



Scaffolding
Solutions Ltd

Health & Safety Policy Document 2020

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1.0

Introduction

This Health & Safety Policy has been prepared to comply with the statutory requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974.

Contained within this document are Omega Scaffolding Solutions Ltd policy and organisational arrangements for occupational health, safety and welfare, for all our business activities in the UK.

At Omega Scaffolding Solutions Ltd, health, safety and welfare issues rank equally with other business objectives and achieving good health and safety performance is recognised as being consistent with overall successful business performance.

We also recognise that failure to integrate health and safety into our operations will result in harm to people and associated loss.

The Corporate Manslaughter and Corporate Homicide Act places additional importance on ensuring that health and safety is managed closely at all levels of the company.

Therefore, this document should be used to aid health and safety management within the business and is written in such terms.

2.0 Policy

2.1 General Policy

HEALTH, SAFETY & WELFARE POLICY STATEMENT

At Omega Scaffolding Solutions Ltd we are committed entirely to the preservation of our employee's health, safety, welfare and the environment

At the planning stage and throughout our processes from fruition to completion, so far as is reasonably practicable, ensure the health, safety and welfare of everyone engaged in or affected by our activities taking into consideration 3rd parties

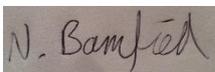
We will consider the environment when planning and carrying out our activities ensuring so far as is reasonably practicable minimal disruption and environmentally friendly techniques

We will through continual development and implementation ensure:

- **Safe and Healthy working conditions and systems of work, which when carried out, will not affect our or others health, safety or welfare**
- **Facilities for employer/employee consultation on health and safety matters and discussions with individual employees before giving them particular health and safety responsibilities**
- **A commitment to the provision of relevant information, instruction and training in respect of their Health and Safety which may arise out of their work or workplace**
- **Safe arrangements for the use, handling, storage and transport of articles and substances**
- **Personal protective equipment, Respiratory protective equipment and Safety equipment to conform to statutory requirements**
- **Continually strive to improve health, safety, welfare and environmental awareness**
- **The Company further undertakes to ensure that adequate resources are available for the implementation of this policy.**

Signed:

Dated: 02nd January 2020



**Director Responsible for Safety
Omega Scaffolding Solutions Ltd**

Review Date: 02nd January 2021

2.2 Arrangements for reviewing and updating Policy & SMS

This Policy and associated procedures shall be revised in accordance with any significant changes identified above and at least reviewed every 12 months, to ensure that remains relevant to the business operations and up to date.

2.3 Performance Standards

This document details performance standards for health, safety and welfare that must be adhered to. However, a number of these arrangements are expanded upon in other documents including where relevant:

- ❑ ***BS EN 12811/1 The European Standards for Temporary Scaffolding Works.***
- ❑ ***The National Access and Scaffolding Confederation (NASC) - Safety and Technical Guidance Notes series, including TG20-13 A guide to good practice with tube and fittings & SG4:15***
- ❑ ***CITB Guidance Manual GE700***
- ❑ ***BS EN 13374 Temporary Edge Protection Regulations***
- ❑ ***System Scaffold Manufacturers Recommendations***

3.0 Organisation

3.1 Organisation Chart

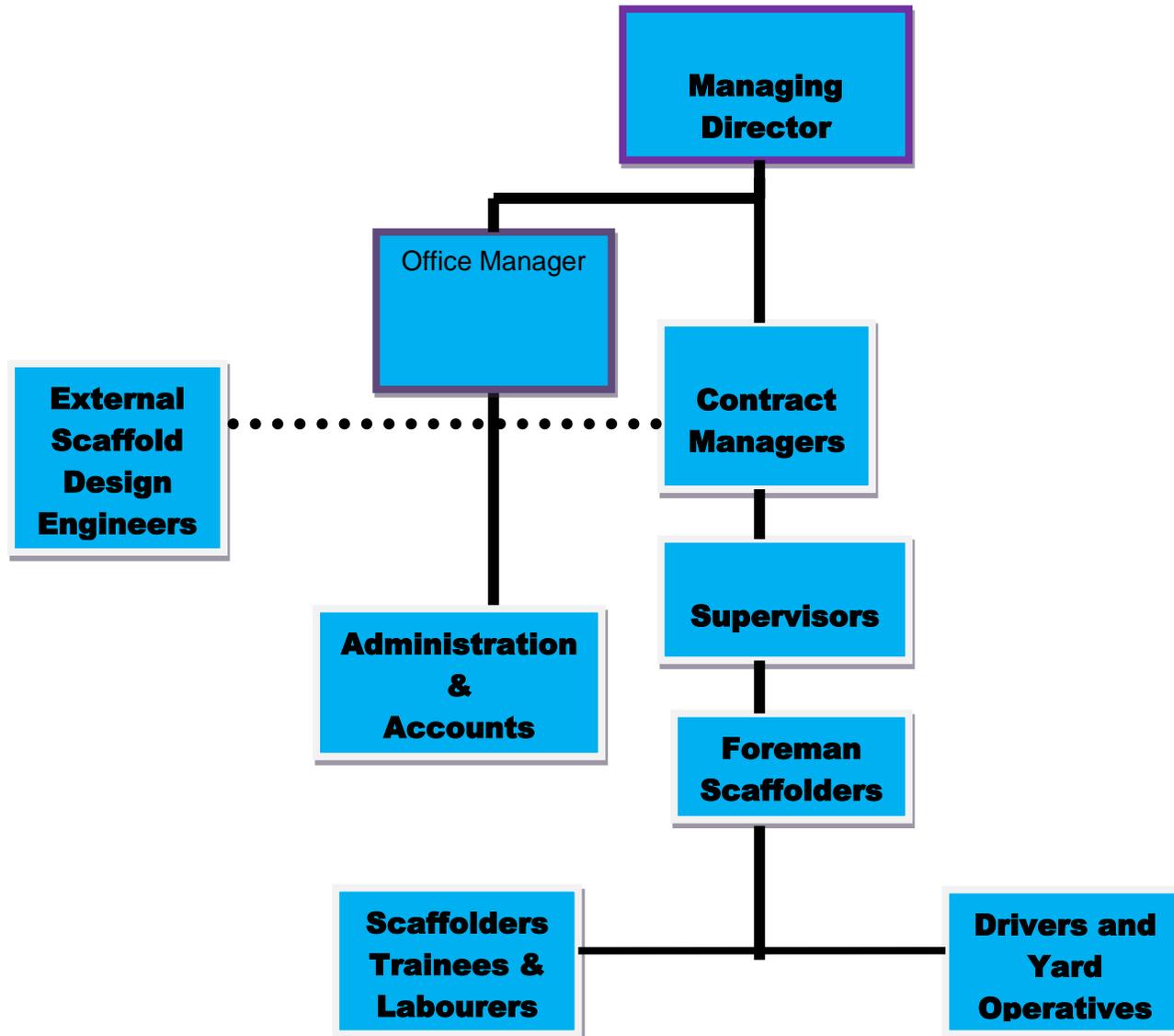
As stated in the General Policy Statement the management of occupational health and safety at Omega Scaffolding Solutions Ltd is a line-management responsibility.

The line-management, from the nominated Director - through to the Supervisors, are charged with controlling the business operations.

Health and safety is an integral part of all our operations, therefore each member of the line-management is charged with managing health and safety within their sphere of operation.

The following organisation chart (overleaf) defines the hierarchy within the Company: -

Omega Scaffolding Solutions Ltd - Organisation for Health & Safety Management



3.2 General Responsibilities for Managing Health & Safety

This section covers the basic general responsibilities for managing occupational health and safety at *Omega Scaffolding Solutions Ltd*.

3.2.1 Directors and Management

The Managing Director has ultimate responsibility for health safety and welfare at *Omega Scaffolding Solutions Ltd*.

The Director with prime responsibility is the Managing Director. He is responsible for bringing the policy to the attention of all employees and sub-contractors and ensuring compliance through monitoring arrangements.

This Policy is a live document, which needs to be reviewed from time to time to ensure that it remains current with the Company's activities and changing legislation. It is the responsibility of the Managing Director, to assess the implications of new legislation and best practice, investigation/audit reports, monitoring systems etc... for the Company and to amend the Policy as necessary.

3.2.2 General Duties of Employees

All persons at work carry individual responsibilities and these are outlined in the Health and Safety at Work etc. Act 1974, as follows: -

- To take reasonable care of themselves and others who may be affected by their acts or omissions.
- To co-operate with the employer so far as is necessary to enable the employer to comply with his statutory duties.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.

The Company requires the full support of all employees and sub-contractors to have effective accident prevention.

3.3 Training & Competence

We understand there is a need to ensure that our employees are trained on a regular basis to ensure that they are competent to fulfil their position within the Company and to carry out work safely.

- On initial employment or following re-assignment the Contract Manager gives all new employees induction training.
- Further training is identified at the induction.
- All training records will be kept at Head Office
- Specific Jobs requiring specialist training are:
 - Apprentices
 - All aspects of the trade
 - Attend College

- Drivers
 - Relevant drivers Licence
 - FLT Operators Certificate
- Scaffolders
 - Scaffold Inspection
 - Scaffold Trade Training
 - Use of Abrasive Wheels

Omega Scaffolding Solutions Ltd recognises its general duty to employees under section 2(2) c of the Health and Safety at Work etc. Act 1974, to provide all necessary information, instruction, training and supervision. To this end the company continuously assesses the competency level of all employees and where applicable sub-contractors.

3.3.1 Training Records

Omega Scaffolding Solutions Ltd shall maintain training records in the personnel files with copies of certification.

3.3.2 Induction Training

Every new employee shall receive induction training, before commencing work, which includes health and safety, to ensure that they are not exposed to unfamiliar hazards.

The induction is recognised as an opportunity to convey the management beliefs and company values for health and safety management and to help influence the attitudes of all new starters.

- A record of induction must be kept, signed by the inductee as an acknowledgement that they have understood the content. The induction consists of:
 - Personal Details
 - PPE Issue
 - Risk Assessment
 - Medical Questionnaire
 - Manual Handling

3.3.3 Modular Training (Tool Box Talks)

Modular training in the form of toolbox talks is used to help increase and maintain general levels of health and safety awareness.

The Director and Managers can establish their own frequency of toolbox talks, as necessary (e.g. weekly, fortnightly). However, every operative must receive at least one toolbox talk per calendar month, covering a specific topic, as a minimum.

Additional general toolbox talks are a useful medium for general day-to-day communication of information such as sharing accident learning or introducing best practice.

A record of attendance must be kept, with the signature of each attendee.

3.4 Communication of Information

3.4.1 Essential Information & Feedback

The 'toolbox talk' medium can be used to help disseminate essential health and safety information throughout the organisation. It is important to solicit information from the workforce and receive feedback on health and safety issues. A few moments should be taken at the end of each toolbox talk giving the opportunity to raise and discuss issues.

3.4.2 Formal Communications

To ensure the effective communication of important information Omega Scaffolding Solutions Ltd uses the following formal systems: -

- Work Instructions
- Memorandums & General Notices
- Guidance Notes
- Safety Bulletins
- Information on bottom of wages

Safety Bulletins are a system for communicating up-to-date health and safety information. Important issues, such as accident / incident learning to be shared will be compiled and issued to all employees, as necessary.

Copies of such written information should also be posted on the notice boards. For personnel with access to the Company's computer network may be sent this information electronically.

Certain formal communications may require the recipient to sign and return an acknowledgement slip accepting that they have received, read and understood the communication.

3.5 Effective Supervision & Control

At *Omega Scaffolding Solutions Ltd* we have established four general principles for effective supervision to help ensure control of our core operations, due to the mainly peripatetic nature of the work, and compliance with the established performance standards - for all elements of the business – not just health and safety.

The four general principles for effective Supervision are: -

1. Every job should be surveyed, and a suitable and sufficient **risk assessment** carried out.
2. Ensure the correct **competence** levels of those allocated duties, in relation to the task(s) to be undertaken and the work equipment to be used.
3. Ensure the effective **communication** of the required performance standards and essential information. E.g. Control measures
4. Establish and implement the suitable levels of imposed and self-supervision depending upon the degree of risk and the competence levels of the operatives involved. Always ensure a minimum level of **imposed**

supervision. This also includes the commissioning of work and handover by a competent person.

3.6 Consultation with Employees

Legislation requires employers to hold consultation with employees and to recognise the rights of employee and safety representatives and safety committees. Omega Scaffolding Solutions Ltd will comply with the relevant legislation as a minimum standard.

Toolbox talks will be used as a medium for consultation. Management will always be approachable on all health and safety matters.

3.7 Liaison with Fellow Employers

Omega Scaffolding Solutions Ltd recognises its duty under the Management of Health and Safety at Work Regulations. To communicate with fellow employers to ensure information about hazards and control measures is shared. This will enable suitable arrangements to be made.

4.0 Arrangements

4.1 Risk Assessment

The identification of hazards, assessment of risk, establishing and enforcing of control measures to eliminate or control risk, are the cornerstones of effective safety management.

Regulation 3 of the Management of Health and Safety at Work Regulations requires employers to make suitable and sufficient assessment of the risks to health and safety and to keep records of the significant findings. The Company has developed risk assessment processes to comply with this statutory requirement.

The two risk assessment processes used are known as **Generic Risk Assessment** and **Specific Risk Assessment**. Both processes use a qualitative technique, which relies upon the judgement of a competent person (or Risk Assessor). The Risk Assessor must be appointed by Management having been deemed competent and received training in the particular techniques used.

Certain other pieces of legislation require specific risk assessment such as the Manual Handling Operations Regulations, of which arrangements are made within further sections of this policy.

4.1.1 Generic Risk Assessment

Generic Risk Assessments have been prepared and implemented for all of the routine operations undertaken by Omega Scaffolding Solutions Ltd. However, they do not take account of the specific environmental conditions at the particular workplace, which is why they must always be supplemented by a specific risk assessment.

4.1.2 Specific Risk Assessment

A specific risk assessment must be carried before each job commences (Scaffolding operations only). The assessment processes are similar to the Generic, however it is

simplified using checklist type proforma to assist the Risk Assessor to identify the hazards.

4.1.3 Dynamic Risk Assessment

Omega Scaffolding Solutions Ltd operatives are also aware of the management of change. If they arrive at contracts and the risk assessment and method statement don't reflect the job, they ring back to the Contract Manager for amendments. This may result in the Contract Manager visiting site or scaffolders being moved to a new site until dynamic risk assessment is complete.

4.2 Method Statements/Scaffold Plans

Method Statements are a traditional form of risk assessment used generally throughout the construction industry. At Omega Scaffolding Solutions Ltd they are prepared for all complex or high-risk operations where the preventative and protective control measures and require more explicit detail than provided in the specific risk assessment and/or at the request of our client's.

All method statements should include the following:

- The clients detail
- Details of the location
- Description of the activities to be undertaken
- Specific equipment to be used
- Drawing Register
- Sequence of events or work method
- Significant hazards identified through the risk assessment
- Specific control measures to be adopted
- Specific details of how the Scaffold will be Erected and Dismantled
- Details of Rescue

The standard Company method statement format should be used.

The method statement, once submitted and approved by the client, must be formally communicated to all employees involved in the operation before commencing.

4.3 Preventing Falls

All Scaffolding Operatives shall be equipped with the suitable and approved fall arrest equipment for the task, before commencing work at height.

All fall arrest equipment provided must conform to the relevant British and European Standards. Each Scaffolding Operative shall be issued with the following fall arrest equipment, as a minimum and records of issue kept: -

- Full body harness completes with rear dorsal ring to BS EN 361.
- 1.75m fixed length lanyard complete with shock absorbing device to BS EN 355.
- Scaffold hook with 55mm opening to BS EN 362.

All scaffolding operations shall be carried out in compliance with the National Access and Scaffolding Confederation (NASC) Guidance Note SG4:15 (current edition) 'Preventing Falls in Scaffolding and False work', as a minimum safe system of work

to include Appendix A. In addition, other measures may be specified for fall prevention and protection within the risk assessment and/or method statement.

Where a client has established local rules that exceed the requirements of this procedure they must be adhered to and adopted and enforced as a local policy

Each member of the operational line-management with supervisory responsibility for scaffolding operations and all scaffolding operatives must receive a copy of the NASC Guidance Note SG4:15 current edition.

All scaffolding operatives involved in the erection, alteration and dismantling of scaffolding, shall receive appropriate training in the established control measures to prevent and protect against falls from height in line with SG4:15 All line-management with managerial and supervisory responsibility for scaffolding operations shall attend such training.

All line-management with managerial and supervisory responsibility for scaffolding operations shall ensure compliance through effective monitoring (formal and informal) and enforcement, as necessary.

All fall arrest equipment must be subject to a thorough examination and servicing in line with the manufacturer recommendations, NASC guidance note 16 and the Work at Height Regulations every 3 months. Records of thorough examination must be maintained.

The user is required to carry out a pre-use inspection of their fall arrest equipment. The requirements of the pre-user inspections are covered in the SG4 training package.

4.4 Working at Height

Under the Work at Height Regulations Omega Scaffolding Solutions Ltd will comply with the hierarchy to avoid, always prevent and mitigate the need to work at height and will always consider collective protection over personal where applicable.

Work at Height is deemed as any place from which if measures required by these regulations were not taken a person could fall a distance liable to cause personal injury including below ground.

Omega Scaffolding Solutions Ltd will always use competent personnel to organise and plan work at height and competent personnel to erect dismantle and modify scaffolding as required.

Environmental conditions will always be considered that may adversely affect health and safety during scaffolding operations.

Omega Scaffolding Solutions Ltd will ensure that working platforms used for construction from which a person could fall from height will be under an inspection schedule by themselves or the user.

All Scaffolds provided by Omega Scaffolding Solutions Ltd will be erected to strength and stability calculations unless erected to a recognised standard.

Top Guardrail heights will be 950mm and the maximum gap should not exceed 470mm on a tube and fitting scaffold. Working platforms should have no gaps where people or objects can fall.

Signs and Barriers must be in place on working platforms showing danger areas where access is not permitted.

4.4.1 Work Equipment

All work equipment (including hand tools, appliances, lift trucks, scaffolding materials etc.) must be designed and suitable for the purpose for which it is to be used and only use for operations for which it is designed as per the requirements of the Provision and Use of Work Equipment Regulations.

The use of work equipment is restricted to those persons appointed to do so and must only be repaired and maintained by nominated competent persons. A service log recording all repairs and maintenance must be kept for all plant equipment and vehicles.

Line-management must ensure that all employees receive all necessary information, instruction and training in the use of work equipment, including where appropriate written instructions.

Any work equipment found to be defective must be reported to the immediate Supervisor who will arrange for the equipment to be taken out of use and clearly marked as defective.

4.4.2 Scaffolding Materials

All scaffolding components and associated materials such as ladders etc. are subject to a material control procedure, which ensures so far as is reasonably practicable the inspection and where appropriate the testing of all materials periodically. A competent person who carries out the inspections must ensure the segregation of defect material for destruction or repair, to prevent use.

The appointed person must have received appropriate training and instruction to establish their competency.

All operatives who handle scaffolding materials must not use defective materials. Any defective materials must be segregated and returned to the yard for quarantine.

All scaffolding materials must be handled in a controlled manner (e.g. hand to hand) and NEVER thrown or allowed to drop – Any Scaffolder found bombing material will be referred for disciplinary action.

4.4.3. Mobile Plant & Vehicles

All mobile plant and commercial vehicles must be subject to regular maintenance and servicing in accordance with the manufacturer instructions and statutory provisions. In addition, all mobile plant and commercial vehicles must be subject to weekly formal inspections by the operator.

Any defects identified must be reported to the Managing Director and the findings and remedial action recorded in the report.

4. 4.3.1 Mobile Elevating Work Platforms

Mobile Elevating Work Platform operators must hold a current CITB CTA Card or IPAF operators certificate or equivalent.

Fall arrest equipment must be provide and used as per training requirements.

In some cases fall arrest equipment may not be a requirement while using a scissor lift. This must be reflected in the risk assessment as to justify not wearing fall protection equipment. (Harness)

4.4.4 Portable Electrical Equipment

It is the policy to use 110v or low voltage battery operated hand tools wherever possible. Where 240v hand tools are to be used they must be used in conjunction with a residual current device (RCD).

All portable electrical equipment will be inspected and portable appliance tested (PAT) every 12 months, by a competent engineer. An inventory of all equipment must be maintained and all new equipment is added to the list. Each piece of equipment will be clearly marked with the date of the test and the date of re-testing. With RCD's they are usually tested prior to use so as a rule of thumb the inspection period could be extended to 12 Months.

4.4.5 Lifting Operations & Lifting Equipment

A person(s) shall be appointed, who has received appropriate training to be deemed competent, to plan and supervise lifting operations, as necessary to ensure they are carried out in a safe manner.

Lifting equipment (e.g. cranes, lorry-loaders, hoists, etc.) and lifting accessories (e.g. chains, slings, shackles gin wheels and ropes etc.) Omega Scaffolding Solutions Limited shall nominate a person (and deputy) to be responsible for the storage, maintenance and inspection of all lifting equipment and accessories owned and controlled by Omega Scaffolding Solutions Limited as required by the Lifting Operations & Lifting Equipment Regulations.

All lifting equipment shall be inspected and thoroughly examined, as required by Regulation 9 of LOLER. Copies of all inspection reports and certificates shall be kept on site and made available for examination when required.

A Slinger / Signaller (Banks man) shall be appointed to assist the crane operator if his vision of the load throughout its travel is obstructed. All appointed Slinger / Signallers are competent, having received formal training to CITB standard or equivalent.

The Slinger / Signaller must visually inspect all lifting equipment before each use. Any defects identified must be reported to the immediate Supervisor, with the equipment removed from use and clearly marked as defective.

All lifting equipment must have the Safe Working Load (SWL) clearly marked on it, with the required Safe Working Load established before use.

Suitable storage accommodation must be provided to prevent physical damage or deterioration.

4.4.5.1 Lift Trucks

Only appointed Lift Truck Operators, who have received training from an approved body and are deemed competent, as detailed in the Health and Safety Executives Approved Code of Practice COP L117 Rider Operated Lift Trucks; Operator Training, are permitted to drive fork lift trucks.

All fork lift truck operations to be carried out in accordance with HS (G) 6 Lift Trucks; Safety in Working, including these specific precautions must be taken: -

- Do not overload the lift truck in excess of the manufacturers recommended safe working load.
- Seat belts must be used.
- Forklift trucks must not be driven at excessive speed. Speeds must be limited to suit workplace conditions.
- Suitable warning signs to be positioned in the workplace to warn pedestrians and other vehicles of the presence of fork lift truck operations.
- Operators must sound their horn when leaving and entering the buildings or when negotiating blind bends etc.
- Extra care must be taken when working on a slope or crossing a gradient.
- Convex mirrors must be fitted to ensure all round visibility of at least 1m high by 1m long. If this is not possible then a Banks man must be used where the driver's vision is obstructed or when manoeuvring in a restricted area.
- Pedestrians always have right of way.
- The forklift truck must be subject to a planned maintenance programme. The vehicle must be checked by the operator before use, especially the brakes.
- All fork lift trucks must be fitted with an audible reversing warning and flashing beacon to be used whenever the vehicle is in operation.

4.4.6 Ladders

Ladders are not to be considered as the first or only means of access. Contract Managers and Supervisors are to consider more suitable methods during their risk assessments; however it may be the case that ladders will be the best means and so shall be used.

The hierarchy of access in NASC TG20.13 should be considered first.

The Supervisor will discuss with employees the importance of ladders and that they are a means of access or egress and not a working platform

The Contract Manager will carry out toolbox talks on the selection and use of ladders and access and will include the following:

- The foot of the ladder should be supported on a firm level surface and should not rest either on loose material or on the equipment to gain extra height
- The top of the ladder shall be securely fixed to the structure fixed so that it cannot slip. While lashings etc. are being secured the ladder shall be footed
- Ladders fitted with proprietary spreader arm may be used, provided certain conditions are met:
 - Fitted with non-slip feet
 - Based on a firm level surface which is not slippery
 - Erected at a safe angle (1:4)

- Before using a ladder, inspect the ladder to ensure it is in good condition. Do not use a damaged ladder
- Ladders should be used as in schedule 6 of the Work at Height Regulations. This is where a risk assessment of more suitable equipment has been carried out
- A ladder must be used with 3 points of contact inclusive of a secure handhold

4.5 Occupational Health

4.5.1 Manual Handling

The Manual Handling Operations Regulations requires employers to avoid manual handling operations and where they cannot be avoided to make an assessment of the risk of injury to establish control measures to reduce that risk as low as reasonably practicable.

Omega Scaffolding Solutions Ltd recognises that manual handling is an inherent part of the Scaffolder's trade and that the special handling techniques used in scaffolding are essential enabling skills. These skills are taught as part of the current Construction Industry Scaffolders Record Scheme (CISRS).

CISRS/CITB trained scaffolders and other operatives who are required to carry out manual handling operations will require guidance and training in the correct handling techniques.

4.5.2 Hazardous Substances

Arrangements are being developed to assess the effects of any substances identified as hazardous to health and the adoption of relevant control measures, as required by the Control of Substances Hazardous to Health Regulations (COSHH).

All suppliers of materials are required to provide all relevant health and safety information about their products to form the basis of the COSHH risk assessment. This information is to be requested for each product before procurement stage, so that consideration can be made for the use, handling and storage of that substance as per COSHH.

4.5.3 Asbestos

Omega Scaffolding Solutions Ltd does not currently carry out asbestos related works

If future works are taken on, the relevant HSE licence will be acquired and all scaffolders used on such projects will have up to date asbestos awareness training.

4.5.4 Noise

Similar to other pieces of legislation, the Control of Noise at Work Regulations requires a risk assessment to be made, to ascertain the noise levels employees are exposed to, establishing and implementing precautions to avoid or protect against excessive noise levels.

Omega Scaffolding Solutions Ltd aims to comply with the requirements of the Noise at Work Regulations. The Noise Regulations require specific action to be taken at certain action values.

These relate to:

- The levels of exposure to noise of employees averaged over a working day or week; and
- The maximum noise (peak sound pressure) to which employees are exposed in a working day.

The values are:

- Lower exposure action values:
 - daily or weekly exposure of 80 dB;
 - peak sound pressure of 135 dB;
- Upper exposure action values:
 - daily or weekly exposure of 85 dB;
 - peak sound pressure of 137 db.

As part of the assessment, a competent person using specialist equipment, usually the Safety Consultant must measure noise exposure.

Engineering solutions must be considered as the first line of control. When the adoption of reasonable engineering or management control fails to reduce the exposure to an acceptable level, only then will resource be made to the use of Personal Protective Equipment.

All noise assessments will be reviewed periodically and if the process changes (i.e. new plant and/or equipment). Noise exposure shall be considered during the selection of new plant and equipment.

4.5.5 Health Surveillance & Screening

Exposure to certain substances requires regular health surveillance to be carried out, to identify any hazardous effects. Health surveillance will be undertaken where identified in the COSHH risk assessment. In addition certain pieces of legislation also require health surveillance i.e. the Control of Asbestos at Work Regulations and the Control of Lead at Work Regulations.

All new employees must complete a pre-employment medical questionnaire, which is contained in the application form.

The Contract Manager must vet the medical questionnaire. Any medical conditions identified should be referred to the Safety Consultant for advice.

Driver/Plant Operator medical checks to be carried out as recommended by the Ministry of Transport for Large Goods Vehicle drivers.

4.5.6 Vibration

Vibration exposure from prolonged work with powered hand held tools or equipment could have an adverse effect on the hands and arms of the user. Various forms of injury can be caused by not effectively controlling vibrating equipment, collectively known as hand arm vibration syndrome (HAVS). The best-known condition is vibration white finger (VWF), which is a reportable disease.



The Contract Manager of Omega Scaffolding Solutions Ltd must consider the risks of health from vibrating work equipment as part of the risk assessment process.

All controls established must as a minimum requirement be provided in accordance with those specified in the Control of Vibration at Work Regulations and Health and Safety Executive's guidance booklets HS (G) 88 Hand arm vibration and HS (G) 170 vibration solutions.

4.6 Overhead Power lines.

All scaffolding contracts undertaken for the provision of overhead line protection scaffolds for the National Grid and local electricity authorities shall be carried out strictly in accordance with HSE's Guidance note 6, Avoidance of danger from overhead power lines.

4.7 Scaffold Inspections, Commissioning and Handover

Complete or partially completed scaffold structures must be inspected and commissioned by a nominated competent person to ensure that it has been erected to the required standards and is safe to use, prior to handover.

If the structure is a designed scaffold then the inspector must ensure that the structure has been erected as per the drawings, without significant deviation.

The handover certificate shall be used to formally handover the structure or part structure and should be signed by the client's representative. If this is not possible then it should be faxed or posted registered mail with the transmittal sheet or receipt retained on the contract file.

Where Omega Scaffolding Solutions Ltd is contractually required to undertake statutory inspections of a scaffold structure or part thereof, in pursuit of Regulation 12 of the Work at Height Regulations and schedule 7 on behalf of a client, then such inspections shall include and be limited to the following:

- a) Before being taken into use for the first time; and
- b) After any substantial addition, dismantling or other alteration; and
- c) At regular intervals not exceeding 7 days since the last inspection.

However in addition to a), b) and c) above, should a client require Omega Scaffolding Solutions Ltd to inspect a scaffold structure or part thereof after any event likely to have affected its strength or stability, then the client shall give reasonable notice to Omega Scaffolding Solutions Ltd to carry out an inspection after such an event. Such an inspection would be considered extra and a variation to the contract requiring a specific written instruction.

4.8 Masonry Anchor Testing

The testing of masonry anchors used as scaffold ties is an essential element of the scaffold commissioning and handover process. The preliminary and proof testing should be in line with Technical Guidance 4 from the NASC. The manufacturer's instructions must be followed for the specific type and make of anchor used. The frequency of testing must be carried out in accordance with the following table: -

No. of Ties per Structure	No. of Pull-out Tests required
Up to 20	Minimum of 3
More than 20	1 in 20 (5%)

The results of the pull-out testing should be recorded on the handover certificate (No. of ties tested and results in failures or KN's), unless a specific report is prepared. A sketch of the tie pattern should be drawn on the back of the handover certificate where the scaffold is not designed. Omega Scaffolding Solutions Ltd provide guidance on this at induction

4.9 Protection of the Public and Others

All reasonably practicable measures must be taken to secure the workplace to prevent the public and others (such as fellow workers, visitors, trespassers etc.), especially children being at risk of an injury.

Each location must be assessed considering the nature of the work and the location of the workplace and its environment, to establish the necessary control measures.

4.10 Personal Protective Equipment

All Personal Protective Equipment purchased must meet the necessary European Standards and carry the CE Mark.

The risk assessment process together with our client arrangements (i.e. Site Rules, Permit-To-Work Systems etc...) should identify a requirement for PPE. Personal Protective Equipment will only be specified as a last resort in the hierarchy of controls.

An assessment of the PPE must be carried out as required by the Personal Protective Equipment Regulations, to ensure the correct selection and suitability for the user.

Employees have a statutory duty to use PPE provided as part of a safe system of work and not misuse or interfere with it.

All new employees receive a full issue of PPE when they commence employment. If any item of PPE required is missing, expired, damaged or defective then it shall be replaced upon request. A record of all PPE issued must be maintained, signed for by the recipient.

No charge can be made to employees for the issue of PPE.

4.11 Scaffold Design

All scaffolding will be provided in compliance with the relevant British and European Standards, the Work at Height Regulations and the Construction (Design & Management) Regulations.

Any scaffold structure requiring design input (e.g. special structures) will be subject to a design risk assessment. Calculations will be made by a suitably competent Design Engineer and drawings produced. Any significant hazards or hazardous work sequences that cannot be designed out shall be detailed on the drawing in text, also where appropriate within the specific method statement.

Anticipated significant deviations from the original design criteria, revealed during the execution of the work needs to be communicated to the Design Engineer to ensure structural integrity is maintained.

4.12 First Aid & Emergency Arrangements

It is the intention of Omega Scaffolding Solutions Ltd to comply with the site-specific arrangements made by our Clients. However, in such circumstances where the Client makes total arrangements for first aid the Company will ensure that employees have basic knowledge to administer immediate aid.

4.13 Welfare Facilities

Welfare facilities will be provided in compliance with the Construction (Design & Management) Regulations (Schedule 2) and their relevant Approved Codes of Practice as a minimum standard.

An employee found to be defacing or misusing the Welfare Facilities will face disciplinary action

4.14 Housekeeping

Housekeeping is an essential feature of accident prevention e.g. trip hazards, fire hazards etc.

The subject of housekeeping must be integrated into all monitoring and auditing arrangements to ensure high standards of housekeeping are maintained.

4.15 Smoking at Work

It is the policy of Omega Scaffolding Solutions Ltd to maintain a smoke-free workplace to protect employees from the effects of second-hand tobacco smoke and to ensure compliance with the Health Act.

4.16 Drugs & Alcohol at Work

Alcohol or drug abusers can adversely affect the safety of themselves and fellow workers whilst at work. Therefore if any employee or contractor is known to be, or strongly suspected of being affected by alcohol or drugs they are to be referred to their immediate supervisor who must arrange for their removal from the workplace.

Employees are not permitted to bring prohibited substances onto company premises or to work.

Any employee who is required to take prescription substances that may affect their performance at work must inform their immediate Supervisor. Alternative duties may be allocated to these employees and they must be prohibited from driving/operating plant equipment and working at height.

The Company tolerance for alcohol consumption during the working hours and its effects at work is in line with the current Road Traffic and Highways Legislation.

The Company reserves the right to test any employee who it suspects of being under the influence of alcohol or abusing drugs.

4.17 Young Persons at Work

A young person at work is a person under the age of eighteen (18) year and can be an employee, visitor or student on work experience.

A young person is not permitted to operate/drive plant equipment or work at height where they are exposed to a risk of a fall unless they are in training under direct supervision.

Before a young person starts work e.g. trainee, apprentice etc. a suitable and sufficient risk assessment must be carried out on all their activities. Any residual risk that remains that cannot be eliminated and has been controlled so far as is reasonably practicable must be communicated to their parents/guardian and written consent obtained.

4.18 Dealing with the Enforcing Authorities

The Managing Director will meet any representative of an Enforcing Authority e.g. the Health and Safety Executive, Local Authority, Environment Agency, Police etc., unless this responsibility has been delegated to another appointed person. The visiting officer must be directed to the Contract Manager/Supervisor or if they wish to proceed unaccompanied the Contract Manager/Supervisor must be notified directly.

Full co-operation must be given to assist them in the execution of their duties.

If enforcement action is taken such as a Prohibition Notice or Improvement Notice issued, then the Director/Contract Manager or Supervisor to whom it is issued must comply with any immediate requirements.

The Managing Director will liaise with the relevant inspector and inform him/her of corrective action taken and confirm this in writing.

If as part of an investigation by the enforcing authorities, any employee is required to make a statement or interview under caution, then the company appointed solicitor should be present.

If as part of an investigation by the enforcing authorities, any employee is required to make a statement or interview under caution and the Police and Criminal Evidence Act (PACE), then the company appointed solicitor should be present.

4.19 Work on or near the railway

All projects undertaken for the rail authority or a rail authority approved contractor on or near the railway must be carried out in strict compliance with the rail authority's safety standards.

4.20 Document Control

This Policy is subject to the Company's management procedure for document control and must not be reproduced, unless clearly marked as an '**UNCONTROLLED COPY**'.

4.21 Records Management

All records of formal monitoring and auditing, accident investigation reports, training records, PPE registers, records of inspection and testing, minutes from review meetings, risk assessments and medical reports shall be kept for a minimum of five years.

Accident statistics and details of enforcement action should be indefinitely.

All records should be kept in such a manner that they are ready retrievable and protected where practicable from damage, deterioration or loss.

4.22 Office and Fire Safety

All clerical and administration employees are required to receive general office safety instruction and training, as appropriate.

This must include issuing a copy of the current fire risk assessment for the building.

The assessment should detail the means of escape, fire alarm and firefighting equipment positions.

It is recommended that a fire drill be completed at least annually and results recorded

Firefighting equipment should be checked by a competent person on an appropriate maintenance schedule

4.22.1 DSE User & Operator

The Health & Safety (Display Screen Equipment) Regulations, requires employers to identify Users and Operators (operators are the self-employed, agency workers and contractors) of display screen equipment and to carry out an assessment of their work activities and workstation.

A User (or Operator) is defined as a person dependent on using a display screen, who is required to use equipment every day for a minimum of two (2) hours. Once Users (or Operators) have been identified, a competent assessor must undertake the risk assessment. Following the assessment the control measures established as reasonably practicable will be implement and could include: -

- Redesigning tasks and work routines to include regular breaks.
- Provide correct workplace equipment to improve ergonomics.
- Make changes to the environment e.g. lighting, ventilation, temperature
- Provide User/Operator training and instruction.

4.22.2 Eye Tests & Corrective Devices

All employees, who have been identified as DSE Users and use corrective devices for sight (glasses or contact lenses) for close work, are required to wear them when operating DSE.

The Company makes the following contributions for sight tests and corrective devices to employees who have been identified as users after a DSE assessment: -

- Up to £40 contribution towards corrective devices.
- Up to £15 contribution towards sight tests.

Monies are redeemed through personal expenses upon the provision of a receipt.

Employees who wear corrective devices and are required to use light eye protection (LEP) are entitled to prescription safety glasses free of charge.

4.23 Construction (Design and Management) Regulations

Omega Scaffolding Solutions Ltd often engaged as contractors as defined by the Construction (Design and Management) Regulations and as such, will aim to comply with Regulations 13 & 19, both of which place specific requirements upon contractors.

We will:

- Comply with any reasonable directions issued by the Principal Contractor, and with any rules in the Construction Phase Health and Safety Plan that are relevant.
- Submit any relevant risk assessments and method statements as required.
- Inform the Principal Contractor of any incidents without unreasonable delay.
- Provide relevant information for the Health and Safety file.

Omega Scaffolding Solutions Ltd realises that the provision of training and information to operatives on site is vital, and as such will ensure that:

- All operatives are trained and competent to carry out the tasks to which they are assigned.
- No operatives will begin work until they have received basic information, such as the site induction from the Principal Contractor, and the contents of relevant sections of the Construction Phase Health and Safety Plan.

Omega Scaffolding Solutions Ltd is aware that any contractors that it engages must be competent and adequately resourced. Omega Scaffolding Solutions Ltd does this by issuing Health and Safety Questionnaires to assess their suitability before they are engaged.

No contractor will be engaged by Omega Scaffolding Solutions Ltd unless they have completed the aforementioned questionnaire, including the submission of relevant health and safety documents, to an acceptable standard.

5.0 Measuring Performance

5.1 Reactive Monitoring

5.1.1 Accident Reporting & Investigation

Certain injuries, ill health and dangerous occurrences are required by law to be reported to the enforcing authority (usually the Health & Safety Executive), under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).

However it is the policy of Omega Scaffolding Solutions Ltd to investigate all accidents and incidents, including near misses. The purpose of the investigation is to identify the causation and to establish and enforce measures to prevent reoccurrence and not to apportion blame.

Some organisations claim to have a 'no blame culture' for accident reporting and investigation to ensure that every employee feels that they can report accidents and co-operate with any investigation without fear of retribution. However, we promote a 'just and fair culture', which is similar to 'no blame', but there may be some apportionment of personal responsibility. Investigations must not lay blame indiscriminately; all accident investigations shall be objective, open and fair.

All employees are encouraged to report all accidents or incidents no matter how minor. The reporting of accidents by employees to the Company shall always remain a high profile topic e.g. regularly repeated toolbox talks, notices etc...

Any employee who fails to report a work-related accident or fails to co-operate with or deliberately misleads an investigation will be referred for disciplinary action.

All injuries must be reported to the immediate line-manager who will ensure that the appropriate level of investigation is undertaken and the records kept.

A company accident form must be completed for all accidents. The individual completing the form keeps a copy and the other copy is entered into the office accident book once all the remedial actions are complete and closed out.

In addition to the form a full investigation report should be prepared for more serious incidents.

All line-management who lead accident investigations will receive formal investigation training.

It is the responsibility of the relevant Director to ensure that RIDDOR injuries, ill health and dangerous occurrences are reported. However this duty may be performed by others (e.g. H&S Consultants). If the RIDDOR telephone, facsimile or electronic mail service is solely used to report, then the RIDDOR reference number must be recorded on the Accident Report Form. The Health and Safety Executive's RIDDOR report details are listed below:

Telephone 0845 300 99 23 Fax 0845 300 99 24
Email riddor@natbrit.com Information www.riddor.gov.uk

5.2 Proactive Monitoring

The purpose of proactive monitoring is ensure that the established performance standards are being adhered to and to help prevent an accident or ill health. The primary objective of the hierarchy monitoring is not just to identify failure in the form of unsafe acts or conditions, but also to measure success and recognise positive good behaviour.

5.2.1 Hierarchy Monitoring

Each member of the line-management within the operational hierarchy of the organisation (Director through to first line Supervisors) shall undertake health and Safety inspections at a predetermined frequency. Hence the term '*Hierarchy Monitoring*'. The inspection shall observe workplace operations and be carried out using a checklist style proforma to record the findings

Copies of the monitoring report are sent to the immediate direct line-manager. Where appropriate copies will be issued to the individual responsible for completing a specific action. All corrective remedial actions remain open until closed out as complete

6.0 Review Meetings

6.1 Review Meetings

An Annual Safety Management review meeting should be held with the Managing Directors to monitor and implementation and development of the Health and safety policy and overall safety performance.

7.0 Appendix A

Omega Scaffolding Solutions Ltd are mindful of their duties under the Health and Safety at Work etc. Act 1974 and the delegated legislation there under.

However, principle elements of applicable legislation to company activities are considered to be: -

- Management of Health and Safety at Work and Fire Precautions (Workplace) Regulations.
- Health & Safety (First Aid) Regulations.
- Work at Height Regulations.
- Personal Protective Equipment Regulations.
- Provision and Use of Work Equipment Regulations.
- Manual Handling Operations Regulations.
- Health and Safety (Display Screen Equipment) Regulations.
- Control of Substances Hazardous to Health Regulations.
- Health and Safety Information for Employees Regulations.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Employers' Liability (Compulsory Insurance) Act.
- Electricity at Work Regulations.
- Construction (Design and Management) Regulations.
- Dangerous Substances and Explosive Atmospheres Regulations.
- Health And Safety (Consultation With Employees) Regulations.
- Health & Safety (Safety Signs & Signals) Regulations.
- Control of Asbestos Regulations (Where Spectra control premises).
- Control of Noise at Work Regulations.
- Control of Vibration at Work Regulations.
- The Health Act.
- The Corporate Manslaughter and Corporate Homicide Act.
- The Site Waste Management Plans Regulations.
- Health and Safety Offences Act.