

# Health and Safety Policy

**T. C. Garrett Ltd.**  
Roofing and Scaffolding Contractor

## **SECTION 1: HEALTH AND SAFETY POLICY STATEMENT**

It is the policy of T C Garrett Ltd. to provide so far as is reasonably practicable, safe and healthy working conditions for of all its employees and others that may be affected by our undertakings, as required by the Health & Safety at Work etc. Act 1974 and all regulations made under its auspices.

Our objectives are to provide and maintain safe work places, safe systems and methods of work and provide, and provide suitable and sufficient information, instruction, supervision and training to all T C Garrett Ltd. workers to ensure, so far as is reasonably practicable, the health, safety and welfare of all our workers and of any other persons who could be affected by our work activities.

In particular T C Garrett Ltd. will provide for every employee, so far as is reasonably practicable:

- Safe and healthy work conditions and systems of work, which when carried out, will not affect the health & safety of others not employed by the Company;
- Facilities for employer/employee consultation on health & safety matters and discussions with individual employees before giving them specific health & 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 at their workplace;
- Arrangements for the safe use, handling, storage, transport and disposal of articles, substances and hazardous materials;
- Protective clothing and safety equipment will be provided to comply with the outcomes of risk assessments;
- The Director also undertakes to ensure that adequate money, time and any other resources are available to implement this policy;
- Systems are in place to ensure the effective planning, control, monitoring and reviews of all health, safety, welfare and environmental matters. The arrangements in support of this statement will be regularly reviewed and if necessary amended to reflect changes in Safety Regulations, safe working practices and any organisational changes.

All employees of T.C. Garrett Ltd are required to cooperate with the Director in all safety matters and to comply with all measures that they have put in place in order to meet their legal requirements. In particular to report any hazards or conditions that may exist where risks have not been reduced or controlled to the minimum acceptable level.

## **ENVIRONMENTAL STATEMENT**

We recognise that our business activities may have environmental implications and therefore our policy is to plan and manage our work activities so as to minimise environmental impact and damage. Specifically, our operations will be managed and organised so as to reduce, as far as is reasonably practicable, environmental damage caused by noise, dust and damage to groundwater and drainage systems. In pursuance of this policy environmental considerations will be taken into account when tendering.

Signed:



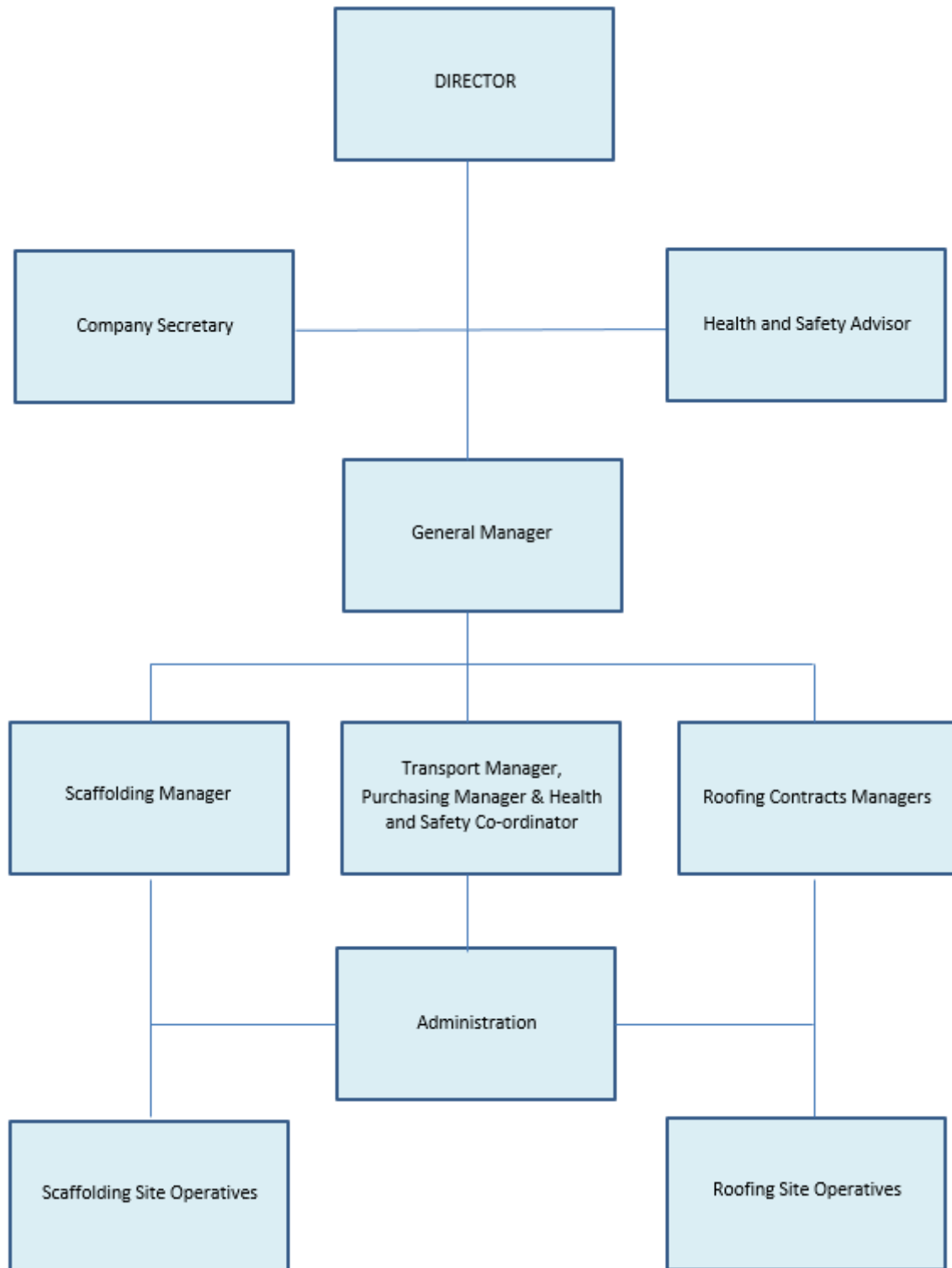
Director: Tim Garrett

Date: 31 January 2017

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**SECTION 2: THE ORGANISATION OF HEALTH AND SAFETY AT T C GARRETT LTD.**

**Table 1: Organisation Chart**



## **1 Duties and responsibilities of the director of T C Garrett Ltd.**

- 1.1 The director of T C Garrett Ltd., Mr Tim Garrett has overall responsibility for the health and safety performance of T C Garrett Ltd.
- 1.2 Ensuring that an effective health and safety policy has been prepared, that it has been implemented and promoted to all employees of T C Garrett Ltd. and is reviewed, either annually or sooner if there is significant change to business activities or if there is a significant change to legislation or industry practices that affects business operations.
- 1.3 Taking reasonable steps to know and understand the statutory requirements affecting T C Garrett Ltd. business activities, and that all these requirements are met.
- 1.4 Taking steps necessary to recognise and understand the particular hazards and risks associated with business activities and with the measures needed to avoid or effectively control those hazards and risks.
- 1.5 Ensuring that adequate resources are made available to implement the health and safety policy.
- 1.6 Ensuring that competent advice, where necessary is available on health and safety matters
- 1.7 Ensuring the provision of the right materials, equipment and tools for the job; that these are adequately maintained and where necessary, examined or inspected to an appropriate schedule and regime.
- 1.8 Ensuring the provision of suitable and sufficient information and training is provided to employees to enable them to carry out their duties under this policy effectively.
- 1.9 Consulting with employees or their representatives on matters affecting their health or safety.
- 1.10 Take into account the individual capabilities and competencies of employees when allocating tasks.
- 1.11 Setting the health and safety objectives and targets for T C Garrett Ltd.
- 1.12 Ensuring that all accident, incidents and near miss reports are investigated appropriately and where required by statute, reported to the HSE.

## **2 Duties and Responsibilities of the General Manager**

- 2.1 Co-operate with and support the director of T C Garrett Ltd in the administration of this health and safety policy. In particular this extends to the

scaffolding section of the business; and ensuring that works are planned in accordance with the requirements of this policy.

- 2.2 Responding to the health and safety impacts of T C Garrett activities, ensuring that risk assessments have been completed and that workers design and build scaffolds that do not present unacceptable hazards to those building, working on or near to and dismantling the scaffolds.
- 2.3 Ensuring that workers have been provided with the right tools and materials for the job; suitable instruction and training to work safely and adequate welfare facilities.
- 2.4 Ensuring that work equipment is fit for purpose, correctly maintained and where subject to statutory inspection that an inspection schedule is raised, adhered to, and records kept.
- 2.5 Ensuring that adequate means of raising the alarm in case of emergency are made available on-site.
- 2.6 Ensuring that statutory site safety notices and other signage necessary to enhance safety are prominently displayed in the right place at the right time.
- 2.7 Ensure that all scaffolds are designed to TG20:13 and erected to SG4:10.
- 2.8 Ensure that specific site risk assessments and method statements are prepared and issued for all jobs.
- 2.9 Ensuing that all jobs have a site induction process in place.
- 2.10 Ensuring appropriate monitoring of site activities to ensure that this policy, risk assessments and method statements are being carried out effectively.

### **3 Duties of the Roofing Contracts Managers**

- 3.1 Co-operate with and support the director of T C Garrett Ltd in the administration of this health and safety policy. In particular this extends to the roofing section of the business; and ensuring that works are planned in accordance with the requirements of this policy.
- 3.2 Ensuring that workers have been provided with the right tools and materials for the job; suitable instruction and training to work safely and adequate welfare facilities.
- 3.3 Ensuring that work equipment is fit for purpose, correctly maintained and where subject to statutory inspection that an inspection schedule is raised, adhered to, and records kept.
- 3.4 Ensure that site specific risk assessments are prepared and issued for all jobs.

- 3.5 Ensuring that adequate means of raising the alarm in case of emergency are made available on-site.
- 3.6 Ensuring that statutory site safety notices and other signage necessary to enhance safety are prominently displayed in the right place at the right time.
- 3.7 Ensure that all site safety requirements are relayed to site operatives before starting works.
- 3.8 Ensuring appropriate monitoring of site activities to ensure that this policy, risk assessments and method statements are being carried out effectively.

#### **4 Duties of the Scaffolding Contracts Manager**

- 4.1 Co-operate with and support the director of T C Garrett Ltd in the administration of this health and safety policy. In particular this extends to the scaffolding section of the business; and ensuring that works are planned in accordance with the requirements of this policy.
- 4.2 Ensuring that workers have been provided with the right tools and materials for the job; suitable instruction and training to work safely and adequate welfare facilities.
- 4.3 Ensuring that work equipment is fit for purpose, correctly maintained and where subject to statutory inspection that an inspection schedule is raised, adhered to, and records kept
- 4.4 Ensuring that adequate means of raising the alarm in case of emergency are made available on-site
- 4.5 Ensuring that statutory site safety notices and other signage necessary to enhance safety are prominently displayed in the right place at the right time.
- 4.6 Ensure that all site safety requirements are relayed to site operatives before starting works
- 4.7 Ensuring that site specific risk assessments and method statements are issued to workers.
- 4.8 Ensuring that where a client contracts the business to carry out statutory inspections of scaffolds as required by Work At Height Regulations 2005 that these inspections are carried out to the timescale defined in the Regulations.

#### **5 Duties of the Transport Manager, Purchasing Manager and Health and Safety Co-ordinator**

- 5.1 Co-operate with and support the director of T C Garrett Ltd in the administration of this health and safety policy. In particular this extends to carrying out general risk assessments; co-ordinating the surveyor and

operative's checklist, highlighting specific risks and providing this information to site operatives, preparing CoSHH assessments and method statements.

- 5.2 Record and investigate accidents, incidents and near misses and make reports to HSE where this is necessary to comply with RIDDOR2013
- 5.3 Take all reasonable steps to ensure the roadworthiness of the T C Garrett Ltd. commercial vehicle fleet; i.e. arrange for routine servicing and necessary repairs, MOT certification etc.
- 5.4 Take reasonable steps to ensure that workers who drive T C Garrett Ltd. vehicles hold the correct and a valid licence for the category of vehicle
- 5.5 Seek health and safety advice from the Health and Safety adviser where necessary.
- 5.6 Carry out weekly site safety inspections to ensure that operatives are working to risk assessments and method statements
- 5.7 Carry out toolbox on pertinent subjects and record on workers personnel files
- 5.8 Ensure that all accidents and incidents are recorded in the accident book
- 5.9 Maintain an effective purchasing policy to ensure that equipment and materials purchased are 'fit for purpose' and do not introduce unreasonable risk to those using them or other persons, e.g. residents.

## **6 Duties and responsibilities of site supervisors**

- 6.1 Read and ensure understanding of the T C Garrett Ltd. health and safety policy and associated procedures and work in accordance with their requirements.
- 6.2 Co-operate with the director of T C Garrett Ltd. or his representatives in the implementation of this health and safety policy and take reasonable care of themselves, other workers and any person who could be affected by work activities and not take unnecessary risks.
- 6.3 Report any inadequacies in the health and safety management systems and procedures at T C Garrett Ltd. to the Director or his representatives.
- 6.4 Site supervisors are responsible for organising and supervising works on site in order that the requirements of this health and safety policy and other T C Garrett Ltd. policies and procedures related to health and safety e.g. risk assessments and method statements are met.
- 6.5 Responding to the health and safety impacts of T C Garrett Ltd. activities on site; in particular ensuring that any risks associated with activities on site are appropriately addressed.



- 6.6 Implementing suitable and sufficient health, safety and welfare arrangements on site to ensure the health and safety of employees, other works, building occupiers or any other persons who could be affected by work activities.
- 6.7 Ensure that the works site is maintained in a tidy state, that waste and debris is removed to a suitable place for removal from site and segregated where required either as a site rule or to meet environmental legislation and that where hot works or other sources of ignition are present that a suitable fire plan exists and is complied with.
- 6.8 Ensuring that all scaffolds, work platforms or other access equipment is erected by competent persons and are fit for use before being brought into use and are inspected at intervals stipulated by legislation and industry guidance.
- 6.9 Ensure that operatives work to risk assessments, CoSHH assessments and method statements
- 6.10 Ensuring that plant, equipment, tools and products etc. are appropriate for the task, fit for purpose and only used or operated by competent persons with an appropriate level of knowledge, information and training.
- 6.11 Ensuring that all accidents and incidents are recorded in the accident report book.
- 6.12 Co-ordinating the works of sub-contractors and other worker groups on site.

## **7 Duties and responsibilities of administration staff**

- 7.1 Read and ensure understanding of the T C Garrett Ltd. health and safety policy and associated procedures and work in accordance with their requirements.
- 7.2 Co-operate with the director of T C Garrett Ltd. or his representatives in the implementation of this health and safety policy and take reasonable care of themselves, other workers and any person who could be affected by work activities and not take unnecessary risks.
- 7.3 Report any inadequacies in the health and safety management systems and procedures at T C Garrett Ltd. to the Director or his representatives.
- 7.4 Ensuring that their work area is maintained in a clean and tidy state at all times and implementing suitable and sufficient health, safety and welfare arrangements on site to ensure the health and safety of employees, other works, building occupiers or any other persons who could be affected by work activities.
- 7.5 Ensuring that all accidents and incidents are recorded in the accident report book.

## **8 Duties and responsibilities of operatives and sub-contractors**

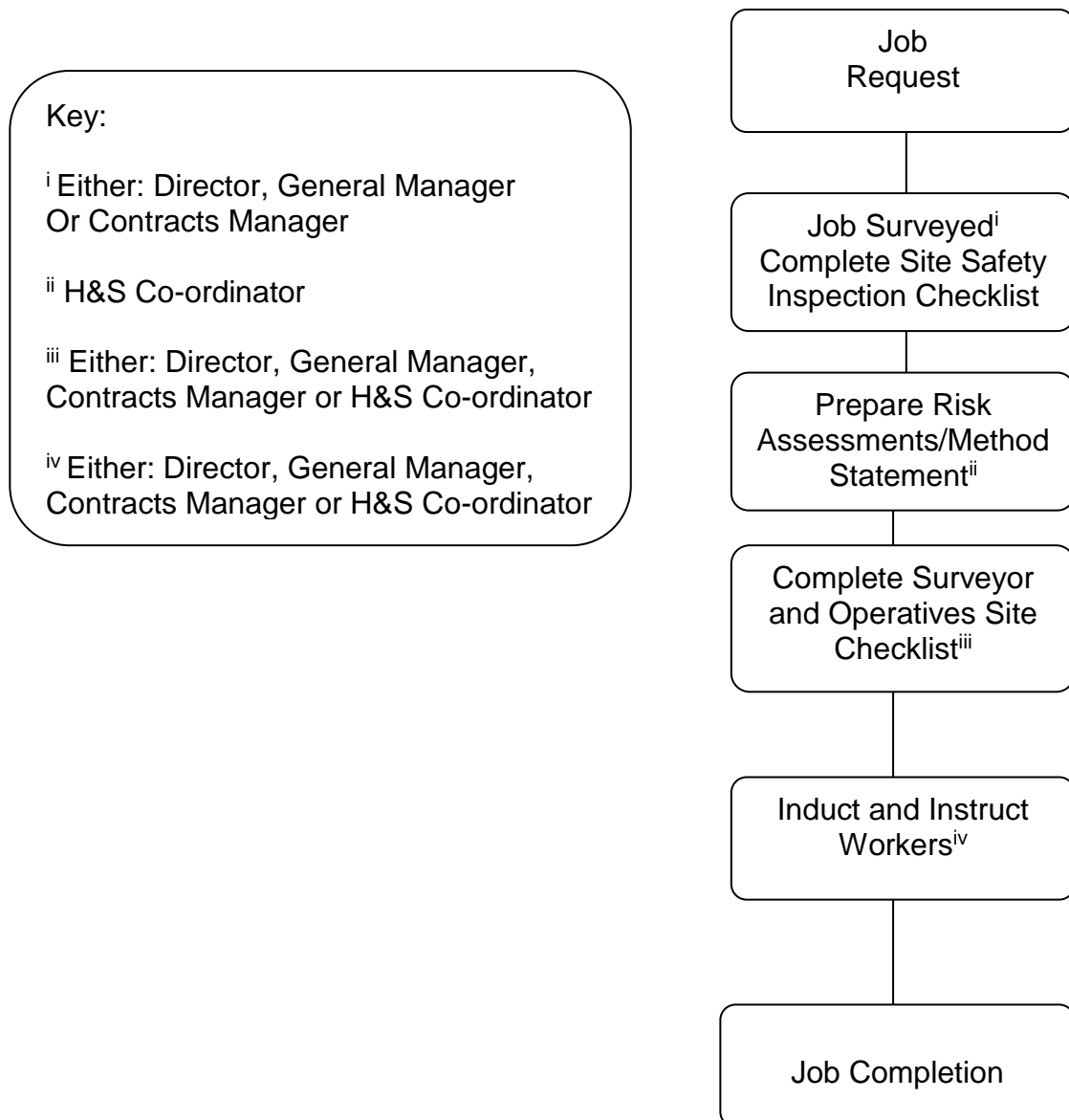
- 8.1 Read and ensure understanding of the T C Garrett Ltd. health and safety policy and associated procedures and work in accordance with their requirements.
- 8.2 Co-operate with the director of T C Garrett Ltd. or his representatives in the implementation of this health and safety policy and take reasonable care of themselves, other workers and any person who could be affected by work activities and not take unnecessary risks.
- 8.3 Report any inadequacies in the health and safety management systems and procedures at T C Garrett Ltd. to the Director or his representatives.
- 8.4 Report any defects or damage to plant, tools or equipment or any other hazards that pose unnecessary risk to health and safety.
- 8.5 Support site supervisors in the organisation of works on-site
- 8.6 All roofing sub-contractors must have CSCS working at height cards before starting employment with T C Garrett Ltd.
- 8.7 All scaffolding sub-contractors must have a CISRS card before starting work with T C Garrett Ltd.
- 8.8 Read, sign and report any deficiencies in the site specific risk assessments up to and including not starting, or ceasing works if risk is not adequately controlled.

## **9 Duties and responsibilities of the health and safety adviser**

- 9.1 T C Garrett Ltd. contracts Robert Sneesby CMIOSH IMaPS of Crocus Contractors Ltd/Pye Road Consultants to provide health and safety advice and other related consultancy services to the business.
- 9.2 Ensure that an effective health and safety policy for T C Garrett Ltd. is in place for the duration of the agreement between T C Garrett Ltd and Crocus Contractors/Pye Road Consultants to provide health and safety advice.
- 9.3 Advise the director of T C Garrett Ltd on upcoming changes to the legislative framework for health and safety as those changes would affect T C Garrett Ltd activities.
- 9.4 Provide other health and safety services to T C Garrett Ltd. as defined under the agreement between T C Garrett Ltd. and Saffron Housing Trust Ltd.

- 9.5 Ensure own knowledge and competencies stay up to date through on-going membership of The Institution of Occupational Safety and Health (IOSH), by following a process of continuing professional development as required by IOSH and by reference to other appropriate sources of technical information, e.g. regulatory bodies such as HSE, and other sources of guidance and best practice.

**Diagram 1: Job Activity Risk Assessments Flowchart**



### **SECTION 3: HEALTH AND SAFETY ARRANGEMENTS AT T C GARRETT LTD.**

This section describes the specific actions that T C Garrett Ltd. will take in order to secure good health and safety performance.

#### **10 Health and safety risk assessment**

- 10.1 Health and safety impact risk assessments will be carried out on all routine and non-routine tasks and the significant findings recorded. Risk assessments will be started at job survey stage. The risk assessment is attached to the job ticket and issued to workers, who check for additional risks, adding these to the document where necessary. Before starting works workers sign and date the assessment which remains with the job ticket.
- 10.2 Suitable and sufficient information on health and safety risks and risk controls will be provided to all workers who will be supervised to ensure that risks within the business are eliminated or adequately controlled.
- 10.3 At no time will works commence or if started, will continue if risk controls identified by risk assessment are not in place or if works still pose unacceptable risk.
- 10.4 Risk assessments will be reviewed either: following an accident or incident; on receipt of new information e.g. new legislation, guidance, industry best practice, new technologies or equipment or practices are considered for implementation or, periodically as indicated on the risk assessment.
- 10.5 Method statements are prepared by the Health and Safety Co-ordinator and provided to workers with the job ticket.
- 10.6 Surveyors and operatives risk assessment, site safety inspection checklist, method statements, general and job risk assessments and any other specific other procedures to ensure safe working will be issued to appropriate workers.
- 10.7 Reference **Diagram 1: Job Activity Risk Assessments Flowchart** for organisational responsibilities

#### **11 Health and safety monitoring and review**

- 11.1 T C Garrett Ltd. will monitor safety performance through indicators including but not limited to, the following:
  - Accident, incident (near miss) and ill-health reports
  - Safety audits
  - Completion of risk assessment and the implementation of risk controls
  - Training records

## **12 Communications**

- 12.1 A copy of the T C Garrett Ltd. health and safety policy will be distributed to all workers on each review and new workers at induction. A signature will be required for each worker to acknowledge receipt and understanding.
- 12.2 A copy of the health and safety policy statement will be displayed in the T C Garrett Ltd. main office.
- 12.3 Information and instructions relating to health and safety will be disseminated in the manner considered most suitable and these means of communication will not be limited to written documents but might also include, tool box talks, training sessions etc. However, any message on a significant safety issue will be recorded in some way.
- 12.4 The director of T C Garrett Ltd. will respond to any general communications, including those related to health and safety from outside agencies and other interested parties.

## **13 Consultation**

- 13.1 T C Garrett Ltd. will consult with workers, or their representatives on matters affecting their health and safety as a result of their work activities at T C Garrett Ltd. Consultation will be made where new work procedures may be implemented or the introduction of new equipment or product. Consultation will be with ahead of any decision or proposed change being made.
- 13.2 All workers have the responsibility to report any failings or short comings in the health and safety procedures at T C Garrett Ltd. or any non-conformances they identify from the rules and procedures set down in this policy or other procedure or work practice designed to maintain a safe and healthy work place.

## **14 Non-conformance with safety policies, rules and procedures**

- 14.1 The director, works managers and supervisors will ensure that:
- Established work practices are adhered; that risk assessments and method statements are followed;
  - Investigate causes of repeated non-conformances and correct the non-conformance through instruction or training
  - Review the effectiveness of corrective actions
  - The company might invoke disciplinary procedures against any person who contravenes the rules in this policy or other safety related procedure

## **15 Training**

- 15.1 T C Garrett Ltd. will ensure that all workers have the necessary instruction, information and training to work safely.

- 15.2 All new workers at T C Garrett Ltd. will undergo an induction which will include a safety briefing and the issue of a copy of this policy.
- 15.3 The Health and Safety Co-ordinator maintains a training matrix of all workers skills and qualifications, with a view to ensuring that training needs are met in a timely fashion.
- 15.4 Surveyors and operatives risk assessment, site safety inspection checklist, method statements, general and job risk assessments, and surveyor/operative checklist and any other specific work procedures needed to ensure safe working will be issued to appropriate workers. This will be covered by regular tool box talks
- 15.5 Training needs, once assessed will be budgeted for, and provided through various means: in-house or external training courses, through providers such as CITB or product manufacturers; tool-box talks, site meetings etc.
- 15.6 Additional information on training content and frequency will be taken from sources such as HSE (particularly with regard to Asbestos Awareness); NASC; and industry best practices.
- 15.7 The director will take steps necessary to ensure that:
- The skills and safety training needs of workers are identified
  - Where needed suitable training is sourced, implemented and the effectiveness of training monitored
  - All training is recorded

**Information on some specific and significant risks within the business activities of T C Garrett Ltd.**

**16 Access equipment**

- 16.1 T C Garrett Ltd. will ensure that all scaffolds are designed, erected and dismantled so as to not introduce any unacceptable hazards to workers erecting or dismantling them or to users of scaffolds.
- 16.2 Scaffolds will be designed to NASC guidance TG20:13 Design Guide for Tube and Fitting Scaffolding and erected to NASC guidance SG4:15 Preventing Falls in Scaffolding
- 16.3 All scaffolds will be subject to formal handover before first use, and this will be confirmed by the issue of a scaffold handover certificate or fitting and annotation of a scafftag.
- 16.4 All scaffolds will be subject to inspection to meet the Work at Height Regulations 2005 R12.

16.5 T C Garrett Ltd. will maintain a register of all access equipment and will ensure that equipment will be inspected regularly and the inspections recorded.

## **17 Accidents and incidents**

17.1 T C Garrett Ltd. will promote the reporting of accidents and incidents and dangerous occurrences that occur as a result of work activities and ensure effective process for these reports to be made to the director or his representatives.

17.2 T C Garrett Ltd. will investigate all reported accidents, incidents and dangerous occurrences appropriately to their severity (or potential severity) and implement any changes to work practices etc. that are identified as result of the investigation.

17.3 TC Garrett Ltd. will ensure that report of an accident, incident or dangerous occurrence requiring report to any statutory body is prepared in a timely and complete manner.

## **18 Asbestos**

18.1 T C Garrett Ltd. will maintain an asbestos register for business premises owned by or controlled by T C Garrett Ltd.

18.2 The register will be updated on any change, e.g. removal of asbestos containing materials.

18.3 T C Garrett Ltd. will take reasonable steps to identify the presence, location and type of asbestos at any property constructed or refurbished before 2000 by: seeking asbestos register information from those responsible under Control of Asbestos Regulations 2012 and by local inspection by own, trained workers.

18.4 T C Garrett Ltd. will take additional appropriate steps to ensure that workers are not exposed to asbestos fibres whether or not asbestos register information is available. These steps will include risk assessment, information and training: specifically, Asbestos Awareness training will be provided to all site workers with annual refresher

18.5 T C Garrett Ltd does not carry out any works on asbestos materials. Awareness training is provided so that workers can identify suspect materials and avoid disturbing the materials. If disturbing asbestos or suspect asbestos materials identified during works is not possible, workers are instructed to stop works.

## **19 Biological infection**

- 19.1 T C Garrett Ltd. will complete a specific risk assessment where there is risk of biological infection of workers and where necessary safe working methods will be prepared before work can commence.

## **20 Display screen equipment**

- 20.1 T C Garrett Ltd. will complete a display screen and risk assessment for all users of display screens.
- 20.2 All workers using display screen equipment at a fixed location will be instructed on how to set up a workstation correctly.

## **21 Driving**

- 21.1 T C Garrett Ltd. maintains a separate policy on work related driving; this policy will be reviewed periodically in line with changes to road safety and health and safety legislation.
- 21.2 On induction, new workers will be provided with a copy of the work related driving policy and a signature required from the new worker confirming acceptance and understanding of the rules and procedures it contains before the worker may drive T C Garrett Ltd. vehicles.
- 21.3 T C Garrett Ltd. will check driving licences on induction and periodically thereafter to include a check on the classes of vehicles each person is licenced to drive.

## **22 First aid**

- 22.1 T C Garrett Ltd. will complete a risk assessment in line with the requirements of The Health and Safety (First Aid) Regulations 1981 and ensure adequate provision of resources, to include: trained people, resources and information to meet the findings of the risk assessment.

## **23 Hazardous substances and materials**

- 23.1 T C Garrett Ltd. will maintain a register of substances hazardous to health that are used or produced by business activities.
- 23.2 Before any new substance or material that could be hazardous to health is brought into use at T C Garrett Ltd. a safety data sheet (MSDS) will be sourced and a CoSHH assessment completed.
- 23.3 Where any T C Garrett Ltd. worker could be exposed to a substance that could be hazardous to health, they will be informed of the health or safety risks posed by the substance.



## **24 Hot Works**

- 24.1 T C Garrett Ltd. does not solely use hot work methods for flat roofing and will often use other methods, such as chemically bonded materials. Before any hot works are carried out a specific risk assessment will be carried out to reduce to as low a level possible the risk from the hot works.
- 24.2 Risk assessments and Method Statements will be site specific for all hot works
- 24.3 A survey will be done before hot works are carried out to ensure that we protect the building or adjoining buildings and occupants from the danger of hot works. Particular attention to be paid to hidden lightweight construction and or combustible materials.
- 24.4 Works are to be fenced to a minimum of 3m to protect other parties accessing the works area.
- 24.5 A hot works permit system will always be used for hot works which has to be phoned through to the office to start and finish
- 24.6 To minimise the risk of fire, A fire watch will continue for a period of 60 minutes. Breaks to be staggered so works are not left vulnerable at any time.
- 24.7 A minimum of two fire extinguishers will be placed in the works area during hot works.

## **25 Individual fitness for work**

- 25.1 T C Garrett Ltd. will take such steps as are reasonable to ensure that all T C Garrett Ltd. workers are fit for the work allocated to them to include acting upon information from workers regarding any medical condition they might have, or any medication they are taking as part of treatment for any illness or condition.
- 25.2 On induction workers will be required to complete a medical questionnaire before starting work and T C Garrett Ltd. will where necessary, seek advice on individual capability for work at T C Garrett Ltd. As part of the induction process new workers will be advised of the need to inform T C Garrett Ltd. of any illness or condition that could affect their capability for the specific types of work (including driving) they are required to do and any treatment or medication they have been prescribed.
- 25.3 Any worker found to be under the influence of drug (prescribed or otherwise) or alcohol will be removed from site immediately and the T C Garrett Ltd. disciplinary process may be invoked.

## **26 Lead**

26.1 T C Garrett Ltd. will assess the risk to workers from lead; both cold-forming and from fumes released by hot works as required by Control of Lead at Work Regulations 2002.

26.2 T C Garrett Ltd. will provide information to workers, necessary protective and other equipment as identified by the risk assessment and, where any worker is considered at raised risk, provide blood tests on an annual basis or to another schedule as recommended by a medical professional.

## **27 Lone working**

27.1 T C Garrett Ltd. will assess the risks from any lone working activities and provide any required risk controls such as emergency procedures, training etc. above and beyond those for the task itself.

## **28 Manual handling and Lifting Operations**

28.1 The need for unnecessary manual handling will be avoided

28.2 Where manual handling cannot be avoided T C Garrett Ltd. will assess the risk from handling activities with the aim of reducing handling operations through the introduction of mechanical assistance where practicable. Risk assessments will instruct workers on the correct mechanical aids to be used and workers reminded of their duty to follow risk assessments in regard to this matter

28.3 All workers required to complete manual handling activities will be trained appropriate to risk.

28.4 Lifting equipment will be installed, the safe working load marked, inspected as necessary and operated by competent persons only.

28.5 Where lifting equipment requires thorough examination as required by Lifting Operations and Lifting Equipment Regulations 1998 (LOLER 98), T C Garrett Ltd. will ensure that the examination is carried out at the periods stipulated in LOLER 98.

28.6 A lift plan will be prepared for lifting operations as required by LOLER 98.

## **29 Noise**

29.1 Where work activities could result in noise levels approaching the first action level as defined in The Control of Noise at Work Regulations 2005 an assessment of risk from those tasks will be completed and risk controls as identified by this assessment implemented.

### **30 Personal Protective Equipment (PPE)**

- 30.1 The need for personal protective equipment will normally be identified by risk assessment.
- 30.2 T C Garrett Ltd. will ensure that PPE required as an identified risk control is provided to workers and that workers are advised on when and how to use, any compatibility issues, store and (where appropriate) maintain PPE.

### **31 Plant and equipment**

- 31.1 T C Garrett Ltd. will maintain a register of all significant plant and equipment.
- 31.2 Plant and equipment will be maintained, inspected and where required by statute, inspected or examined to meet the demands of the statute.

### **32 Pregnant women and new mothers**

- 32.1 T C Garrett Ltd. maintains a separate policy on the potential health and safety impacts of T C Garrett Ltd. activities affecting pregnant women and new mothers.
- 32.2 T C Garrett Ltd. will, on notification that a woman is pregnant or is a new mother will action a specific risk assessment on work activities.

### **33 Protecting members of the public**

- 33.1 Where the work activities of T C Garrett Ltd. could affect the health and safety of any other person, T C Garrett will take such steps as necessary to reduce to as low a level as possible to reduce risk to persons other than workers. Steps might include, as examples: fencing off works areas, the addition to scaffolds of brick guards or debris netting; the complete closing of gaps in scaffold platforms where there are doors or window openings underneath.

### **34 Site Security**

- 34.1 Sites under the control of T C Garrett Ltd. will be securely fenced from start of works through to completion, e.g. with heras fencing, securely locked before workers leave site.
- 34.2 Sites will be signed as 'Construction Site – Keep Out'.
- 34.3 Access to scaffolds will be denied out of hours generally by the removal of access ladders or as a minimum, boarding ladders and chaining with a padlock.

### **35 Suppliers, sub-contractors and consultants**

- 35.1 Products, materials and services may be sourced from manufacturers or their distributors and other suppliers such as sub-contractors and consultants.

- 35.2 T C Garrett Ltd. will take such steps that are necessary to ensure that suppliers, contractors and consultants have the skills, knowledge and experience to carry out works safely. This will extend to, as examples, the provision of policies and procedures, organisational accreditations and individual worker competence as appropriate.

### **36 Vibration**

- 36.1 T C Garrett Ltd. will assess the risk to workers from vibrating tools, equipment or plant.
- 36.2 Data will be sourced from manufacturers or suppliers to assist with the risk assessment process.

### **37 Violence at work**

- 37.1 T C Garrett Ltd. will assess the risk from violence at work that is reasonably foreseeable and make arrangements to mitigate risks to the health or safety of workers.

### **38 Work at height**

- 38.1 T C Garrett Ltd. will avoid unnecessary work at height activities but where work at height cannot be avoided will assess the risk from work activities involving work at height, e.g. the erection, work on and dismantling of scaffolds; roof-work; ladders; stepladders; work platforms; MEWPS or other powered access platforms etc. work near to excavations (not an exhaustive list) and introduce risk controls as identified by the risk assessment.
- 38.2 Risk control will be selected in strict consideration of the hierarchy of risk controls in The Work at Height Regulations 2005; i.e.
- Avoidance of work at height SFAIRP
  - Prevent falls SFAIRP \*
  - Mitigate the effects of falls; i.e. the distance or impact of falls SFAIRP \*
  - Other measures, such as equipment, information and training

\*The use of collective fall protection devices would normally be chosen over individual protection

### **39 Young persons**

- 39.1 Where a young person (under the age of 18) is employed by T C Garrett Ltd. T C Garrett will review task risk assessments related to the work activities of the young person.
- 39.2 The review will take into account: the fitting-out and layout of the workplace; risk arising from any physical, biological or chemical hazards; work equipment; the way work is organised; the level of training provided; any risk

due to their physical or psychological capacity and exposure to hazardous substances.

**Review date: 31 January 2018**

This policy will be reviewed by 31 January 2018 or sooner if there is significant change to business activities.

**Table 2: List of legislation applicable to T C Garrett Ltd. work activities**

Health and Safety at Work etc. Act 1974  
Management of Health and Safety at Work Regulations 1999  
Workplace (Health, Safety and Welfare) Regulations 1992  
Provision and Use of Work Equipment Regulations 1998  
Work at height Regulations 2005  
Lifting Operations and Lifting Equipment Regulations 1998  
Control of Substances Hazardous to Health Regulations 2002  
Personal Protective Equipment Regulations 1992  
Manual Handling Operations Regulations 1992  
Construction (Design and Management) Regulations 2015  
Electricity at Work Regulations 1989  
Control of Asbestos Regulations 2012  
Regulatory Reform (Fire Safety) Order 2005  
Control of Lead at Work Regulations 1998  
Health and Safety (Display Screen Equipment) Regulations 1992  
Employers Liability (Compulsory Insurance) Regulations 1969  
Health and Safety (Safety Signs and Signals) Regulations 1996  
Health and Safety (First Aid) Regulations 1981  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013  
Dangerous Substances and Explosive Atmospheres Regulations 2002  
Control of Noise at Work Regulations 2005  
Supply of Machinery (Safety) Regulations 1992  
Health and Safety (Consultation with Employees) Regulations 1996  
Confined Spaces Regulations 1997  
Working Time Regulations 1998

Legislation relevant to civil law

Occupiers Liability Acts 1957 and 1984  
Employers Liability (Defective Equipment) Regulations 1969