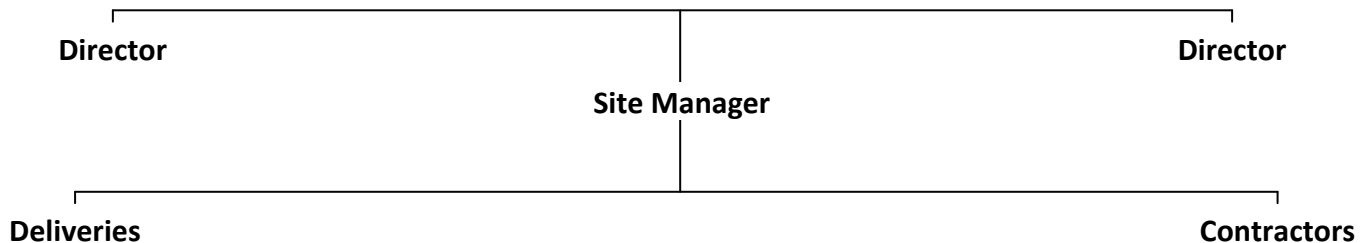




beauty & style, naturally

Health & Safety Policy

Organisation Chart



Introduction

The purpose of this document is to set out guidance on individual's responsibilities whilst working for Rural Log Cabins Limited.

Contractors should ensure that they have been sufficiently instructed on any hazards that may exist on site, they should report and deficiencies to the site manager.

Each contractor should ensure that they are competent and properly trained to carry out each task safely, if this is not the case do not carry out the work and speak immediately to the site manager.

All contractors operating plant and equipment must ensure that they are properly trained and competent, and where required are holders of a current recognised certificate of training.

All equipment must be kept in good clean and safe working condition. Incorrect or faulty tools must not be used under any circumstances.

Contractors will not use other contractors plant or equipment.

The site manager, foremen or team leader will evaluate all new equipment and substances for **LOLER, COSHH & PUWER** regulations, and prior to storage or use on site.

Contractors must report all deliveries immediately to the site manager, foremen or team leader.

Statutory requirements:

“THE NECESSARY DETAILS FOR EMERGENCY ARRANGEMENTS SHALL BE ENTERED ONTO THE FOLLOWING POSTERS, WHICH WILL BE PROMINENTLY DISPLAYED ON SITE”.

Client requirements:

THE DETAILS WILL BE HIGHLIGHTED IN THE CONSTRUCTION PLAN ISSUED BY THE CONTRACTOR.

Emergency Telephone Numbers:

Site Manager: 07957 556562

H & S Issues: 07775 858440

Statutory undertakings:

Gas: 0800 111 999

Water: 0800 585 940

Electricity: 0800 056 8090

BT: 100

Principle contractor: Tel: 01827 880697 Fax: 880895

Fire

In the event of a fire or smoke hazard at or adjacent to a place of work all contractors must:

1. Shout **FIRE** as loudly as possible, and then sound an alarm if this is available.
2. Without endangering themselves, extinguish the fire, if the correct equipment is available and you are fully conversant with its proper use.
3. Evacuate the building by the nearest safe exit.
4. Assemble yourself at the designated assembly point, checking yourself in together with your workmates when they arrive.
5. Comply with any specific site rules not covered by this procedure.

First aid and accidents

The site manager will keep a First Aid kit in the site office or for smaller projects with the transportation.

Where an employee has been endangered, he shall immediately report it to the site management.

Report all accidents, near misses or disease to the site manager (who is responsible for ensuring that RIDDOR requirements are met), ensure that an entry is made in the company's accident book.

All staff must co-operate with the site manager who is responsible for investigating and reporting accidents, near misses and or disease.

Responsibilities

Directors

- Review the Health & Safety Policy
- Review company arrangements
- Monitor the application of the policy
- Co-ordinate health & safety activities
- Liase with contractors
- Provide and maintain method statements and risk assessments
- Where required notify HSE of construction works
- Notify HSE where necessary of accidents
- Set a good personal example when on site
- Maintain adequate health & welfare facilities
- Maintain adequate fire prevention and emergency procedures

Site Manager, Foreman & Team Leader

- Set a good personal example by wearing PPE etc
- Monitor safety of work equipment
- Co-ordinate all health & safety activities
- Implement day to day health & safety procedures
- Promote health & safety and good working practices
- Report site accidents note in accident book and investigate details
- Liase with all on site personell on health & safety issues
- Monitor waste disposal procedures
- Ensure only maintained plant and equipment is used on site
- Ensure competence of users of plant and equipment
- Consult all operatives on health & safety matters

- Implement method statements and risk assessments
- Ensure correct PPE is issued and used
- Utilise disciplinary procedures if safety is not adhered to
- Ensure workplaces are inspected prior to use

Instruction & training

Employees should ensure that they have been sufficiently instructed on any hazards that may exist on site, they should report and deficiencies to the site manager.

Each employee should ensure that he is competent and properly trained to carry out each task safely, if this is not the case do not carry out the work and speak immediately to the site manager.

Plant & equipment

All employees operating plant and equipment must ensure that they are properly trained and competent, and where required are holders of a current recognised certificate of training.

All equipment will be kept in good clean and safe working condition. Incorrect or faulty tools must not be used under any circumstances.

Employees will not use other employee's plant or equipment.

The site manager will evaluate all new equipment and substances for LOLER, COSHH & PUWER regulations, and prior to purchase. Employees must report all deliveries immediately to the site manager.

Access & clean site

At the end of each work session, each employee will clear the work area and ensure that nothing is left in a hazardous or potentially hazardous state.

Do not obstruct roadways; they may be required for emergency services.

When passing or working near to machines, keep well away from the possible trap or slew areas, ensure that drivers and banks men are aware of your presence.

There must be a safe place of access and egress to/from each work and welfare area, do not take short cuts, report any problems with access to the site management.

Do not re-route or change power points, lighting or other provisions without agreement and permission.

On his daily site inspection the site manager, foreman or Team leader will check that:

Tubular scaffolding

- No unauthorised alterations or removals have occurred and if done they were by someone competent to do so (e.g. a scaffolder).
- Sole plates still in place and working to prevent sinking?
- There is no undermining of scaffolds unless additional strengthening works have been completed.
- Working platforms should be fully boarded if not do not use.
- There are adequate toe-boards and guardrails on every side?
- Where materials are stacked on a scaffold was it intended to take this load? is the load evenly distributed? Are mesh guards and netting fans provided to prevent materials from falling?
- Is the scaffold free from tripping hazards, are there any damaged or defective boards.
- Is incomplete scaffold fitted with effective barriers and warning notices.
- Check that the scaffold is inspected weekly and an entry made in the register.

Ladders

- Ladders, steps and trestles may only be used as a working place when the work is of a light nature and of short duration – a scaffold is required otherwise.
- Ensure ladders are in good condition, check for cracked or missing rungs and splits in stiles. Stepladders should be checked for condition of hinges and restraints.
- Ladders must be long enough for the job to be done and must rise at least 5 rungs above the landing point to allow safe handhold.
- Ladders must be erected at the correct angle 1 meter out for each 4 meters up. Ensure that ladders are securely lashed at the top or safely footed at the bottom to prevent slipping. Only support ladders on a firm base.
- Ensure that the rungs and footwear are clean before climbing ladders. Do not over reach from ladders.
- Do not work more than 2/3 up steps and trestles in order to ensure adequate handhold.
- When using wooden trestles to form a working platform use staging rather than boards (boards are usually for 1.2 meter spans).
- The area at the base of ladders or steps must be kept free of debris to ensure a safe landing place.
- Do not use ladders in high wind conditions.

Tower scaffolds

- Tower scaffold, is erected in accordance with the supplied manufacturers instruction.
- Towers must only be erected on a firm base.

- Aluminium alloy towers are very light, they can easily overturn if built too high in relation to the base size – generally the height of the platform must not exceed 3 times the narrowest width of the tower at the base.
- If outriggers or stabilisers are used then these must be placed to increase the base size as much as possible – the new minimum base size can then be used to calculate platform height. Note: No tower must be erected above 9 meters without ties or other special provisions.
- Safe access must be provided to the platform. This can either be by an inbuilt stair, an internal ladder or by special end frame sections, which provide foothold at 300mm, distances with stiles no more than 480mm apart. Trap sections must be provided in the platform to allow access within the tower size. **CLIMBING THE OUTER FACE OF LIGHTWEIGHT TOWERS IS PROHIBITED.**
- Where wheels are fitted to enable easy movement then they must be locked before the tower is used and no person may remain on the tower during movement.
- Guardrails must be provided on all mobile towers and guardrails and toe boards must be provided to any tower where a fall of 2 meters is possible.
- Additional height must not be gained by adding steps, ladders or other means to the platform.
- Where Easi-Dec is in use – refer and adhere to the manufacturers instructions.

Holes and edges

Holes and edges left unguarded can, and do, cause many serious site accidents. The following measure should help to prevent such unnecessary accidents.

Holes in Floors

- Do not leave any holes in floors unprotected, either cover or cordon off.
- Ensure when covering holes that the material is strong enough to protect (hardboard and plasterboard is not)
- On larger sites Fix a danger notice to the cover stating “**DANGER HOLE UNDER**”
- Covers should be made so that they can be easily removed for essential works but securely located to prevent being kicked away.
- Cordon off larger holes or a series of service holes with tubular scaffold handrail, fix intermediate rail to give rigidity and extra protection and fix toe boards all round.
- **If you are required to lift covers or move guardrails make sure the area is left safe, even if only for a few minutes. An accident only takes a fraction of a second.**

Edge Protection

- Ensure the edge protection is in place in your working area when there is a danger of persons being injured by falling or drowning.
- Avoid stacking site materials near to the edge of a floor level or where they can be easily knocked over any edge protection, for example, brick stacks, must not be higher than the handrail height.
- When edge protection is removed for essential works ensure that it is replaced immediately afterwards and / or when men go for meal breaks.
- Other areas to be considered for edge protection are excavations, open manholes, holes in floors.
- When work is required to be done when fixed handrails are impracticable due to the short duration of work, wear a safety harness and clip it on to somewhere that will properly support your weight in case of a fall.
- Always walk in a manner that you can see where you are going. Taking one step back to admire your work could be your last!

When working on scaffolds, steps etc. adjacent to holes or floor edges ensure guardrails are provided to scaffold or edge guarding is raised to prevent possibility of falling over existing guarding.