

**PART 2**

**Gloucester Scaffolding Ltd**

**Arrangements for  
Health and Safety**



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## **SECTION A**

### **Arrangements for Concern over Health and Safety Issues**

If any employee has any concern over health and safety issues they should tell their immediate superior or health and safety manager / advisor. If neither are available then they should tell the director to whom they report.

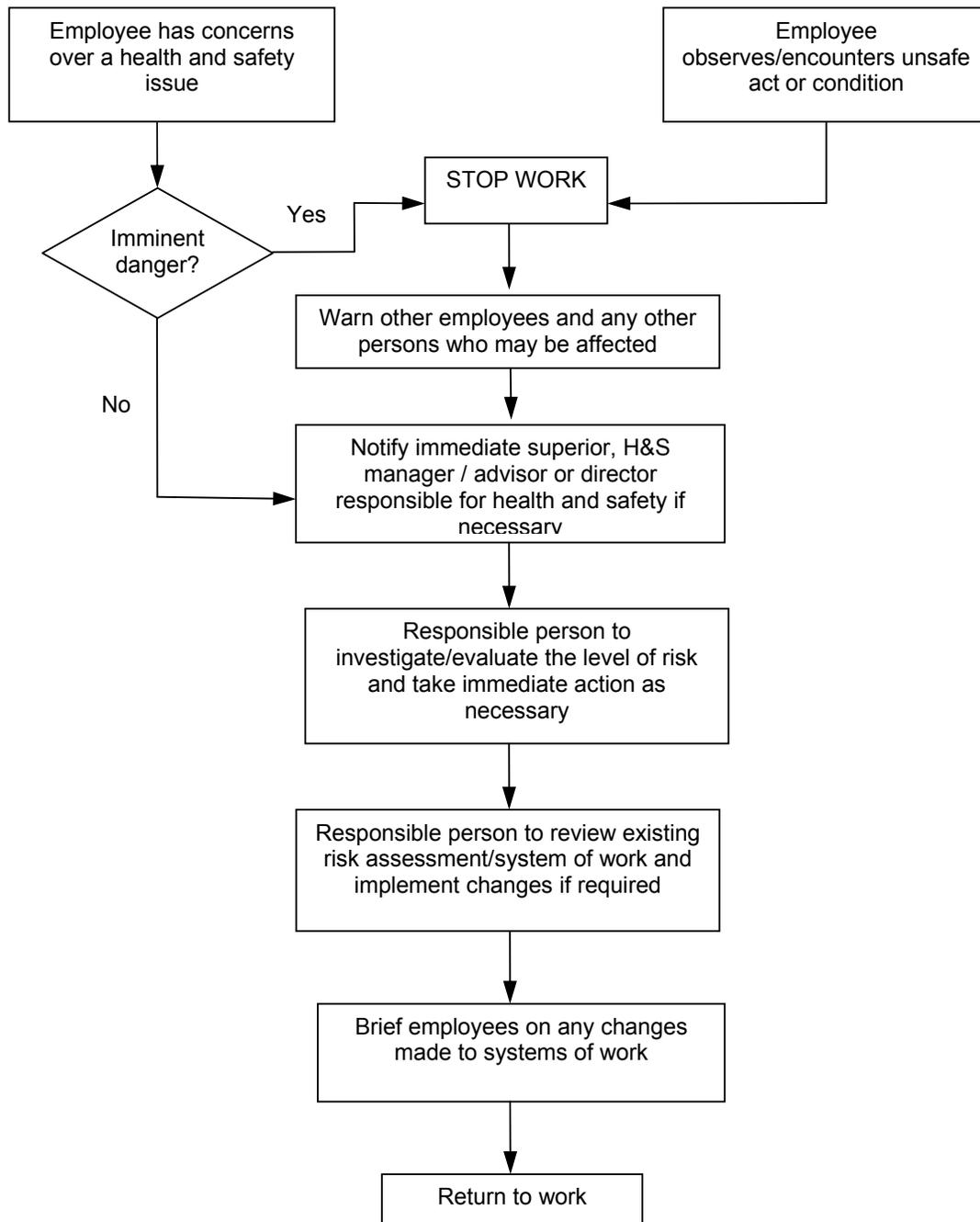
Concerns must be addressed quickly and no employee shall continue work until the working environment is safe.

The Health and Safety People Limited have been retained by this company for the purpose of assisting the company in keeping up-to-date with changes in the law in relation to their employees' working practices and to provide advice on all matters relating to health and safety at work.

Their call out service and telephone advisory service is available. A director should be notified when they have been used by whoever has made the contact. The telephone number available for the advice service is shown below. Should a call be answered by an answer phone the caller must record their name, their company name and the number on which that person may be contacted.

**The Health and Safety People Limited: 08456 122 144**

### Procedure for Concern over Health and Safety Issues



See guidance section for details

## SECTION B

### Arrangements for Managing Risks arising from Work Activities

**Robert S Nunn, Robert G Nunn and Richard J Nunn** are responsible for ensuring that risk assessments are carried out and for ensuring that the control measures are implemented and communicated to employees through their designated line manager.

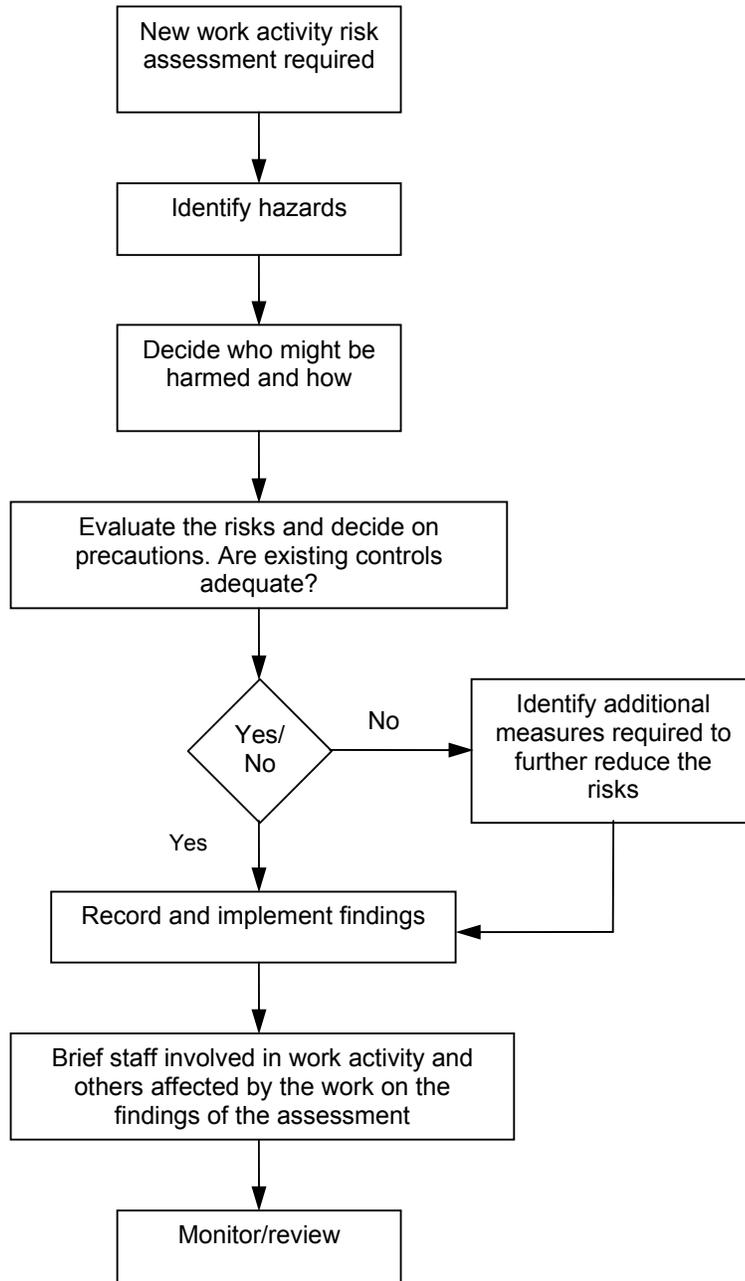
Risk assessments will be undertaken by **Robert S Nunn, Robert G Nunn and Richard J Nunn** with the advice and assistance of The Health and Safety People Limited, should it be requested. Any significant findings of risk assessments will be reported to the directors.

**Robert S Nunn, Robert G Nunn and Richard J Nunn** will be responsible for ensuring special risk assessment (see guidance below) is carried out for works to be undertaken by young persons, i.e. those under the age of 18 years. Copies of written risk assessments are to be sent to the parents or guardians of the young person.

**Robert S Nunn, Robert G Nunn and Richard J Nunn** shall ensure that a regular review of the effectiveness of control measures introduced through the risk assessment process is carried out. In any case, they shall ensure that all risk assessments are reviewed at least annually or when the work activity changes, whichever is sooner.

Gloucester Scaffolding Ltd carries out a set of tasks which are frequently similar. To help control the risks of these tasks the company has produced a set of generic risk assessments, which are kept in a separate file. These are only to be considered valid if the reverse side, detailing specific site conditions, is completed by **Robert S Nunn, Robert G Nunn and Richard J Nunn** (or in their absence by the workplace supervisor) and any significant changes to the risk control procedure have been implemented and communicated to both the directors and the employees who will carry out the task.

### Procedure for Managing Risks



See guidance section for details

## **SECTION C**

### **Arrangements for Managing Health and Safety in Construction**

Gloucester Scaffolding Ltd may, during the course of its activities, assume roles and responsibilities under the Construction (Design and Management) Regulations (CDM).

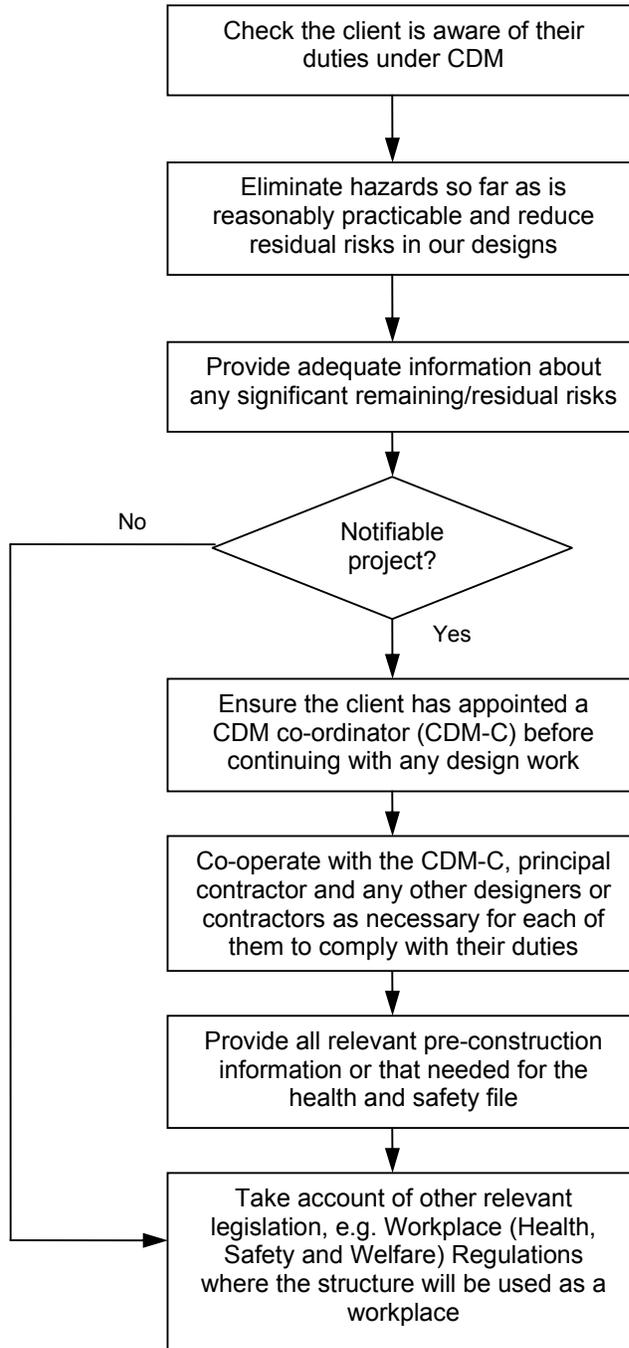
In so doing, this company shall comply with its duties under the requirements of these regulations insofar as they relate to our work activities and our relations with other duty holders during the course of the works. (See the CDM compliance checklist at the end of this section.)

Gloucester Scaffolding Ltd may assume the following roles under CDM:

- Designer.
- Contractor.

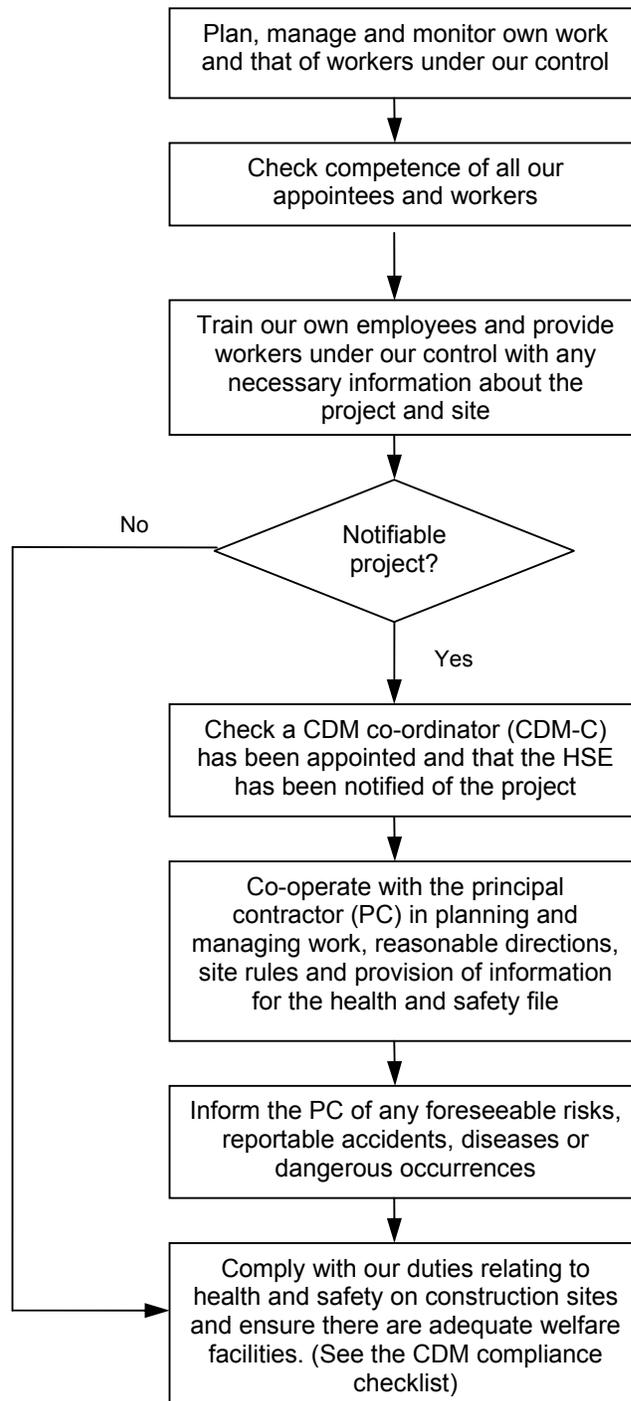


## Procedure for the Role of Designer



See guidance section for details

## Procedure for the Role of Contractor



See guidance section for details

## SECTION D

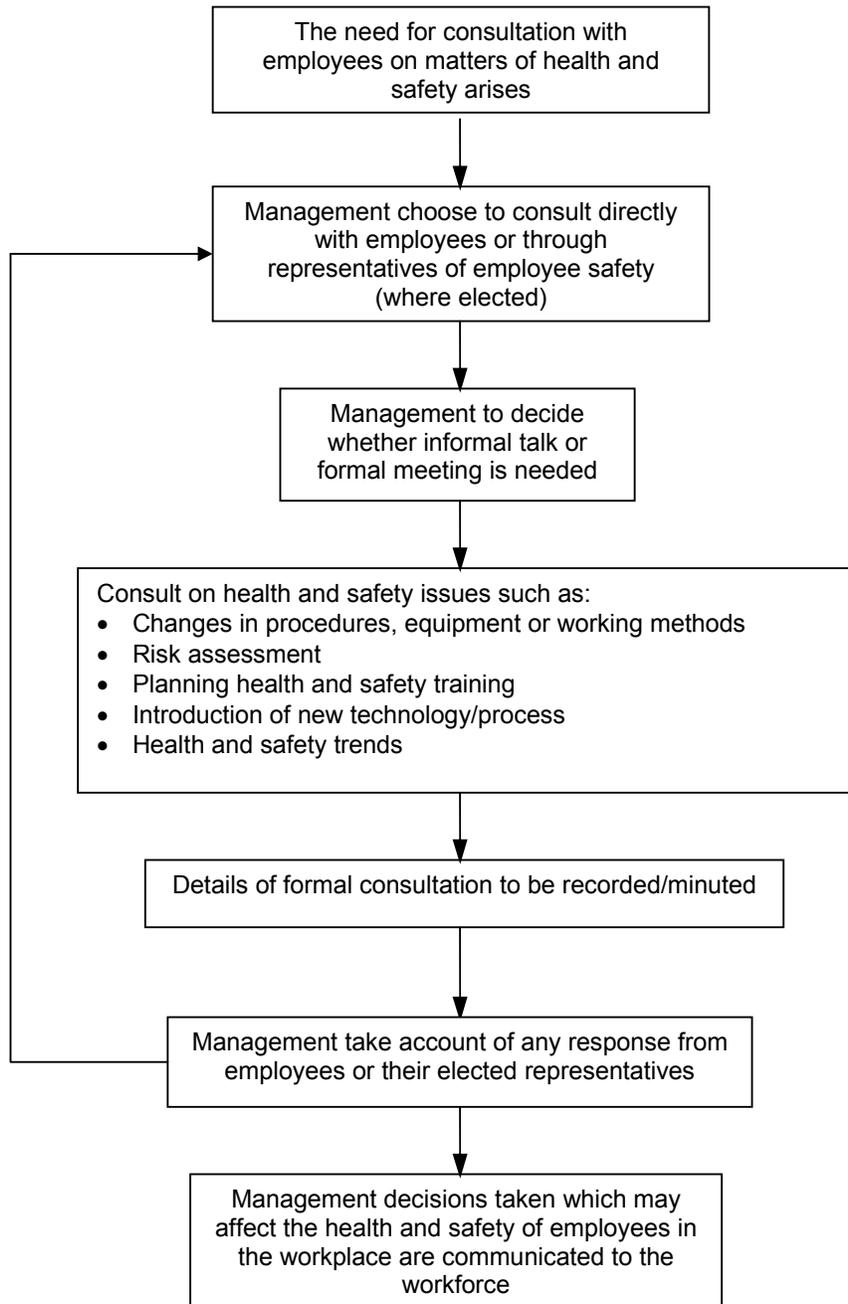
### Arrangements for Consultation with Employees

Consultation shall be carried out on all matters to do with the health and safety of our employees at work including:

- Any proposed change which may substantially affect their health and safety at work, e.g. changing a work procedure.
- Appointing a competent person to help Gloucester Scaffolding Ltd to comply with health and safety laws.
- When introducing new technology, tools or working processes.
- When planning health and safety training.
- Informing employees of the likely risks and dangers arising from their work, measures to remove or reduce these risks and what they should do if they have to deal with a risk or danger.

**Robert S Nunn, Robert G Nunn and Richard J Nunn** will consult directly with individual employees or groups of employees.

## Procedure for Consultation with Employees



See guidance section for details

## SECTION E

### Arrangements for Induction Training

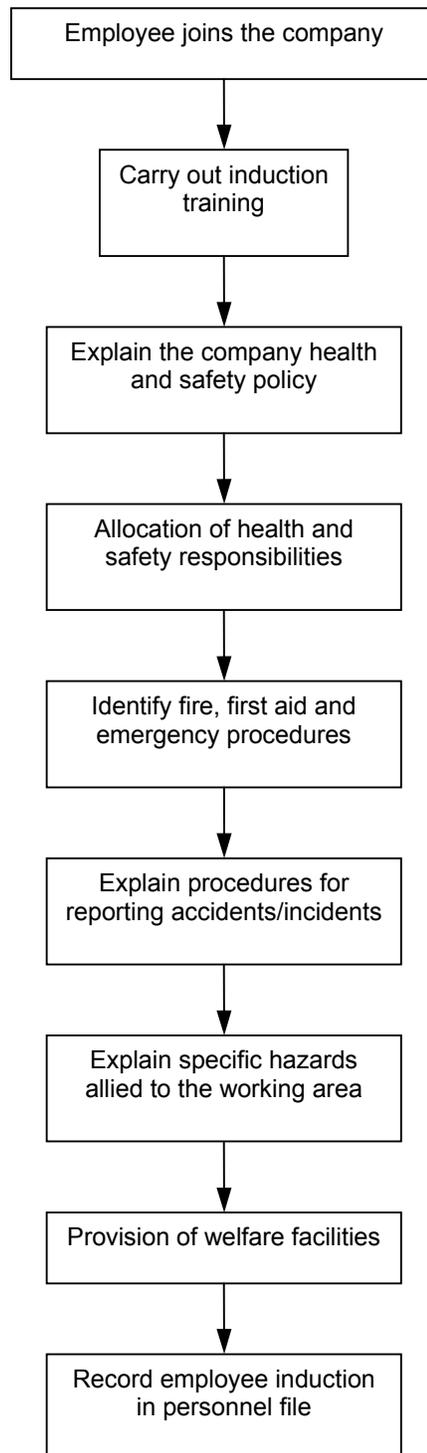
Gloucester Scaffolding Ltd expects its employees to undergo specific induction training (which may be provided by the company or others) prior to works starting, in order that we may address the health and safety hazards associated with that particular area.

**Robert S Nunn** and **Robert G Nunn** will ensure that all employees undergo company induction training.

The **Chargehands** shall ensure that site operatives undergo site induction training and that records of this training are kept on site, together with any certificates from off-site courses attended by employees.

Records of company induction training will be held at head office by the **Administration**.

## Procedure for Induction Training



**See guidance section for details**

## **SECTION F**

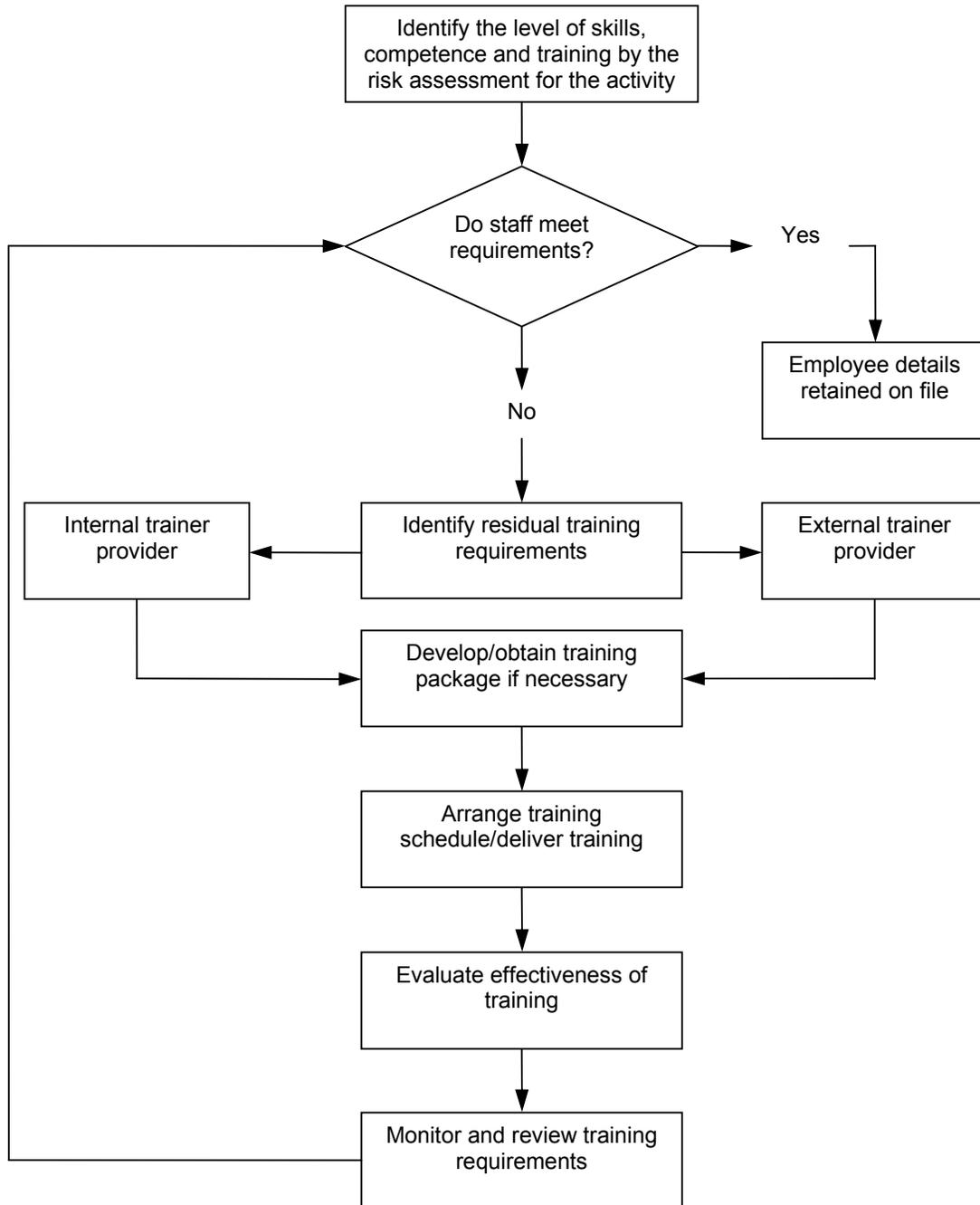
### **Arrangements for Training**

**Robert S Nunn, Robert G Nunn** and **Richard J Nunn** will ensure that all members of staff receive training on health and safety to assist them in undertaking their tasks safely and efficiently. External courses on specific subjects may be utilised along with internal training.

Although the managing director has a major role to play within the company's health and safety policy, each member of staff in a supervisory role is responsible for ensuring that their subordinates receive appropriate training and instruction and shall, therefore, liaise with the managing director regarding training needs.

Copies of all training records will be held at head office by the **Administration**.

### Procedure for Training



See guidance section for details

## SECTION G

### Arrangements for Safe Equipment and Plant

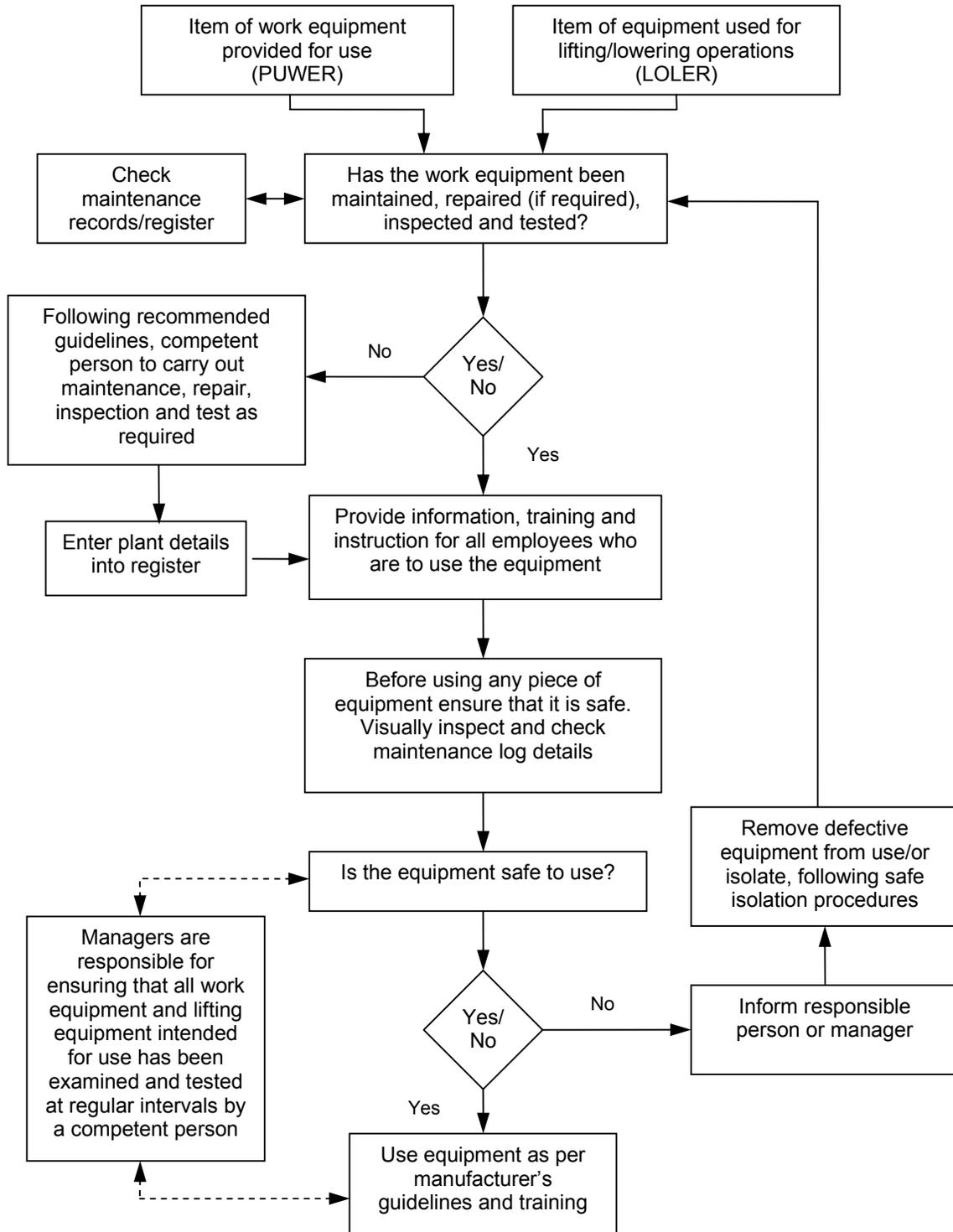
**Robert S Nunn, Robert G Nunn and Richard J Nunn** will ensure that new plant and equipment is suitable for the intended use and meets the safety requirements as laid down in the Provision and Use of Work Equipment Regulations before it is purchased.

**Robert S Nunn, Robert G Nunn and Richard J Nunn** will be responsible for appointing competent persons to check, inspect and examine all plant and equipment in accordance with the requirements of relevant legislation and industry best practice.

**Robert S Nunn, Robert G Nunn and Richard J Nunn** will be responsible for ensuring that effective procedures for the maintenance of plant and equipment are drawn up and implemented (including testing of portable tools and appliances, i.e. PAT testing).

Faulty plant and equipment should be reported to **Robert S Nunn, Robert G Nunn and Richard J Nunn**.

### Procedure for Safe Equipment and Plant



See guidance section for details

## SECTION H

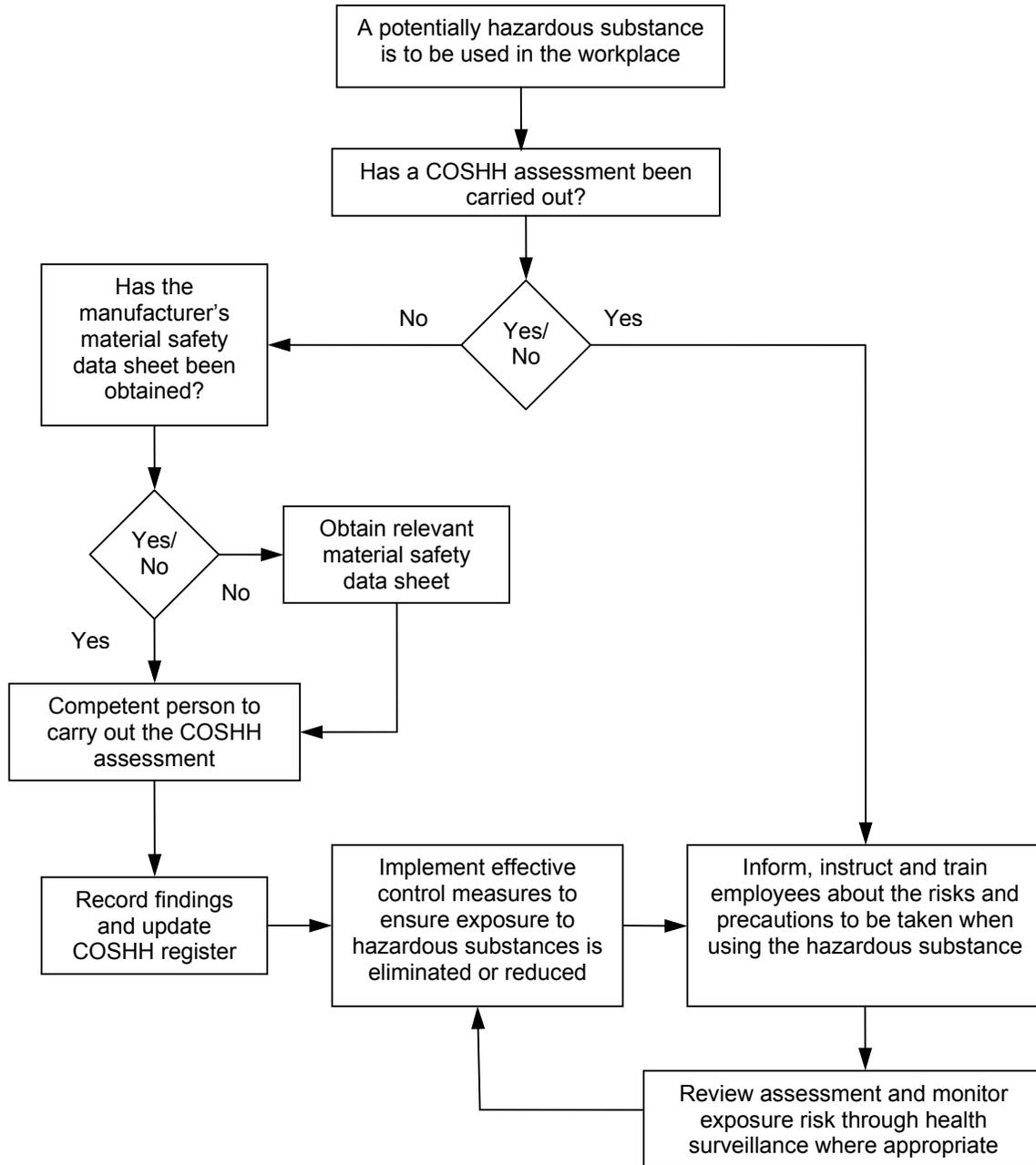
### Arrangements for the Safe Handling and Use of Substances

**Robert S Nunn** and **Richard J Nunn** will be responsible for identifying all substances that require a COSHH assessment and for checking that new substances can be used safely before they are purchased.

**Robert S Nunn** and **Richard J Nunn** will be responsible for undertaking COSHH assessments, or they may, at their discretion, delegate this responsibility to another competent employee.

**Robert S Nunn** and **Richard J Nunn** will be responsible for ensuring that all actions identified in the COSHH assessments are implemented, that all relevant employees are informed about the significant findings, and that assessments will be reviewed every year or when the work activity changes, whichever is sooner.

## Procedure for the Safe Handling and Use of Substances



See guidance section for details

## SECTION I

### Arrangements for Providing Information, Instruction and Supervision

The health and safety law poster is displayed at all fixed company workplaces and should also be displayed at each temporary site within the common welfare areas. The health and safety law poster contains the following information:

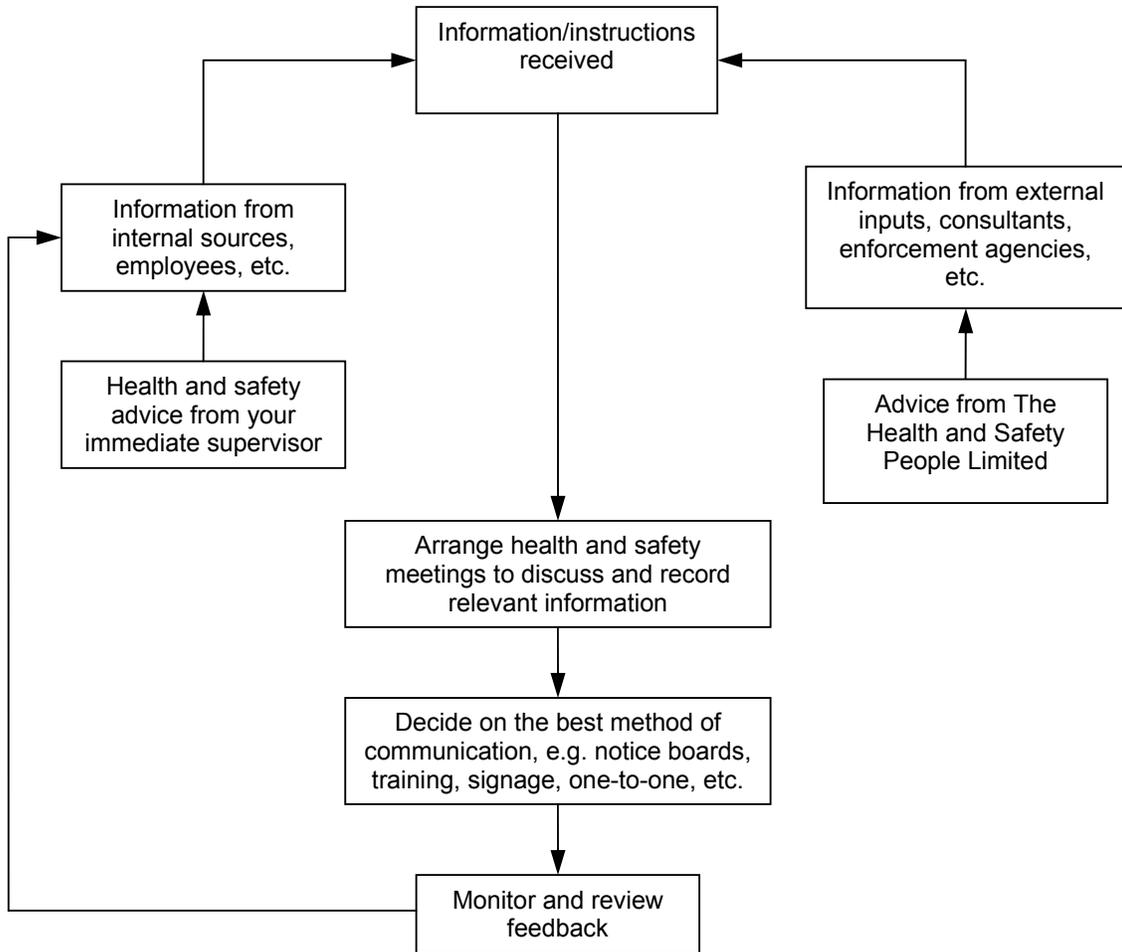
- Names and locations of trade unions or other safety representatives and groups they represent.
- Management of health and safety appointed person(s) health and safety responsibilities.
- Name and address of enforcing authority whose health and safety inspectors cover this workplace (e.g. the HSE or your local authority's environmental health department).

Health and safety advice is available from your immediate supervisor or from The Health and Safety People Limited on 08456 122 144.

**Robert S Nunn, Robert G Nunn and Richard J Nunn** shall ensure that adequate supervision of young workers is provided. Day-to-day supervision shall be carried out by the relevant workplace manager or supervisor.

**Robert S Nunn, Robert G Nunn and Richard J Nunn** are responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

## Procedure for Providing Information, Instruction and Supervision



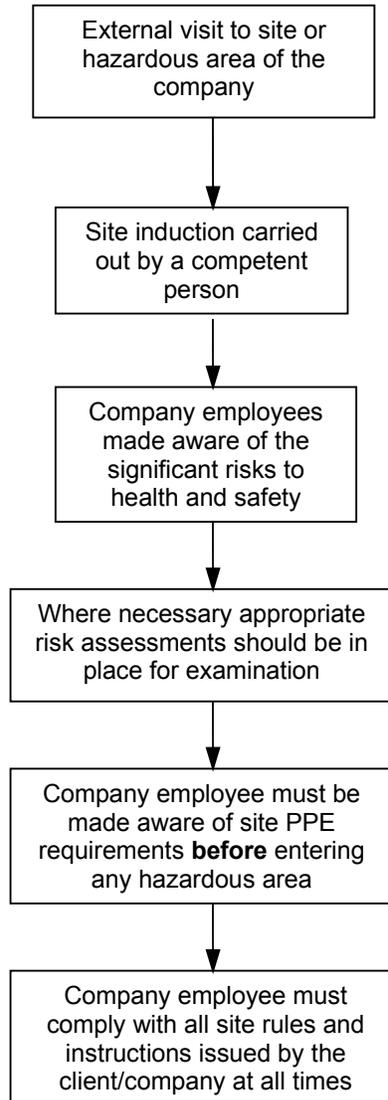
See guidance section for details

## **SECTION J**

### **Arrangements for Company Staff Visiting Hazardous Areas/Sites**

If company employees are required to work in/visit external work sites or parts of the company's premises that are deemed to be hazardous then there will either be a specific risk assessment or safe system of work which might incorporate a permit-to-work system to ensure their safety. It will be for **Robert S Nunn, Robert G Nunn** and **Richard J Nunn** to ensure that a safe working procedure is generated and adhered to. Employees are required to comply with the requirements of that safe working procedure.

## Procedure for Company Staff Visiting Hazardous Areas/Sites



**See guidance section for details**

## SECTION K

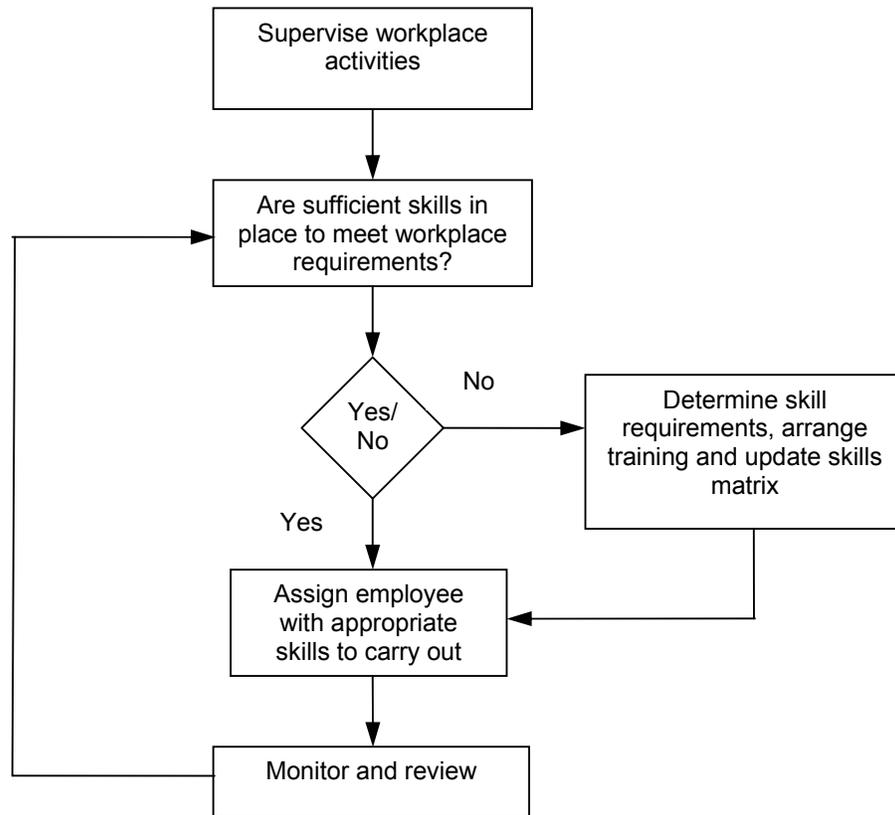
### Arrangements to Assess Employee Competency for Tasks and Training

**Robert S Nunn, Robert G Nunn and Richard J Nunn** will deem who is competent to carry out the following tasks:

- Supervising and monitoring workplace activities.
- Advising on risk assessment.
- Equipment maintenance and repair.
- Administering first aid.
- Working at height.
- Operating plant and/or machinery.
- Controlling lifting operations.

**Robert S Nunn, Robert G Nunn and Richard J Nunn** will identify, arrange and monitor training provided either in-house or by external providers.

## Procedure for Assessing Employee Competency for Tasks and Training



See guidance section for details

## **SECTION L**

### **Arrangements for Manual Handling Operations**

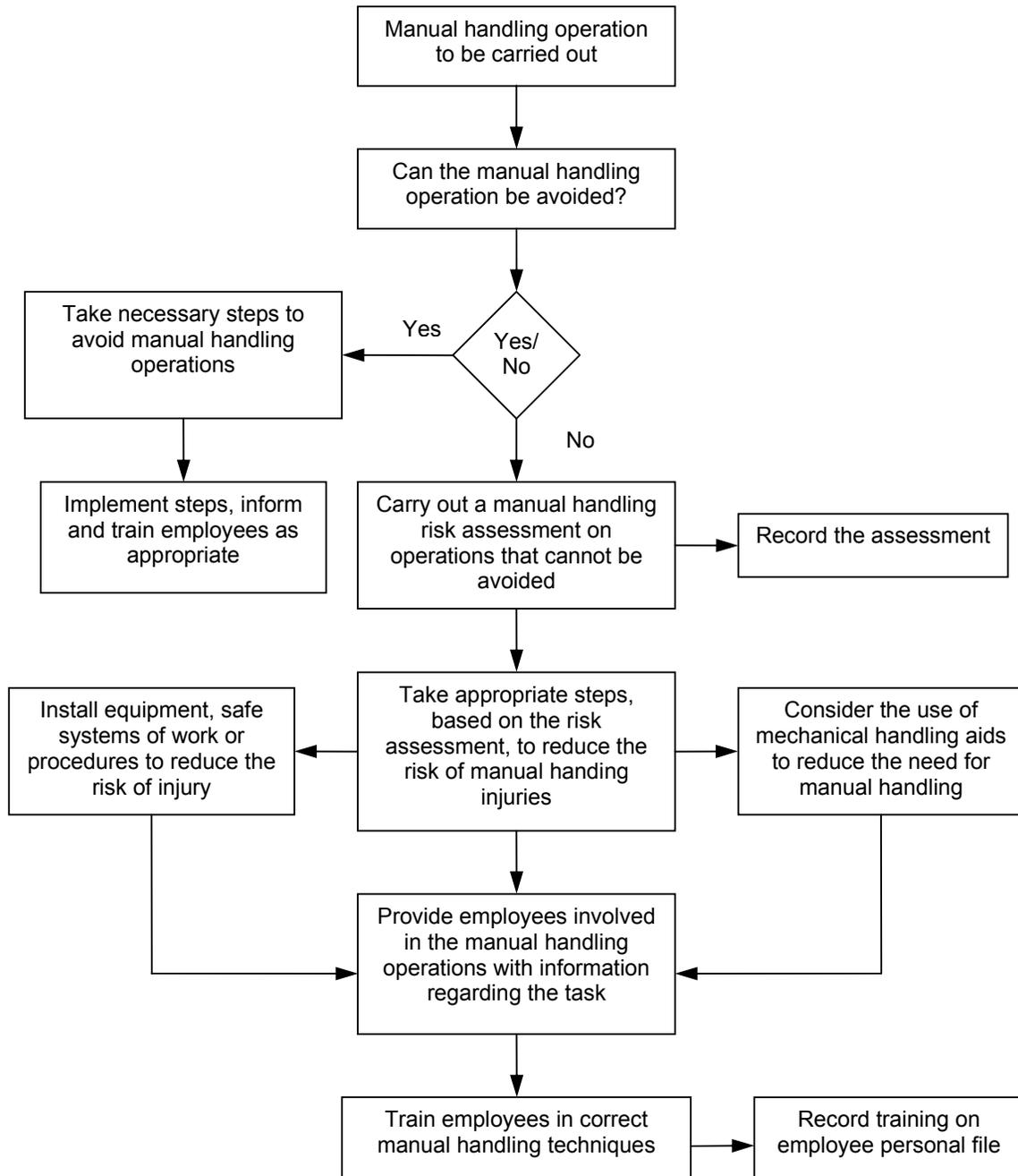
Manual handling means any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

In accordance with the Manual Handling Operations Regulations the company will endeavour to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably practicable then the company will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practicable. This will include, where possible, the provision of information and general indications on the weight of each load and the heaviest side of any load whose centre of gravity is not positioned centrally.

Assessment will be recorded and reviewed if no longer valid or there is significant change in the matter to which it relates.

The requirement that the employee has a duty to make full and proper use of any system of work provided by this company (as their employer) to alleviate or reduce the risk of manual handling operations will be communicated to the company's employees.

### Procedure for Manual Handling Operations



See guidance section for details

## SECTION M

### Arrangements for Fire and Emergencies on Company Premises

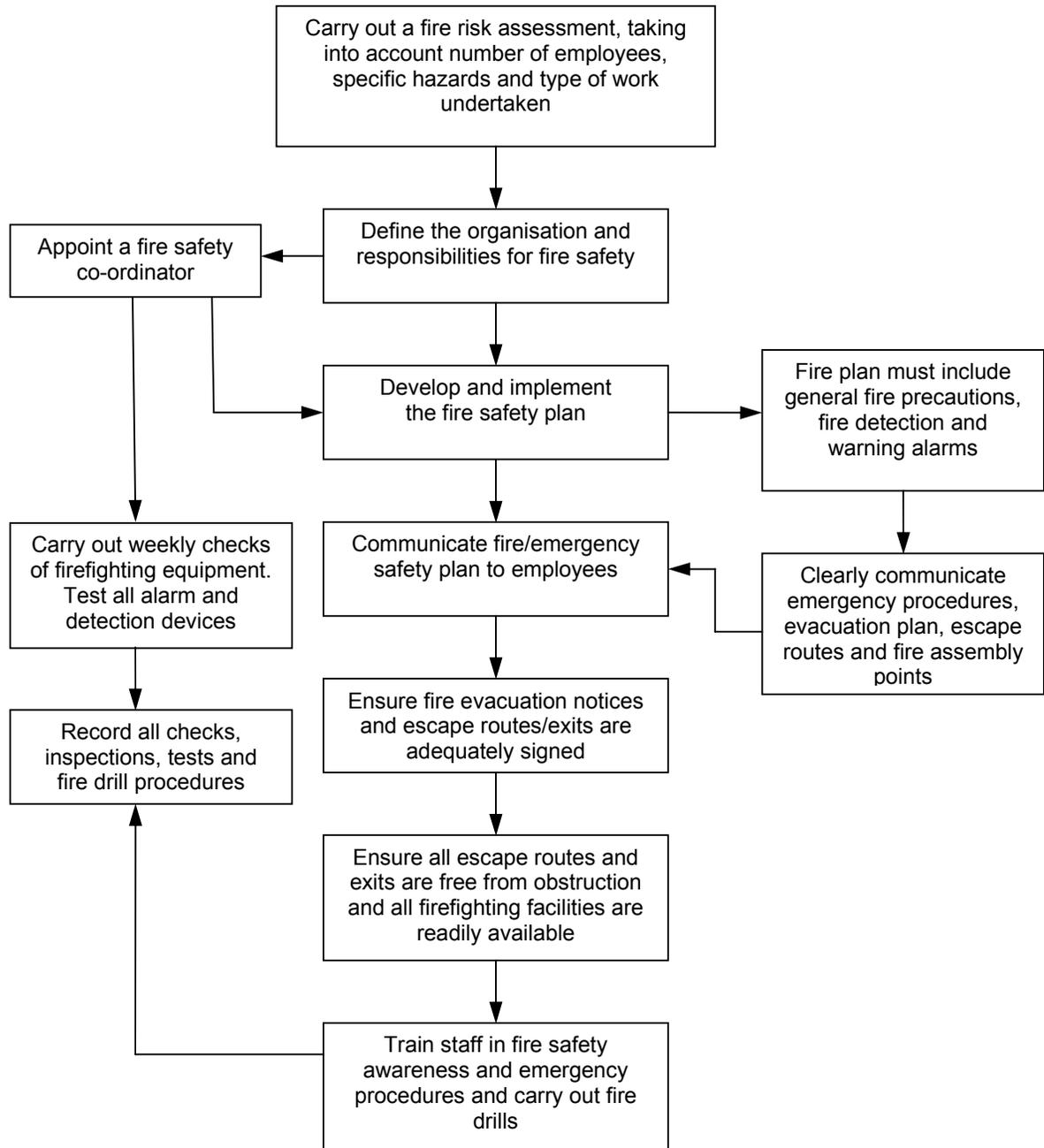
It is the policy of this company that suitable and sufficient fire and emergency procedures be in place at the company premises in order to facilitate effective evacuation or other appropriate action, and to ensure that employees' personal health and safety is not put at risk unduly during the course of such action.

**Robert S Nunn** will ensure that the procedures are put in place, implemented and maintained.

In the event of a fire, explosion or damage to services (water, electric or gas) occurring, full details of the incident are to be passed to **Robert S Nunn** as soon as possible.

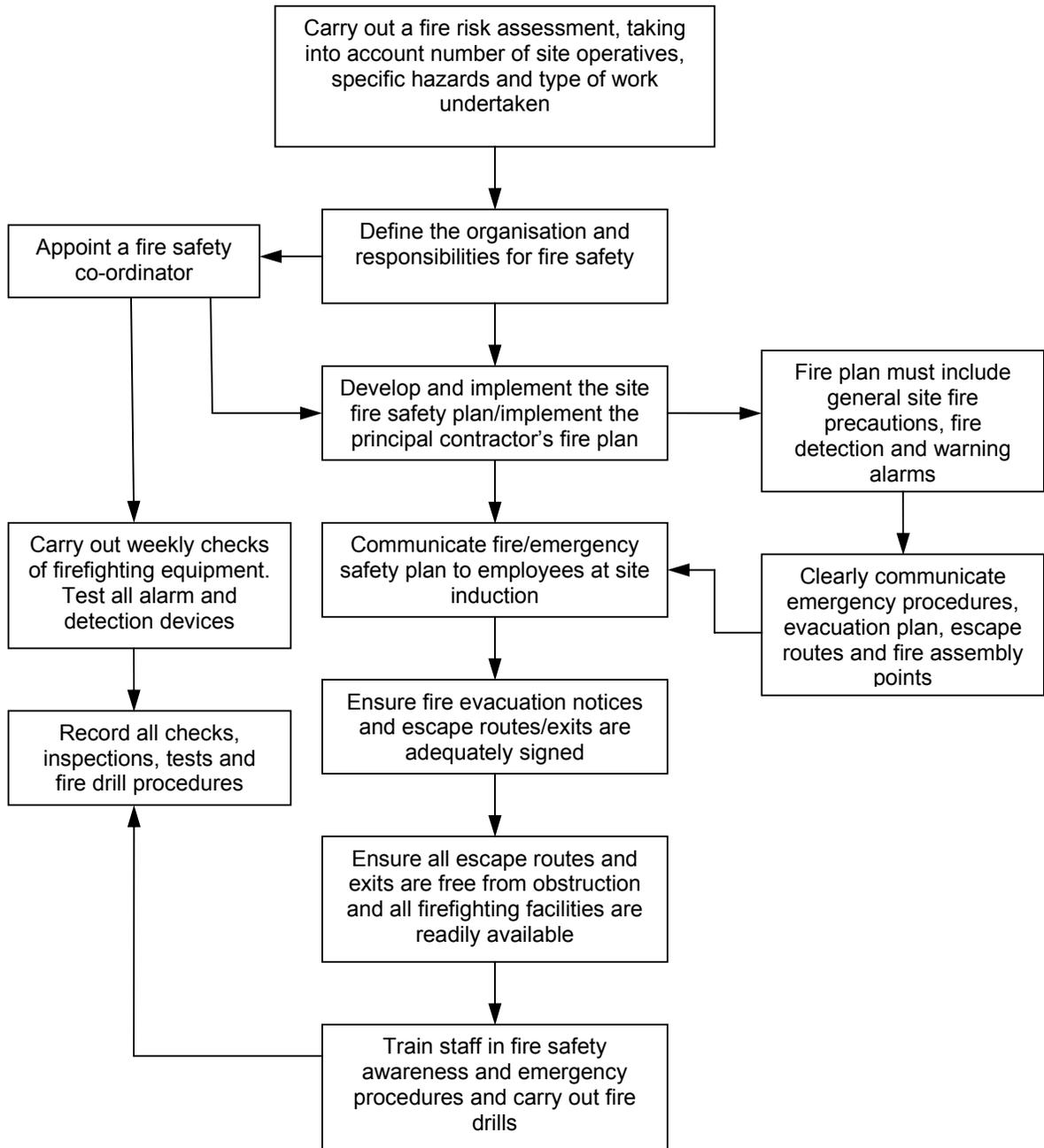


## Procedure for Fire and Emergencies on Company Premises



See guidance section for details

## Procedure for Fire and Emergencies on Site



See guidance section for details

## SECTION N

### Arrangements for First Aid, Medical Emergencies, Accidents/Incidents

#### FIRST AID

**Robert S Nunn, Robert G Nunn and Richard J Nunn** will ensure that there are sufficient first aiders available both at head office and on all sites. First aid kits are kept at the following locations:

**In the office**

**In the company vehicles**

**In the site office**

The responsibility for ensuring they are kept fully stocked at all times rests with the first aiders/appointed persons:

First aid kits kept in the company's vans are the responsibility of the driver of the van.

#### MEDICAL EMERGENCIES

In the event of an injury or sudden illness on site the following action is to be taken:

1. First aid assistance is to be obtained, if appropriate.
2. The injured or ill person is to be conveyed to hospital by the quickest possible means, or an ambulance is to be summoned, ensuring that the address is given accurately.
3. The full details of the injured or ill person and the details of the injuries or illness are to be passed to the site foreman and **Robert S Nunn, Robert G Nunn and Richard J Nunn** as soon as possible.

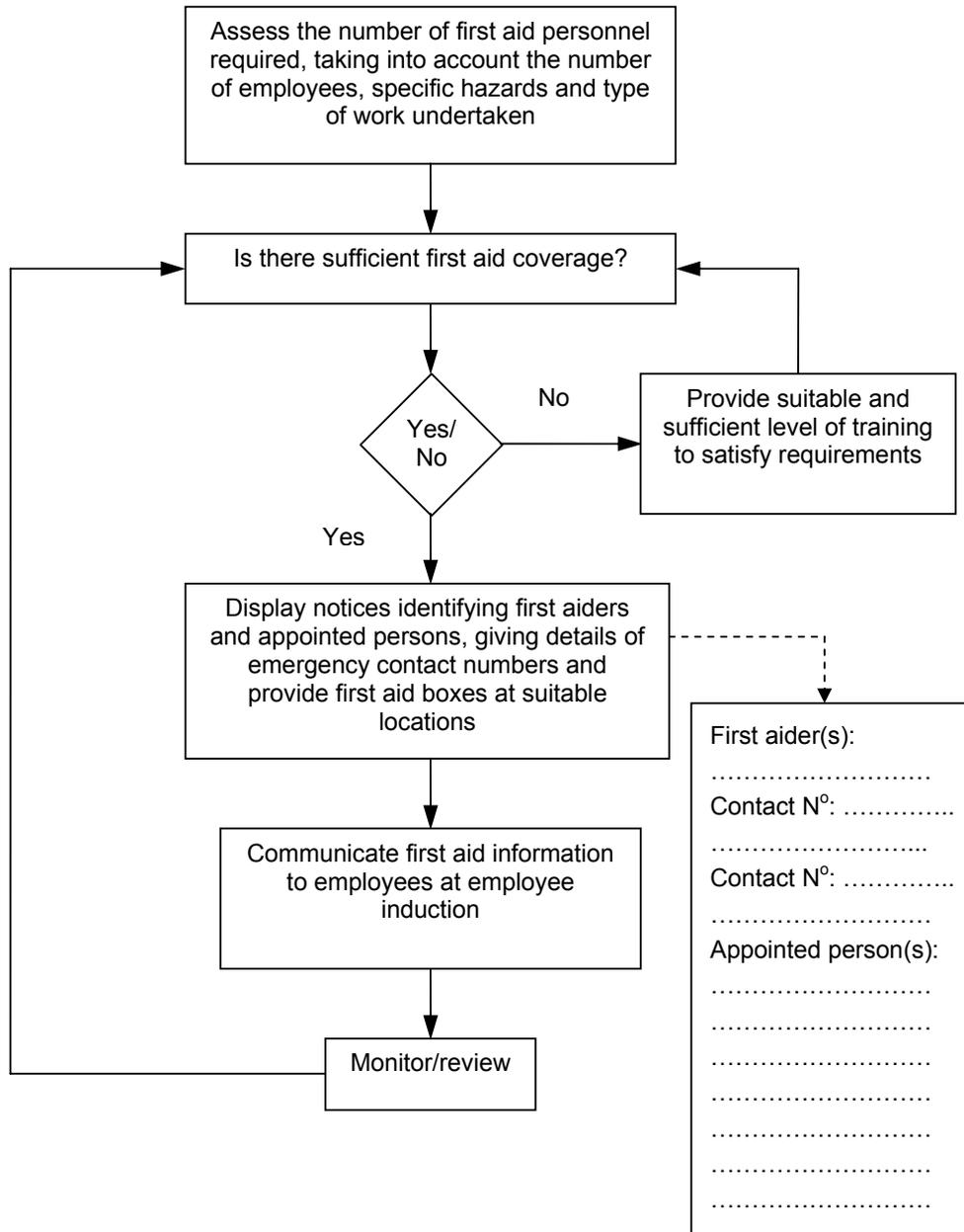
#### ACCIDENTS/INCIDENTS

All accidents and cases of work-related ill-health are to be recorded in the accident book, which is located in the **office**.

**Robert S Nunn, Robert G Nunn and Richard J Nunn** are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority if necessary.

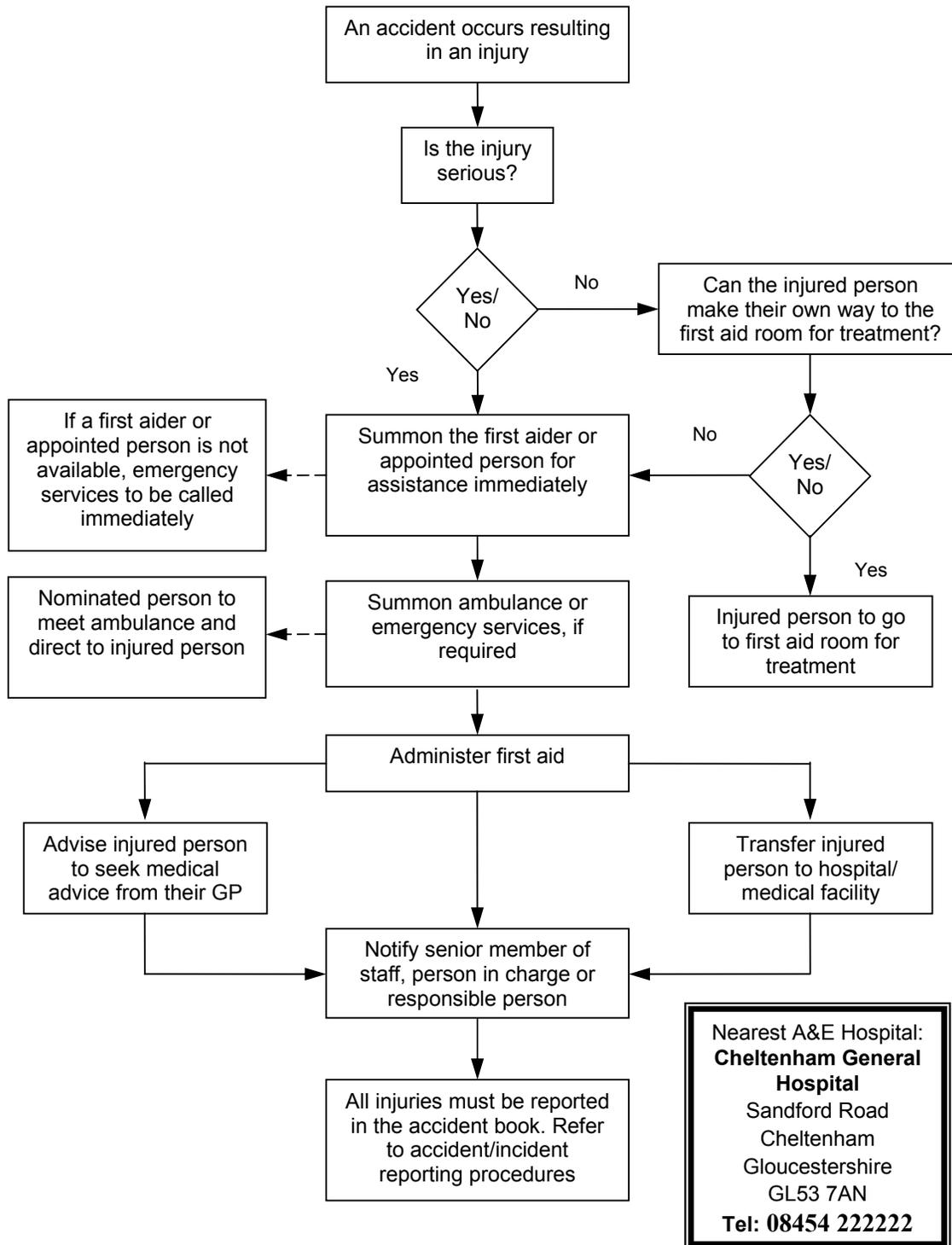
**Robert S Nunn, Robert G Nunn and Richard J Nunn** are responsible for investigating accidents/incidents, ill health and dangerous occurrences. At their discretion they may call on The Health and Safety People Limited to assist with the investigation.

### Procedure for Assessing First Aid Requirements



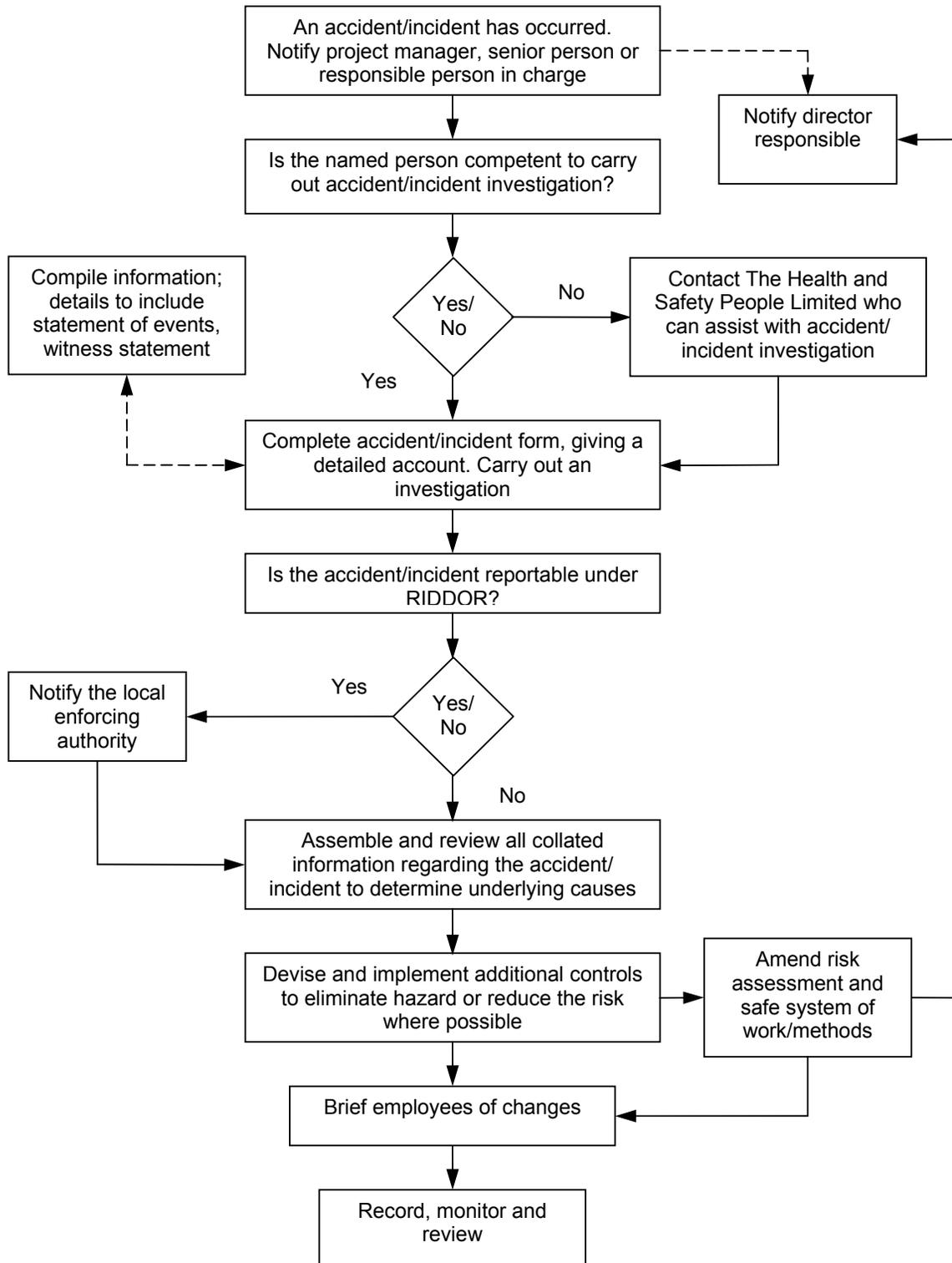
See guidance section for details

## Procedure for Dealing with Medical Emergencies



See guidance section for details

## Procedure for Accident/Incident Investigation and Reporting



See guidance section for details

## SECTION O

### **Arrangements for Health Surveillance/Management of Occupational Illness**

Health surveillance is the application of systematic, regular and appropriate procedures to detect early signs of work-related ill-health in employees who are exposed to certain health risks and acting on the results. It provides information to allow for the detection of harmful health effects at an early stage and checks that control measures are working, highlighting what and where further action might be needed. It also provides an opportunity to train and instruct employees and gives employees the opportunity to raise any concerns.

We shall consult with the employees concerned before introducing health surveillance, so that they understand the aims and the importance of their co-operation, in order to ensure that any health surveillance is to be effective.

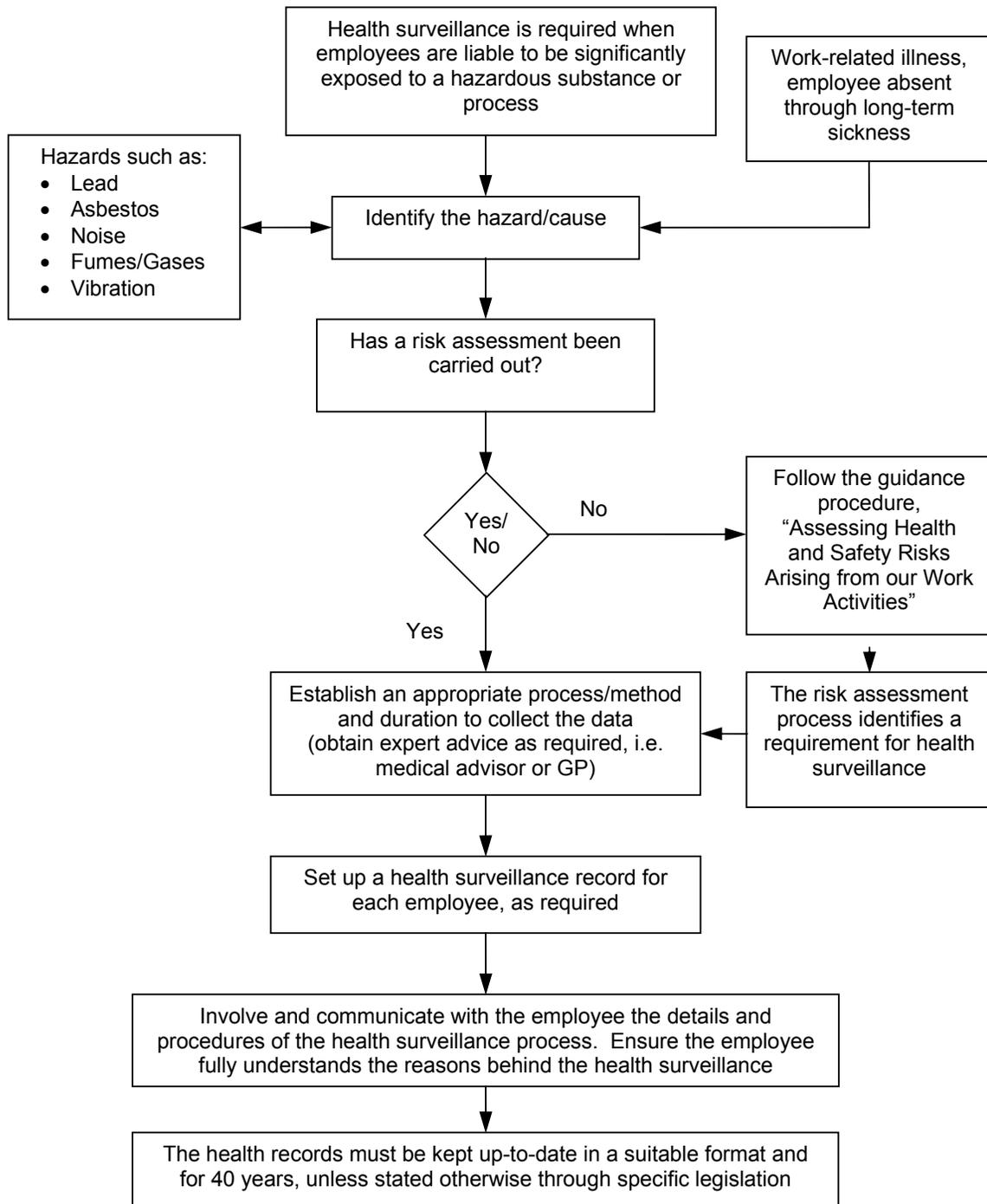
**Robert S Nunn** will identify when one of those circumstances exists. He will then seek assistance from a competent individual or body, e.g. occupational nurse/doctor, the Employment Medical Advisory Service (EMAS) or other suitable occupational health service provider. He shall also consult our appointed health and safety advisors for further advice on the levels of health surveillance required.

**Robert S Nunn** will keep all records generated as a result of health surveillance. Medical questionnaires will be treated as confidential and kept securely in personnel files.

**Robert S Nunn, Robert G Nunn and Richard J Nunn** is responsible for investigating work-related causes of sickness absences and is responsible for acting upon investigation findings to prevent a recurrence.

The company has developed a stress policy to deal with incidents of work-related stress. As part of the arrangements to implement this policy, this company has contracted the services of The Health and Safety People Limited to provide an employee assistance programme (EAP). This programme is available to all employees and their families free of charge. To access the assistance programme employees should call **0800 731 7409** and quote the company reference number.

## Procedures for Health Surveillance/Management of Occupational Illness



See guidance section for details

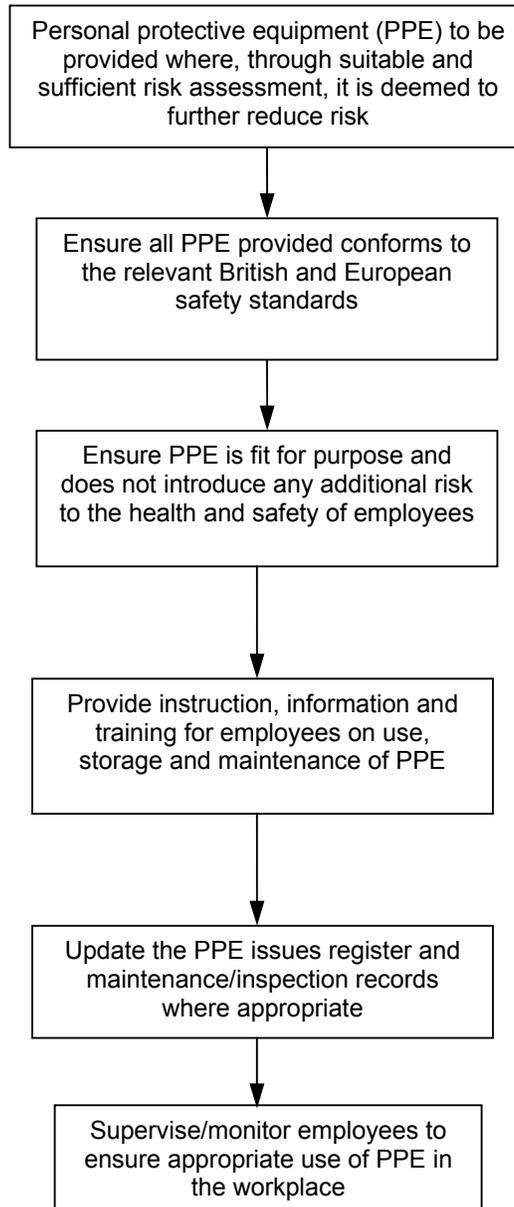
## **SECTION P**

### **Arrangements for Personal Protective Equipment**

Personal protective equipment (PPE) requirements will be defined by the risk assessment process. Whatever is defined will be communicated to employees and any PPE needed to make the task safe will be supplied to employees by the company, free of charge.

It will be for site supervisors to ensure that all employees have been shown how to use, store and check their PPE and that they actually use it.

## Procedures for Personal Protective Equipment



**See guidance section for details**

## SECTION Q

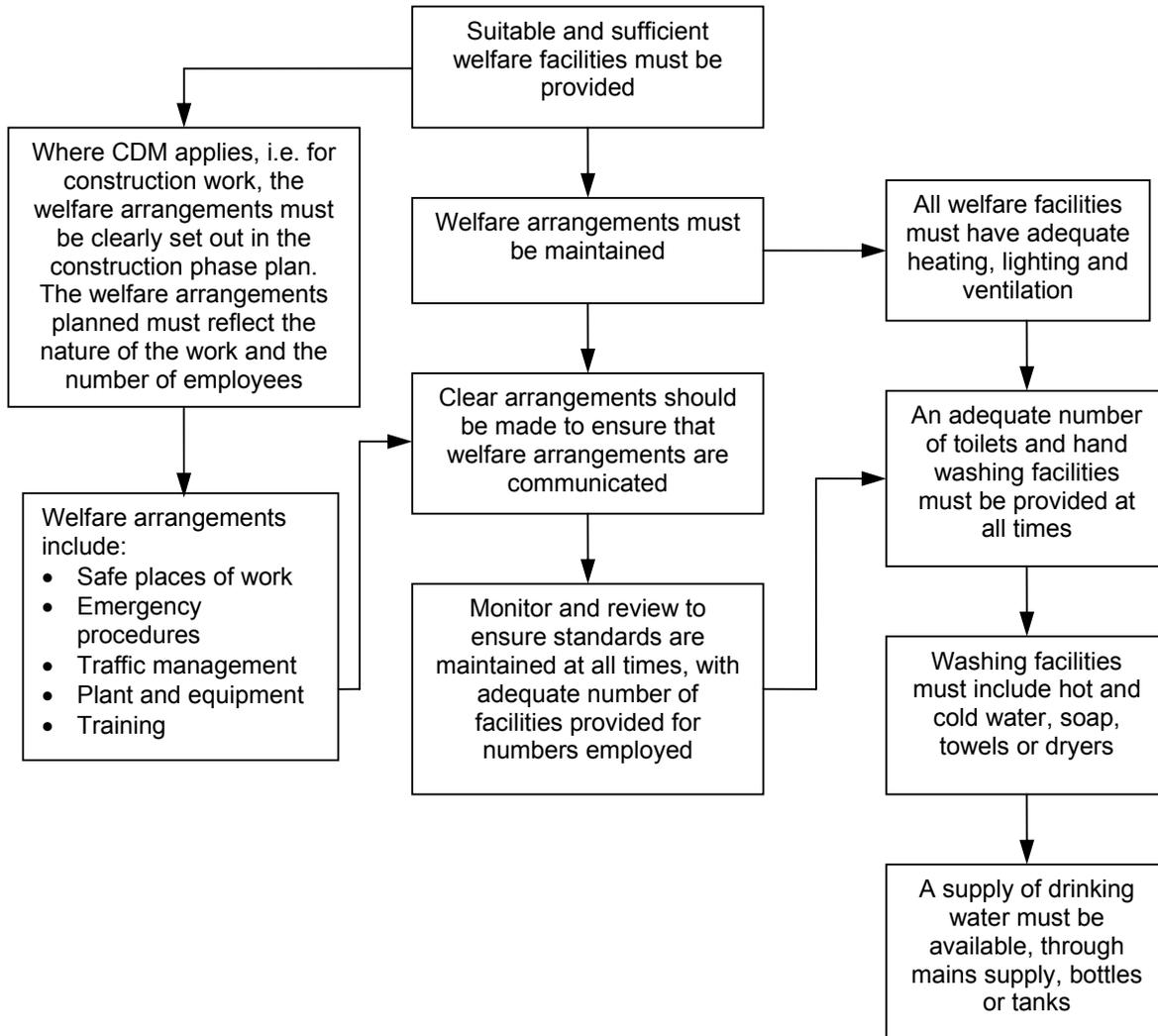
### Arrangements for Employee Welfare, Safety and Health

Welfare facilities are provided for the use of employees. **Robert S Nunn, Robert G Nunn** and **Richard J Nunn** will be responsible for ensuring facilities on company premises comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations and that a regular cleaning and maintenance regime is implemented.

Where appropriate, and in accordance with our duties under the Construction (Design and Management) Regulations, **Robert S Nunn, Robert G Nunn** and **Richard J Nunn** will be responsible for ensuring sufficient site welfare facilities are provided for all “notifiable” and “non-notifiable” construction projects.

Contract or site managers will be responsible for ensuring the necessary site specific arrangements are in place prior to deployment to site.

## Procedure for Employee Welfare, Safety and Health



See guidance section for details

## SECTION R

### Arrangements for Drugs and Alcohol

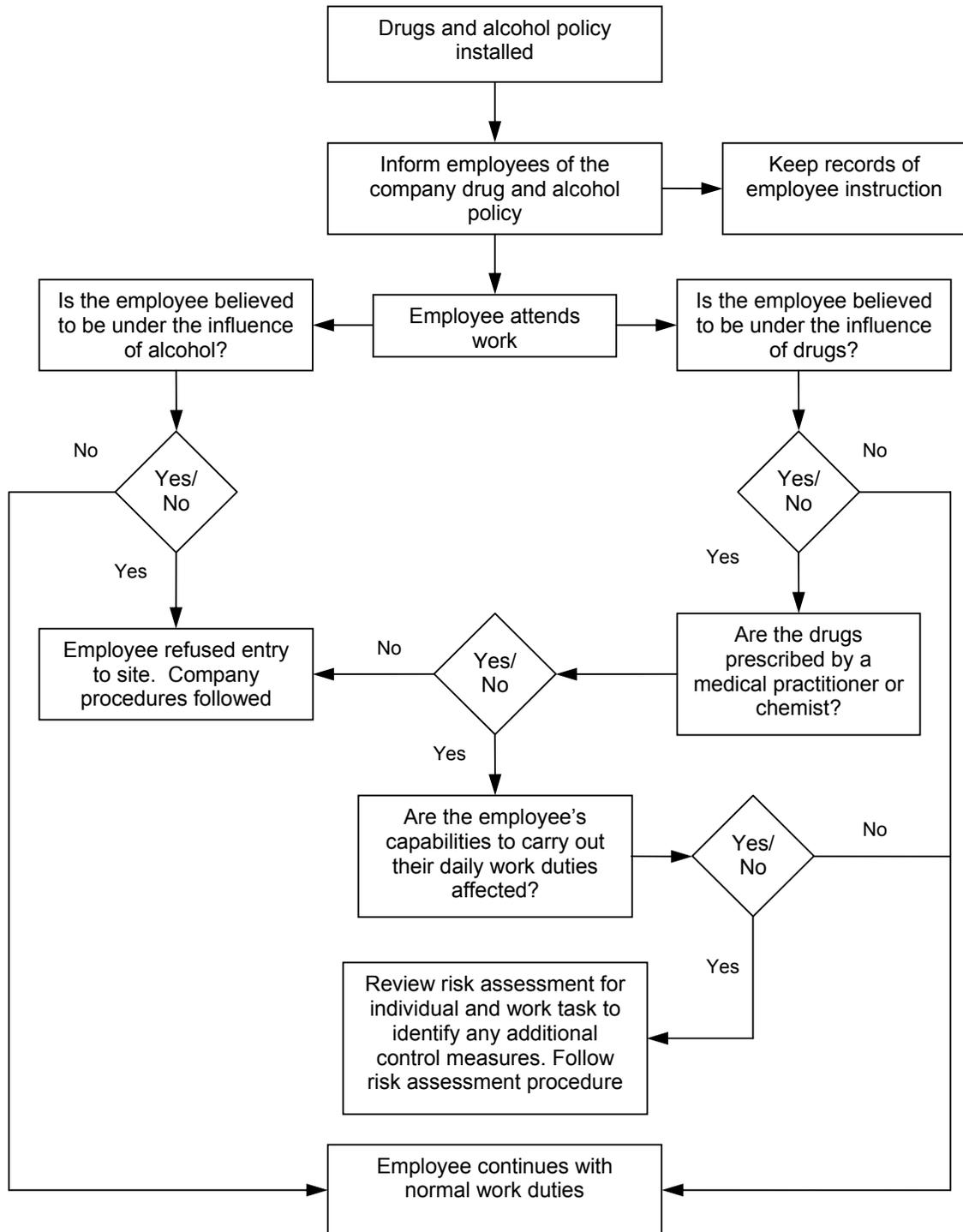
To assist in the safe performance of our duties, Gloucester Scaffolding Ltd operates a strict policy of **no alcohol** and **no drugs** in the workplace.

No alcohol or drugs will be tolerated in the workplace. Anyone who presents themselves for work under, or apparently under, the influence of drugs or alcohol will be refused entry to the workplace.

For their own safety, that of their workmates and members of the public, any member of staff believing that another member of staff is under the influence of drugs or alcohol should report this immediately to their direct manager.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager must be informed of that circumstance.

### Procedures for Drugs and Alcohol



See guidance section for details

## **SECTION 5**

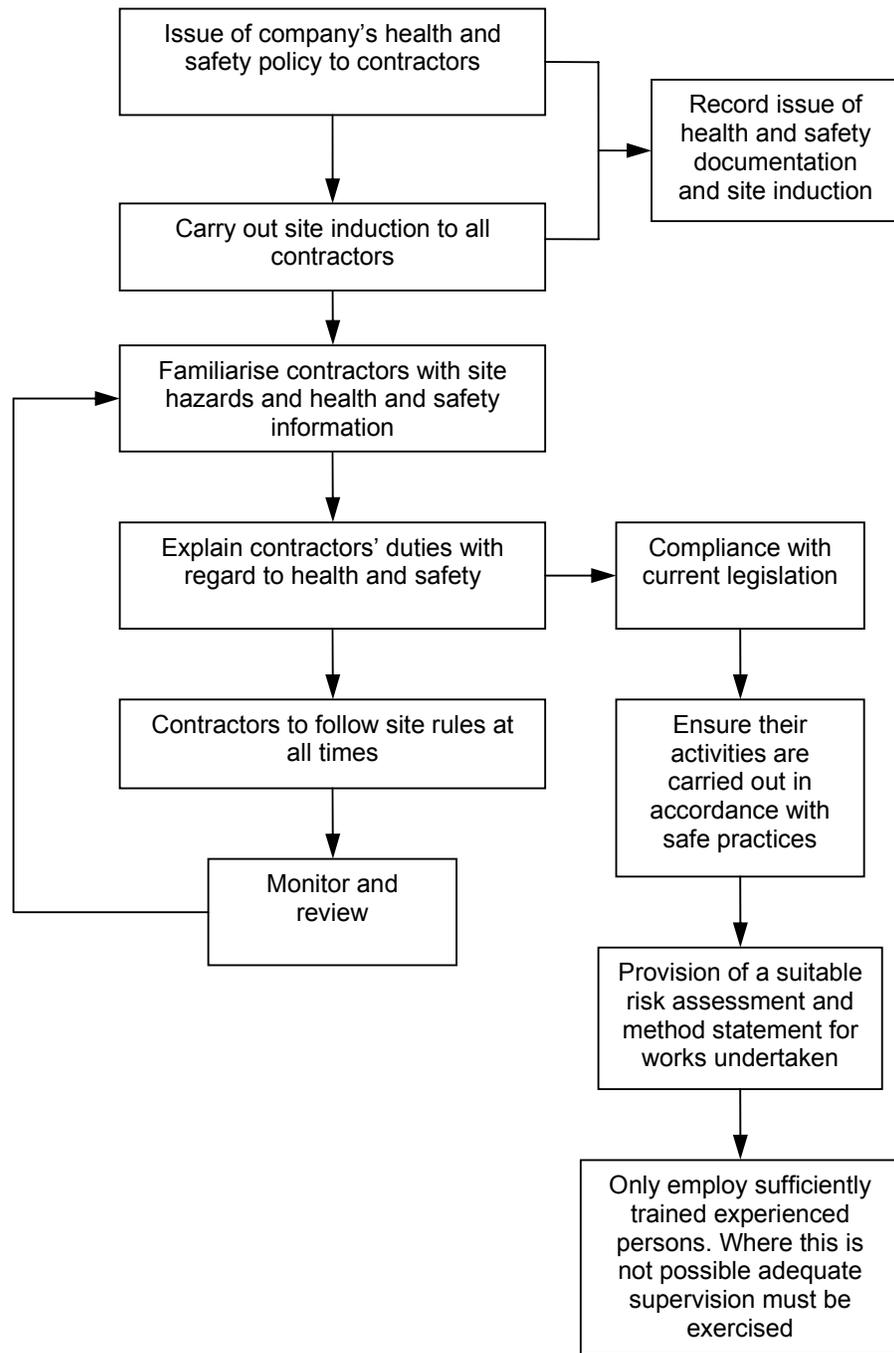
### **Arrangements Concerning Trade Contractors' Safety Information**

Safety information, which forms an integral part of the company's health and safety policy, is applicable to all trade-contractors and persons under their control and forms part of the terms of contract. Trade-contractors are required to ensure that:

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

Nothing in the above information relieves trade contractors of their duties and obligations under statute or common law. Failure to comply with Gloucester Scaffolding Ltd's health and safety policy or any legal requirements will lead, at Gloucester Scaffolding Ltd's discretion, to suspension of the contractor's work, at no cost to the employer, or to termination of the contract.

## Procedures for Providing Trade Contractors' Safety Information



See guidance section for details

## SECTION T

### Arrangements for Safety Monitoring, Audit and Inspection

Progressive improvement in health and safety can only be achieved through the constant development of policy, approaches to implementation and techniques of risk control.

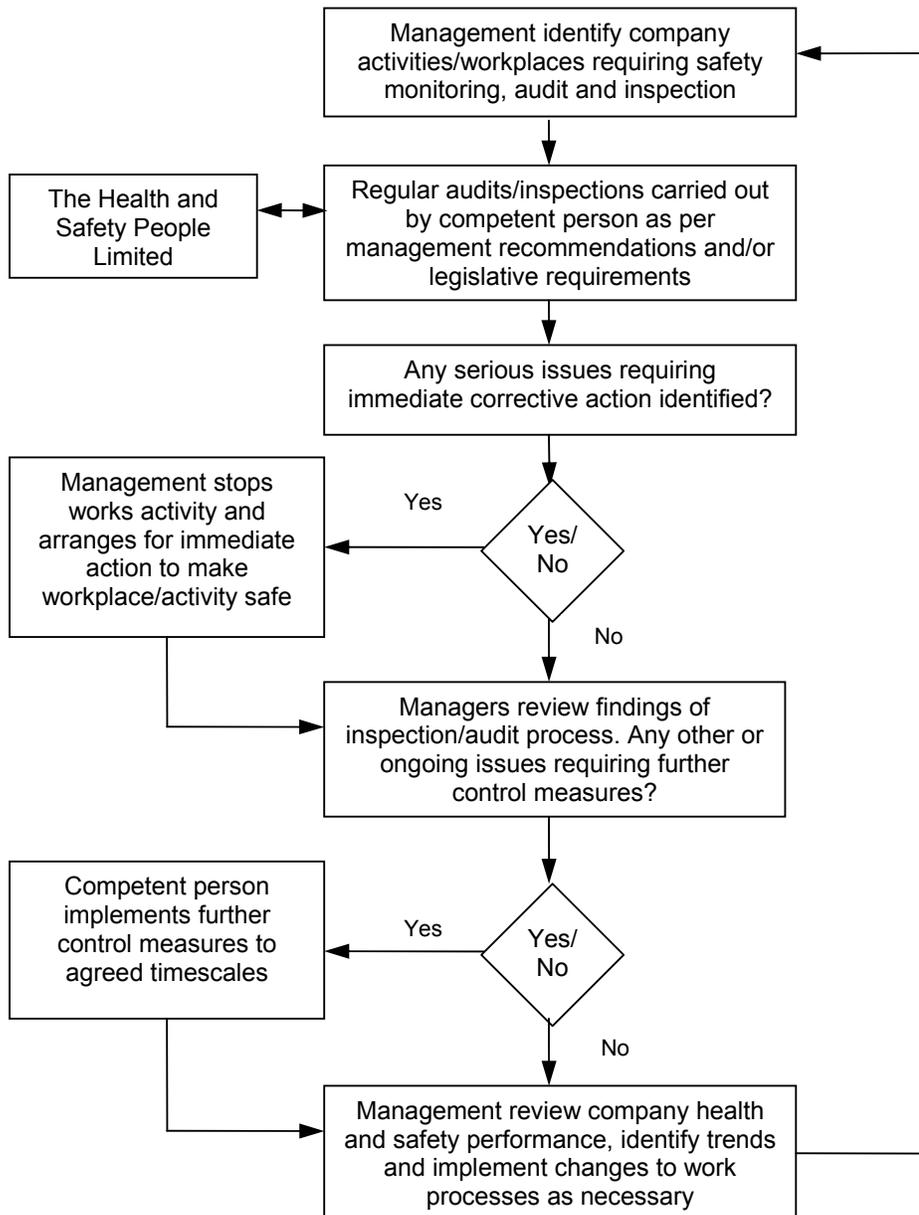
**Robert S Nunn** will ensure that a systematic audit of all safety arrangements will be carried out on a regular basis.

**Robert S Nunn, Robert G Nunn and Richard J Nunn** will ensure that places of work are inspected regularly and in accordance with statutory requirements.

Where requested, Gloucester Scaffolding Ltd's health and safety advisers, The Health and Safety People Limited, will visit the workplace to carry out safety inspections and audits.

Records of safety inspections and audits will be kept in order that the directors of Gloucester Scaffolding Ltd can monitor the performance of the company and improve the overall safety culture within the workforce.

## Procedure for Safety Monitoring, Audit and Inspection



See guidance section for details

## SECTION U

### Arrangements for Waste Disposal

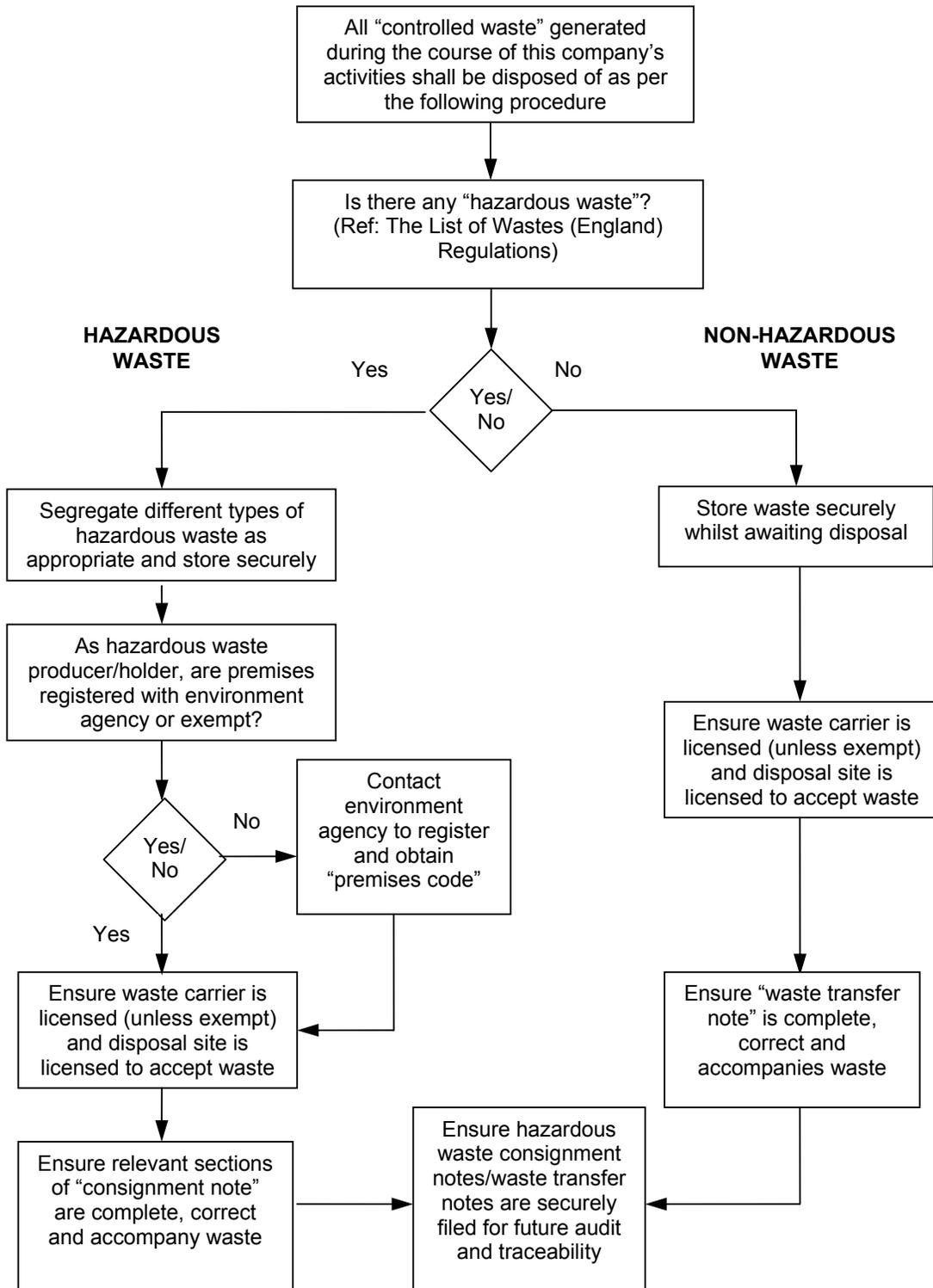
All waste generated during the course of this company's activities shall be deemed "controlled waste" and disposed of in a responsible manner in accordance with our duty of care under the Environmental Protection Act.

**Robert S Nunn, Robert G Nunn and Richard J Nunn** shall ensure that all waste materials are stored and disposed of in accordance with company procedures and relevant legislation.

**Robert S Nunn, Robert G Nunn and Richard J Nunn** shall ensure that disposal of all "non-hazardous waste" is accompanied by and recorded through a system of signed "waste transfer notes".

**Robert S Nunn, Robert G Nunn and Richard J Nunn** shall ensure that disposal of all "hazardous waste" is accompanied and recorded through a system of signed "hazardous waste consignment notes".

### Procedures for Waste Disposal



See guidance section for details

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