may provide sufficient ventilation but, where necessary, mechanical ventilation systems should be provided and regularly maintained. Work in hot or cold environments - The risk of heat stress occurs when exposed to excessive high humidity and/or temperatures from processes and equipment (e.g. Foundries, glass works or laundries). Cold stress may occur when working in colder environments such as cold stores. The risk of any of these conditions happening in an office environment is extremely rare.

Lighting - Lighting should be sufficient to enable people to work and move about safely. If necessary, local task lighting (e.g. desk lamps) should be provided at individual workstations, and at places of particular risk such as crossing points on traffic routes. Lighting and light fittings should not create any hazard. Emergency lighting, powered by an independent power source, should be provided where sudden loss of light would create a risk. Lighting should not become obscured either by furniture or by stacked boxes.

Cleanliness & waste materials - Every workplace and the furniture, furnishings and fittings should be kept clean and it should be possible to keep the surfaces of floors, walls and ceilings clean. Cleaning and the removal of waste should be carried out as necessary by an effective method. Waste should be stored in suitable receptacles. Poor housekeeping is a major cause of accidents and aids the rapid spread of a fire.

Room Dimensions - Workrooms should have enough free space to allow people to move about with ease. The volume of the room, when empty, divided by the number of people normally working in it should be ideally at least 11 cubic metres. Eleven cubic metres per person is an optimum and may be insufficient depending on the actual layout, contents and the nature of the work.

Workstations & Seating - Workstations should be suitable for the people using them and for the work. People should be able to leave workstations safely in an emergency.

Safety

Maintenance - The workplace, and certain equipment, devices and systems should be maintained in efficient working order (efficient for health, safety and welfare). Such maintenance is required for mechanical ventilation systems, equipment and devices, which would cause a risk to health, safety or welfare where a fault occurred. The Compliance Manager will ensure that all equipment, devices and systems are regularly maintained and inspected. All faults and defects must be reported following the site-specific procedure.

Floors & Traffic Routes - ‘Traffic route’ means a route for pedestrian traffic, vehicles, or both, and include any stairs, fixed ladder, doorway, and gateway, loading bay or ramp. There should be sufficient traffic routes, of sufficient width and headroom, to allow people and vehicles to circulate safely with ease. Floors and traffic routes should be sound and strong enough for the loads placed on them and the traffic expected to use them. The surfaces should not have holes, be uneven or slippery and should be kept free of obstructions.

Falls and falling objects - The consequences of falling from heights or into dangerous substances are so serious that a high standard of protection is required. Secure fencing should be provided to prevent people falling from edges, and objects falling onto people. Where fencing cannot be provided, other measures should be taken to prevent falls. Operable windows and the ability to clean them safely - Operable windows, skylights and ventilators should be capable of being opened, closed or adjusted safely and, when open, should not be dangerous. Windows and skylights should be designed so that they may be cleaned safely. When considering if they can be cleaned safely, account may be taken of equipment used in conjunction with the window or skylight or of devices fitted to the building. ES GLOBAL employees are not to clean windows at any point.

Doors and Gates - Doors and gates should be suitably constructed and fitted with safety devices if necessary. Doors and gates, which swing both ways and conventionally hinged doors on main traffic routes, should have a transparent viewing panel. Power-operated doors and gates should have safety features to prevent people being struck or trapped and, where necessary, should have a readily identifiable and accessible control switch or device so that they can be stopped quickly in an emergency. Upward-opening doors or gates need to be fitted with an effective device to prevent them falling back. Provided that they are properly maintained, counterbalance springs and similar counterbalance or ratchet devices to hold them in the open position are acceptable.

Welfare

Sanitary conveniences and washing facilities - Suitable and sufficient sanitary conveniences and washing facilities should be provided at readily accessible places. They and the rooms containing them should be kept clean and be adequately ventilated and lit. Washing facilities should have running hot and cold or warm water, soap and clean towels or other means of cleaning or drying. If required by the type of work, showers should also be provided. Men and women should have separate facilities unless each facility is in a separate room with a lockable door and is for use by only one person at a time.

Drinking water - An adequate supply of wholesome drinking water, with an upward drinking jet or suitable cups, should be provided. Water should only be provided in refillable enclosed containers where it cannot be obtained directly from a mains supply. The containers should be refilled at least daily (unless they are chilled water dispensers where the containers are returned to the supplier for refilling). Bottled water/water dispensing systems may still be provided as a secondary source of drinking water.

Accommodation for clothing and facilities for changing - Adequate, suitable and secure space should be provided to store workers' own clothing and special clothing. As far as is reasonably practicable the facilities should allow for drying clothing. Changing facilities should also be provided for workers who change into special work clothing. The facilities should be readily accessible from workrooms and washing and eating facilities and should ensure the privacy of the user.

Facilities for rest and to eat meals - Suitable and sufficient, readily accessible, rest facilities should be provided. Rest areas or rooms should be large enough, and have sufficient seats with backrests and tables, for the number of workers likely to use them at any time. They should include suitable facilities to eat meals where meals are regularly eaten in the workplace and the food would otherwise be likely to become contaminated. Seats should be provided for workers to use during breaks. These should be in a place where personal protective equipment need not be worn. Work areas can be counted as rest areas and as eating facilities, provided they are adequately clean and there is a suitable surface on which to place food. Where provided, eating facilities should include a facility for preparing or obtaining a hot drink. Where hot food cannot be obtained in, or reasonably near to the workplace, workers may need to be provided with a means for heating their own food. Canteens or restaurants may be used as rest facilities provided there is no obligation to purchase food. Suitable rest facilities should be provided for pregnant women and nursing mothers. They should be near to sanitary facilities and, where necessary, include the facility to lie down.

GENERAL ARRANGEMENTS: PERSONAL PROTECTIVE EQUIPMENT

OBJECTIVE

To ensure compliance with the Personal Protective Equipment at Work Regulations 1992 by ensuring that appropriate Personal Protective Equipment (PPE) is provided, used, and maintained to protect employees from suffering harm or ill health while carrying out their work. PPE should be provided as a last resort where risks presented by a work activity cannot be adequately controlled by other means.

SCOPE

Personal Protective Equipment (PPE) means all equipment designed to be worn or held by a person at work to protect against one or more risks, and any additional accessory designed to protect the wearer against risks to health and safety. Both protective clothing and equipment are within the scope of the definition, and therefore such items as diverse as safety footwear, safety helmets, gloves, high visibility clothing, eye protection, respirators, breathing apparatus and safety harnesses apply to this procedure. Uniforms and garments provided for protection against normal climatic conditions experienced by a worker are not considered to be Personal Protective Equipment. It is essential that where PPE areas have been identified employees, contractors and visitors wear the appropriate personal protective equipment. Failing to comply may result in formal counseling or disciplinary action.

PROCESS

Manager's Duties

A competent person will ensure that an assessment of the risks to health and safety of employees at work has been undertaken and documented, and appropriate controls have been implemented. Where a risk remains that cannot be eliminated or reduced to an acceptable level, then suitable PPE must be provided as the last resort and used. Where PPE is required, it must be provided to employees free of charge.

Equipment Selection

After assessing the risks, Project Managers / Crew Chiefs / Yard Managers / Compliance Manager must select the correct type of PPE for the activities and hazards and ensure that:

- Equipment is chosen that suits the wearer. It should be comfortable, especially if it is to be worn for long periods of time;
- The equipment is suitable for the work- for example goggles may steam up in a humid environment, while visors are less likely to do so; • The equipment fits the wearer properly;
- If more than one type of equipment is required, they must be compatible.

For example where respiratory, head and eye protection is needed, separate PPE may not fit properly, and therefore a helmet fitted with a ventilated visor may be a more suitable option;

- The equipment supplied complies with the relevant British/European standards;
- Items such as ear plugs are a personal issue item for reasons of hygiene

Storage and Maintenance

PPE must be looked after and stored properly when not in use, and Project Managers / Crew Chiefs / Yard Managers / Compliance Manager must ensure that suitable storage arrangements are provided. This scheme will vary with the type of equipment and its use, but should also include cleaning, disinfections, examination, replacement, repair and testing.

Instruction and Training in the Use of PPE

Project Managers / Crew Chiefs / Yard Managers / Compliance Manager must ensure that employees have received suitable instruction and training in the safe use of PPE. Training will need to include: • The explanation of why PPE is needed;

- The performance and limitations of the equipment;
- Instructions on use and storage;
- Factors which can affect the protection provided by the equipment;
- The recognition of defects and arrangements for reporting loss or defects;
- Practice in use, cleaning, storage and inspection of equipment

Employees Duties

Employees must use PPE in accordance with the instructions and training. All employees have a legal duty to use personal protective equipment provided by ES GLOBAL, to take reasonable care of it, keep it in a clean serviceable condition and to report any defects or loss as soon as possible. Any PPE that is damaged or unserviceable should not be worn until replaced. Failure to comply with this duty may result in disciplinary action.

Head Protection

Where there is a risk of falls or falling objects, head bumping, impact with fixed objects, hair entanglement and work in adverse environments, head protection should be provided which must fit the wearer properly and be comfortable. Safety helmets must always be worn when accessing a construction site, working at height or when accessing an area where work is being carried out overhead. Other areas requiring helmets may be identified by risk assessment. Safety signs (usually blue and white) bearing the helmet logo should always be observed as there may be hazards not readily apparent.

With respect to wearing, maintenance and replacement of safety helmets, employees should read the manufacturers instructions and note the following:

- The harness should be properly adjusted, but not too tight, to avoid wearing the helmet at a slant;
- Keep the clearance between the helmet and harness, i.e. nothing must be carried in the helmet;
- Handle the helmet with care;
- Regularly inspect the helmet shell for cracks or signs of wear and the harness for loose or broken straps, worn stitching, etc.;
- Avoid painting, marking or labeling a helmet as this can affect its protective properties;
- Minimise exposure to sunlight, extreme heat or cold, chemicals etc.;
- Remove all dirt and moisture after use with warm soapy water;
- Store safely (not in direct sunlight and not on the back seat/parcel shelf of your car);
- A strap must be fitted when working at height;

- Request a replacement if the helmet is lost or if the shell, harness or strap is damaged;
- Check the date embossed on the shell;
- Helmets are to be replaced every 3 years irrespective of their condition

Eye Protection

Eye protection guards against the hazards of impact, chemical and molten metal splashes, liquid mists, dust, welding arcs and radiation

The selection of suitable eye protection is important, since some eye protection is designed specifically to protect against impact, while other eye protection will only protect against chemical splashes. Examples of eye protection include:

- Safety spectacles – Which are similar to prescription spectacles, but made from tough optical quality to protect against impact;
- Safety goggles – Which are much heavier than eye shields and safety spectacles, but give total eye protection from all angles, as the whole of the goggle is in contact with the face;
- Face shields – Which protect the face, but do not enclose the eyes, so are unsuitable for protection against dust, mists or gases

Ear Protection

Hearing protection guards against noise generated from plant, machinery, vehicles, hand-tools and equipment. The damage, which high noise levels do to the hearing, is cumulative; i.e. it is not the noise but the length of time your ears are exposed, which is important.

- Ear plugs – Fit into the ear canal. They can be made from glass down, polyurethane foam or rubber, and are disposable. Some forms of reusable plugs are available but if they are not cleaned regularly they can be subject to hygiene problems, and unless they are cast into the individual ear canal a good fit is unlikely, decreasing their effectiveness.
- Ear muffs – Rigid cups that fit over the ears and are held in place by a headband. They have an acoustic seal around the cup; the cups are filled with a sound absorbing material which should never be removed. Care should be taken to ensure that when worn with other PPE (helmets, eye goggles) that they are compatible

In order to protect your hearing, protectors must be worn at all times in identified areas - taking it off even for brief periods will drastically reduce the overall effect.

Foot Protection

Not only should the hazards be considered when selecting foot protection, but comfort, style and durability should also be taken into account.

Generally, all foot protection should be flexible and splash proof with non-slip soles that are oil resistant. A well-defined heel (not continuous flat sole) is required for climbing ladders.

Activities that require the provision of foot protection include:

- Construction work- safety footwear guards against objects falling onto the feet and sharp objects piercing the foot. Statistics show that the use of safety footwear greatly reduces the

number of injuries to the feet and toes. Safety footwear for building sites should have a steel midsole, however these are unsuitable for climbing ladders as the sole may deform;
- Hot and cold environments – work in cold weather requires footwear with thermal insulation, while work in hot environments will require heat resistant soles.

Work in wet weather will require protection such as rubber boots.

Hand protection

A wide range of activities can result in damage to the hands, for which protection will have to be provided.

These activities include:

- Manual Handling activities;
- Handling chemicals or toxic substances;
- Activities resulting in vibration such as the use of drills;
- Construction and other outdoor work;
- Handling hot and cold materials;
- First aid (coming into contact with bodily fluids)

Gloves and gauntlets can protect against a range of industrial hazards including:

- Cuts and abrasions;
- Extreme temperatures - both hot and cold;
- Skin irritations and dermatitis;
- Contact with toxic or corrosive liquids

The type and degree of protection provided will depend on the glove itself, but all hand protection should be comfortable and fit the wearer.

Fall Protection

If safety measures, such as edge protection and toe boards have been fitted to working platforms but the risks of a person falling from height still exists, then some form of fall protection will have to be issued to employees. Fall protection might consist of a body harness, ropes and a safe anchorage point, but should always be used as a last resort. No employees should attempt to use fall arrest equipment unless they have been properly trained.

Fall arrest equipment must be inspected before use and at regular intervals by a competent person. Records of inspection should be kept on the card usually supplied with such equipment or similar form.

Body Protection

There are various types of clothing which are used for protecting the body and wearer, including:

- Coveralls, overalls and aprons to protect against chemicals or other hazardous substances;
- Items provided to protect the wearer against extreme heat or cold (e.g. for working in cold stores). Garments provided for protection against the normal climatic conditions experienced by a worker are not considered to be Personal Protective Equipment;

- High visibility clothing, which should be worn by workers on the roadside or highway, railways, building sites, forklift truck areas and other areas where it is important to be visible

Respiratory Protection

Respiratory protection is worn to protect the wearer from dusts through breathing apparatus. PPE should only be considered after all methods to reduce the risks have been considered. Types of respiratory protection include:

- Filtering half mask – A face-piece covers the nose and mouth made of a filtering medium, generally used for up to an eight-hour shift and then discarded;
- Half-mask respirator – A rubber or plastic face-piece covering the nose and mouth with one or more replaceable filter cartridges;
- Full face respirator – Covering the eyes, nose and mouth and has replaceable filter canisters;
- Powered respirator – Supplies clean, filtered air to a range of face-pieces via a battery operated motor fan unit

Respirators need to be fitted with the correct type of filter, should correctly fit the face and must be properly maintained, in order to provide protection. Respirators do not provide any protection in oxygen-deficient atmospheres and in such cases respiratory protection that supplies air must be used.

There are different levels of protection available- always refer to the manufacturers information sheets and any other supporting documentation (e.g. material safety data sheet)

GENERAL ARRANGEMENTS: PRESSURE SYSTEMS

OBJECTIVE

ES GLOBAL will ensure that all pressure systems in the workplace are used safely and maintained in accordance with the requirements of the Pressure Systems Safety Regulations 2000.

SCOPE

This guidance sets out the measures that are to be implemented to ensure the safe operation of the installed pressure systems that are used within ES GLOBAL premises. The legislative requirements of record keeping and maintenance are also covered.

Definitions

A "pressure system" is:

- a system comprising one or more pressure vessels of rigid construction, any associated pipework and protective devices;
- the pipework with its protective devices to which a transportable pressure receptacle is, or is intended to be, connected; or
- a pipeline and its protective devices, which contains or is liable to contain a relevant fluid.

A "relevant fluid" can be:

- steam;
- any fluid or mixture of fluids which is at a pressure greater than 0.5 bar above atmospheric pressure, and which fluid or mixture of fluids is - v a gas, or
- a liquid which would have a vapour pressure greater than 0.5 bar above atmospheric pressure when in equilibrium with its vapour at either the actual temperature of the liquid or 17.5 degrees Celsius; or
- a gas dissolved under pressure in a solvent contained in a porous substance at ambient temperature and which could be released from the solvent without the application of heat.

The equipment that currently falls within the scope of the Pressure Systems Safety Regulations are the spray painting compressor and the compressed air equipment in the garage workshop.

PROCESS

Before an installed pressure system can be operated, the safe operating limits of the system must be established (Pressure Systems Safety Regulations, Regulation 7(1)). This information should be available from the Operation Manual provided by the manufacturer/installer.

A suitable system for recording and retaining the safe operating limits information and any subsequent changes should be used and maintained by the Compliance Manager. The information should be readily available to those who need it, including the competent person and those operating the systems.

The Compliance Manager should ensure that the safe operating limits specified for the systems are kept up-to-date. The safe working limits are to be reviewed at the time of examinations, when significant repairs or modifications are carried out, or where major changes to operating conditions occur. If safe

working limits are changed, the discharge capacity of pressure-relieving devices should be reviewed to ensure that the system is adequately protected against overpressure at all times.

The pressure systems should not be operated without written schemes of examination in place that has been drawn up or certified by a competent person. The scheme should be reviewed at appropriate intervals by a competent person for the purpose of determining whether it is suitable in the current conditions of use of the systems.

The written scheme must be modified to suit the recommendations of the competent person. It should be suitable and specify the nature and frequency of examination; identify the measures necessary to prepare the system for safe examination; where appropriate, provides for an examination to be carried out prior to the first use of the system.

The Compliance Manager must ensure that the pressure systems are examined by a competent person within the intervals specified in the written schemes. All appropriate measures must be taken to allow the examination to be undertaken safely.

Following the examination, the competent person must produce a signed and dated written report and send it to the user as soon as is practicable and in any event within 28 days of the examination. The report should identify the parts of the system that have been examined, the condition of those parts and the results of the examination. As a result of the examination, if any repairs or modifications to, or changes in the established safe operating limits of, the parts examined are necessary to prevent danger, the date by which the changes are to be implemented should be identified and the pressure system not operated until the changes have been effected.

ES GLOBAL will ensure that all persons required to operate pressure systems will be provided with adequate and suitable instructions and training for the purposes of health and safety. This will also include details on the actions to take in the event of any emergency. ES GLOBAL will also ensure that the pressure system is only operated in accordance with the instructions provided. The instructions will contain all the information needed for the safe operation of the systems including:

- Start up and shut down procedures;
- Precautions for standby operation;
- Function and effect of controls and protective devices;
- Likely fluctuations in normal operations;
- The requirement to ensure that the system is adequately protected against overpressure at all times;
- Procedures in the event of emergency.

CONTENTS

SAFE WORKING ARRANGEMENTS: PROJECTS

OBJECTIVE:

The objective of this General Arrangement is to establish a framework within which all of ES GLOBAL Projects operations are carried out with due regard for the health and safety of our employees and those affected by our activities. This guidance also seeks to establish a structure within which our duties under the Construction (Design and Management) Regulations (where they apply to our projects) can be met when applicable to the projects that we undertake.

SCOPE:

The guidance in this General Arrangement is to be applied to all special projects and covers planning, competence and site safety management.

In some instances, where projects fall within the scope of the Construction (Design and Management) Regulations 2015 (CDM 2015), the Company may be appointed as Principal Contractor. This role attracts particular duties relating to planning, managing and controlling health and safety during the project. One such duty is the development of a "Construction Phase Plan" which sets out the organisation and arrangements that have been put in place to manage risk and co-ordinate the work. A framework for preparing suitable plans for each project is outlined in this General Arrangement.

PROCESS:

Planning

Each project involving ES GLOBAL should be carefully planned prior to commencement. The bespoke nature of the projects themselves requires a flexibility of approach, but nevertheless a framework within which the management of health and safety is properly considered should be put in place for all aspects of ES GLOBAL's operations. All reasonable steps should be taken to obtain any existing information relating to the site of the works that will have an impact on health and safety-related decisions and processes.

Project Safety Plan ("Construction Phase Plan")

In order to establish a health and safety management framework, a Project Safety Plan should be prepared for each individual project. The depth of information contained within the Plan should be proportional to the level of safety risk and complexity of the project. The Plan should be prepared by a competent person and verified by the Head of Projects and the Compliance Manager before implementation.

The Project Safety Plan should detail the following:

- Nature of the work (including factors such as location, climate, etc);
- Health and safety principles and objectives;
- Project timescales;
- Activities with risks to health and safety (including design considerations, site wide elements, existing environment, including both generic and projectspecific risks);
- Management structure and responsibilities;
- Health and safety standards that are being worked to;

- Communication and co-operation (including Project Induction arrangements);
- Emergency procedures;
- Welfare;
- Site rules.

The overriding aspiration of the Project Safety Plan is to facilitate the communication and management of health and safety risk and is key to the successful completion of our commissions. The Plan should be used as a management tool for assisting in the efficient execution of the project and as part of an audit trail of health and safety decisions that supplements the health and safety management arrangements.

Gathering health and safety information about the project and the proposed site before work begins is of paramount importance. To this end, before undertaking any work activity, a project-specific risk assessment should be carried out by a competent person in order to determine what protection measures need to be implemented in order to safeguard health and safety. The level of assessment should reflect the level of risk and focus on the risks with the potential to cause real harm. The risk assessment should be documented on the standard ES GLOBAL Risk Assessment pro-forma.

The following factors should be considered as a minimum for all projects:

- Adequate and competent resources available to deliver the project safely;
- Sufficient time allowed for completing the project safely;
- Identification of specific hazards related to the project and location;
- Effective communication of risks to all relevant parties;
- Details of any restrictions or conditions imposed by third parties/client/environment.

A competent Project Manager will be appointed to ensure that safe working conditions are maintained throughout the project and any safe systems of work that are established are properly implemented.

A copy of a Project Safety Plan template is included within Appendix 1 of this document for guidance.

Competence

All Project Managers, Crew Chiefs and Crew employed by ES GLOBAL (including sub-contractors) must be able to demonstrate a level of competence that is suitable for the projects and tasks which they are likely to undertake. Individual competency should be assessed by a two-stage process:

- Stage 1: Assessment of knowledge, training records and qualifications, including basic understanding of project risks;
- Stage 2: Past experience in the type of work you are asking them to do.
- Those lacking the required competence will need close supervision by a competent person until they have achieved the required competence.

Site Safety Management

Everyone controlling site work has health and safety responsibilities. Checking that working conditions are healthy and safe before work begins and ensuring that the proposed work is not going to put others at

risk requires planning and organisation. This is where the preparation of a robust Project Safety Plan is of paramount importance.

To successfully implement the Plan, Project Managers, Crew Chiefs and Crew demonstrating an adequate level of competence will be needed (see above) together with sound organisation and supervision. The key basic requirements that will need to be considered for the majority of projects are:

- Site establishment v Site induction v Welfare facilities
    - Good order, storage areas and waste materials
    - Emergency procedures
    - First aid
    - Site rules
    - Accident/incident reporting procedures
- Site management and supervision v Daily briefing by the Crew Chief (including Tool Box talks) v Control of daily site registers for operatives and plant
    - Working at height v Site traffic and mobile plant v Electricity v Slips and trips v Work affecting the public
    - Monitoring and reviewing (i.e. inspections, reporting and implementing improvements)

Appendix 1 – Project Safety Plan Template

ESG Ref

[Insert customer ref]

[Insert project name]

Project Safety Plan

[Insert date]

Document Control

Document Title	
Prepared by	
Checked by	
Approved by	
Distribution	
Document Status	

Revision History

Stage	Revision	Date	Status	Description	Author

Reviewer List

Name	Role	Date

Approvals/Acceptance

Name	Signature	Title	Date	Version
Olly Watts		ESG Project Director		

CONTENTS

1. Introduction

The primary purpose of this Project Safety Plan is to inform all employed persons of significant health and safety risks associated with carrying out the works which they will be responsible for managing.

1.1. Health and Safety Principles and Objectives

It is the intention of ES GLOBAL to promote a positive safety culture within the workforce for the project. This Project Safety Plan enforces ES GLOBAL's requirements that all works to be carried out during the project are planned and executed in such a manner as to avoid, so far as is reasonably practicable, hazards to all site personnel and visitors.

In particular, the objectives are:

- To provide a safe place of work
- To prevent injury to and impairment of health of all persons affected by the activities
- The provision of safe systems of work
- To inform all operatives of any risk to their health and safety and precautions that needs to be taken
- To clearly define individual responsibilities for implementing and monitoring safe working practices
- To ensure that no environmental damage occurs
- To exclude unauthorised persons from the work site

2. Project Description

2.1. Nature of the Works

[Insert project description (including confirmation whether CDM applies]

2.2. Project Timescales

Anticipated commencement: [Insert date]
Completion: [Insert date]

2.3. Parties to the Project

Organisation	Address	Contact
[Insert details of other parties]		
Main Contractor ES GLOBAL	Unit G East, Coate House, 1- 3 Coate Street, London, E2 9AG	+44 20 7055 7200

2.4. Extent and Location of Existing Information

[Insert details of any existing information provided by cliant]

3. Communication and Management of the Work

3.1. Activities with Risks to Health and Safety

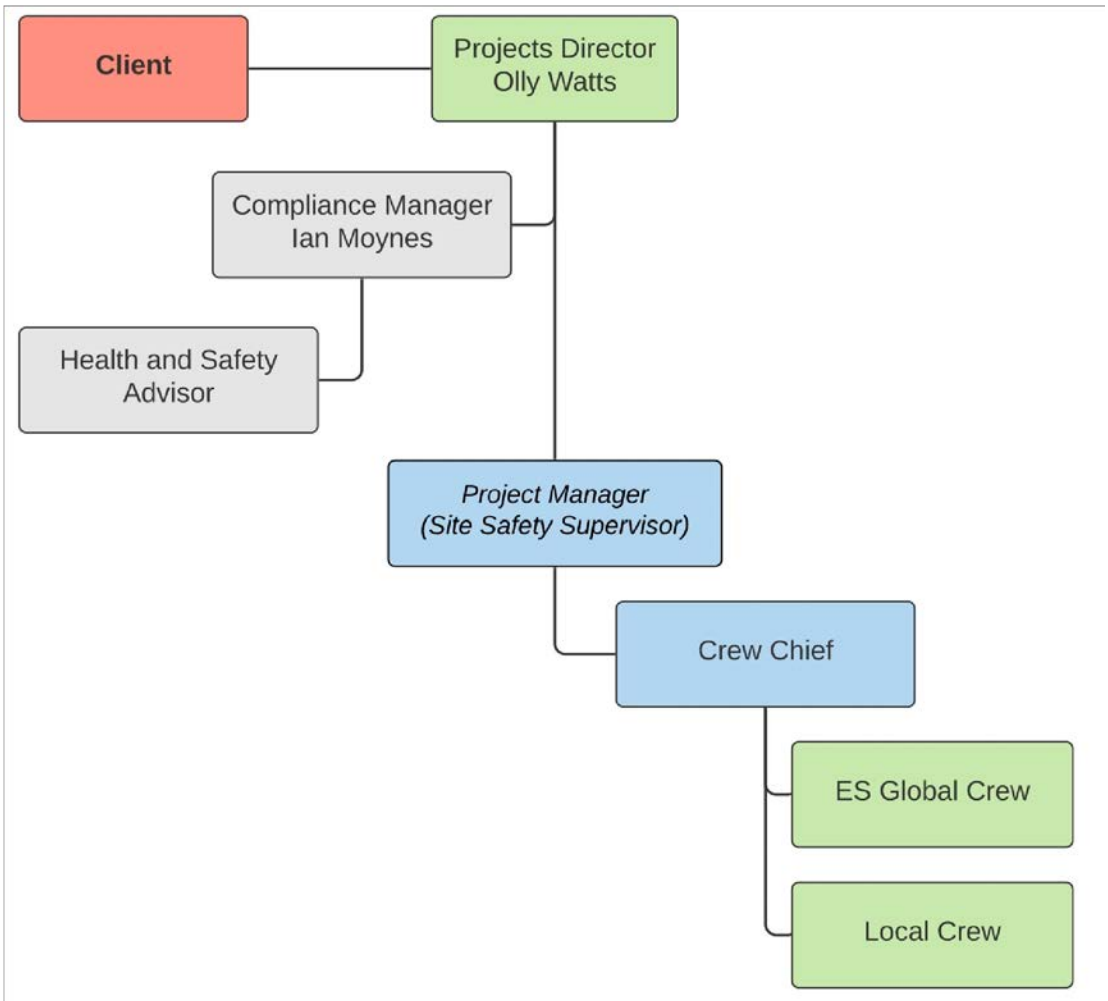
The identification and effective management of activities with risks to health and safety, including those carried out by other contractors, will be achieved by carrying out and communicating risk assessments, developing and communicating safety method statements and communicating and establishing control procedures.

All safety method statements and risk assessments are to be included in Appendix A of this Project Safety Plan and collated as the project works progress.

3.2 Management Structure and Responsibilities

The health and safety management structure for the project will be as detailed below:

establishing control procedures.



The Head of Projects has overall responsibility for the Health, Safety and Environmental policy.

A nominated, competent person will undertake the role of Site Safety Supervisor (usually the Project Manager/Crew Chief). The Site Safety Supervisor role encompasses the overall on-site implementation and monitoring of safety procedures and health and safety issues. The duties of the Site Safety Supervisor may be delegated but the responsibility will remain with the nominated person at all times. The Site Safety Supervisor will be available for briefings and any necessary safety liaison with the client as appropriate.

Sub-contractors

All sub-contractors are to nominate a suitably qualified person to act as a liaison point with ES GLOBAL to ensure that communication channels are established and maintained throughout the project.

All sub-contractors will be expected to carry out their works in accordance with all relevant safety legislation and the requirements of this Project Safety Plan.

All sub-contractors will supply to ES GLOBAL the results of any assessments which they carry out, details of the safe systems of work that they will be adopting and any information they have on any hazards arising from their operations which could affect others for review and approval.

Sub-contractors must co-operate with ES GLOBAL on any measures to ensure compliance with safety legislation or to prevent danger.

3.3 Health and Safety Standards

3.3.1 Personal Protective Equipment

During the construction phase of the project the following PPE will be worn at all times when in the project works area:

- Steel toecap boots
- Hi-visibility waistcoat/jacket
- Hard hat

Other additional PPE will be reviewed by task- and site-specific risk assessment and provided as appropriate

3.3.2 Legislation

All works will be carried out in accordance with the requirements and standards of current UK legislation.

3.4 Communication and Co-operation

ES GLOBAL will ensure, so far as is reasonably practicable, that every contractor is provided with comprehensive information on the risks to the health and safety of that contractor, their operatives and other persons under their control. This information will be conveyed to the contractor at the earliest opportunity and will be updated and monitored as works progress. under their control. This information will be conveyed to the contractor at the earliest opportunity and will be updated and monitored as works progress.

3.4.1 Information and Training

Site specific information pertaining to health and safety will be conveyed to all authorised persons via initial site induction undertaken by suitably qualified Project Management. This will cover as a minimum:

- Health and safety principles and objectives
- Site details
- Site access and egress
- Site risks and preventative and protective measures
- Traffic management procedures
- Relevant details of the Project Safety Plan
- Site rules
- Emergency procedures
- Means of escape
- Welfare and first aid facilities
- Provision and use of personal protective equipment

Records of site inductions will be kept in Appendix B and will include names of attendees, dates, and signature of attendees.

Project-specific awareness training and tool box or 'task' health and safety talks will be given by Project Management at appropriate intervals to identify any particular safety hazards and to review general safety awareness.

Copies of all operatives training and proof of competence certification will be retained within Appendix C.

3.4.2 Design information

All design information will be collated by ES GLOBAL and distributed to all relevant parties as appropriate.

All organisations undertaking design work during the project will be required to identify any significant hazards associated with their designs and include the relevant information necessary to manage the risks.

Where significant changes to the design occur, consultation will be undertaken with the affected parties in order to identify any concerns, particularly those of a health and safety-related nature.

3.4.3 Meetings

Daily Site Management meetings will be held to discuss progress and to identify upcoming health and safety issues. Where health and safety issues require amendments to risk assessments and method statements, these will be discussed and agreed between the relevant parties, in order to ensure that safe systems of work are in place for all work elements. Where changes in work procedures develop during the working day, clear lines of communication between Site Management, Crew and Sub-contractors will be established in order to manage any changes in health and safety risk.

The importance of good communication on site is recognized and clear and effective communication between the various disciplines and identified lines of demarcation will be implemented. Agreed and written procedures, roles and specific duties will be identified and applied at the point of work.

3.5 Selection Procedures

3.5.1 Sub-contractors

ES GLOBAL will generally select and appoint sub-contractors from its list of known parties who have previously demonstrated their competence, have made the necessary provisions for health and safety and have co-operated in complying with health and safety law.

Unknown parties will be subject to a stringent vetting procedure to ensure, so far as is reasonably practicable, that the above criteria are met.

3.5.2 Materials

ES GLOBAL will generally select and appoint suppliers of materials from its list of known parties who have previously demonstrated their ability in providing adequate information and in complying with health and safety law.

Unknown parties will be subject to a stringent vetting procedure to ensure, so far as is reasonably practicable, that the above criteria are met.

Materials will be selected to comply in all respects to the requirements of the project specification. Any substances that may be hazardous to health will be covered by COSHH assessments and will be carefully controlled and the risks to health and safety of all users and occupants of the construction site will be eliminated.

Copies of all relevant COSHH assessments will be retained in Appendix D.

3.5.3 Machinery and plant

ES GLOBAL will generally select machinery and plant from suppliers who have previously demonstrated their ability in ensuring, so far as is reasonably practicable, that machinery and other plant is properly selected, used and maintained and that operator training is provided.

Unknown parties will be subject to a stringent vetting procedure to ensure, so far as is reasonably practicable, that the above criteria are met.

Whilst in use, all plant, tools and equipment will be regularly inspected and maintained in a good serviceable condition. Any equipment which does not fulfill these criteria will be tagged and removed from the work area until a qualified person has repaired it.

All scaffolding will be erected, dismantled or moved only by competent persons having sufficient knowledge or training. Scaffolding must be complete in all respects and only used once proof of completion is provided.

Copies of all plant certification will be retained in Appendix E.

3.6 Emergency Procedures

3.6.1 Emergency Procedures Plan

A project-specific Emergency Procedures Plan has been produced and is included within Appendix F of this Project Safety Plan. The Emergency Procedures Plan will be communicated to all operatives at the initial Site Induction.

The Emergency Procedures Plan will be updated to reflect any significant changes in the construction process as the project proceeds. Operatives will be notified of any significant changes as necessary.

3.6.2 First Aid

ES GLOBAL will ensure, so far as is reasonably practicable, that all operatives, contractors' operatives and self-employed operatives will have access to first aid facilities. A suitable person will be appointed to take charge of firstaid arrangements and their name made known at the Site Induction. A suitably stocked first aid box will be maintained on site at all times. In the absence of the suitable person, an appointed person will be nominated to take charge of a first aid situation.

3.7 Reporting Accidents, Incidents and Near Misses

The details of all accidents resulting in personal injury must be recorded in accordance with the ES GLOBAL Procedure: "General Arrangements: Accident and Incident Reporting." If a person is incapacitated for more than seven days, the accident will be reported to the Health and Safety Manager.

In the event of an injured person being admitted to hospital for more than 24 hours, the HSE will be informed immediately by telephone and a confirming form F2508 submitted. In the event of an accident where a specified reportable incident has occurred, the HSE will be informed immediately by telephone. A form F2508 will then be submitted in confirmation. Specified dangerous occurrences will be reported in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

3.8 Welfare

[Detail project-specific welfare arrangements]

3.9 Site Rules

- All personnel to undergo site induction training
- All personnel to wear PPE as required by the project risk assessment
- Visitors must report to the site office and must wear appropriate PPE
- Safety signs and notices must be followed
- Radios or personal stereos are not to be used
- All personnel are required to fully comply with their employer's statement of safe working method
- Site emergency procedures are designed to protect life and must be followed
- Smoking is only permitted in designated smoking areas

- Ladders are only to be used as a work platform for tasks of a short duration and it is not practical to use a safer work platform such as a mobile scaffold tower or podium. Ladders must always be secured to a structure or securely 'footed' by another person when in use
- The consumption of alcohol and drugs is prohibited
- No person is to operate any mechanical plant or equipment unless they have been trained and certified as competent
- Any mechanical plant or equipment found to be defective is not to be used
- Food is only to be consumed in the designated areas
- No personnel shall indulge in fighting, horseplay or practical jokes within the project area

3.10 Arrangements for Monitoring

ES GLOBAL will carry out active and reactive monitoring of on site activities to establish the level of safety performance actually achieved in comparison to that set for the project. Monitoring will encompass regular planned checks depending on the size of the build:

- Director – a minimum of one site inspection during construction
- Compliance Manager – one site inspection per month
- Project Manager – one/two site inspections per week
- Crew Chief – daily site inspections

Additional monitoring will include investigation of accidents, incidents, near misses and complaints.

Specific checks will be planned to monitor the control measures implemented for the significant hazards and operations identified in the Project Safety Plan.

Copies of Project Inspection Reports will be maintained in Appendix G.

3.11 Operation and Maintenance Manuals

Information relevant to the Operation and Maintenance Manuals will be collated by ES GLOBAL in a format agreed with the client.

APPENDIX A: RISK ASSESSMENTS AND METHOD STATEMENTS

Risk Assessment/Method Statement Schedule:

Ref	Title	Prepared by	Authorised by	Issue date
	[List RAMS]			

ESGLOBAL

RISK MATRIX

Introduction

Risk Assessments have been drawn up in accordance with the *Management of Health and Safety at Work Regulations 1999* this is to identify the principal hazards presented during ESG operations and to describe how the risks arising from such hazards will be controlled.

Risk Rating

For ease of reading these assessments have not utilised a numeric format in presentation, but have relied on simple grading of risk from high to negligible.

The risk rating has been drawn from the following table:

	Probable	Likely	Possible	Unlikely	Remote
Multiple Fatality					
Single Fatality					
Major Injury (significant equipment damage)					
Minor Injury (or equipment damage)					
Trivial					

	High		Medium		Low		Negligible

Definitions and Key

The following definitions have been used for the levels of probability:
Probable: incident has happened repeatedly before and is expected again
Likely: incident has occurred more than once before and is liable to occur again
Possible: incident has been recorded before and could happen again
Unlikely: incident not previously recorded but is conceivable
Remote: whilst technically feasible, no known instance and no expectation of occurrence

Multiple Fatalities: accident directly resulting in the death of more than one person
Single fatality: accident directly resulting in the death of a single person
Major Injury: accident resulting in an injury reportable under RIDDOR
Minor Injury: accident resulting in injury requiring first aid treatment
Trivial: accident resulting in minimal personal injury

The combination of probability and severity of the outcome has been divided into four categories; which have been colour coded in the table above and the resulting Risk Rating is used in the Event Risk Assessments that follows:

APPENDIX B: SITE INDUCTION REGISTER ANDCREW CHIEF SAFETY BRIEFING

ESGLOBAL

SITE RECORD SHEET

SITE:		**JOB No:**	
DATE:		**JOB NAME:**	
CREW BOSS:		**PM:**	

Hazards & Risks Identified on site, that were not envisaged at initial site assessment.
Are Additional Risk Assessment(s) Required?
Yes □ (If Yes see enclosed document) No □

Plant Inspection
If plant has been hired in for the job please complete a daily plant checklist document per vehicle (see site file for documents)
Plant Equipment will be used today
Yes □ (If Yes see enclosed document) No □

Daily activity briefings
The following employees /operatives / sub-contractors / suppliers have attended a daily activity briefing on the date shown above. The briefing will cover the activities / hazards of that day. Crew Chief / Site Supervisor to specify topics covered during daily briefing by ticking / completing the below.

Risk Assessment

General Site	□	Unloading & Loading Vehicles	□
Container Loading & Unloading	□	Cowshed & Mixer Structures	□
Framework Rig & De-rig	□	Production Load-in, Load-out	□
Plant, Cranes & Tools	□	Pontoon Rig & De-rig	□
Ramp, Decking, Security Barrier	□	Softgoods Rig & De-rig	□
Truss Tower Rig & De-rig	□	Video Goalpost Load-in, Load-out	□

Method Statement

Cowsheds & Mixer Structures	□	Cowsheds with Ladder Beams	□
Crane Lifting Plan	□	De-rig Procedures	□
Follow Spot Tower Erection	□	Hard Top High Cube	□
Hot Works	□	LT Outrigger	□
LT Tower Assembly	□	LT Tower Erection	□
Plinth	□	Production Checks	□
Regular Outrigger	□	Roof Steelwork Assembly	□
Regular Tower Assembly	□	Rescue Plan – Working At Height	□
Roof Lifting	□	Working At Height	□
Regular Roof Rafter System	□	Container Top Removal & Reinstatement	□
Assembly & Sheeting	□		

Additional topics:

Weekly Tool Box:
Crew Chief / Site Supervisor to choose most relevant tool box talk for work being undertaken / site environment or identified hazards. Choose from ESG's standard set of topics 1 to 28.

Insert used tool box No.

ESGLOBAL

Crew Safety Attendance Record/ PPE / Fall Arrest Equipment (FAE)

Each crew member must sign in and out each day and confirm that they have received a site induction, a daily activity briefing, weekly toolbox talk, possess the correct PPE to carry out their task(s). If you are required to work at height please also confirm that you have carried out statutory checks on your fall arrest equipment (FAE) prior to use.

Name In CAPITALS	ESG or Other	Position: Fork, Hand, Scaff, Rigger	PPE Check	FAE Check	Time In	Time Out	Signature

Crew Safety Attendance Record/ PPE / Fall Arrest Equipment (FAE) – continued

Name In CAPITALS	ESG or Other	Position: Fork, Hand, Scaff, Rigger	PPE Check	FAE Check	Time In	Time Out	Signature

Please use this space below for any other comments, improvements, hazard spotting and general relaying of information.

APPENDIX C: OPERATIVES COMPETENCE/TRAINING CERTIFICATION

APPENDIX D: COSHH ASSESSMENTS

APPENDIX E: PLANT TEST/EXAMINATION CERTIFICATION

APPENDIX F: EMERGENCY PROCEDURES PLAN

EMERGENCY PROCEDURES PLAN

IN THE EVENT OF FIRE, INJURY TO PERSONS OR DAMAGE TO LIVE SERVICES

- All incidents MUST be reported to the Site Safety Supervisor immediately. In the event of minor fires, trained personnel using fire extinguishers located on the site will attempt to extinguish the blaze. If the fire is larger or fumes are being emitted, the area is to be evacuated, the management informed and the fire brigade called immediately by the Site Safety Supervisor.
- In the event of serious injury an ambulance will be summoned by the Site Safety Supervisor and details given to the operator as to the nature of the injury, the number of casualties, location of the injured and best means of accessing the site. For less serious injuries, trained on-site first aiders will give first aid.
- In the event of damage to live services, the area will be cordoned off and made as safe as possible pending the arrival of the relevant utility company/service provider.
- In the event of evacuation all personnel will assemble outside the main site entrance.

EMERGENCY CONTACT INFORMATION

CREW CHIEF/SITE SAFETY SUPERVISOR	
PROJECT MANAGER	
COMPLIANCE MANAGER	
CLIENT	
HOSPITAL A&E	

APPENDIX F: PROJECT INSPECTION REPORTS/SCHEDULE

(DIRECTOR – 1 NO. DURING CONSTRUCTION)

(COMPLIANCE MANAGER – 1 NO./MONTH)

(PROJECT MANAGER – 1-2/WEEK) (CREW CHIEF – DAILY)

GENERAL ARRANGEMENTS: RISK ASSESSMENTS AND METHOD STATEMENTS

OBJECTIVE

To comply with the Management of Health and Safety at Work Regulation by ensuring procedures are in place for the ongoing identification of hazards in routine and non-routine activities, the assessment of the risks arising from those hazards and the implementation of necessary control measures through the use of Method Statements.

SCOPE

Risk Assessments will:

- Be carried out for all hazardous activities undertaken in the workplace, both routine and non-routine (e.g. staging, special projects);
- Consider all people having access to the workplace (including contractors and visitors) or who might reasonably be affected by activities carried out in the workplace (e.g. neighbours, other contractors, members of the public);
- Be documented where the potential for significant risk is identified,
- Consider all facilities and equipment in the workplace whether provided by ES GLOBAL or others.

PROCESS

Risk Assessor(s)

General risk assessments will be recorded using the standard SHE risk assessment format. Risk assessments should be undertaken by competent persons with sufficient skill, experience and training of risk assessment together with knowledge of the workplace and activities to be assessed. This can be the project manager/crew chief/senior manager. Ideally risk assessments are best carried out with a minimum of two people. Contractors are required to carryout and provide to ES GLOBAL risk assessments for the work they undertake on our behalf. In most cases ES GLOBAL will need to agree suitable control procedures with a contractor to protect ES GLOBAL employees and visitors from any hazards resulting from the contractors activities.

The assessor(s) should be able to identify hazards, unsafe conditions and recommend the control measures and corrective action necessary.

Activity

Making a risk assessment typically starts with identifying the tasks, activities or situations including those highlighted in ‘Scope’.

Identifying the Hazards

A Hazard is defined as a condition with the potential to cause harm.

The risk assessor(s) will identify and record all the hazards in and around their area by visual inspections; discussions with employees, the client or project manager; and identifying past incidents or accidents.

When seeking out and identifying hazards, adequate information is necessary and reference should be made to relevant sources such as:

- Legislation and supporting approved codes of practice which give practical guidance and include basic minimum requirements
- Health and safety executive guidance documents and approved codes of practice
- Product information
- British and International standards
- Industry or trade association guidance
- Personal knowledge and experience of managers and employees
- Accident, ill health and incident data from within the organisation
- Expert advice and opinion

In the simplest cases, hazards can be spotted by observation and comparing with the relevant information.

Identifying those at Risk

In most cases this will be the persons actually carrying out the work. It is however important to remember third parties including other staff, cleaners, security staff, maintenance staff, contractors and members of the public who could be affected by the hazard.

Particular attention should be paid to new staff or staff with special needs such as with disabilities, visitors, contractors, lone workers, expectant mothers and young or inexperienced employees as they may be more vulnerable to the identified hazard.

Evaluating the Risk

Risk is the likelihood that some harm from the hazard will occur. Evaluating the Risk involves judging the likelihood of harm from the hazard and the severity of harm that may be involved. Some risks will be insignificant either because the likelihood of harm is very low or because the severity of any injury is very low, or both.

Risk Rating

For ease of reading these assessments we have not utilised a numeric format in presentation, but have relied on simple grading of risk from high to negligible

(probable to remote)

Definitions and Key

The following definitions have been used for the levels of probability and severity:

- Probable: incident has happened repeatedly before and is expected again
- Likely: incident has occurred more than once before and is liable to occur again
- Possible: incident has been recorded before and could happen again
- Unlikely: incident not previously recorded but is conceivable
- Remote: whilst technically feasible, no known instance and no expectation of occurrence
- Multiple fatality: accident directly resulting in the death of more than one person
- Single fatality: accident directly resulting in the death of a single person

- Major Injury: accident resulting in an injury reportable under RIDDOR
- Minor injury: accident resulting in injury requiring first aid treatment
- Trivial: accident resulting in minimal personal injury

The combination of probability and severity of outcome has been divided into four categories; which have been colour coded in the table below:

1. Decide on Measures

2. The measures which will be required to remove or minimise the risk need to

be considered by applying the following hierarchy of risk control measures:

3. Elimination

4. Substitution

5. Reduction of exposure/quantity

6. Isolate / Enclose

7. Other Engineering Control

8. Safe System of Work

9. Training/Briefing/Awareness

10. PPE

11. Discipline/Enforcement

When recommending suitable further control measures the risk assessor(s) must take into account the legal requirements, as far as practicable (i.e. if the technology exists and is in use it must be done), and so far as is reasonably practicable (i.e. what is common practice while taking into account a balance between cost and risk).

Assessment Record

The risk assessment record can be in writing but will also be recorded electronically making it easily retrievable.

The records should form part of the company's overall approach to health and safety and be linked to other records and documents such as arrangements in the Health and Safety Policy document.

Risk assessment registers for the significant risks that are inherent in ES GLOBAL's operations will be established with access available to all those who may need it via the SHE software system.

The significant findings should include as a minimum:

- The significant hazards identified in the assessment. That is, those hazards which might pose serious risk to workers or others who might be affected by the work activity if they were not properly controlled
- The existing control measures in place and the extent to which they control the risks (this need not replicate details of measures more fully described in procedure manuals etc but should refer to them)
- The people who may be affected by these significant risks or hazards, including any groups of employees who are especially at risk

Once the information has been completed and recorded, the project manager/crew chief/senior manager shall be responsible for developing an action plan to eliminate or reduce the risk by prioritising the identified risks, devising remedial actions, establishing time scales and assigning resources.

Communication

The conclusions of the risk assessment(s) should be communicated to all staff potentially affected, particularly any staff that are required to adhere to specific safety instructions. General safety instructions can be covered during new staff induction. Where there is a significant risk and control is reliant on staff following specific safety instructions these should be put into a written procedure, staff instructed/trained in their use, their understanding evaluated and a record kept. A copy of the full completed risk assessment(s) should be made available for all employees, but this does not replace the need to brief or train staff. The project manager/crew chief/senior manager should also keep a copy on file on site for review and audit purposes.

Monitor and Review

The project manager/crew chief/senior manager should monitor and review risk assessments periodically taking into account feedback from employees and line management for possible areas for

improvement. Generic risk assessments should be reviewed every 12-18 months, or if any of the following conditions apply:

- An accident
- A complaint
- A change of system, equipment or material
- Change in legislation
- New information from a manufacturer or supplier
- New Guidance published

Risk assessments and their progress should be discussed at designated health and safety meetings held at site to ensure they are still relevant and control measures are still effective.

Installations of new processes, activities or equipment will be subject to a risk assessment and should be completed prior to commencement.

GENERAL ARRANGEMENTS: SMOKING

OBJECTIVE

ES GLOBAL will provide a safe working environment and protect the health of employees by minimising non-smokers involuntary exposure to environmental tobacco smoke, and to reduce the fire risk to premises posed by smoking.

SCOPE

From 1st July 2007 (April 2007 in Wales and Northern Ireland), virtually all enclosed public places and workplaces in the UK became smoke free. A smoke free environment will ensure a healthier environment, so everyone can socialise, relax, travel, shop and work free from second hand smoke. Smoke free legislation is set out in Part 1 of the Health Act 2006. This procedure is not intended to force individuals to stop smoking, but is designed to establish guidelines for consultation and the implementation of a smoking policy which protects the health of nonsmokers, complies with the new law and reduces the fire risk to ESG premises, property and vehicles. The procedure sets out areas where smoking is prohibited and permitted and the actions to taken for failing to comply with this policy.

PROCESS

Policy

For health, safety and loss control reasons, smoking is not permitted in any part of any ESG premises and this includes: • In private or open plan offices

- Meeting and training rooms
- In reception areas, corridors, kitchens, rest rooms, stairways, lifts and toilets
- In canteens, dining rooms and where food is prepared or served
- All external areas within ESG premises except with the express permission of the site manager and where there is a designated/strictly defined smoking area

In addition smoking is not permitted at any time in any company vehicles that are not allocated to a specific driver as a personal company vehicle and are used solely for business use. This includes even when a driver is on their own with no passengers. Employees allocated a personal company car are free to smoke in their vehicle when not on company business, but are not permitted to smoke when travelling on company business with a passenger. Similarly staff using their own vehicle for company business are not permitted to smoke when travelling with a passenger.

ES GLOBAL's policy is to not permit smoking at all on any part of its premises. Staff can still smoke but this has to be outside of the ES GLOBAL premises. Where in exceptional circumstances the site manager decides to allow smoking on the premises (outside the building) then this will only be allowed in a strictly defined area carefully selected to reduce any fire risk or risk to the smokers (e.g. away from cars, flammable materials, air intakes, not in front of the building etc).

Where smoking is allowed on ES GLOBAL premises a "smoking shelter" will not be provided. The regulations provide a strict definition of what constitutes an enclosed space for the purposes of the ban. Most existing smoking shelters do not comply with the definition and so cannot be used and must be removed.

Signage

Site Managers and persons responsible for the management of the building, must ensure all smoke free premises display in a prominent position at each entrance to the building a no-smoking sign that:

- Is the equivalent of A5 in area,
- Displays the international no-smoking symbol in colour, a minimum of 70mm in diameter, and
- Carries the words in characters that can be easily read: 'No smoking. It is against the law to smoke in these premises'
- A no-smoking sign that simply displays the international no smoking symbol in colour, a minimum of 70mm in diameter, is the minimum requirement at entrances to smoke free premises which:
- Are for staff only (on the basis that the premises display at least one A5-sized sign with words, as set out above at a main public entrance)

No Smoking Signs in Smoke Free Vehicles

Any person with management responsibilities for a smoke free vehicle to have legal duties to display a no-smoking sign in each enclosed compartment that can accommodate people. These no-smoking signs must simply display the international no smoking symbol in colour, a minimum of 70mm in diameter. They are not required in personal company cars.

Consultation, Communication and Monitoring

Line Management shall be responsible for communication, consultation, monitoring and enforcement of this smoking policy and the provisions and maintenance of waste facilities.

Control of Visitors

All employees have a duty to politely inform internal and external visitors of the ES GLOBAL smoking policy arrangements, and to report any breaches to supervision.

Employees Responsibilities

All employees have a responsibility to adhere to the requirements of this policy. Employees shall cooperate with the company in the application of the smoke free policy to ensure that ES GLOBAL's legal and moral obligations are fulfilled. Individuals who show a blatant disregard for this policy and/or repeatedly breach this policy may render themselves liable to disciplinary action and/or prosecution and face a potential fine of £200.

Assistance to Employees to Give-up Smoking

ES GLOBAL has no group wide schemes to assist staff who wish to give-up smoking. There is however a number of national schemes setup to assist people who want to give-up smoking. These include:

- Smokeline 0800 848 484
- GP surgeries
- Department of Health 0800 169 0169
- www.gosmokefree.co.uk

GENERAL ARRANGEMENTS: FREELANCERS/TEMPORARY STAFF

OBJECTIVE

To ensure ES GLOBAL take all necessary measures to ensure the health, safety and welfare of any freelance/agency/temporary staff working in ES GLOBAL offices or sites and comply with the requirements of Health & Safety at Work Act.

SCOPE

From time to time it may be necessary to employ freelance/agency staff on a temporary basis to cope with work flow demands. Freelance and agency staff's health, safety and welfare shall be given the same considerations as ES GLOBAL's permanent employees.

ES GLOBAL will ensure any freelance/temporary worker is provided with adequate instruction and information relating to any risks to their health and safety which arises out of the Company's undertakings.

PROCESS

The requirement to employ freelance/agency staff will be based on an assessment of the resources needed for a particular period of work or individual project by a senior manager.

The overriding criteria for the selection of appropriate freelance/agency staff is based on the level of competence that can be demonstrated by the individual for the work or project in hand. This should take into account experience, technical ability and qualifications.

The information/ training to be provided to agency staff will be similar to that provided to permanent ES GLOBAL staff and will include the following:

- Induction training including any ES GLOBAL safe working procedures that have to be followed.
- ES GLOBAL safety, health & environmental arrangements and procedures.
- Use of Personal Protective Equipment if relevant to the job function.
- Risk assessment and reduction measures implemented to counter risks to health and safety arising out of work.
- Site safety rules – in particular any safety rules relating to their department or work area

The freelancer/temporary worker must report any health and safety issues to their immediate on-site supervisor.

Any Health and Safety issues regarding the use of agency staff should be reported to the senior manager, or other responsible person, so that the matter can be investigated and remedial action taken if necessary.

GENERAL ARRANGEMENTS: TRAINING

OBJECTIVE

To ensure staff are competent to perform tasks that may impact on health and safety in the workplace and that staff are aware of the risks to people, property and the environment and the precautions to take.

SCOPE

Competency is defined in terms of sufficient skill, education, training and/or experience plus knowing ones limitations.

This procedure is designed to ensure that ES GLOBAL employees working at each relevant function and level are aware of the importance of conformance to the company health and safety policy and procedures, the potential risks of their work activities, their roles and responsibilities, emergency procedures, and the potential consequences of departure from the company policy/ procedures.

The objective of ensuring the health and safety competence of employees is always to maximise their contribution to health and safety either individually or in groups.

PROCESS

Induction Training

In order to secure the health, safety and welfare of all employees, ES GLOBAL will provide health and safety training to new employees which will be incorporated into general induction training. It is the responsibility of senior managers to ensure that induction training is commenced on the first day of employment so that employees become familiar with the basic procedures at their place of work. Where this is not possible, induction training will take place as soon as possible after the employee has started work.

The Compliance Manager will ensure that the health, safety and welfare component of induction training contains the following:

- Employee health and safety handbook will be issued and explained to new starters. Employee's responsibilities, arrangements for working safely, emergency procedures and guidelines for reporting accidents, issues or concerns will be discussed.
- The employee will be required to complete the 'declaration' section and identify the key personnel specific to their work area, namely first aiders and fire warden, and location of the fire assembly point. Copies of the declarations will be signed by the employee's line manager and copies retained in the employees personnel file and at the site where they are based.
- Site managers shall ensure that employees are familiar with the local work environment. Including the location of key personnel, health and safety information, welfare facilities and emergency equipment such as first aid boxes and fire extinguishers.
- Risk awareness/risk assessments - any specific risks that have been identified in relation to the employee's work activities will be explained (e.g. static load lifting, lone working) together with an explanation of the control measures.

Job Specific Training

Ongoing occupational safety training will be carried out within each business function to ensure all operations are carried out safely and to maximise the health and safety contributions of all staff.

The type of staff/areas of health and safety training will include:

- Health and safety management training
- Site safety management
- Risk assessment
- First aid and fire safety
- Office safety (manual handling, DSE, COSHH, electricity)
- Lone working
- Construction health and safety

Training courses will be provided either in house or via the use of external consultants/training providers. Specific health and safety training needs will be reviewed and agreed as part of the health and safety management review, management health and safety meetings, findings of risk assessments and individual's appraisals. Senior managers are responsible for the arrangement and implementation of job specific health and safety training for their employees through the annual appraisal process.

Records

Records of health and safety training will be kept at head office and be made readily available for inspection/audits.

GENERAL ARRANGEMENTS: VIBRATION

OBJECTIVE

ES GLOBAL is committed to ensuring that the long-term health, safety and welfare of employees (including freelancers and agency staff) are not damaged by excessive exposure to vibration.

SCOPE

To ensure that arrangements are in place to effectively manage the health and safety issues associated with exposure to vibration caused by our operations.

PROCESS

Exposure to vibration at work can occur in two main ways:

- Hand-transmitted vibration - (known as hand-arm vibration or HAV) - where workers operate hand-held power tools such as road breakers, kangos, scabblers or when holding materials being worked by machines such as pedestal grinders. Health effects resulting from exposure are collectively known as Hand-arm Vibration Syndrome or HAVS. The most well known effect is vibration white finger but other effects include damage to sensory nerves, muscles and joints in the hands and arms;
- Whole body vibration (WBV) - Drivers of industrial vehicles such as tractors, forklift trucks & lorries are exposed to WBV which is also associated with back pain.

In order to minimise the above conditions, the following procedure will be undertaken by Senior managers/managers/yard supervisors: • Assess the vibration risk to employees

- Determine whether they are likely to be exposed to vibration levels above the daily exposure action value (EAV)
- Take immediate action to reduce exposure below the limit value
- To limit exposure, a programme of controls must be identified and implemented to eliminate or reduce exposure to as low a level as reasonably practicable • If appropriate, provide health surveillance for employees
- Provide relevant information and training to employees
- Keep a record of risk assessment and control actions
- Review and update risk assessments regularly

Task specific assessments of vibration exposure will be undertaken by a senior managers/manager/yard supervisor as part of the wider task specific risk assessments required for the development of safe systems of work for a particular project.

GENERAL ARRANGEMENTS: WORKING AT HEIGHT

OBJECTIVE

ES GLOBAL will ensure that all working at height is planned, organised and controlled in order to minimise the risk of working at height to employees, contractors and visitors.

SCOPE

Each year 50 to 60 workers are killed as a result of a fall from height and around 4,000 workers suffer serious injuries, representing the biggest cause of death and the second biggest cause of serious injury at work. This guidance will contribute towards tackling this major cause of death and injury.

The work at height regulations adopt a risk-based approach to all working at height regardless of heights involved and propose that the following three key steps be considered before carrying out work at height:

- If you can avoid the need to work at height then do so – with a little planning many activities can be conducted safely from the ground or parts of the work can be carried out on the ground;
- Where you cannot avoid working at height then you must take steps to prevent falls by either working from a safe place of work at height, or if this is not available, by selecting the most suitable equipment for working at height. You should take into consideration the risks and factors such as the duration of the work and the environment in which the equipment is to be used;
- If there is any remaining risk of a fall you should take steps to mitigate the effect, for example by using fall arrest equipment

Collective measures (i.e. guard rails, nets and airbags) give precedence over personal protective measures (i.e. safety harnesses). Risk assessment is the key to the proper planning and organisation of all work at height and should inform the selection and use of appropriate equipment.

PROCESS

Risk Assessment

Project managers/crew chiefs must ensure a risk assessment has been completed for all working at height. Simple tasks may not require a great deal of assessment but in cases where the work is more complex then more detail is required.

All roof work and some working at height is dangerous and it is essential that the risks are identified before the work starts and the necessary equipment, appropriate precautions and systems of work are implemented. The risk assessment should take into consideration the following issues:

- Job to be performed
- Most suitable equipment for the task after a risk assessment • Duration of the task

Numbers of people required to undertake the task

Frequency with which the task needs to be performed

Conditions on site i.e. ground conditions

- Risks that arise from pre and post use of the equipment i.e. installing and dismantling scaffolds
- Competence of the employees and the level of supervision required
- Emergency procedures if something goes wrong

The findings of the risk assessment should then be made available for all employees.

Ladders

Ladders should only be used for work at height if a risk assessment has demonstrated that the use of more suitable work equipment is not justified because of:

a) the low risk;

b) the short duration of use; or

c) existing features on site which cannot be altered

The following guidance should be followed when using ladders:

- Ladders should be correctly angled (one out for every four up, i.e. approximately 75 degrees to the horizontal);
- Ladders must be in good condition and should be inspected regularly.
- Where ladders are used as a means of access, unless some other adequate handhold is available, they should extend approximately one metre above the working platform;
- When using picking ladders they must be stable and secure before stepping onto them
- Employees must visually check ladders before they use them, ensuring that: a) The stiles are not damaged, buckled or warped;

  b) No rungs are cracked or missing;

  c) Any safety feet are not missing

Painted ladders should not be used as the paint may hide faults. Ladders must only be used when resting on a firm, even surface. The top of the ladder should rest against a solid surface and not against fragile or other insecure materials such as plastic guttering or cement sheet.

Any ladder that is more than three metres long, or used as a way to and from a workplace, must be secured from falling. If a ladder cannot be fixed, a second person must "foot" the ladder during use (including when fixing and unfixing).

Timber and aluminium ladders should conform to the relevant British Standard:

Class 1 - heavy duty BS 1129 and BS 2037;

Class 2 - lighter loads BS EN 131;

Class 3 - these ladders are intended for light domestic use only and are not recommended for use at work.

When using an extension ladder the overlap of any two adjacent sections should be as follows:

Closed length of ladder less than: 5 metres - 1½ rungs

5m - 6m - 2½ rungs

Over 6m - 3½ rungs

The top platform of a stepladder must not be used unless it is designed with handholds, i.e. it has been designed for that purpose. All stepladders should be examined before use and rejected if they are damaged or have parts missing. Surfaces on which trestles and stepladders are used must be firm and even.

Mobile and Suspended Access Equipment

Where it is not possible to work from the existing structure and the use of a scaffold working platform is not appropriate, a range of mobile access equipment, including Mobile Elevated Working Platforms (MEWPs) equipment can be used.

Those using this type of equipment should be trained and competent to operate it. They should learn emergency and evacuation procedures so that they know what to do, for example, if the power to the platform fails, or fire breaks out in the building being worked on. With many pieces of equipment, more than one person will be needed to ensure safe operation.

Before work starts, check that:

- A handover certificate is provided by the installer. The certificate should cover how to deal with emergencies, operate, check and maintain the equipment and state its safe working load;
- Equipment is installed, modified and dismantled only by competent specialists;
- Areas of the site where people may be struck by the platform or materials or tools falling from it have been barriered-off or similar. Anyone needing to pass through or work under the equipment must wear a safety helmet;
- Systems are in place to prevent people being struck by the platform as it rises or descends and prevent the platform coming into contact with open windows or similar obstructions which could cause it to tip;
- Supports are protected from damage (for example, by being struck by passing vehicles);
- The equipment can be protected from adverse weather. High winds can tilt platforms and make them unstable. Establish a maximum safe wind speed for operation. Storms and snow falls can also damage platforms, so they should be inspected before use after severe weather
- At the end of each day check that:
- the platform is cleared of tools and equipment;
- all power has been switched off, keys have been removed and, where appropriate, power cables have been secured and made dead;

- the equipment is secured where it will not be accessible to vandals or trespassers;

- notices are attached to the equipment warning that it is out of service and must not be used

Mobile Elevated Work Platforms (MEWP)

The use of MEWPs on ES GLOBAL premises and sites must be the subject of a prior risk assessment but it is the favoured method of ensuring safety when working at height. The person operating the platform must be trained and competent and be able to provide a copy of their licence or qualification to drive a MEWP. The platform must be provided with guardrails, toe boards or other suitable barriers together with appropriate testing certification. MEWPs must be in good condition and used only on firm and level ground. A "banksman" must be used to assist the driver if the MEWP has to be driven through any operational area or around uneven or fragile ground which might shift or collapse (e.g. manhole covers) and to keep people and other vehicles away.

The use of fall protection measures will need to be considered where there are residual risks associated with:

- The MEWP being struck by other vehicles;
- Travelling in the MEWP with the basket in the raised position; and
- Erecting structures where movement around the structure is required

A fall restraint system will be used which prevents a fall from the basket in the first place. Checks must be made with the manufacturer or hire company to ensure that the MEWP can be used as part of a fall restraint system and is fitted with suitable anchor points. Checks should also be made to ensure that the MEWP is capable of taking the forces that may be generated by a fall situation without turning over.

General Access Scaffolding

ES GLOBAL construct temporary structures (e.g. stages) using scaffolding systems but rarely use scaffolding as a form of access.

All scaffolding structures must be inspected by a competent person:

- before it is put into use;
- at seven day intervals until it is dismantled;
- after bad or excessively dry weather or high winds or another event likely to have effected its strength or stability;
- After any substantial additions or other alterations

A written report must be prepared by a competent person. The report will normally be written out at the time of the inspection but must be provided within twentyfour hours. A copy of the report must be kept on site with the project manager/crew chief. A holder of the CITB Advanced Scaffolding Inspection Certificate or equivalent will be accepted as being competent to carry out general access scaffolding inspections. Written proof of the competence of persons used to inspect scaffolding must be obtained by the project manager/crew chief.

In the event that a scaffold fails inspection this must be verbally reported to the project manager/crew chief as soon as possible by the person carrying out the inspection. The necessary remedial action must be carried out and a re-inspection carried out by the competent person before the scaffolding can be put into use, or further use.

Where scaffolding is erected in an area accessible generally to members of ES GLOBAL and the general public the following should apply:

- The minimum amount of equipment and materials should be stored on the scaffold;
- Persons should be prevented from walking under or near the scaffold by means of physical barriers (not tape);
- All ladders at ground level should be removed when scaffolding is left unattended

Tower Scaffolds

This also covers the use of all tower scaffolds (whether prefabricated or not) on ES GLOBAL sites, including those on hire. Adequate instruction and training should be provided for all those involved in tower scaffold erection and the persons erecting them must be competent to do so. Towers should rest on firm level ground with the wheels or feet properly supported.

For towers used outside, the height of the working platform should be no more than 3 x the minimum base dimension. For towers used inside, on firm level ground, the ratio may be extended to 3.5. Safe access to and from the work platform must be provided.

Suitable rigid edge protection must be provided on all platforms where a person could be at risk of injury. Guard rails should be at least 950mm high and toe boards 150mm high. An intermediate guard rail (or suitable alternative) should be provided so the unprotected gap does not exceed 470mm.

Tower scaffolds must be inspected by a competent person:

- Before first use;
- After substantial alteration;
- After any event likely to have affected its stability

Competency in the case of tower scaffolding is defined as someone who has undergone training to erect the scaffolding. This training may be provided by the company supplying the tower scaffolding or some other external organisation. A record of the inspection must be made and kept for three months after dismantling the scaffold.

If the tower remains erected in the same place for more than seven days it should also be inspected and a further report made. Any faults should be put right before further use.

Users of tower scaffolding must either be persons trained to erect the scaffolding or persons accompanied by a trained individual.

For tower scaffolding used in public places extra precautions are needed:

- Only the minimum amount of equipment and materials may be stored/used on the working platform;
- Barriers must be erected at ground level to prevent people walking into the tower;
- If the scaffolding is to remain in position unattended, unauthorised access to it must be prevented by removing or boarding over the access ladder

Roof Work/Work on Structures at Height

The project manager/crew chief should establish if working on roofs/structures at height is necessary in the first instance, but if there are no alternatives they shall ensure that a suitable risk assessment is in place before any work commences.

The following guidance should be adhered to when working on roofs and structures

- There should be adequate and secure working platforms (built into the structure where practicable), where appropriate;
- A secure means of access and egress is essential;
- Suitable PPE should be worn at all times and work prohibited in high winds or inclement weather;
- Avoid excessive exposure to sunlight by wearing appropriate clothing and using sun creams;
- The area must be cleared of all loose material. Exposed items must be made safe;
- If necessary, areas identified as containing a risk should be screened off;
- There should be adequate edge protection, where appropriate;
- Fall arrest systems and safety harness should be certified as being fit for use and a record held of the inspections

Fall Restraint/Arrest Equipment

Due to the type of the structures that ES GLOBAL construct, working at height will always be a significant part of the works that will be undertaken. In all cases where it is practicable to use a MEWP then this approach will be adopted. It is recognised that providing adequate platforms and edge protection may not always be possible or reasonably practicable. If this is the case the correct use of safety harnesses needs to be considered. They do not stop people falling, but minimise the potential injuries if they do.

Where the use of safety harnesses is considered the safest option for any work at height, as determined by risk assessment, only trained, competent employees will be expected to carry out the works. All harnesses must be suitable for the task and be regularly inspected and maintained. When working off the structure with safety harnesses, the ‘double-stropping’ technique must be adopted, where the employee is always connected to the structure by two harness points.

Falling Materials

All employees must adhere to the following guidance when working at height:

- Keep a tidy site: stop material which could fall from accumulating.
- Nothing should ever be thrown from height, use enclosed rubbish chutes or lower material to the ground instead.
- Prevent pedestrian or vehicle access to danger areas underneath or adjacent to areas where work at height is being undertaken • Lanyards should be used to secure hand tools

Particular care is needed where there is public access close to work being undertaken at height. If possible try to prevent public access to danger areas or arrange for work to be carried out when passers-by will not be there. In some cases use physical protection to catch falling materials. Remember that even fine material such as dusts can cause discomfort or injury to eyes.

Fragile Surfaces

A fragile material is one that does not safely support the weight of a person and any load they are carrying. The fragility of a roof does not depend solely on the composition of the material in it. The following factors are also important: • Thickness of the material;

- The span between supports;
- Sheet profile;
- The type, number, position and quality of fixings;
- The design of the supporting structure,
- The age of the material

Sometimes the entire roof surface is fragile, such as many fibre cement roofs. Sometimes part of the roof is fragile, e.g. when fragile roof lights are contained in an otherwise non-fragile roof. Sometimes a roof is temporarily fragile, such as during 'built up' roof construction when only the liner is installed or sheets have not been secured. Sometimes the fragility of a roof can be disguised, for instance when old roofs have been painted over. This guidance applies to all these situations.

The fragility, or otherwise, of a roof should be confirmed before work starts. If there is any doubt, the roof should be treated as fragile unless, or until, confirmed that it is not. It is positively dangerous to assume that a roof is non-fragile without checking this out beforehand. Where the Compliance Manager is aware of a fragile roof on ES GLOBAL premises it must be clearly identified.

If any work requires regular or occasional access where there is fragile material, the regulations require permanent fencing, guards and other measures to prevent falls are in place. Employees who are adjacent to fragile surfaces must have visible warning notices that highlight the risks before work starts.

Where the risk of falling remains the responsible person must provide a suitable and sufficient means for arresting the fall.

Inspections

Equipment for working at height requires regular inspection to ensure that it is safe to use. Formal inspection, as required by Regulation 12 (1-10) should not be a substitute for any pre-use checks or routine maintenance. The nature and extent of any inspection should be determined by a competent person.

A daily inspection can be a simple visual or tactile check which would pick up the damaged rung of a ladder for example. The purpose of an inspection is to identify whether the equipment can be maintained and used safely and that any deterioration is detected and remedied before it results in unacceptable risks. An inspection can vary from a simple visual check to a detailed inspection which may involve some testing.

The frequency of inspections should be determined by a competent person taking into account such factors as the type of equipment, how and where it is used, and the likelihood of deterioration. Records of inspection must be retained for a minimum of 3 months.

Training

All employees required to work at height need the appropriate knowledge, skills and experience to work safely, or be under the supervision of someone else who has it. They need to be able to recognise the risks, understand the appropriate systems of work and be competent in the skills to carry them out such as: • installing and wearing harness systems;

- installing edge protection;
- operating a mobile access platform

Training will usually be required to achieve these competencies. It is not sufficient to hope that employees will ‘pick up safety on the job.’

GENERAL ARRANGEMENTS: WORK EQUIPMENT

OBJECTIVE

The primary objective of the Provision and Use of Work Equipment Regulations (PUWER) is to ensure that ES GLOBAL provides employees with safe work equipment, fit for its purpose and information, instruction and training in its safe use. Work equipment should not give rise to risks to health and safety irrespective of its age or place of origin.

SCOPE

Work equipment - includes any machinery, appliance, apparatus or tool. Examples include:

- Forklift trucks
- Computers/IT equipment
- Ladders
- Tools (e.g. hammers)
- Overhead projectors
- Mobile access platforms
- Portable drills

Note: This list is not exhaustive

Use - in relation to work equipment means any activity involving work equipment. This includes starting, stopping, installing, dismantling, programming, setting, using, repairing, servicing and cleaning.

PROCESS

Risk Assessment

Under the management of health and safety at work regulations, there is a requirement for employers to carry out risk assessments to identify the ways in which any risks to health and safety in the workplace can be eliminated or controlled. A risk assessment will aid compliance with the requirements of PUWER, particularly in the selection of suitable work equipment and the guarding of dangerous parts of machinery.

Selection

Work equipment must be suitable for the purpose for which it is used. Selection of work equipment must have regard to working conditions and any additional risks posed by the use of the work equipment. The equipment must be used only for operations for which it is suitable. Senior managers must undertake a risk assessment to select work equipment and assess its suitability for particular tasks. Senior managers must give consideration to any specific hazards associated with the use of work equipment. In most cases the requirements are aimed at the provision of equipment which is safe and without risks to health and the need to ensure that work equipment is provided with appropriate safety devices or protected against failure.

Maintenance

Senior managers are required to ensure that work equipment is maintained in efficient working order. It is important that equipment is maintained so that its performance does not deteriorate to the extent that it puts people at risk.

Senior managers will ensure that regular checks of items of equipment are carried out and recorded to ensure that safety-related features are functioning correctly.

Where appropriate restrictions on the use of equipment will be implemented, and where maintenance or repairs are required, the senior manager or other responsible person must nominate those competent to undertake such work.

Information, Instruction & Training

Senior managers must ensure all users of equipment and their supervisors are given adequate health and safety information training, and where appropriate, specified written instructions relating to the use of work equipment.

User and supervisor training will include work methods, risks and precautions. Account should be taken of the circumstances in which the employee is to work (e.g. alone or under close supervision of a competent person).

Training coupled with proper supervision is particularly important for young persons because of their relative immaturity and unfamiliarity with the working environment.

EC Conformity

Senior managers must ensure that all equipment in use under their remit displays the relevant CE conformity marking and where possible ask for a copy of the EC Declaration of Conformity.

Dangerous Machinery

Senior managers are required to reduce the risk to employees from dangerous parts of machinery. This includes safeguarding measures to prevent access to dangerous parts of machinery and to stop movement of any dangerous part before someone (or part of them) enters the danger zone.

These measures may consist of guards or protection devices. Guards and devices must be:

- Suitable for the purpose.
- Of good construction, sound material and adequate strength.
- Adequately maintained, in good repair and efficient working order.
- Not the source of additional risk to health and safety.
- No easily bypassed or disabled.
- Situated at sufficient distance from the danger zone.
- Not unduly restrictive of any necessary view of the machine.
- Constructed or adapted to allow maintenance or part replacement without removing them

Specific Hazards

Exposure of employees to specified hazards must be prevented as far as reasonably practicable or adequately controlled where prevention is not possible.

Specified hazards are summarised below:

- Ejected or falling objects
- Rupture of disintegration of parts of the work equipment
- Fire or overheating of the work equipment
- The unintended or premature ejection of any article, of any gas, dust, liquid or other substance produced, used or stored in the work equipment

Measures must be taken to ensure that employees do not come into contact with work equipment, which are likely to burn or scald.

Control Systems

Where appropriate, adequate provisions must be made in regard to the provision, location, use and identification of control systems and controls on work equipment. However, start, stop and emergency stop controls are not generally appropriate where work equipment has no moving parts.

Where control systems are provided to work equipment the means will have to be clearly identifiable and readily accessible to all persons using the machinery.

Location of Equipment

Where work equipment is in fixed location site managers must ensure that it has suitable and sufficient lighting in order for employees to operate it safely. Work equipment should be located on a firm stable base therefore reducing the risk of it falling over or collapsing.

Senior managers must ensure that machinery is marked in an appropriate manner with the relevant health and safety warning signs.

GENERAL ARRANGEMENTS: WORKING FROM HOME

OBJECTIVE

ES GLOBAL has a duty of care to protect the health, safety and welfare not only for the employees that are based in ES GLOBAL sites but also those who are required to work from home.

SCOPE

This guidance is applicable to those employees who are classed as 'working from home'

PROCESS

Initial Site Survey

To comply with the necessary statutory obligations, ES GLOBAL require an assessment of the equipment and facilities available and those required for business use at the employees home. This will include an assessment of such issues as IT equipment, furniture, lighting, heating, space and storage.

Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999, ES GLOBAL are required to undertake a risk assessment of the work activities carried out by staff working from home.

A Risk Assessment involves identifying the hazards relating to the work activity and determining weather or not enough steps have been taken to prevent harm to them or anyone else who may be affected. The employee is advised to read and review the risk assessment details and discuss any concerns or issues that they may have with their senior manager.

Use of Work Equipment at Home

Where identified in the site survey, ES GLOBAL will provide appropriate equipment for the employee to carry out their role.

As the occupier of the premises and the user of the work equipment the employee should always ensure the equipment is fit for purpose, regularly checked and maintained so as not to cause harm to themselves or other household members (including children).

If any ES GLOBAL supplied equipment becomes damaged or is faulty then it should be either repaired or replaced immediately.

Electrical Equipment

Electrical sockets and other parts of the employee's domestic electrical system are the employee's responsibility. Periodically the senior manager should request the employee return their laptop and associated electrical equipment for Portable Appliance Testing (PAT) at a convenient site.

Display Screen Equipment (DSE)

In order for ESG to comply with the Display Screen Equipment Regulations, the employee is required to complete a DSE Self Assessment form as soon as is practicable and return a copy to the Compliance Manager.

Manual Handling Activities

The senior manager should look to eliminate the need for employees, including those working from home, to undertake any manual handling activities, but if as part of their role they are required to move loads then a Manual Handling Risk Assessment should be completed.

Lone Working

Although there are no legal restrictions on lone working, lone workers must not be placed at a greater risk than other employees. Further information on Lone Working can be found in the lone working section.

New and Expectant Mothers

ES GLOBAL will ensure the health, safety and welfare for women who are pregnant, who have recently returned to working after the birth of their child, or who are breastfeeding by identifying and assessing any risks and providing necessary control measures. Any actions or equipment required should be discussed, agreed and reviewed on a regular basis.

First Aid

The Compliance Manager will make a decision on First Aid provisions for employees based on risk assessment.

Reporting of Accidents and Incidents

Employees have a duty to ensure they notify the company about accidents or incidents arising from work activities. All accident reports must be forwarded to the Compliance Manager within five days.