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# S A M P L E

## ARRANGEMENT

### 1. Training and Supervision

It will be the policy of <<Company>> ("the Company") that health and safety information relevant to the work at hand is given to both employees and any sub-contractors.

An initial assessment will be carried out to ensure that employees at all levels are:

- Competent to carry out work using plant and work equipment.
- Aware of their health and safety responsibilities.

Decisions relating to ongoing training will be reviewed on a regular basis. The designated Health and Safety Officer will be responsible for identifying and implementing health and safety training. Records of the training will be kept on each employee's individual file.

Before any works are awarded to sub-contractors, it will be made to ensure that they are competent to carry out the work and that they have appropriate health and safety management systems in place.

### 2. Risk Assessments

(Reg. 3 Management of Health and Safety Regulations, 1999)

The management teams involved in the project will ensure that all potentially hazardous work is covered by a Risk Assessment. They will then ensure that measures are implemented to prevent any injury, disease or damage. Risk Assessments will always be carried out and maintained and revised as needed.

Risk Assessments will always be carried out for the following types of work:

- anything that involves working at height such as brickworks,
- roof work including cut timber and felting,
- high level maintenance work and clearing,
- Any activity that involves the use of heavy machinery.

### 3. Workplace Safety and Welfare

(The Workplace (Health, Safety and Welfare) Regulations 2015)

The management will work with the sub-contractors to ensure that the required pre-start safety protocols are in place. They will then ensure that the staff involved in programming work on site will ensure that at no time are any premises left with exposed live cables, or anything that may present a hazard to the public.

to take place where members of the  
ensure that measures will be taken

The management will ensure that a  
welfare facilities that meet the need  
contractors and wherever appropriat

site supervisor will  
not adversely affected.

es are provided with  
e them including  
s.

4. **Control of Substances Hazardous**  
**(COSHH 2002)**

Where needed, Risk Assessments  
used will be kept at the Company's  
Management will instigate the princ  
as detailed in Schedule 2A Regulat  
substance without the specific cons

ata Sheets of substances  
ssessments the  
the control of exposure  
will introduce any

5. **Asbestos**  
**(Control of Asbestos at Work Regul**

In the event that any that a substan  
during the course on any site, all wo  
any risk of exposure. Work will be s  
been identified and if appropriate m  
works will be carried out that may d  
Asbestos Survey having been done

ining asbestos is found  
e immediately to avoid  
ntil the substance has  
ecialist contractors. No  
s without a suitable  
r.

6. **Manual Handling**  
**(Manual Handling Operations Regul**

The designated H&S person will as  
work places, and where possible ch  
aids in order to reduce or lighten the  
adequate Risk Assessments are ca  
manual handling and ensure that w  
materials will be team handled whe

g operations within the  
ask or provide mechanical  
ds. They will ensure that  
ds associated with  
are provided. Sheet

7. **First Aid**  
**(Health and Safety (First Aid) Regul**

The designated H&S person shall e  
First Aid provision at all times. The  
assessment. It will be the site super  
trained person.

have access to adequate  
etermined by risk  
at every site has a first aid

## 8. Accident Reporting

(Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013)

All accidents will be recorded in an accident book at the location where it occurred. All personal details will be recorded in line with Data Protection legislation. Any reportable accidents and dangerous occurrences will be reported to the HSE.

## 9. Electricity

(Electricity at Work Regulations, 1989)

It is the policy of the Company that all electrical equipment and tools will be battery powered or 110v. Where this is not possible, a Residual Current Device (RCD) will be used.

## 10. Noise

(Control of Noise at Work Regulations 2005)

Noise is an unavoidable aspect of working in the construction industry. The site supervisor will ensure that noisy works such as breaking tools etc. do not cause a nuisance to others. Where possible, noisy works will be screened. The site supervisor will ensure that occupants of nearby properties who may be affected by noisy operations are informed. All those who will be in the vicinity will be given suitable warning before starting. All those who are working near noisy areas will wear ear protection.

## 11. Vibration

(Control of Vibration at Work Regulations 2005)

As with noise, vibration caused by heavy machinery is an unavoidable aspect of working in the construction industry. The management will ensure that where the use of vibration causing tools is an unavoidable aspect of the work, suitable safeguarding procedures are brought into place. This may include the use of appropriate, anti-vibration gloves.

## 12. Working at Heights

(Work at Heights Regulations 2005)

Many activities in the building industry require working at heights. The management teams involved in programming work will assess the task beforehand and will consider the most suitable method of access. Wherever possible, mobile towers, 'podium steps' etc. will only be used for short term access. Ladders and scaffolding will only be used if the use of mobile towers or scaffolding is deemed unsafe due to the duration of the work. Suitable control measures will be put in place to ensure the safety of all workers.



16. **Personal Protective Equipment (PPE)**  
(The Personal Protective Equipment Regulations 1992)

The Directors/Partners and the site manager must ensure that all employees and sub-contractors have access to a sufficient amount of PPE required.

These arrangements and procedures will be reviewed when there is a change in circumstances, in work practices or the introduction of new equipment.

Signed

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<<Insert Name>>  
Director/Partner

Date: