HEALTH & SAFETY

POLICY MANUAL

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REGISTER OF AMENDMENTS

VERSION	SECTION	DESCRIPTION	DATE	BY
1	All	Complete review.	Aug 2012	T. Settle
2	All	Complete review.	Jan 2013	K. Dempsey
3	All	Policy statement updated; new roles added.	Sept 2015	S Holtam
4	All	Complete review.	Sept 2016	S Holtam
5	All	Changes to reflect org structure change, near miss / hazard reporting, forklift use on roads, temp works, lifting operations.	Sept 2017	S Holtam
6	All	Updated H&S policy, New Organisation chart. Amendment from CDM 2007 to 2015. Review of	Sept 18	K Abrehart

		most common emergencies. Review of PPE standards. Review of public protection. Review and update to Scaffold. Review and update of traffic management. Review and amendment to Buried services.		
7	3.23.1	Pg. 40 Sect 3.23.1. Amend lifting equipment	July 2019	K Abrehart
8	All	H&S policy statement updated, Various regulations and guidance notes etc updated	Oct. 2019	K Abrehart
9	All	Complete review. Update H&S policy, Update of Organisation structure, addition of sect 3.24.10 Coronavirus COVID-19	Sept 2020	K Abrehart
10	All	Complete review. Update of Organisation structure, minor updates of all sections to ensure inclusion of updated regulations etc. Inclusion of updated H&S Policy statement. Inclusion of Mental Health as section 3.24.11.	Sept 2021	K Abrehart
11	All	Page 6 Section 1.2. Updated Policy statement. Page 9 Section 2.2.9. Appointing TWC. Page 24 Section 3.9. Update HSG168 to 3rd Edition. Page 54 Section 3.24.10. Update to current Government Covid restrictions	Oct 22	K Abrehart
12	All	Page 7 Section 1.2. Updated Policy Statement. Page 8, Section 1.3. Updated Organisation Plan Page 9 Section 2.2.9. Inclusion of appointing a Designated Individual Page 11 Section 2.4.5. Appointment of TWC as the DI Page 18 Section 2.9.9. Sub-contractor responsibility to investigate Accidents and incidents. Page 24, Section 3.6. Inclusion of minimum Nos. of FA trained persons.	Oct 23	K Abrehart

		Page 25 Section 3.9. Inclusion of Fire Prevention on Construction Sites Joint Code of Practice 10th Edition. Page 25, Section 3.9. Inclusion of additional Hot Work procedures. Page 29 Section 3.14. Inclusion of LED lighting for temporary lighting for access and task lighting. Page 33, Section 3.19. Inclusion of a WAH selection checklist. Page 43, Section 3.22.1 Inclusion of the use of Battery powered tools.		
13	1.2 13.24.10	Updated policy statement to include 45001:2018. ISO 45001 Clauses added as references. Inclusion of return-to-work procedure following contracting Covid-19. Inclusion of Auditing periods	Dec 23	K Abrehart
14	3.21	Addition of 3.21.3 Gas safety section	July 24	K Abrehart
15	1.2, 1.3, 3.5.5	Update of Policy Statement and organisation structure to include Joint Managing Directors. Training requirements for workers made clearer.	Oct 24	K Abrehart
16	2, 3.1, 3.21.3	Minor inclusions for CDM, Minor additions for Gas Safety and Storage.	Dec 24	K Abrehart
17	3.3	Inclusion of ERICPD Hierarchy of Risk Control measures. Minor inclusions throughout the document.	Mar 25	K Abrehart

CONTENT

1. COMMITMENT TO HEALTH & SAFETY

1.1 INTRODUCTION

Scope

This document has been prepared to define how Quinn London Ltd intend to manage health & safety in order to comply with the statutory requirements of Section 2(3) of the Health & Safety at Work Act 1974 & other regulations relevant to our works. This includes but is not limited to the Management of Health & Safety at Work Regulations 1999 & the Construction (Design & Management) Regulations 2015.

Quinn London Ltd identifies that people are our most valuable asset & aims to develop the highest possible standards of health, safety and welfare to protect our employees, sub-contractors & anyone affected by our business activities.

Safety is the concern of every employee & we therefore expect all employees to be familiar with and conscientiously discharge their responsibilities as defined in this document, thereby ensuring that work is undertaken with full regard to occupational health, safety & welfare.

ISO 45001:2018 specifies requirements for an OH&S management system to enable an organisation to provide safe and healthy workplaces by preventing work-related injury and ill health and improve performance.

Quinn London Ltd are accredited with ISO 45001:2018.

1.2 POLICY STATEMENT

HEALTH AND SAFETY POLICY STATEMENT

Quinn London Ltd is committed to achieving the highest possible standards of Health, Safety and Welfare and meeting its moral and legal obligations. All Quinn London Ltd employees and their sub-contractors will comply with the Health and Safety at Work Act 1974 and all relevant Codes of Practice to safeguard our employees and others who may be affected by our activities and for those to participate fully with this policy. The company will:

- Ensure that adequate provision is made regarding welfare arrangements and means of safe access and egress at all places of work;
- Provide appropriate information, instruction, training and supervision necessary for staff to enable them to carry out their roles and responsibilities safely;
- Ensure suitable and sufficient arrangements for the use, handling, storage, transport and maintenance of plant, substances and systems of work;
- Investigate accidents and incidents with the intention to prevent further injury and ill-health;
- Regularly review the company health and safety objectives and management systems;
- Obtain specialist advice on matters connected to our activities to determine risks likely to affect us and ensure relevant precautions are taken to guard against such risks;
- Promote a positive health, safety and wellbeing culture and commit to continual improvement in our performance through communication, innovation and reward.
- Regularly consult with employees on all matters relating to health and safety through the Safety Leadership Team and other appropriate media.
- Ensure that all employees fully understand their duties to protect themselves and others who are affected by their acts or omissions and to co-operate with their employer in all health, safety and welfare related matters.

The Board of Directors are committed to continual improvement of our H&S standards and management system which has been approved and accredited through the ISO 45001:2018 standard.

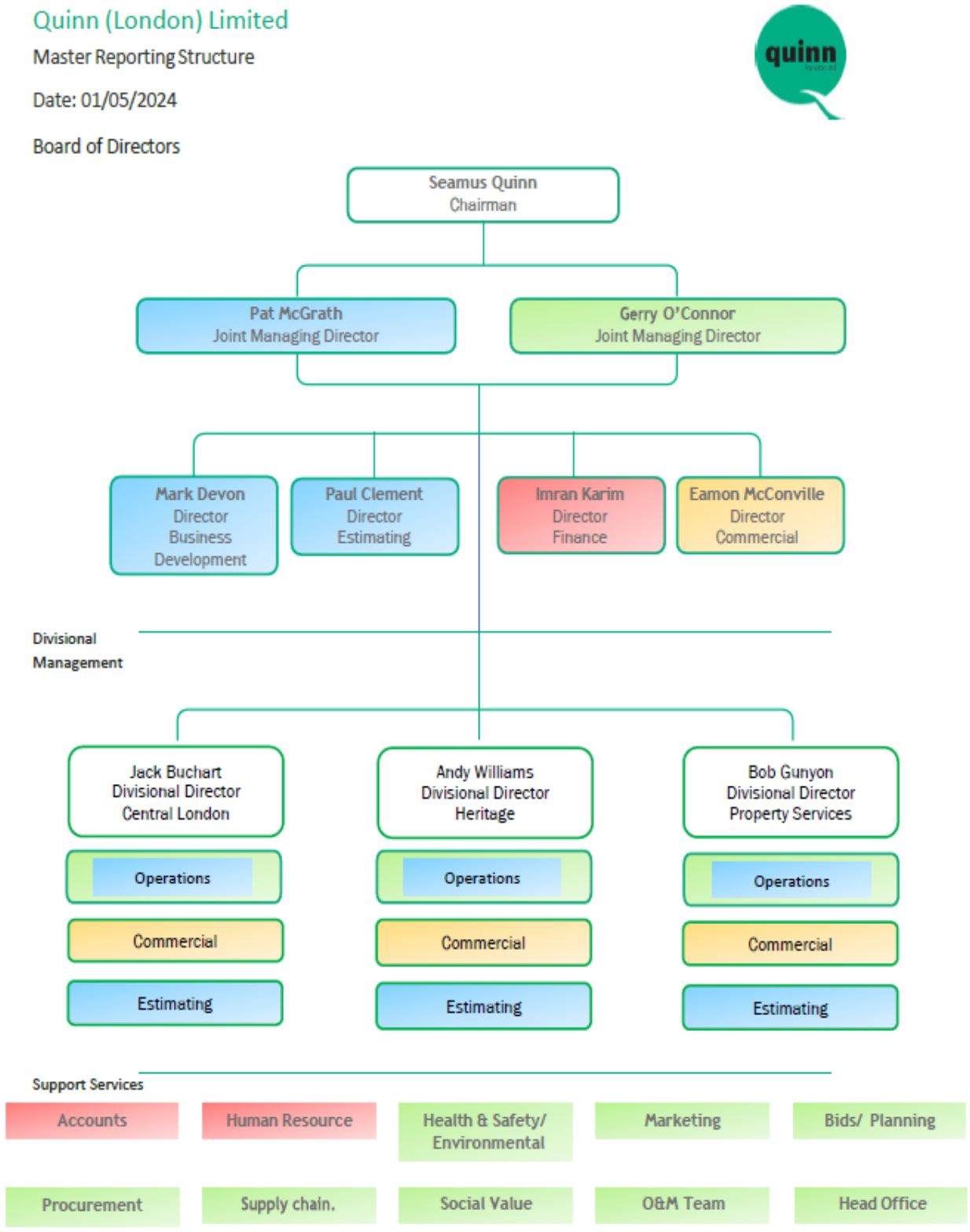
This policy will be reviewed at least annually or as legislation demands and any changes communicated to employees as required.

Gerry O'Connor

Pat McGrath

Joint Managing Directors
Date: 30 September 2024

1.3 ORGANISATIONAL STRUCTURE



2. SAFETY RESPONSIBLITIES (ISO 9001, ISO 45001 Clause 4.1, 5.1, 5.3)

2.1. Duties of the Joint Managing Directors

2.1.1. Have overall responsibility for the health and safety function and delegation of duties as detailed in this section of the policy.

2.1.2. To ensure that the objectives of this policy are fully understood and observed by all levels of management and employees.

2.1.3. To ensure adequate funds are allocated to meet the requirements of this policy and arrangements exist to enable effective management of health & safety matters.

2.1.4. To appoint competent persons with suitable training to assist with his obligations under health and safety legislation.

2.1.5. To ensure this policy is implemented and regularly updated to consider new working procedures, staffing levels, equipment or as required by the introduction of new safety legislation.

2.1.6. To authorise the purchase of safety equipment and literature.

2.1.7. To ensure emergency procedures are in place in the event of serious or imminent danger to all persons involved in Company undertakings and nominate competent persons to implement evacuation procedures and restrict access to danger areas.

2.1.8. To ensure health and safety training is provided to all persons involved in company operations, on recruitment and on exposure to new or increased risk because of:

- Job or responsibility change,
- Introduction of new work equipment,
- A change in use of existing work or equipment,
- Introduction of new technology or new system,

2.1.9. To ensure there are inductions for new employees & safety training for existing staff.

2.1.10. To institute the reporting, investigation and costing of injury, damage and loss, to promote analysis to eliminate reoccurrence, liaising with external accident prevention organisations and encourage the distribution of safety literature.

2.1.11. To institute an inspection procedure to ascertain that all contract activities are undertaken in a controlled safe manner with due regard to statutory obligations, approved Codes of Practice and Company Procedures.

2.1.12. To consult with employees and/or representatives by way of a Safety Leadership Team (SLT) meeting to discuss, the needs and expectations of interested parties and stakeholders e.g., any person, group or entity that may be affected by a decision or change within an organisation, accident prevention, safety performance, improvements & suggestions. To ensure all grievance or complaints are investigated with appropriate remedial action.

2.1.13. To reprimand any member of staff failing to discharge their responsibilities to health and safety; and recognise good health and safety practices.

2.1.14. To set a personal example when visiting sites by wearing personal protective equipment.

2.2. Duties of Joint Managing Director (assigned to Safety)

2.2.1. Is responsible for the overall effectiveness of the policy & will initiate its periodic review & amendments, as necessary.

2.2.2. To ensure that the policy is reviewed on at least an annual basis.

2.2.3. To liaise with the Joint Managing Director and ensure that the Chairman is informed regarding the company's safety performance, accident record and significant events affecting or arising out of the company's operations.

2.2.4. To be aware of the requirements under the Construction [Design and Management] Regulations and to ensure that those under their control comply with those requirements.

2.2.5. To be responsible for the assessment of injury, loss or damage, risks and liabilities relating to the company's operations and adequacy of insurance cover.

2.2.6. To ensure adequate and appropriate time and resources are made available for all safety aspects.

2.2.7. To be responsible for adequate provisions within the company for the assessment of risk, preventive measures, protection, emergency procedures, adequate safety surveillance and provide employees with information and training about the workplace health & safety.

2.2.8. To ensure that senior management's competency is adequate for the duties required of them.

2.2.9. To ensure that competent managers are given the duty of keeping in good, safe order the offices, storage areas, welfare facilities, equipment, vehicles etc.

2.2.10. To ensure that each Division has a Competent Designated Individual experienced in Temporary Works that can appoint a Competent Temporary Works Co-ordinator.

2.2.11. To ensure all employees receive Safety Induction and Safety Awareness Training as & when required.

2.2.12. To hold regular meetings with and seek advice from the Safety, Health & Environmental Manager.

2.2.13. To be aware of the requirements of current health & safety legislation and ensure systems are in place to monitor compliance.

2.2.14. To ensure that consultation with employees takes place on a regular basis and the results of these discussions are dealt with as soon as possible.

2.2.15. To reprimand or discipline any member of staff for failing to discharge their responsibilities.

2.2.16. To set a personal example by wearing and using any personal protective clothing or equipment and attending any relevant training or induction courses.

2.3. Duties of Safety, Health, Environmental & Quality Manager / Safety Personnel

2.3.1. Read, understand and advise on the health & safety policy. Manage the safety team in its implementation.

2.3.2. Make such reports as required by the policy and by senior management, reporting directly to the Construction Director.

2.3.3. Advise management on:

- Preventing injury to personnel and damage to plant and equipment.
- Further improvement in existing working methods or new developments.
- Legal requirements and the adequacy of facilities provided.
- Provision and use of protective clothing and equipment.
- Suitability of plant, equipment, articles and substances, the validity of test certificates, and whether they comply with statutory requirements.
- Potential hazards arising from new contracts.
- Changes in legislation.

2.3.4. Assist as necessary during tendering, planning and pre-contract stages to advise on all safety, health and welfare matters and pre-contract training requirements.

2.3.5. Ensure safety inspections and audits are regularly carried out to ensure statute codes of practice, method statements and company safety arrangements are complied with, and that only safe plant, equipment and methods of work are in operation. Advise management of results verbally and/or in writing to include hazards seen, good/bad features and overall conclusions.

2.3.6. Advise project and site management on the determination of safe methods of working and systems to identify hazards and unsafe situations. Advise on production of method statements, site safety rules and arrangements to bring these to the attention of the workforce.

2.3.7. Investigate accidents and dangerous occurrences and recommend means of preventing recurrence. Ensure records are kept for monitoring and statistics & report under RIDDOR as required.

2.3.8. Assist with the identification of training requirements and subsequent training for all levels of employees, monitor recording of such training.

2.3.9. Suggest methods and aids to promote awareness of injury prevention and damage control. Keep in contact with official professional bodies involved with safety at work.

2.3.10. Keep up to date with safety legislation, codes of practice and professional bodies and circulate relevant information.

2.3.11. Foster within the company an understanding that injury prevention and damage control are an integral part of business and operational efficiency.

2.3.12. Update the policy & safety management system in conjunction with new legislation or as required, ensuring that information is disseminated.

2.4. Divisional Directors / Contracts Managers

2.4.1. To be responsible for applying the principles of this policy to all Company operations and ensure its effective implementation.

2.4.2. To ensure that proper and safe provision has been made at every stage of a project, including tender stage, for the correct allocation & use of resources to meet with project contract requirements.

2.4.3. To be fully aware of the Construction [Design and management] Regulations and ensure that they inform the Client/Principal Designer of their duties and responsibilities under the regulations.

2.4.4. To authorise the purchase of safety equipment and literature.

2.4.5. To plan and organise work to be carried out to the required standard with minimum risk to persons, plant, equipment and materials. To delegate site/contract duties and tasks and ensure that all members of staff and operatives are competent to carry them out.

2.4.6. To formally appoint a Temporary Works Co-ordinator to each project, as the Division Designated Individual, as required by BS 5975:2019 Code of Practice for Temporary Works Procedures.

2.4.7. To supervise and ensure that Site Managers/Supervisors are fully aware of their responsibilities for safety, health & welfare concerning employees, contractors and any other persons who could be affected by project work activities.

2.4.8. To establish prior to commencement that all contractors are aware of the need for their operations to be carried out in a safe manner and that all subsequently comply with this regulation.

2.4.9. To arrange for adequate discussion of safety matters at contract meetings with sub-contractors & to ensure the pre-qualification process has been completed so that potential issues can be identified prior to contractors commencing work on site.

2.4.10. To ensure that the Construction Phase Plan is in place on site, and site management are fully conversant with the plan's content before allowing work to commence. To ensure for all projects that:

a. Only trained and competent personnel including sub-contractors, are employed (time for training given as required)

b. Equipment, plant, materials and tools are provided which are fit for purpose.

c. Emergency procedures are planned for each projects location.

d. Sufficient welfare, PPE & first aid facilities are provided in compliance with the relevant regulations.

2.4.11. To ensure safe systems of work are in place for our staff and/or agree safe methods of working for others, which will identify all hazards at each place of work.

2.4.12. To make arrangements for safety induction training for all new starters at the workplace under their control. To bring the safety policy and other safety procedures to the notice of all employees and sub-contractors.

2.4.13. To take advice from the safety team in matters relating to legislation, codes of practice & safe working practices relevant to work activities.

2.4.14. To institute an inspection procedure to ensure all contract activities are undertaken in a controlled, safe manner with due regard to statutory obligations, approved codes of practice and Company procedures.

2.4.15. To ensure suitable storage, use & disposal of hazardous substances in compliance with the control of Substance Hazardous to Health Regulations (COSHH).

2.4.16. To ensure all accidents and dangerous occurrences are reported in accordance with the RIDDOR & suitable remedial measures put in place to prevent reoccurrence.

2.4.17. To ensure that members of the Health & Safety Executive are accompanied when carrying out site inspections.

2.4.18. To ensure the collation of safety data for inclusion in the Health and Safety File in accordance with the CDM Regulations, to provide this promptly as required by making reasonable enquires of suppliers and/or sub-contractors.

2.4.19. To act immediately on any breach of safety rules or unsafe situation which comes to his attention and report such breaches to appropriate management? To also recognise good health and safety practices.

2.4.20. To set a personal example when visiting sites by wearing appropriate personal protective equipment.

2.4.21. To bring inadequacies of the safety management system to the attention of the Safety Team.

2.5. Duties of Procurement / Supply Chain Personnel

2.5.1. To read, understand and implement the policy, organisation and arrangements.

2.5.2. To ensure orders to suppliers for materials, plant and equipment etc., meet health & safety requirements and that suppliers provide all necessary information, operating instructions and material safety data information, so their products can be used safely.

2.5.3. To ensure that suppliers are informed of safe working loads of plant used for handling materials on site so that materials are delivered in suitable size loads.

2.5.4. When new or unusual products are being sought, to inform the relevant contracts manager and ensure product information is forwarded.

2.5.5. To seek advice from the SHEQ Team as & when needed.

2.5.6. To ensure no undertakings, either verbal or written are given to any sub-contractor or supplier relieving them of their health & safety responsibilities.

2.5.7. To ensure that the selection of sub-contractors is considered based firstly on their Health and Safety policy, accident record and safety performance.

2.5.8. To issue all new sub-contractors with 'FOR001: Sub-Contractors SHEQ Questionnaire' & 'PRO007 SHEQ Standards Procedure', & ensure it is completed, adequately reviewed, and approved before an order is placed.

2.5.9. To ensure all sub-contractors quoting for work have allowed provision for safe methods of work in accordance with company and statutory requirements.

2.5.10. To ensure method statements and risk assessments are submitted with sub-contract quotations, especially where high risk activities are involved.

2.5.11. To ensure all pre-identified or nominated sub-contractors method statements and other safety information is forwarded to the relevant contracts manager.

2.5.12. To set a good example by wearing protective clothing required to comply with site rules.

2.6. Duties of Design, Engineering, Estimating & Planning Personnel

2.6.1. To read, understand and implement the policy, organisation and arrangements.

2.6.2. Have a thorough knowledge of the current Construction [Design and Management] (CDM) regulations.

2.6.3. To know the requirements of the relevant law in health & safety and welfare matters and ensure compliance with designing and planning projects & seek advice if required.

2.6.4. To ensure that health, safety and welfare matters are considered when considering construction methods and materials at all stages of the contract.

2.6.5. To consider the safety of construction personnel, third party person, property, the "end user" and subsequent maintenance personnel during design & planning stages.

2.6.6. To produce a Risk Register to define any areas of high risk, plan and design the relative areas in order to eliminate or minimise risk as far as possible. To also consider the siting & purpose of proposed plant.

2.6.7. To be aware of any hazards relating to the project or to any proposed plant or materials to be used and bring to the notice of the relevant construction management.

2.6.8. To ensure that the project has been costed correctly, especially concerning Health and Safety.

2.6.9. To set a good example by wearing protective clothing required to comply with site rules.

2.7. Duties of Site Managers / Supervisory Personnel

2.7.1. To be responsible for applying the principles of this policy to all Company operations and ensure its effective implementation.

2.7.2. To organise sites so that work is carried out to the required standard & in line with the Construction Phase Plan, with minimum risk to employees, contractors, the public, equipment or materials. To record all significant risks in risk assessments.

2.7.3. To know the requirements of the Construction (Design & Management) Regulations 2015 and other relevant legislation relevant to the work in hand and ensure that they are observed on site. To update knowledge on matters affecting the health & safety of those under their supervision by taking an active interest in safety issues, method statements, safety alerts etc. & implementing new requirements.

2.7.4. To ensure all Method Statements and Risk Assessments correlate with each element of the programme of works & ensure that all site personnel are aware of their responsibilities under this policy.

2.7.5. To ensure that operatives undergo a site induction & are briefed in the relevant method statements & risk assessments prior to starting work on site. To ensure that weekly toolbox talks are provided & evidence of all communications is retained on site.

2.7.6. To arrange, coordinate and monitor all matters relating to health and safety of work activities on site. To ensure work is conducted in accordance with method statements & changes or deviations discussed & agreed, rewritten & approved & then debriefed to the workforce before being carried out.

2.7.7. To conduct regular mandatory inspection of scaffolds, excavations, falsework, etc. to ensure all are safe. To regularly inspect fire-fighting equipment, tools, plant and equipment, ensuring it is operational, well maintained and safe to use. New plant or equipment must be inspected to ensure that it is safe to use and meets all statutory requirements prior to being used. To check electrical equipment is in sound condition and powered by 110V supply. To ensure that COSHH assessments have been conducted before new substances are used and that any specific instruction and safety precautions are adhered to. To maintain all statutory records & registers.

2.7.8. They will regularly report to management upon all matters relating to health and safety and immediately report:

a. Any unsafe, unhealthy or illegal working practice.

b. Any accident, dangerous occurrence or near miss (see arrangements section.)

2.7.9. To ensure that emergency procedures are in place, that details are issued at induction & emergency contact details are on noticeboards on site. To ensure that adequate fire precautions are provided as per the Fire Plan & Regulatory Reform (Fire Safety) Order 2005.) In an emergency, they are to take charge & co-ordinate with the emergency services; they are to be aware of how many persons are on site (working/visiting/others) and of their whereabouts.

2.7.10. To ensure that all personnel are provided with and wear PPE in accordance with instructions required by risk assessments. To ensure that first aid provision is in place at all times & suitable welfare facilities are provided and maintained on a daily basis.

2.7.11. To liaise & co-operate with the site agent / Principal Designer / Client and all external authorities including the HSE, Local Authority Inspectorate, Fire Service, Police, etc. To accompany Inspectors

around site and act immediately on their recommendations. If notices are served (improvement or Prohibition), to abide by the notice instruction and inform the SHEQ Manager & Construction Director immediately.

2.7.12. To set a personal example by wearing personal protective equipment as required and to carry out their work in a safe manner.

2.8. Duties of all Employees

2.8.1. All employees must conform to the Health & safety at Work etc. Act 1974 in particular the Employees duties under sections:

Section 7(a) To take reasonable care for the health & safety of himself and of other persons who may be affected by his acts or omissions at work.

Section 7(b) As regards any duty or requirement imposed on his employer or any other person by or under of the relevant statutory provisions. To co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Section 8 No persons shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare.

2.8.2. To read and understand the Health & Safety Policy and carry out work in accordance with its requirements.

2.8.3. To work in a safe manner at all times within the parameters of the agreed safe systems of work e.g., Method Statements and Risk Assessments. To read and confirm that all safe systems can be followed prior to commencement.

2.8.4. To not take unnecessary risks this could endanger themselves or others. If possible, remove hazards immediately e.g., keep walkways and fire exits clear of obstructions, remove nails sticking out of timber etc.

2.8.5. To report any accident, incident or near miss that happens whilst at work to their Supervisor, even if it does not result in an injury or stop work.

2.8.6. To wear personal protective equipment (PPE) as directed by site or premises rules and in line with the safe systems of work.

2.8.7. To use the correct plant and equipment for the job and keep them in good condition. To visually check the condition of plant and equipment before putting into use. Not to use plant or equipment unless given authorisation from Supervisor / Manager and hold a current training certificate for that equipment e.g., Plant operators CPCS Card. To report any defects immediately.

2.8.8. To warn other employees, particularly new employees and young people, of specific known hazards.

2.8.9. To report any persons seen abusing welfare or communal facilities provided.

2.8.10. To follow all emergency & fire evacuation procedures as necessary, including taking direction from safety representatives identified within these procedures e.g. First Aiders, Fire Marshals.

2.8.11. To attend safety related training, meetings and toolbox talks when requested by your Supervisor/Manager or Safety Team. To actively participate and contribute to these sessions.

2.9. Sub-Contractors

2.9.1. To comply with Quinn's Health and Safety Policy. To carry out work activities in accordance with relevant statutory provisions and considering the safety of others on site and the general public.

2.9.2. To complete 'FOR001: Sub-contractors Health, Safety & Environment Competency Questionnaire' & return to the Safety Team along with supporting documentation, in order to be assessed for competence & become an 'approved' company. To commit to the minimum safety standards and conditions as set out within 'PR007 SHEQ Standards Procedure'. A signature is requested in the questionnaire to confirm this.

2.9.3. To ensure that all employees provided to Quinn London Ltd work sites are trained and competent to carry out their allotted tasks or provide Supervised trainees to carry out their tasks.

2.9.4. To attend pre-start meetings as required, where safety matters and specific attendances /obligations relating to safety will form part of the agenda. To prepare & submit method statements & risk assessments for approval with sufficient time for Quinn management to review before work is due to commence.

2.9.5. To work in accordance with approved safe systems of work. If work activities have to divert from the agreed process, all work must stop, changes be discussed & approved by Quinn's site management & then briefed to operatives prior to re-starting the work.

2.9.6. To not permit their employees to alter scaffold or any other temporary works provided for their use or interfere with any plant or equipment on the site, unless trained & authorised to do so.

2.9.7. To ensure all plant and equipment they bring onto site is up to date and as per current technology, in good working condition, maintained correctly, fitted with guards and safety devices and with certificates and maintenance records available.

2.9.8. To ensure all power tools & electrical equipment are used with no greater voltage than 110 volts. All transformers, generators, extension leads, plugs and sockets must be to the latest British/European Standards for industrial use and in good condition, tagged and inspected. Records must be made available as required.

2.9.9. To report all accidents, incidents or near misses immediately to Quinn London Ltd site management and to use their own Health and Safety Advisors to carry out an investigation of all accident/Incidents involving their employees.

2.9.10. To take immediate action if hazards or defects are identified during safety inspections by Quinn London Ltd.'s site or safety management teams.

2.10. Visitors

2.10.1. Quinn London Ltd is responsible for the safety of visitors to all its premises/projects. Visitors are expected to:

- Report to their host or the senior manager for the premises on arrival.
- Be accompanied at all times until they have been inducted to premises.
- Be made aware of and comply with the relevant emergency procedures, accident reporting procedures & workplace rules.
- Be issued with and use appropriately any PPE as required.
- Comply with security or access/egress arrangements for the premises.

3. HEALTH & SAFETY ARRANGEMENTS (ISO 45001 Clause 6.1, 6.2, 7.1, 7.2, 7.3, 8.1, 8.2)

3.1. Construction (Design and Management) Regulations (CDM)

Quinn London recognises that the effective implementation of the Construction (Design and Management) Regulations is dependent on good management and the need for training and education of all employees. All personnel, including sub-contractors, will comply fully with any reasonable directions or rules issued by Quinn London in respect of health & safety matters. Quinn personnel will also cooperate fully prior to and during works with the Principal Designer and the rest of the Design team.

Quinn London shall only take on projects that are within the experience and competence of the company and shall also ensure that the Client and Principal Designer are aware of their duties as per the CDM Regulations.

During the period of construction, the Construction Phase Plan and safety filing system will be developed and updated on site to contain all records relevant to the works. We will also ensure that managers, supervisors and operatives have sufficient competence to carry out their duties in accordance with good work and safety practices. Any new hazards that arise will be fully assessed and the information passed to all relevant parties in writing. Where equipment or design features (carried out by us) are incorporated into the structure and used by others following completion of the works, then adequate information will be issued for inclusion to the Safety File for future reference.

Our workforce is experienced, competent and skilled in their various disciplines and all managers, supervisors and operatives receive health & safety instruction and training where necessary.

It is our policy only to select and employ professional design companies or self-employed persons who are known to the company and have a proven track record in the design field. All in-house design personnel have proven track records and the appropriate qualifications required for the work undertaken.

3.2. Drugs & Alcohol

Quinn London Ltd operate a zero-tolerance policy, personnel in our employ will not be permitted to work whilst under the influence of alcohol or drugs. Any person known to be or suspected of being under the influence of alcohol or drugs must be identified to their line manager, who will arrange for a drugs and alcohol testing team to come to their premises, via the SHEQ Team.

The person suspected of taking drugs or alcohol will be taken away from their duties to await a test. If that person leaves the site before a test is carried out, they will be deemed to have failed the test and will have disciplinary action taken against them and will not be able to work on any Quinn London site again.

The effect of alcohol or drugs at work creates serious health and safety risks. Therefore, the following rules will apply:

- Do not come to work under the influence of drugs or alcohol.
- Do not bring non-prescribed drugs or alcohol onto company premises or sites.
- Check with your doctor about the side effects of any prescribed medication & inform your line manager.
- Do not protect colleagues who you suspect are suffering from alcohol or drug abuse by keeping silent. Report your suspicions to management.
- Ask for assistance if you feel that matters are beyond your control.

Symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g., heat exhaustion, hypothermia, diabetes, etc. or the person may be affected by legitimate

medication prescribed by the doctor. These conditions will be taken into consideration but will still require a review of work activities for safety reasons. Personnel who are prescribed drugs by their doctor, must advise their line manager immediately, so that adjustments can be made as required.

Any person contravening company policy will be subject to disciplinary action that may result in the termination of employment.

3.3. Risk Assessments

Quinn London Ltd will ensure that risk assessments are undertaken in accordance with Regulation 3 of the Management of Health & Safety Regulations 1999, to identify risks and put in place suitable control measures to eliminate or reduce these risks to a minimum level. This protects the health & safety of our employees and anyone else that may be affected by our activities. We will:

- Appoint competent people to create and apply the protective steps shown to be necessary by risk assessments.
- Set up emergency procedures.
- Give our employees information about health & safety hazards associated with the risk assessment and make sure that they fully understand the risks involved.
- Co-operate with other employers/employees when we share a workplace.
- Make sure that our employees have adequate health & safety training.
- Provide P.P.E. (free of charge) where necessary.
- Carry out health surveillance of our employees where it is appropriate.
- Record and review assessments periodically to ensure compliance.

Managers at every workplace will carry out or collect risk assessments, ensure that they are suitable and sufficient and will be responsible for their implementation and monitoring. Records will be maintained at every workplace.

Risk Assessments must follow the Hierarchy of Risk Control Principles by following the mnemonic of ERICPD.

Eliminate - This is the most effective method, involving physically removing the hazard or activity altogether.

Reduce - If elimination isn't possible, focus on reducing the risk by modifying the hazard or the way people work.

Isolate - Separate the hazard from people, for example, through physical barriers or time separation.

Control - Implement administrative and organizational controls, such as procedures, training, and supervision.

PPE – Use PPE as a last resort, after other control measures have been exhausted.

Discipline - Ensure that all controls are followed and enforced through consistent monitoring and disciplinary action when necessary.

The risk assessor may utilise ‘generic’ risk assessments when creating risk assessments as a starting point. However, detailed control measures specific to that place of work must be identified, paying particular attention to emergency procedures and local regulations.

Carrying out premises and site assessments before embarking on individual task assessments will avoid repetition, as many of the prescribed hazards will be common to all the task assessments.

The overall risk assessment of the premises or site is also an important means of identifying potential emergency situations for which plans, procedures and systems will need to be designed and implemented to reduce the risk. Risk assessors will therefore, when conducting premises and whole site risk assessments consider the need for emergency planning. The following types of emergencies are the most common in the workplace and must be considered:

a. Fire.
b. Serious accidents to person or personnel in high-risk areas (Work at Height, Confined Spaces etc.)
c. Serious process malfunction or unplanned structure collapse.
d. Chemical leak or spillage.
e. Unexploded bombs and other munitions.
f. Flooding or other natural disaster.
g. Improvised explosive devices such as car bombs and other terrorist actions.

If the control measures are found to be unsuitable during activities, the Manager will take steps to ensure that they are suitably modified and if necessary that a fresh risk assessment is undertaken. This applies both to Quinn London Ltd work and that of the sub-contractors under our charge. Any clarification or specialist advice must be sought from the SHEQ team.

3.4. Method Statements

Section 2 of the Health & Safety at Work Act 1974 requires that an employer must provide such information, instruction and training to ensure the health and safety of their employees and Regulation 3 of Management of Health & Safety at Work Regulations 1999 require employers to ensure, that a suitable and sufficient assessment of the risks to health and safety of employees is carried out. The preparation of a written method statement setting out the proposed work elements of an activity and the risks and control measures, is an important part of planning for a safe system of work.

The detail in a method statement will depend upon the size and/or complexity of the work. Before work commences on site, detailed job specific method statements will be written & reviewed by Quinn site managers & distributed to those concerned with supervision of the work.

Although the format of method statements may vary, they will:

- Give a description of the work to be undertaken.
- Form a single document and preferably include annotated diagrams.
- Be capable of being modified to cater for any plan change in a system of work.
- Be indexed for ease of reference.
- Follow a logical sequence, have each stage of the sequence clearly titled, and be concise and unambiguous.
- Be accompanied by activity/task risk assessment(s).
- Be clearly marked with a date of preparation and revision number or letter where applicable, so that the version being used at can be readily identified.

Some tasks are repetitive and may be covered by generic sheets but activities that are critical to safe working will be specific. Suitable and sufficient resources must be provided in the form of personnel, materials, equipment/plant, and physical conditions at the place of work, access/egress and competent supervision.

Work must be monitored to ensure that the planned sequence of operations is not deviated from in any way. Method statements will be reviewed and updated, as necessary.

3.5. **Communication Procedures** (ISO 45001 Clause 7.1, 7.2, 7.3, 7.4, 7.5)

3.5.1. Safety Leadership Team

Quinn London Ltd recognises the importance of ensuring effective lines of communication and engagement with the workforce. Formalised processes enable health & safety information to be passed to employees and encourage individuals to raise health & safety concerns with supervisors or managers. Due to the past Covid-19 risks, the SLT has been reduced in size to ensure the non-transmittal of any respiratory illnesses.

The company have a Safety Leadership Team (SLT) consisting of the Head of SHEQ, the Joint MD's, a selected Divisional Director and selected site Managers. They will meet on a quarterly basis to discuss issues including safety performance, accident investigations and prevention, measures to improve safety standards & identify training needs. Before they arrive for the SLT meeting they will hold site meetings to discuss issues raised by site employees.

All employees will be kept informed of issues relevant to their work activities through circulation of meeting minutes, Safety Alerts, toolbox talks and regular liaison with management e.g., team meetings.

Copies of correspondence from the enforcing authorities will be brought to the attention of employees at these meetings.

3.5.2. **Inductions** (ISO 45001 Clause 6.1.4, 6.2)

All new employees receive a company induction at Head Office, which will include safety responsibilities of the employer and employee, standard safety and disciplinary procedures, identify training requirements and arrange personal protective equipment. A specific workplace induction or site safety induction will also be carried out by the supervisor or designated person where the employee will be required to work which will identify significant hazards for that workplace.

3.5.3. **Site Rules** (ISO45001 Clause 6.2.1)

Employees are under a legal obligation to comply with site rules, and failure to do so may result in disciplinary action and possible prosecution by the Health & Safety Executive (HSE.) All employees will familiarise themselves with the site rules, which will be identified at induction and will be displayed on the site safety noticeboard.

3.5.4. **Toolbox Talks** (ISO 45001 Clause 7.4.1, 7.4.2)

Toolbox talks are conducted as and when required by Site Managers, and are attended by all site operatives, including our sub-contractors and supervision. Topics of each talk will vary and may be chosen to suit specific circumstances current at the time of each talk. Talks are generally of 20-30 minutes duration with no more than 15 operatives at each talk. All attendees are required to sign a training attendance form.

3.5.5. **Training** (ISO 45001 Clause 7.1, 7.2, 7.3)

Training will be organised through the SHEQ team and/or the individual's manager. In service training will take the form of courses delivered both in-house and by external companies. Courses will be administered to ensure the competency of all employees is maintained in relation to their role.

The Construction Industry Training Board (CITB) currently operates various competency schemes. Quinn London requires all of its employees, self-employed persons and sub-contractors to participate in the CSCS, CPCS, CISRS, JIB or direct equivalent schemes. All trades persons are to be in possession of the relevant standard of competency card or its equivalent e.g., Gold Supervisory, Blue skilled person, Red trainee or Green labourer etc.

3.5.6. Near Miss / Hazard Reporting (ISO 45001 Clause 7.4, 7.5, 8.1, 8.2)

According to the National Safety Council, seventy-five percent of all accidents are preceded by one or more near misses. Quinn London Ltd have therefore introduced a Near Miss / Hazard reporting procedure, which encourages all site personnel to identify & report unsafe conditions or 'Near Misses' as an accident prevention measure on their project.

The project management teams will then take preventative measures to improve the working environment for all personnel. Actions will be logged on Near Miss / Hazard cards & then forwarded to the SHEQ team for analysis purposes. Employee involvement & project management commitment are key to ensuring the success of this procedure.

3.6. **First Aid Provision** (ISO 9001 Clause 7.1, 7.2, 7.3, 8.1. & ISO 45001 Clause 6.1, 7.1, 7.2, 7.3, 7.5, 8.2)

Quinn London Ltd will ensure that suitable and sufficient first aid provision is readily available, both in terms of personnel and equipment, in accordance with the Health & Safety (First Aid) Regulations 1981.

Quinn London Ltd will provide a minimum of 2 x First Aid at Work trained persons at the workplace to ensure cover is provided in the event of sickness or holidays and all Sub-contractors on Quinn London Ltd sites will provide at least one First Aid trained person (either Appointed person or First Aid at Work)

First aiders or appointed persons will be trained by an appropriate training body and where a first aider advises further medical assistance is required, the emergency procedure for the premises / project will be followed.

An appropriate number of first aid kits will be issued to each site and will be available to first aiders at all times. These will be checked on a regular basis for stock levels and additional or replacement provisions organised by the manager responsible for the workplace.

Signage will be displayed in a prominent position on site to identify the first aider(s). First aiders on projects will be distinguishable by helmet sticker with a white cross on a green background or will wear a green hard hat.

All persons will be informed at induction of the emergency, fire evacuation and accident reporting procedures at the workplace, as well as the safety representatives identified within these procedures.

3.7. **Welfare** (ISO 45001 Clause 6.1, 8.1, 8.2)

The requirements of the Construction (Design & Management) Regulations Schedule 2 along with the HSE's Construction Site Welfare Facilities Guidance Notes will be adhered to at all times.

Quinn London Ltd will provide welfare facilities with suitable and sufficient washing areas, toilet facilities, refreshments and accommodation for drying clothes, as appropriate to the contract and to comply with current legislation.

All welfare facilities will be kept clean and if food is stored, it will be kept in a hygienic manner and at the correct temperature. The changing of clothing or the storage of equipment and tools will not be allowed in the canteen. Food waste will be disposed of as soon as possible. All personnel should wash and change before taking meals, particularly when working in environmental conditions which have exposed them to bacteria and harmful substances.

3.8. **Emergency Procedures** (ISO 45001 Clause 6.1, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 9.1, 9.2, 9.3, 10)

Quinn London Ltd will ensure that individual sites and premises have their own specific procedures to be followed in the event of an emergency i.e., fire, explosion or bomb threat, accident or environmental spills, scaffold or structure collapse etc.

All personnel will be informed and trained in the correct procedures to be followed in the event of an emergency evacuation or other emergency procedures and to actively participate in emergency evacuation drills to check their effectiveness.

3.9. **Fire Precautions** (ISO 45001 Clause 6.1, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 9.1, 9.2, 9.3, 10)

Quinn London Ltd will ensure that adequate fire prevention and precautions are put in place as required by the Regulatory Reform Fire Safety Order 2005, HSG168 Fire Safety in Construction 3rd Edition and Fire prevention on Construction Sites Joint Code of Practice 10th Edition. A fire risk assessment and fire plan will be undertaken for every workplace and specific procedures will be put in place whilst carrying out high fire risk activities, such as hot works e.g., permit to work system for burning, welding, grinding.

We will ensure that an adequate amount of suitable fire equipment is provided, inspected and maintained at all workplaces, welfare accommodation, stores etc. as appropriate. Additional fire extinguishers and/or blankets will be provided in designated areas where highly flammable liquids or substances are stored or used. Suitable fire safety training is provided as appropriate.

A safe system of work will be authorised and strictly adhered to for all works that are considered a high fire risk. Requirements will include the following:

- Where possible, planning for the use of Gas cylinders will include that they shall not be stored on site or in buildings. If stored on site, gas cylinders will be as small as possible and only 1 working cylinder with 1 spare cylinder will be stored in appropriate gas storage containers. Appropriate signage will be displayed on storage containers and on the outside of the site hoarding.
- Empty and full gas cylinders must be stored separately. Flashback arrestors will be fitted to all flammable gas bottles between the cylinder and the gas line and will be in-date (5 years).
- No combustible heat source will be placed upon combustible roofs unless adequate protection is provided.
- Wherever possible, Hot Works will be planned out of any tasks and replaced with activities such as cold cutting, push fit fittings, off-site manufacture etc.
- Any hot working area is to be checked at the end of each shift to ensure there are no naked lights or fires smoldering, in line with hot works permit/procedure.
- For Hot Works, the sub-contractor carrying out the works are to provide fire watcher(s) as per the Hot Works permit requirements.
- All temporary accommodation is to be constructed of fire-resistant materials with half-hour resistance duration.
- The procedure for raising the alarm is to be instigated when fire is discovered.

- Fire marshals will be appointed as required.

The use of acetylene is not permitted on any of Quinn London's projects due to the extremely flammable & unstable nature of the gas and therefore the serious consequences if the hazards are not fully appreciated. Alternatives should be identified at the planning stage of any new work activities. Contact the SHEQ Team directly for further advice.

Only LED temporary site and task lighting will be approved for use on any construction site.

3.10. **Accident, Incident and Ill-Health Reporting** (ISO 45001 Clause 10)

In the event of an accident, the site-specific emergency procedure will be followed e.g., the casualty is assessed and treated by a fully qualified first aider and emergency services called by site management if necessary.

The manager responsible for the workplace will record all accidents, incidents and near misses, however minor, on FOR010: Accident Incident Report Form, will undertake an initial investigation & any corrective actions needed. This includes all incidents involving sub-contractors, members of the public, visitors etc. as well as employees, whether an injury was sustained or not. The completed form will be sent to the SHEQ Manager to distribute and action. A copy will be retained on site until the completion of the contract. Each incident will be considered on its own merit & the SHEQ Manager will decide whether further investigation or action is required to prevent a recurrence.

In the event of an accident involving a specified injury or a dangerous occurrence, the manager responsible for the workplace will also inform the SHEQ Manager immediately and the Health & Safety Executive will be notified, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013). In the case of a fatality, the police will be notified first.

The scene of a fatal or major injury or dangerous occurrence must be left undisturbed except for the necessary release of injured personnel or if requested by the authorities. If disturbance is unavoidable before the SHEQ Manager arrives, then the project manager should take careful notes of the scene, measurements and photographs if possible.

Where any injury to an employee, including the self-employed, results in the injured person being absent from work for more than 7 days, the SHEQ Manager will notify the Health & Safety Executive within 15 days of the incident/accident, in line with RIDDOR 2013.

Any written diagnosis received from a doctor indicating that an employee is suffering with a reportable work-related disease, such as dermatitis or HAVS, will be forwarded to the SHEQ Manager immediately. Detailed records of all accidents, injuries and industrial diseases will be retained at the company's Head Office as required under RIDDOR 2013 & in line with the Data Protection Act.

Refer to *GUI003 Accident Incident Reporting Guidance* for more related information.

3.11. **Permits to Work.** (ISO 45001 Clause 6.1, 7.4, 7.5.3, 8.1)

A permit to work system will operate on Quinn's sites where there is a high risk of injury, for example, when working with naked flames, live electrical supplies, confined spaces or restricted areas, where it is not sufficient to rely on either human behaviour or other systems of work.

A permit to work is a formal, controlled safe system of work, containing authority to work as well as being a checklist intended to ensure that work is conducted to a higher safety standard. A permit to work is a document that combines:

- A statement of the work to be done, when and by whom.

- A description of the plant or equipment involved, and details showing how they are identified.
- An indication how the plant has been made safe (if applicable).
- A warning of possible remaining hazards.
- Precautions to be taken against these hazards.
- A notification of release of equipment to those carrying out the work.
- A formal acceptance of the tasks concerned and agreement to abide by the conditions and precautions specified.
- A notification that the task is complete.
- An acceptance that the task is complete.
- Or a notification that the task is incomplete necessitating additional arrangements including the issuing of a further permit to work.

On receiving a permit to work operatives/sub-contractors are expected to check its contents are correct, visit the scene of the activity to inspect the area, make sure they fully understand the requirements being applied & then accept the permit by signing in the space provided.

Any changes that will depart in any way from the conditions as agreed when the permit was first issued must be discussed with the person who issued the permit. If changes are necessary, the permit should be completed & a new permit issued with the new conditions identified before they return to work.

A time of expiry will be written on each permit to work. The Site Manager must make sure that the work does not over run this time. If work is not complete, the permit must be handed back and a new one issued.

When the task has been completed the area must be inspected to make sure that it is safe and ready for the return to normal operation. The cancellation line on the permit to work should be signed giving completion date and time.

3.12. **Personal Protective Equipment (PPE)**

Personal protective equipment (PPE) means all equipment designed to be worn or held by a person at work to protect them against one or more risks that cannot be controlled through other means. PPE will be used as a last resort for controlling risk & steps will first be taken to prevent or control risks at source.

Risk assessments will be conducted in accordance with the Management of Health and Safety at Work Regulations to help determine the most appropriate control measures, including PPE requirements. PPE will be used / worn wherever there is a significant residual risk of injury.

PPE will be supplied free of charge to all employees who will then be responsible for this equipment. The Safety & Site Management teams will give appropriate information, instruction and adequate training to those who are required to use PPE. This training will include information on the purpose and manner it is to be used. Training will also be given on what action is required by the employee to ensure PPE remains and is maintained in working order, good state or repair and remains in a hygienic condition.

All PPE supplied will comply with National European conformity standards and will be able to fit the wearer correctly after adjustment to the following standards:

- Safety Helmets to BS EN 397 2012 (with CE mark).

- Foot Protection to ISO 20345:2013 with midsole protection and adequate ankle support & UKCA or CE mark.
- Ear Protection to EN 352 (part 1 – Ear muffs or part 2 – Ear plugs).
- Eye protection (goggles) to EN 166B, 3, 4, 9 (polycarbonate anti-mist) with CE mark.
- Eye protection (glasses) to EN 166F optical class 1.
- Gloves suitable for the various activities undertaken to EN 388 or 420.
- Suitable masks for fumes, dust etc. (if in doubt seek advice). Operatives using masks must be face fitted to all masks used and trained to wear correctly.
- Safety Harnesses to EN 361:2002 full body type with appropriate lanyards for the work.
- High Visibility clothing to ISO 20471:2013 (Class 2 or 3 for Slingers/Banksmen).
- Overalls for special conditions.

Personnel found not wearing or using the appropriate PPE will be suspended or immediately dismissed depending on the gravity of the offence.

The wearing of shorts and/or sleeveless vests will not be permitted, and shirts will have short sleeves as a minimum.

3.13. **Electrical Safety** (ISO 45001 Clause 8.1)

The Contracts Manager, Site Manager and Supervisors are responsible for ensuring that a safe system of work is implemented, conveyed to the workforce, monitored and where necessary records kept in regard to electrical safety.

The Electricity at Work (EAW) Regulations 1989 require those in control of part or all of an electrical system to ensure that the system is safe when provided, safe to use and that it is maintained in a safe condition. This applies to overhead or underground supplies.

Installation, modification or repairs of any electrical system or equipment will only be carried out by a qualified competent electrician and such work must comply with the requirements of the EAW Regulations 1989 and the IET Regulations 18th Edition.

3.14. **Electrical Supplies and Lighting** (ISO 9001 Clause 7.1, 8.1, 8.2, 8.3, 8.4, 10.2 & ISO 45001 Clause 6.1, 7.1, 8.1, 9.1, 10.2)

Electrical installations (of any type) will only be installed, altered or maintained by qualified electricians.

All electrical systems must be treated as “live” unless isolated and written confirmation is received to the contrary. A permit to work system will be implemented & a proving test with an appropriate test instrument must be completed before starting work.

General access lighting will be Quinn London’s responsibility unless otherwise agreed & the following is to be adopted:

- The Project Manager will ensure that adequate and suitable lighting is provided for safe access and egress. General access lighting must be supplied to any area devoid of natural light or for after dark working. Where necessary, temporary emergency lighting will also be installed.
- General purpose lighting operating at 110 volts, consisting of either LED guarded festoon cables or LED guarded fluorescent tube lighting will be fixed securely at high level. As work progresses, lights will be moved by a competent person.

- The Project Manager will ensure that all sub- contractors provide adequate task lighting. The provision of task lighting will be confirmed at the pre-start meeting by the Project Manager.
- Site compound lighting and office lighting operating at 240 volts must be installed in compliance with the IET Regulations (18th edition). Such electrical systems for temporary accommodation must be interrupted by a suitably rated residual current device (RCD or ELCB).
- Lighting provided in the vicinity of a flammable atmosphere will be specially protected to avoid any fire or explosion risks e.g., flameproof. Low voltage lighting is not suitable, unless specially protected for such purposes; it must be "intrinsically safe". The advice of the Safety Team would be sought in all such cases.
- Where footpath lighting is required and is mounted on scaffolding, advice from the Safety Team and local authority must be obtained.
- All temporary electrical circuits on site are to be tested on a regular basis in line with the IET Regulations and the Electricity at Work Regulations.

Note: Fluorescent strip lights must be disposed of through a suitable safe disposal method.

Please refer to Section 3.21.1 Portable Electrical Equipment for relevant arrangements.

3.15. **Housekeeping**

Poor housekeeping is a common cause for accidents and fires in the workplace. Low standards often result from poor working practices and/or organisation deficiencies.

Site Managers must ensure that housekeeping in their areas of responsibility is maintained to a satisfactory standard at all times. Workplace inspections are to be carried out on a regular basis to identify areas where standards require improvement & remedial actions taken.

All employees and sub-contractors are responsible for ensuring that they do not allow waste material to accumulate & keeping their working areas tidy. They are to report problems relating to storage or removal of materials or waste to their supervisor.

Floors must be cleaned on a regular basis and waste bins emptied daily. Rubbish must be kept in suitable containers and must not be allowed to overflow. Combustible waste must be kept away from ignition sources. Large items of rubbish that pose a particular hazard must be removed separately and without delay.

In order to ensure that satisfactory standards of housekeeping are achieved the following arrangements are to be adhered to:

- Check the workplace is free of hazards at the beginning of each day.
- Always put materials/tools away after use.
- Adopt a ‘clear as you create’ policy, clear up any spillage, waste etc. immediately.
- Do not allow objects to protrude into passages, doorways, stairs etc.
- Ensure that waste materials are properly stored and removed on a regular basis.
- Arrange for skip removal & replacements at suitable intervals by a licenced waste disposal company.
- Ensure that special arrangements (do not leave it all to the cleaners/labourers) are made for the removal of large waste materials or substances.
- Do not store materials or substances anywhere other than in their designated correct storage.

- Ensure the workplace is tidy and materials and substances are put away at the end of each and every working day.

3.16. **Protection of Public** (ISO 45001 Clause 6.1, 6.2, 7.1, 7.4, 8.18.2, 9.1, 9.2)

Barriers used to delineate the route which traffic should use will be made from bulk timbers, sleepers, cones, combinations of cones and plastic planking or other rigid barriers. Where permitted or reasonably practicable a one-way system for vehicles may be implemented.

To stop pedestrians crossing through barriers, bespoke non-moveable barriers or chestnut paling fencing or similar will be attached to rigid guardrails or onto timber sleepers. Signs showing width restrictions, blue/white arrow directional signs and any reduced speed limits required will be positioned appropriately.

Pedestrian re-routing during such works will be adequately signed, delineated with frequent cones and guard rails, if necessary, and the surfaces over which personnel are expected to transgress will be solid, flat and rolled. The use of an experienced Banksman may be required to control both traffic and pedestrians especially near site entrances.

Wheel loads that affect excavations will be taken into consideration and temporary supports in excavations designed accordingly. Alternatively, wheel loads will be removed from the affected area by traffic diversion.

Reflective orange barrier tape may be used as a means of delineating traffic and personnel from works areas but only as a short-term last resort and will be attached to rigid standards and horizontal top rails with plastic cable grips or other means that will not cause personal injury.

Additional strong and secure guardrails are required around excavations in situations where it is necessary to protect the operative working in or near the excavation, or to prevent pedestrians falling into the excavation. The use of pedestrian crowd barriers is to be discouraged wherever possible unless used/connected correctly. Chapter 8 barriers are not to be used.

Consideration must be given to the use of additional lighting in such areas. All site personnel will be dressed in high visibility jackets or similar. All barriers, signs and protective measures will only be erected by trained and competent personnel and will be regularly maintained throughout such works.

No personnel will be permitted to work on a site road without due planning and actions to ensure safety.

3.17. **Manual Handling**

The Manual Handling Operations Regulations describe manual handling as:

"...any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force".

Back injuries from manual handling tasks are a major cause of occupational ill-health in the UK, as most people at work will have to undertake some form of lifting or carrying during the course of their working day. In order to significantly reduce the risk of injury from manual handling operations, the following steps will be undertaken.

Avoid Manual Handling

Consider whether the load needs to be moved at all. If so, mechanical handling equipment is to be used wherever possible to avoid manual handling altogether e.g., lift or pallet truck. Training in using different types of equipment will be provided as required.

Assess Manual Handling Operations

A risk assessment will be completed when required. This will consider the task, the load, the working environment, individual capability, handling aids and the working organisation. The outcomes of the risk assessment will be fully discussed with the operatives involved with the manual handling task(s) and measures to reduce the risk will be put in place.

Reduce the Risk of Injury

An assessment will identify the significant risks and consulting with employees can often provide the most effective and practical solutions to reduce the risk of injury.

Points to think about before undertaking a move:

- ✓ Can you handle the load on your own?
- ✓ Is there a clear, well-lit walkway to the work location or stacking area?
- ✓ Is there a safe stacking area?
- ✓ Will timber packing be required between the articles when stacked?
- ✓ Are there any height restrictions for stacks?
- ✓ Is the weight marked on it? Always test the load before lifting.
- ✓ Are there any loose parts that are likely to fall once moving the load?
- ✓ If a container, have you checked the contents and weight distribution? Are there any additional hazards associated with it?
- ✓ If a long load e.g., scaffold tubes, have you considered overhead electric cables or moving vehicles?

When carrying out a dynamic Risk Assessment use the following mnemonic:

Task – what does the work entail, can I use mechanical handling equipment?

Individual – Are you capable of carrying out the task yourself, do you need assistance?

Load – what is the load. Is it long, odd shape, live or dead load?

Environment – Is the weather clear, wet, icy etc? Is the traffic route level, rutted, on multi levels etc?

Individuals will know their own physical capabilities and must only tackle jobs they can reasonably handle. Training in lifting techniques will be given where necessary in order to ensure that persons carrying out manual handling tasks do so in a safe manner.

All written risk assessments will be recorded and retained.

3.18. **Temporary Works** (ISO 45001 Clause 6.1, 6.2, 7.1, 7.5, 8.1, 8.2, 9.2, 10.2)

Temporary works are a vital element of most projects & require careful attention to avoid economic loss or accidents. Temporary Works can be defined as… 'parts of the works that allow or enable construction of, protect, support or provide access to the permanent works and which might or might not remain in place at the completion of the works'.

The company requires all temporary works to be undertaken in accordance with *BS5975:2019 Code of Practice for Temporary Works Procedures* & these procedures are therefore to be adopted as standard practice.

Temporary Works must be identified by experienced planners at the tender stage of any project so that adequate funds can be included for suitable designs and equipment to be included.

A Temporary Works Co-ordinator (TWC) is formally appointed on each site to co-ordinate the designer & project team for all temporary works matters. The TWC is responsible for controlling procedures on site

and maintaining the Temporary Works Register. Due to the nature of our projects, at Quinn London this role will often be taken on by the Project Manager who has received training as a TWC.

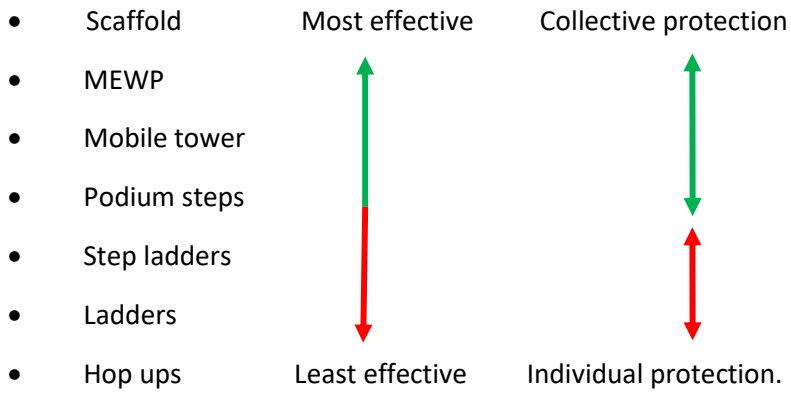
PRO015 Temporary Works Procedures provides further details on the management of the design process, roles & responsibilities & inspection requirements. Quinn London will also ensure that sub-contractors have adequate procedures if they are carrying out & managing temporary works.

3.19. **Working at Height** (ISO 45001 Clause 5.1, 6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 9.2, 10.2)

The Work at Height Regulations 2005 requires the risks of a fall to be prevented wherever it is liable to cause injury & applies to work at any height.

The regulations set out a simple hierarchy for managing and selecting equipment for work at height: to avoid work at height, to prevent falls, to mitigate the distance and consequences of a fall:

- Avoid working at height if at all possible – with a little planning many activities can be conducted safely from the ground.
- Where working at height cannot be avoided, steps must be taken to prevent falls. Firstly, consider if you can carry out the work from an existing place or use an existing means of access which has the necessary features to prevent a fall e.g., a sound flat roof with suitable edge protection.
- Otherwise, you will select the most suitable equipment to prevent a fall taking into consideration the risks and factors such as the duration of the work and the environment in which the equipment is to be used.
- If there is any remaining risk of a fall you will take steps to mitigate the distance and consequences of any fall that might occur. This could be through using nets or airbags/ beanbags or if that is not reasonably practicable, fall arrest equipment;
- When selecting work equipment, you should select collective equipment such as guard rails and working platforms which will prevent a fall and protect the greatest number of persons over other equipment that only protects the individual or minimises the distance or consequences of a fall (such as nets or airbags) or which only protects the actual user e.g., lanyards. Below is a checklist for planning suitable equipment:



- If there are any remaining risks that cannot be addressed by using work equipment to prevent or mitigate falls then management need to consider what else they can do e.g., through training.

3.19.1. Scaffolding

Scaffolding will only be erected by qualified competent scaffolders holding a current CISRS Card. Only scaffolding that is safe and in good order is permitted to be used. All scaffold will be erected by qualified scaffolders from a pre-approved scaffold company & a “Handover Certificate” will be issued by the lead

scaffolder prior to leaving site, stating that the scaffolding has been erected as per the design and is in good order and safe to use. Management will not allow any alteration to scaffolding by any person, other than a suitably trained scaffolder. Breaches of this requirement will be treated as gross misconduct and will result in dismissal.

The following will be observed by personnel on all sites:

- It is forbidden to alter, adapt or remove any scaffolding or part thereof such as ties, bracing, guard rails, toe boards, planks etc.
- It is forbidden to misuse or overload any part of the scaffolding.
- Throwing anything of any weight from the scaffolding ("bombing") will not be permitted.
- No ladder will be used unless it is to the standard required, of the correct length and either secured or footed. Defective ladders will be reported immediately to the Site Manager and taken out of service.
- Plank run-ups will not be used.
- Only ladders manufactured to BS EN 131 Professional Use will be used. No temporary or made-up ladders will be used at any time.
- At the end of each day, access to scaffolding will be prohibited by the removal of ladders, blocking of access staircases or using other means that will prevent unauthorised access by others.
- A "Scaff-Tag" inspection system will be used.

Ladders, scaffolding and associated parts will be inspected by a competent person before first use, after substantial alteration, after any event likely to have affected its stability, e.g., following heavy rain, snow or strong winds and at regular intervals not exceeding seven days. The competent person e.g., with suitable experience and/or training to inspect scaffolds, will provide certification of their inspections, which will be retained on site.

All scaffold erected on behalf of the company will conform to BS EN 12811 for metal scaffolding tubes and fittings and the requirements of PUWER 1998. Erection personnel will also conform to the recommendations of NASC SG4:15 “Your user guide to Preventing Falls in Scaffolding.

3.19.2. Ladders, Stepladders, Trestles and Staging’s

A third of all reported fall-from-heights incidents involve ladders and stepladders. Many deaths and injuries are caused by inappropriate or incorrect use of this equipment. Site Management must confirm prior to commencement of works whether this equipment can be used on site. Ladders will only be used in situations where it is impractical to erect a safer means of access e.g., scaffolding, podium steps or mobile towers. Where ladders are used, they will be checked for any defects prior to use. Records of inspections will be kept. Ladders will not be used:

- If damaged, painted or defective.
- If it is not secured properly or has an unstable base.
- Where the work entails the use of both hands (except in certain circumstances).
- For the carriage of tools or materials where there is a risk of falls of persons or equipment.
- Where there is a risk of damage to the ladder.
- Where the task to be carried out would require the operative to reach outside the line of the ladder stiles which may cause a risk of falls.

When ladders are used, the following safety procedures are to be adopted:

- Site managers / Foreman are to ensure that the correct standard of ladders is used. Ladders are to be BS EN 131 Professional Use (Jan 2018) or Class 1 Industrial Use only.
- Ladders must not be painted or stored in a manner that will cause damage.
- Ladders to be labelled with a unique number & ladder length.
- Use of ladders at the correct angle (75° from the horizontal or 1:4).
- Provision of ladder attachments where necessary.
- Provision of non-metal ladders for work on electrical circuits and systems.
- Marking of a safe zone around ladders where persons are working above or below ground, plus use of barriers and warning notices.
- Use of tool-carrying bags to leave operatives hands free to hold the ladder.

If using leaning ladders, the following will be considered:

- Used for work of short duration only (15-30 minutes in one position).
- 3 points of contact must be maintained (feet, knees, thighs, torso or combination).
- The work can be reached without stretching.
- The ladder can be fixed to prevent slipping.
- A good handhold is available.

When stepladders are used as a working platform, the following safety procedures are to be adopted:

- All 4 feet are to be in contact with the ground and the steps are level.
- The top 2 rungs should never be used to stand on due to stability issues.
- Maintain 3 points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder.
- Not to be used if there is any significant manual handling of heavy, bulky or awkward loads, such as heavy ducting.
- All locking devices should be engaged.
- Lone working should not be allowed.
- Step ladders must be BS EN 131 Professional Use or Class 1 Industrial Use and in good condition and visually inspected daily.
- When being used they must be opened to the full extent of the spreader cords and never used like conventional ladders lent against the wall.

Site Managers / Foreman will ensure that all persons required to use ladders during their work are trained in all aspects of ladder work. This will include training on the measures outlined above.

Any defects discovered in ladders or associated equipment must be reported immediately to a foreman, who will ensure that the equipment is withdrawn from use immediately and repaired or disposed of as appropriate.

3.19.3. Aluminium Scaffold Proprietary Towers

Sectional aluminium scaffold will be erected by operatives with appropriate training and certified to PASMA or an equivalent approved training standard.

All scaffold towers will be fitted with double handrails, toe boards and internal access ladders. Access to the working platform will only take place via the access ladder.

No scaffold will be erected to a height greater than that recommended by the manufacturers user handbook. The use of outriggers may increase these allowances, but outriggers must be in their extended position whilst the tower is in use.

All sectional scaffold towers will be suitably tagged, which will clearly state whether the scaffold is in good condition and available for use. Any scaffold not recorded as inspected during the past 7 days or without a tag will not be used.

3.19.4. Mobile Elevated Work Platforms

Powered mobile elevated work platforms i.e., cherry pickers, scissor lifts, boom lifts etc. (MEWPs) are used as temporary workplaces giving access to localised areas above and below ground level. They may provide a more suitable alternative to ladders, scaffolding, staging or platforms. Managers should have an appreciation of the risks and introduce methods of safe working to minimise those risks.

No person under the age of 18 is permitted to operate this type of machinery. They are only to be operated by trained, experienced persons who are certificated in the correct type of plant (identified on IPAF or CPCS card) and have been approved by site management.

Regular inspections are to be carried out as required by the LOLER Regulations 1998 & PUWER Regulations 1998 and records kept in the appropriate registers.

3.19.5. Windy Conditions

Working in strong winds at roof level can be very dangerous. Know and realise when work should cease in windy conditions. Extra care must be exercised when fixing or handling materials in winds over 15 knots. All roof work must cease when the average wind speed reaches 20 knots.

The average wind speed increases significantly for every 30m (100ft) in height. Specific site rules may apply for working at height under windy conditions. Gusts can be as much as twice the average wind speed and it may be advisable to stop work at lower speeds.

Where lifting is being undertaken via crane, the operator will have the final say on whether or not to stop work.

3.20. Traffic Management

A Traffic Management Plan will be created for all projects, which will identify key safety issues such as, site layout, vehicle & pedestrian routes, direction of traffic flow, mandatory speed limits (5 mph maximum), loading and unloading areas, parking arrangements.

The following control measures are mandatory wherever possible and will be documented in the Plan;

- Manoeuvring of all vehicles must be under the supervision of an approved, competent Banksman / Traffic Marshall.
- Reversing is to be eliminated wherever possible.
- Where reversing cannot be eliminated, the vehicle shall not move without the aid of a trained banksman.
- Planning must ensure that the capacity of the facility is not exceeded.
- Ground conditions and house-keeping standards must provide safe access to vehicles.

- Non-essential personnel will be excluded from vehicles work areas.
- Vehicles should be parked so that their first movement to exit is forwards.
- Loading and unloading of vehicles should be undertaken with safety & load integrity in mind.
- Designated loading/unloading areas will be used and clearly identified.
- Loads will be minimised to consider individual capacity. Materials in excess of 25kg will not be lifted by a single individual. Load sharing, e.g., tandem, group lifts.
- Personal Protective Equipment (PPE) will be available during loading and unloading operations. Mandatory PPE must comply with all relevant British Standards (BS) and European Norms (EN), as detailed in Section 3.12 'PPE'. Traffic marshals must be identifiable to drivers o should wear an Orange Hi-vis vest or jacket with the words "Traffic Marshal" labelled on the back. Wet weather clothing should also be available upon request.

3.20.1. Working at Height from Vehicles

Reasonable steps will be taken to avoid working at height. When loading/unloading HGVs and in particular flat-bed trailers, access by operatives to the flat bed must be kept to a minimum.

In the event that individuals have good reason to work from height, suitable and sufficient fall restraint or fall arrest arrangements will be introduced. Where an edge protection system can be fitted, this must be used & this type of arrangement will be specified to the supplier on ordering materials. If not available, then clip on scaffold will be applied or a fall restraint structure may be erected in the loading/unloading area. When leading edges are exposed, all operatives must use a harness with inertia type lanyard & will receive suitable information, instruction, training and supervision before use.

3.20.2. Washing Down

Facilities will be available to allow the wash down of soiled vehicles when required & operations must be undertaken in a safe & environmentally considerate manner. Wash down will normally be undertaken using a high-pressure water hose. Mandatory PPE requirement will apply.

The residue from wash down must not be allowed to penetrate the ground surface such that it might affect any sub-terrain aquifers or water courses. Wash down residue must be captured in a suitable receptor e.g., skip and disposed of by a licensed waste contractor.

3.21. Special Risks

Before any work involving Special Risks are carried out, specialists in the work/trade are to be contacted for advice. Only competent persons with full knowledge of the work and the hazards involved are to be employed. A full set of RAMS are to be developed, reviewed and approved by all parties. All control measures stated must be in place prior to work commencing.

3.21.1. Excavations

All excavation work will be carried out in accordance with the Construction (Design & Management) Regulations 2015, the Management of Health & Safety at Work Regulations 1999 and Provision and Use of Work Equipment Regulations 1998. The CIRIA publication, "Trenching Practice" (2nd Ed), will be used for methods of selection, installation and removal of trench supports.

The main hazards associated with excavations are:

- Collapse of the sides.
- Persons falling into excavations.

- Striking underground services
- Persons in excavations being struck by falling materials.
- Building or structures collapsing due to excavations undermining or weakening foundations.
- Flooding.
- Asphyxiation or poisoning due to ground conditions or fumes from plant.
- Plant running into excavations.

Details of ground conditions to be encountered in excavation work or the buildings or structures affected will be obtained by the Site Manager to enable work to be planned safely.

Training will be provided to those carrying out inspections of excavations and to operatives involved in supporting excavations. Where applicable, training will also be provided in the use of monitoring equipment and rescue procedures.

The Site Manager will not permit excavation work to begin on site until all plant, materials and equipment are available & a Permit to Dig/Excavate has been issued.

No person is permitted to enter any excavation unless the sides are properly supported or battered back to a safe angle for the ground conditions. Suitable and sufficient means of access/egress e.g., ladders, ramp, platform, etc. is to be provided at all times.

Where possible, supports are to be installed from ground level or through mechanical means. Otherwise, precautions must be provided for the safety of operatives installing the support e.g., proprietary excavation boxes.

The Site Manager must inspect all excavations daily and keep records of findings. A thorough inspection must also be carried out after heavy rainfall or other adverse weather conditions in or near the excavation or if there has been a fall of earth, rock or if any part of the support has been substantially damaged or shows signs of movement. Records of all such inspections and examinations must be kept.

Access and plant must be routed away from the edge of excavations. Stop blocks or other precautions must be provided to prevent vehicles tipping into excavations from over-running the edge. Materials must not be stacked or placed near the edges of excavations.

A minimum of 45° or 1:1 angle of repose of the excavation is a rough guide but physical and technical checks must be made with Geo-technical engineers.

Secure barriers and warning signs must be provided around excavations of any depth in public areas. Solid barriers i.e., timber, scaffolding or fencing must be provided for deep excavations, consideration should also be given to shallow excavations. Fixed ladders must be provided for access into excavations and to provide a means of egress in the event of flooding. The safety of the public, in particular children, blind or disabled persons must be considered when excavations are left open outside working hours.

Where necessary, excavation supports, underpinning or shoring will be designed by specialists. All personnel required to enter or work in excavations must wear/use the appropriate PPE at all times.

All personnel involved with excavation work will be suitably experienced and trained in the work expected of them. They will also be conversant with Risk Assessment and Method Statement Requirements and their understanding and acceptance recorded.

3.21.2. Protection from and Damage to Buried Services

The company must ensure that all buried services are identified prior to commencement of ground works activities. A Safe System of Work must be developed using plans and service drawings and selecting

competent persons to carry out the works. This will protect against danger from or damage to those services & ensure that records are maintained to avoid services by later work activities undertaken by other parties.

The following practical controls apply for all works involving ground disturbance or where buried services might be encountered as a result of those works:

- A Scope of Works will be agreed between the company & client before any physical works commence.
- A competent person will request information for buried services from the responsible service provider, this will include but not be limited to:
    - The Client
    - The Principal Designer
    - The Local Authority
    - The Environment Agency
    - Local landowners
    - The electricity provider
    - The water provider
    - The gas provider
    - The sewage system provider
    - Telecommunications and cable providers
- All service information received will be reviewed and where insufficient or unclear information is received, a request for clarification will be submitted. Works must not begin until all buried services have been fully identified.
- Information relating to buried services will be recorded using the Underground Services Clearance Form & this will be issued, along with a Permit to dig, to the sub-contractor's supervisor on arrival to site, so that details can be briefed to all persons involved with the work activity.
- Where buried services are not expected to be encountered, disturbance of the ground may be undertaken using either manual or mechanically assisted means.
- Where buried services are expected to be encountered (as a result of earlier searches), the following arrangements apply;
    - The expected location of services is marked out at ground level.
    - The work area is scanned using an approved Cable Avoidance Tool (CAT) and Genny operated by a competent person.
    - Trial holes will be dug using equipment such as Vacuum Excavation, insulated spades/shovels etc. to positively identify the location of the service. If the service is not at the expected location, additional trial holes will be dug until it is found. If the service cannot be identified for any reason, stop work and notify the site manager. On no account are picks or pry bars to be used to loosen the ground as these may cause a cable/pipe strike.
    - Once the service has been identified and excavation commences, the work area will be re-scanned at 300mm intervals.

- Digging using mechanical aids, e.g., excavators with toothless buckets, will be prohibited within 500mm of any buried services. This is to be extended to 1m for any HV cable or High-pressure gas pipe.
- When buried services are located/uncovered, their whereabouts will be clearly identified using paint or shallow stakes.

- If unexpected/unplanned buried services are discovered during the work activity, all work must STOP immediately. The Supervisor, Site Manager, SHEQ Manager and Client will be notified.
- Prior to continuation of the work activity, a Risk Assessment will be prepared to evaluate the danger represented by the services uncovered. Control Measures will be developed to mitigate against the new risk. These will be recorded in an additional Underground Services Clearance Form and Permit to Dig/Excavate which will replace and supersede the original documents.
- Work activity may continue until either works are completed or until other unexpected/unplanned buried services are discovered. In this instance the above arrangement will be repeated.
- Upon completion of the works the location and nature of all discovered services will be recorded and copied to the affected service provider and the Client. Records will also be held with the project team in the site office.

3.21.3. Gas Safety

Gases are useful as long as it is used, stored and disposed of safely. The following procedures are to be strictly followed at all times.

Use.

The use of gas is to be thoroughly risk assessed before it is brought to site. The following arrangements are to be discussed:

- Can the operation using gas be eliminated.
- Can the operation be carried out off site in a safe place.
- Can gases be removed from site at the end of the day to reduce the fire loading on the site.
- Acetylene is banned from all QLL sites unless specific arrangements have been made i.e., lead workers/roofers may only use the smallest gas cylinder available and acetylene WILL be removed from the site at the end of the day.
- Are there facilities for the safe storage of gases remembering that oxygen/oxidising gases and propane/acetylene etc. must be stored at least 3m apart or have a fire separation wall between them.
- Work using gases, which create flames and radiant heat, must only be used under a Permit to Work.
- The sub-contractors using any equipment creating flames, sparks, heat etc. must provide a fire watch team that must be trained to use a fire extinguisher, must stay at the place of work for at least 1 hour following the operation and must check the areas intermittently for the following hour at not more than 20 minute intervals. If the flames/radiant heat can be transferred to a different location above, below, behind or adjacent to the place of work, then fire watchers are to be made available in these areas also.

Storage.

Gases are to be stored as per Fire prevention on Construction Sites 10th Edition H&S regulations and BCGA Code of Practice 44

These regulations deal with the hazards associated with flammable gases and how to reduce the risks of a fire occurring.

Whatever the circumstances arrived at, there is an absolute ban on the storage of excess gas containers which may attract the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002.

In general:

- LPG cylinders should preferably be stored in open compounds which are securely fenced, shaded from the sun and remote from pits, drains and low lying areas.
- Storage areas should be sited as far as reasonably practical from permanent and temporary buildings and at a minimum of 20m wherever possible in the case of high fire risk sites. Where practical, given the constraints of the site, containers and drums of flammable liquid or gas cylinders must not be stored within 10m of any building or boundary fence (and in no circumstance closer than 4m) unless the boundary is a wall at least 2m high and constructed to provide a minimum of 30-minutes' fire resistance.
- All gases approved to be stored on site must be placed into a designated area which is to be marked on the site logistics and fire plan.
- Gas cylinders must be stored securely upright, in a well-ventilated cage that has adequate signage affixed (no smoking, no naked flames etc.) with a fire point to hand outside of the cage.
- Gas cylinders tend to be heavy so must be transported using a gas cylinder trolley. Under no circumstances are gas bottles to be rolled along the floor.
- Gases such as Acetylene, propane, butane etc must not be stored with any oxygen/oxidising substances as this is a flame enhancing gas. There must be a minimum of 3m separation between the gases or have a fire/flame proof wall separating the 2 types of gas.
- It is preferred that gases used on site are in the minimum quantity at all times with all gas cylinders removed at the end of a shift.

Fire and emergency.

The fire plan must state where the gases are stored, types of gas, and quantities stored. Gas cylinders must be returned to the gas storage area at the end of the shift.

Training.

No gases are to be used under any circumstance by an untrained employee.

Gas equipment.

Gas sets i.e., Propane and Oxygen or Acetylene and oxygen must be stored in a bespoke trolley or mobile frame at all times. Gas sets are to be fitted with flash back arrestors and gas gauges in good condition. Flash back arrestors have a life span of 5 years.

3.21.4. Confined Spaces

A confined space can be defined as any space which has limited means of access and egress, restricted natural ventilation, lack of oxygen and is not intended for continual occupancy by persons, e.g., storage tanks, pits, trenches, ducts, some areas or rooms within buildings, particularly below ground level, sewers, tunnels, boilers, etc.

Hazards associated with confined spaces fall into 2 categories:

- Conditions which exist in the confined space before work takes place, e.g., lack of oxygen, toxic chemicals, explosive gases, contaminated soil etc.
- Hazards which can be introduced into the confined space by the work to be carried out or produced by others working nearby e.g., fumes from welding operations, unsuitable electrical equipment, application and use of certain materials etc. Testing of the atmosphere must take place if there is any doubt.

Health & Safety Executive Guidance INDG258 'Confined Spaces: A Brief Guide to Working Safely', provides information on the hazards involved, precautions and procedures required.

Planning

Before work commences, the Site Manager will establish if work in confined spaces is to be carried out and if so, must arrange for any necessary surveys, Risk Assessments, Method Statements, sampling equipment, training etc. The Safety Manager/Advisor is available to aid in these areas and should be consulted at the earliest possible stage.

Comprehensive training and consultation will take place with all personnel required to carry out testing and monitoring of atmospheres and for operatives required to use breathing apparatus, reviving apparatus, and rescue and permit procedures etc.

Supervision

The Site Manager will ensure that all necessary equipment is available on site in accordance with the planned procedures before any person is required to enter a confined space.

The Site Supervisor will ensure that the planned procedures, including any permit to work systems, are carried out and that only authorised persons are permitted to enter the confined space.

Any changes in working methods or conditions which were not included in the planning procedures must be referred to the Safety Advisor before work commences.

All safety equipment must be regularly checked and maintained. Any defects in equipment must be attended to immediately.

Safe Systems of Work

The main hazards associated with confined spaces are:

- Asphyxiation due to oxygen depletion
- Poisoning by toxic substances or fumes
- Explosions due to gases, fumes, dust
- Fire due to flammable liquids, oxygen enrichment etc.
- Panic
- Electrocution from unsuitable equipment
- Difficulties of rescuing injured personnel.
- Drowning
- Possible collapse of structure
- Fumes from plant or processes entering confined spaces.

- Diseases from animal wastes, infected materials or micro-organisms, e.g., fungal infections, tetanus, Weil's disease (from rat's urine), pigeon droppings etc.

DO NOT enter a confined space unless you have the following in place:

- Method Statements
- Risk Assessments
- Permit to Work.
- Safety Equipment i.e., PPE, full body harness with inertia reel, strong rope or webbing, winch and tripod and also the attendance of a "Top Man"
- Atmospheric Testing Undertaken
- Availability of Breathing Apparatus
- PPE
- Intrinsically safe communication equipment
- A rescue team may be required dependant on the type of entry into the confined space and work being carried out.

All personnel involved in the operation will be fully trained and consulted (proof will be available).

There is no such thing as a safe confined space; therefore, no work is to be undertaken until the Safety Manager/Advisor has been informed.

3.21.5. Display Screen Equipment (DSE)

The Health & Safety (Display Screen Equipment) Regulations 1992 and associated guidance set standards which aim to control the health risks associated with display screen equipment (e.g., use of computers). Hazards associated with the use of DSE can lead to musculoskeletal disorders, visual fatigue and stress. The likelihood of experiencing any of these problems is remote and usually related to duration and intensity of the use of DSE, combined with the ergonomic factors of the workstation and the environment in which it is situated.

A risk assessment of the working environment will be undertaken in accordance with the regulations. Any training or assistance required as a result of the assessment and consultation with the employee will be instigated by SHEQ Manager as soon as possible. Assessments will cover the essential characteristics of the workstation itself and the environmental conditions including space, lighting, reflection, glare, noise, heat, radiation and humidity. All risk assessments and reviews will be recorded and retained.

Eye examinations and eyesight tests, undertaken by a registered ophthalmic optician (optometrist) or a registered medical practitioner will be reimbursed for employees who are deemed as DSE Users (4+hrs per day). If the eyesight test shows that a User needs corrective lenses to overcome vision defects at recommended viewing distances, £50 of the cost of the glasses can be claimed back through expenses.

3.21.6. Out of Hours / Lone Working

Quinn London Ltd will ensure, so far as is reasonably practicable, that employees who are required to work out of hours or unsupervised for significant periods of time are protected from risks to health and safety.

Out of hours working is defined as any work undertaken outside of the working day, whether of a temporary or permanent nature e.g., power floating. Out of hours working falls into three categories:

a) Completion of work in progress normally completed during the working day.

b) Work specifically requested to be accomplished out of hours on a working day.

c) Work specifically requested to be done on a non-working day (Sundays or Bank Holidays).

If lone working is required out of hours i.e., power floating, a safe method of working and emergency communication must be set up and agreed beforehand.

Method Statements containing procedures for the avoidance of nuisance to neighbours will be provided and approved before permission for any out of hours working will be given.

Lone workers are people who work by themselves without close or direct supervision. However, appropriate experienced supervision will always be available to advise and control the work, especially with regard to access and safety issues.

Before any lone working is undertaken a risk assessment will be carried out to identify the hazards of the work, assess the risks involved and devise and implement safe working arrangements to ensure that the risks are either eliminated or adequately controlled. Particular consideration will be given to:

a. The remoteness or isolation of workplaces.
b. Any problems of communication.
c. The possibility of interference, such as violence or criminal activity from other persons.
d. The nature of injury or damage to health and anticipated “worst case” scenario.

Lone workers will have full knowledge of the hazards and risks to which they are being exposed.

Employees will receive training in the use of any necessary tools and equipment. The tools or equipment will be safe and correct for their intended use, bearing in mind any increased risk to lone workers.

Appropriate first aid facilities will be provided & emergency procedures identified. In the case of lone-workers, employees will be provided with travelling first aid kits if they work in isolated locations.

Where operatives are expected to work alone and away from Company offices/site, they must first inform main/site office and ensure details of their movements are recorded. Details required will be destinations, purpose of absence, contact information, modes of travel and expected duration of absence. Each Manager must ensure they know the whereabouts of their workforce and have been accounted for before they themselves go home at the end of the working day.

Employees have a responsibility to co-operate with their employer and take reasonable care of their own safety and that of anyone else that may be affected by their actions. They are also required to report any defects found with plant or equipment or unsafe working conditions.

3.21.7. Work on or Adjacent to Water

The Construction (Design & Management) Regulations 2015 along with the Management of Health & Safety at Work Regulations 1999, Personal Protective Equipment Regulations 1992 and the Provision and Use of Work Equipment Regulations 1998 must be applied where there is a risk of falling into water.

A Risk Assessment and Method Statement will be required and a Permit to Work implemented. The SHEQ Manager will be informed, and the Safety Team will provide information and advice as required.

Work activities will not take place adjacent to water (as defined under the regulations) unless adequate safety measures are in place & the workforce have understood the agreed safe working practices.

3.21.8. Hot / Cold Weather Working

Where working outdoors for many hours of the day is required, Quinn London will ensure that protection is provided for operatives from adverse weather. Quinn London has generic company risk assessments

for hot & cold weather working & consideration of the environment. Specific control measures will be detailed within safe systems of work & briefed to the workforce prior to their commencing work activities.

Toolbox talks are undertaken on a weekly basis & will include subjects such as hot & cold weather working, the hazards & symptoms of ill-health related to working in the sun / inclement weather.

Please also refer to *PRO006 Hot Working Environments Procedures*.

3.22. **Plant & Equipment** (ISO 14001 Clause 6.1, 6.2, 7.1, 8.1, 9.1, & ISO 45001 Clause 6.1, 7.1, 7.3, 8.1, 9.1)

3.22.1. Electrically Operated Equipment

Portable appliance testing will be undertaken on all electrical equipment on a regular basis as directed by HSE guidance 'HSG107 Maintaining Portable Electrical Equipment', with labels applied to the relevant items. Records of maintenance and repairs will be kept.

Electrical tests and inspections will be carried out every three months on all frequently used site hand-held electrical tools.

All operatives will be instructed or trained in the use of hand tools and the safe tag system during their induction. Further instruction will be given during weekly toolbox talks, or as and when required.

All electrically powered tools and equipment will be either Battery powered or 110 volt and comply with the Electricity at Work Regulations 1989, the *IET Regulations 18th Edition* and the *Provision and Use of Work Equipment Regulations 1998*. If 240v equipment is required, then additional control measures may be required & the Safety Team will be consulted before work starts.

Battery powered tools have their own hazards that must be controlled by the sub-contractor. Hazards include but are not limited to 240v battery chargers, purchase of non-standard chargers, damage to batteries, thermal run-away causing uncontrolled fires etc. All of these hazards must have control measures written into their Risk Assessments.

The use of long extension leads must be avoided wherever possible. If a reel extension lead is used, ensure that the cable is completely wound off the reel before connecting to mains supply. All faulty equipment should be reported immediately. Do not carry out repairs or fit plugs unless authorised to do so.

All tools and equipment will be returned to a secure store/toolbox at the end of each working day and will be visually inspected before re-use. Site supervisors will, as a part of their normal duties, inspect tools and equipment and remove from use any faulty equipment by removing the safe tag. It will then be removed from site for repair.

A register of all tools and equipment on site will be signed by the operative on issue and signed off on return. All safety equipment required for use with these tools will be provided and must be used by the operator.

No private electrical equipment is to be used in the workplace unless it has been agreed by the Safety Team & passed test inspection.

3.22.2. Abrasive Wheels

An abrasive wheel is defined as a 'wheel, cylinder, disc or point' having abrasive particles and intended to be power driven. It may consist entirely of abrasive particles or be metal, cloth, felt rubber or paper, with a surface covered with abrasive materials: or be formed of a ring or segment of abrasive materials, or with abrasive particles attached.

Abrasive wheels are potentially dangerous. Most accidents result from selecting the wrong type of wheel or from over-speeding. It is essential that the right abrasive wheel for the job is chosen; that it is correctly

mounted by a competent person and runs at the correct speed. In most cases, abrasive wheels are rotated at very high speeds and contact with the revolving wheel can cause painful injury, particular to the eyes. There is always risk of the wheel disintegrating or bursting as it revolves. Fragments of the wheel can be projected at great velocity in all directions.

Only trained and competent persons may mount abrasive wheels. However, employees who have been trained in the correct use of grinding or cutting machines will be permitted to use them. They are to wear the correct personal protection equipment and ensure that the machines safety guards are in place.

3.22.3. Forklift Trucks i.e., Counterbalance or Telehandler

Forklift truck operators will be in possession of a current CPCS / NPORS (or equivalent) certificate of training for the vehicle to be used and over 18 years of age.

The machine will be serviceable and properly maintained at all times. Defects will be reported immediately. Adequate records of maintenance, repairs and inspections will be kept on site. The operators cab will be strong enough to prevent injury from falling loads or overturning.

The safe working load (SWL) will be checked prior to loading and will not be exceeded. It will always be loaded with the mast vertical or tilted slightly back. Forks will be spaced as widely as possible to give maximum stability. Where outriggers are fitted, they must be extended as directed by the Operations Manual.

The operator will remain aware of other plant and personnel in their working area and will sound the horn and use flashing hazard lights when in use. The load should not obscure the operators view and if necessary, a Banksman will be used. Particular care will be taken when reversing.

The forklift will travel at a steady speed with the load in the lowest position possible and the mast tilted backwards. The load will not be raised whilst in motion. Sharp obstacles and uneven surfaces will be avoided. The forklift will not pass under power lines unless within "goal posts" or a Banksman will used.

The machine must always be parked in a manner so as not to endanger other site users. When leaving the machine, the forks will be lowered to the ground, the handbrake applied, the engine stopped, and ignition key removed.

The machine will not be left on access roads, emergency routes or distributor roads. Personal Protective Equipment (PPE) must be used where there is a risk of injury. Passengers must not ride on the forklift.

Adequate records of maintenance, repairs and inspections will be kept in line with the Provision & Use of Work Equipment Regulations (PUWER) 1998.

Where a forklift truck is to be driven on public roads, the vehicle must be registered & insured. The operator must also hold a current driving licence for the correct category of vehicle.

Where a forklift truck is to travel more than 1,000 yards on a public road, it must comply with the Road Vehicles (Construction & Use) Regulations 1986. This involves several legal requirements & may involve significant modifications to a truck. Where the machine is under 3.5 tonnes in weight, it requires licencing in a private/light goods taxation class. Where the machine is in excess of 3.5 tonnes in weight, it requires licencing in an HGV taxation class.

Where a forklift truck or telehandler is to travel less than 1,000 yards on a public road, for loading / unloading purposes or to go between site locations, there is special dispensation from the regulations, although it will most likely require some modification.

All queries should be raised with the Driver Vehicle Standards Authority directly, prior to putting a forklift truck into use.

3.22.4. Dumpers, Tractors and Trailers

Only trained CPCS registered drivers of 18 years and over with a current driving licence are permitted to drive dumpers and tractors. The names of these persons will be recorded by the Site Manager.

No passengers are permitted to ride on any dumper, tractor or trailer. When these machines are used on a public highway they must be taxed, insured and fitted with number plates, mirror, and horn and be in roadworthy mechanical order. A competent Banksman will be provided as required.

The operator must ensure that the machine in his charge is maintained in a satisfactory and safe condition and must notify management of any defects. Only dumpers or tractors fitted with a manufacturer's towing pin can be used for towing on site (breaker steels or reinforcement, etc. must not be used).

Materials will only be carried in the skip or on the bed of the trailer and not on mudguards, canopies or any other place not constructed for the purpose.

Machines will not be used at or near any excavation unless safety checks and banksmen are present.

Whilst loading a dumper by means of an excavator, the engine must be turned off, gear lever set in neutral, and the handbrake applied. The driver of the dumper will stand clear until the loading operation is completed.

These machines must not be left on access roads, emergency routes or distributor roads.

Adequate records of maintenance, repairs and inspections will be kept in line with PUWER 1998.

3.22.5. 360 Degree Excavators

Only trained CPCS personnel over 18 years are permitted to operate this type of machine and proof of competence will be required.

360-degree hydraulic excavators can be mounted on tracks or wheels. A clearance of 600mm minimum will be ensured when the machine is being operated in a confined space or near other site personnel, this allows for “tail swing”. The danger area must be barricaded if necessary. If it is necessary for anyone to go into the machine’s working radius whilst it is working, then the machine operator must be made aware by signals, or other means, such as radio, before doing so.

No excavator bucket or load will be slewed directly over personnel or vehicle cabins. Vehicles will be loaded over the side or rear and the material will not be dropped from an unnecessary height.

The manufacturer’s recommended bucket size must not be exceeded. The majority of these machines are fitted with lifting eyes to enable them to be used as cranes. A safety valve must be fitted to the hydraulic system and be marked with SWL on the boom. The quick hitch release bucket will be removed when used for lifting operations and items will only be lifted using the “lifting eye” facility, not by the bucket teeth.

An excavator of this type must never be permitted to travel in a confined area or around personnel without a Banksman guiding the driver. In this circumstance, the excavator attachment must remain close in to the machine, with the bucket just clear of the ground and moving slowly.

On wheeled excavators, it is essential that the tyres are in good condition and correctly inflated. If stabilising devices are fitted, they will be employed at all times when the machine is excavating.

The machine must be left immobilised and in a safe situation when the operator is not present. Adequate records of maintenance, repairs and inspections will be kept in line with PUWER 1998 and where required the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

3.23. Lifting Operations

All lifting operations will be undertaken in line with the 'best practice' recommendations of the British Standard BS 7121 series. The use of cranes necessitates compliance with the Provision and Use of Work Equipment Regulations (PUWER) 1998 and the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. Health and Safety legislation also imposes additional duties on all concerned.

Furthermore, an accident involving a crane can have serious cost and programme implications, attract considerable adverse publicity and more importantly, is likely to lead to serious injury or death. Legally, every individual concerned with cranes carries full personal responsibility for their part in its selection and operation.

Safe lifting operations depend upon:

- the availability of suitable, well maintained lifting equipment & accessories;
- the provision of information, instruction, training & supervision for all involved;
- thorough pre-planning of each lifting operation;
- compliance with a safe system of work as detailed in risk assessments, method statements and lifting plans.

All lifts must be classified so that they can be planned appropriately and carried out safely e.g., basic, standard, complex lifts. Please seek advice from the SHEQ team.

3.23.1. Planning at Design & Tender Stage

The use of lifting equipment eliminates the requirement of working at height or manually moving materials around site. The design and tender teams will therefore consider the suitability of the environment for cranes or lifting operations when planning the type of materials, weights of components, proximity hazards etc for a project.

The selection of materials & parts should also, wherever possible, include the provision of lifting eyes to assist in the safe lifting of it.

Where hazards are identified, the tender team will cost appropriately for moving materials around site e.g., cranes, Hiab's, goods or person hoists.

3.23.2. Planning Lifting Activities

The project management team will identify the category of lifts involved in work activities and arrange for the appointment of suitably trained & experienced persons to plan and supervise the lifts. The appointment of personnel will be recorded.

The Project Team have a duty under the LOLER 98 and BS 7121 standards to provide suitable information to allow planners to arrange a safe lift. This information includes:

- Access and Egress arrangements
- Underground and Overhead services incl. but not limited to drains, basements, utility services, overhead powerlines, aquifers etc.
- Ground bearing pressure

Basic and standard lifting operations using cranes are to be planned by a qualified, experienced Appointed Person (AP), who will assess the operations and request information from other personnel as necessary, to produce a site-specific Lifting Plan.

The Appointed Person will discuss the suitable siting of the crane with the crane providers and liaise with a competent engineer to design and check any foundations or temporary works. The types of loads and maximum weights will be identified & he will call in technical assistance where necessary.

Where static cranes are used, the safe systems of work should include the methods of erection (which will also require a Lifting Plan &/or Method Statement), inspection regimes, methods of communication, identification of safety zones, weather checks, 'out of service' controls, emergency procedures and methods for dismantling the crane.

3.23.3. Contractors and Suppliers

Wherever possible, company policy is to arrange contract lifts & the safe systems of work should be forwarded for review to the project management team before work commences.

Hired cranes should work in automatic hoist brake mode at all times, except where operations require manual hoist brake use e.g., piling, grab works.

Sub-contractors will be expected to have experience in the type of lifts planned and be able to advise on the most appropriate type of lifting equipment and accessories.

All lifting equipment will be installed in line with the safe systems of work and evidence of equipment testing and examination checked, along with training records for all personnel involved.

Suppliers of materials are expected to provide the weights & dimensions of materials and advise on any specific, relevant hazards. They should also advise on lifting devices that may assist in lifting of the relevant materials / component.

The project management team will communicate the arrangements for off-loading upon arrival to site and advise contractors and suppliers of any known limitations or foreseeable hazards when delivering lifting equipment or materials.

3.23.4. Standard Working Practices

All lifts by cranes must be carried out under the control of an Appointed Person (AP). The project management team will ensure that at an AP with the correct level of training & experience has produced a Lifting Plan for the operations.

The AP must review all paperwork, checking evidence of the competency of members of the crane team and equipment certification prior to work commencing. They should also brief all members of the crane team in the planned lifting operations and ensure that the method statement is understood. These briefings must be recorded.

Siting & erection of a crane will be carried out by trained competent personnel and adequately controlled/guided by an experienced competent Crane Supervisor (CS). The erection procedure will be in accordance with engineers and manufacturer's instructions, as well as the approved safe system of work e.g., Method Statement &/or Lifting Plan.

During the erection procedure, all components will be carefully examined for defects or damage. On completion of the erection process, the electrical power supply will be installed, and functional checks carried out before handing over for site use.

All lifting work areas will be "barriered off" by adequate means as deemed necessary, which may include physical barriers, warning signage and banksmen. The use of radio communication between members of the erection team, slinger/signaller(s) and crane driver will be maintained at all times.

The AP does not have to remain on site if a CS has been appointed but must monitor the work at periodic intervals to ensure the effectiveness of the safe system of work.

Lifting equipment must be subjected to a 12 monthly thorough examination by a competent person as required by the LOLER Regulations. If the equipment is designed to lift a person, thorough examinations must be carried out at 6 monthly intervals.

All lifting accessories must be subjected to a thorough examination by a competent person at regular intervals, not to exceed six months, and an examination certificate retained.

All lifting equipment will be operated by a trained CPCS certified operator who is competent in the appropriate category of lifting equipment, further to the PUWER Regulations.

Slinger / Signallers will also hold relevant CPCS cards, wear hi-visibility vests (orange) so that they are clearly identifiable and should remain in place at all times whilst materials are being slung. They must maintain effective communication with the crane operator either via hand signals or two-way radio.

Note: Loads are not to travel over personnel or members of the public at any time.

The CS should oversee lifting operations on site by managing the crane driver and slinger/signaller(s), advising of any restrictions or changes and ensure the safe systems of work are followed.

3.23.5. Tower Cranes

Tower cranes are often the most important items of plant on a site and to ensure that site operations proceed in a safe and efficient manner, great care must be taken in the selection of equipment, its installation and use.

Where tower cranes are to be used, the project management team must ensure the appointment of:

- competent persons to plan the siting of the crane e.g., temporary works co-ordinator or structural engineer for design and installation & third-party design checks where required.

- Appointed Person (AP) to deal with matters relating to the crane's operation and regular inspection.
- Competent persons to erect the crane, in conjunction with the crane hire company.
- A lifting team to undertake daily operations, to include a Crane Supervisor, driver and slinger/signaller(s).

Competency levels will be checked and copies or CPCS cards & medical certificates retained in the Site Safety Files.

The siting of the crane will take into consideration safe access for the crane driver to reach his place of work. Over-sailing a property with the jib of a tower crane is a civil trespass, and unless an agreement has been reached, the affected owner may obtain an injunction requiring the trespass to cease.

Lifting equipment will be selected with safety features fitted e.g., load limiters, anemometers, braking systems. All cranes are overload tested (as described in BS 7121: Part 2) by a competent person before being put into use for the first time or after any substantial alteration or repair and then every 4 years. The results of the test and subsequent thorough examination is recorded, and certificates must be provided for all lifting equipment prior to commencement.

Safe systems of work to include methods of erection, communication, identification of safety zones, weather checks, emergency procedures, out of service instructions and methods for de-rigging or dismantling must be reviewed & approved prior to erection.

A Rescue Plan will also be identified during erection e.g., Provision of Rescue Kit and regular training in its use.

A Lifting Plan will be provided, which covers maximum safe working load, load at maximum radius, proximity hazards and safe operating procedures. This must be reviewed and signed off and the lifting team briefed before putting the crane into use.

Erecting or dismantling a tower crane is a potentially hazardous operation, and any site activities that could impinge on the operation must be suspended whilst being carried out.

On completion of erection & prior to use, the tower crane must be subjected to a visual examination, overload test and a thorough examination by a competent person, usually employed by the owner of the crane e.g., the Erection Supervisor, prior to being put into use. A competent engineer should the inspect the crane at regular subsequent intervals.

At the beginning of each shift or working day, the driver will check the crane to ensure that it is in a fit condition to start work. The driver will also undertake weekly recorded inspections.

The tower crane will be thoroughly examined by a competent person at twelve monthly intervals (6 monthly if lifting persons) & regular planned maintenance will be undertaken in accordance with the manufacturers' instructions.

3.24. **Occupational Health Hazards** (ISO 45001 Clause 6.1, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1)

3.24.1. Health Surveillance

Health surveillance may be required where operatives are subjected to excessive vibration and/or noise, manual handling operations or contact with certain substances. Risk assessments will identify circumstances in which health surveillance is required e.g., COSHH, Lead, and Asbestos exposure, in line with legislation. The objective and benefit gained from health surveillance is that adverse effects can be detected at an early stage of development, thereby preventing further harmful exposure.

Results from health surveillance can provide a means of:

a. Checking the effectiveness of control measures.

b. Providing feedback on the accuracy of the risk assessment.

c. Identifying and protecting individuals at risk.

All employees are required to fully cooperate with any programme of health surveillance as deemed necessary for their work activities. Employees may be asked to complete a self-assessment questionnaire or undergo a medical assessment at regular intervals. Completed forms will be forwarded to the SHEQ Manager for safe and confidential filing.

The workforce is required to identify pre-existing conditions at induction & are given regular toolbox talks on health-related topics in line with their work activities e.g., exposure from UV radiation, dermatitis, silicosis, to encourage early diagnosis & preventative actions.

3.24.2. Asbestos

Asbestos related diseases kill more people than any other single work-related cause. All types of asbestos can be dangerous if disturbed.

Danger arises when asbestos fibres become airborne, as they form very fine dust that is often invisible. Breathing asbestos dust can cause serious damage to the lungs and cause cancer. Asbestos diseases usually occur only as a result of prolonged exposure to asbestos dust at levels well above those found in British Industry. An isolated accidental exposure to asbestos dust of short duration is therefore unlikely to result in the development of an asbestos related disease.

Quinn London Ltd acknowledges the health hazards arising from exposure to asbestos and will protect the workforce and other persons from being exposed to asbestos by minimising exposure through agreed safe working methods supported by information, instruction and training.

The presence of asbestos in most cases will not be obvious. It can be assumed that any building constructed or refurbished before 2000 will contain asbestos-based materials in some form or other.

The workforce is warned that no work should be carried out which is likely to disturb asbestos and expose people to risk unless adequate assessment of exposure has been conducted. This means that buildings where work is to be conducted should be checked for the presence of asbestos by way of a Survey by a Competent Surveyor working as per HSG264 Asbestos: a surveyors guide. Where the building has an asbestos register and/or health and safety file these should also be consulted. Where operatives suspect asbestos, they must stop work and report their suspicions to their Line Manager who will take the appropriate action.

Some of the most common building materials containing asbestos are:

a. Boiler and pipe-work coatings, lagging and flues;

b. Sprayed coatings provided fire acoustic insulation;

c. Insulation Boards;

d. Cement based boards, sheets and formed products;

e. Ceiling (and some floor) tiles;

f. Gaskets and paper products used for thermal and electrical insulation;

g. some textured surface coatings (artex).

Quinn London Ltd. have a legal duty to manage the risk from asbestos that may be present in premises we own or occupy. Our duty extends to:

a. Finding out if there is asbestos in our premises, its amount and condition.

b. Presuming materials contain asbestos unless there's strong evidence that they do not.

c. Making and updating records of the location and condition of asbestos.

d. Assessing the risk from asbestos found.

e. Preparing & putting a plan that identifies how to manage the risk from this material into action.

f. Reviewing & monitoring these arrangements.

g. Providing information on the location and condition of asbestos material to anyone who is liable to work on or disturb it.

Where asbestos is known to be in existence within a building, the SHEQ team will be consulted before any repairs or alterations take place (this includes drilling into the structures fabric). The SHEQ team will instigate & review arrangements as required.

3.24.3. Control of Substances Hazardous to Health (COSHH)

The COSHH Regulations cover all materials and substances that have been classified as hazardous, many of which are used within the construction industry. The following steps are the basis for evaluating health hazards:

a. Know the product, be familiar with the substance in advance, and obtain the Safety Data Sheet from the manufacturers or suppliers.

b. Know the danger, assess the exposure levels & potential risks to health.

c. Control or eliminate the hazard wherever possible.

d. Instruct operators about the dangers.

e. Provide operators with the appropriate personal protection equipment.

The COSHH Regulations require the company to prevent exposure to substances hazardous to health if it is possible to do so. The following steps will therefore be taken (in order of preference):

a. Change process or activity so that the hazardous substance is not needed.

b. Replace the substance with a safer alternative.

c. Use the substance in a safer form for example using ready-mixed than mixing components.

d. Enclose the work activity / process.

e. Partially enclose and use local exhaust ventilation.

f. Provide general ventilation.

g. Reduce number of persons exposed, or duration of their exposure.

h. As a last resort, provide personal protective equipment.

Most trades on a construction site use some kind of chemicals that are potentially hazardous. Site Managers are responsible for identifying substances, undertaking COSHH assessments, implementing identified actions and informing the workforce about the assessment. Assessments will be reviewed when work activities change. Copies of COSHH assessments are to be kept on site.

Every employee using or encountering hazardous substances will be informed of the risks and trained in the safe systems of work to be employed. Operatives must not work with substances unless they have read or been informed of the requirements of the COSHH assessment.

Quinn London has generic COSHH assessments available, but the following paragraphs contain general information about common substances that may be used during our work activities.

Adhesive and Sealants – Solvent adhesive, sealants, primers, paints, thinners and cleaners are harmful to breath and are also highly inflammable. Avoid chemicals touching skin. Protect from splashes, wear protective or proper clothing, goggles and respiratory protection as required. Only use in a well-ventilated area. Be aware that fumes and dust from hardening agents these can cause occupational asthma. Water based adhesives, sealers and primers are less dangerous, but repeated contact can cause dermatitis. Adhesives in powder form will cause chemical burns when mixed with water, Use gloves and protective equipment.

a. Do not wash skin with solvents.

b. Do not use solvent-based items near naked flame, near sparks or hot surfaces.

c. Don't eat drink or smoke while using these substances.

Aggregate – Aggregate dust, which includes quarts, breathed to excess over extended periods can cause long-term health problems such as Silicosis, COPD etc. Do not breathe it. Wear a dust mask to a minimum standard of FFP3 which the wearer must be trained to use and be face fitted.

Cement – When cement dust comes into contact with body fluids such as tears or sweat, an alkaline solution is produced which cause chemical burns without any may pain being felt at the time. It is also harmful to breathe and digest. Contact with eyes requires immediate attention; wash eyes with copious amounts of cold clean water and seek medical attention. Prolonged contact can cause dermatitis. Keep cement dry but prevent the dispersion of dust. When handling cement wear suitable protection such as gloves, boots, face protection, etc.

Concrete and Mortar – Wet mortar can cause cement burns, dermatitis and skin ulcerations. Avoid direct skin contact. Do not let clothing become soaked with mortar either by kneeling in it or sitting on it. Wear full length trousers, long sleeve clothing, gloves and boots. Cutting concrete will cause harmful dust that may include quartz; always wear a dust mask.

Bitumen and Asphalt – Contact with bitumen and asphalt will cause chemical burns to the skin, irritation to the eyes and may cause respiratory problems. Therefore, avoid direct skin contact and fumes. Always wear protective clothing, gloves, boots and long sleeves. Use protective masks when working in confined spaces such as tanks, breathing apparatus must be worn.

Plaster Products – Ensure good ventilation when mixing, cutting or sawing plaster products. When plaster dust comes in to contact with body fluids such as tears sweat, an alkaline solution is produced which can cause chemical burns without any pain being felt at the time. It is also harmful to breath or if swallowed for the same reasons. Contact with eyes requires immediate attention; wash eyes with copious amounts of cold clean water and seek medical attention. Prolonged contact can cause dermatitis. Keep plaster dry but prevent the dispersion of dust. Wear suitable protection such as gloves, face protection, boots, etc., when handling it. Discard heavily soiled clothes. Ensure good ventilation when mixing, cutting or sawing plaster products.

Insulation – Man-made fibres, like Rockwell and fibreglass, are irritants to the skin, eyes and respiratory system, they may also cause dermatitis. For this reason, do not eat, drink or smoke when using it. Avoid breathing the dust, wear a mask, do not allow it coming into contact with the skin, wear suitable protective clothing. Clothing should be tight fitting at the neck wrists and ankles. Wear gauntlet type gloves, goggles and mask.

Paint removers, paint and Vanishes – Chemical paint removers, paint and varnish may be solvent based. Special care must be taken when working with them. Over exposure will cause headache, giddiness and nausea, irritation to eyes and the respiratory system. The central nervous system may be affected, resulting in drowsiness or loss of consciousness. Always use in a well-ventilated area. Wear protective equipment. Never clean paint off the skin with white spirit or solvents. Use a skin cleaner and then soap and water.

Treated Timber – Tanalised timber (cell cured) contains copper, chromium and arsenic all of which are hazardous to health and is therefore a higher risk material than normal wood. Always saw and sand in well-ventilated areas, use an oral nasal mask. Wear PVC or synthetic rubber gloves when handling. Wash hands after touching treated timber, especially before smoking, eating or drinking.

NOTE: Be especially aware of the dust problems of brick and woodcutting, cement, plaster, and fumes from welding, cutting and soldering.

3.24.4. Dust

Site Management teams will ensure that air pollution in the form of dust, gas or smoke will be kept to a minimum at all times. Dust will be controlled at source to prevent the spread of contamination around the area of the site. This will be achieved by local exhaust ventilation, dampening down problem areas or avoiding the use of plant and machinery in the areas concerned, where possible.

Where vacuum cleaners are used as LEV, a H or M class filter must be used. When dampening down methods are used no run off into local water courses or sewers will be permitted.

No burning of waste materials will be permitted on any projects. Waste materials will be disposed of by the use of skips placed as near as possible to work areas.

The Site Manager will implement the following dust inhibiting measures:

- Consider other forms of working practices to reduce dust levels.
- Consider how to reduce/collect dust at source.
- Risk assessments will be carried out where excessive amounts of dust are generated.
- Provide training and instruction for all site personnel i.e., toolbox talks, demonstrations etc. on the most effective ways of reducing or controlling dust levels.
- Monitoring of dust levels in the working areas may be required.
- Prevent exhaust from entering the working area.
- Dampening of floors prior to sweeping up operations.
- When using compressed air lance for removal of dust particles and tying wire from formwork the debris must be collected at one point and not allowed to be blown and dissipated into the air. Where possible it should be physically removed by hand into buckets and then into containers.
- Dampening down of the site access/egress paths or roadways and areas where concentration of personnel is affected by dust.
- The provision and use of appropriate PPE. Any person using a dust mask must have received RPE training (Face Fit) on all respiratory protective systems used.
- Some dust residue may need to be disposed of under the COSHH or Waste Regulations.

3.24.5. Hardwoods

Dusts generated during wood machining are subject to the COSHH Regulations & excessive exposure to hardwood dust could result in obstruction in the nose, asthma, nasal cancer, dermatitis & severe irritation of the eyes. Other dust may arise from adhesives in composite boards i.e., ply, hardboard, fibreboard and from any surface finishes or treatment in the timber or board.

A risk assessment will be undertaken, and conclusions will be discussed with the operatives concerned.

Local exhaust ventilation systems, including those fitted to portable tools, are an effective means of containing dust emitted from woodworking machinery processes and will be used where possible. They must be fit for task and sufficiently maintained.

PPE requirements will be identified on the risk assessment and should include gloves, dust masks, foot protection, eye protection and head protection.

Disposal of dust, off cuts and chippings must be through a licensed waste contractor.

3.24.6. Noise

Quinn London will reduce the risk of hearing damage to its employees or others from exposure to noise to the lowest level reasonably practicable.

A noise assessment will be undertaken by a competent person where employees are exposed to levels of noise, in order to establish the category of noise level, as laid down in the Noise at Work Regulations 2005:

The lower exposure action values are—

(a) a daily or weekly personal noise exposure of 80 dB (A-weighted); and

(b) a peak sound pressure of 135 dB (C-weighted) (this is when a hammer or such strikes metal etc).

The upper exposure action values are—

(a) a daily or weekly personal noise exposure of 85 dB (A-weighted); and

(b) a peak sound pressure of 137 dB (C-weighted).

The exposure limit values are—

(a) a daily or weekly personal noise exposure of 87 dB (A-weighted); and

(b) a peak sound pressure of 140 dB (C-weighted).

As part of this assessment, noise sources may typically require peak sound pressure measurements to also be taken into consideration e.g., explosive sources, impactive tools, drop forges & punch presses.

Quinn London will ensure control measures are put in place to significantly reduce detrimental effects of noise, suitable to each category above. As a “rule of thumb”, if a conversation with someone that is 2m away or less requires shouting, hearing protection is required. Action must therefore be taken to protect your hearing and where practical, to reduce the noise.

"Mandatory Hearing Protection Zones" will be established and identified by signage and/or physical barriers. Hearing protection and/or ear defenders will be provided as identified within the assessment.

3.24.7. Vibration

Workers whose hands are regularly exposed to high vibration may suffer from impaired blood circulation, damage to the hand muscles and other hand or arm injuries, which are widespread in the Construction Industry where vibratory tools and machines are used.

Vibration White Finger (VWF) is a prescribed disease and is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Management of Health & Safety at Work Regulations 1999 and the Control of Vibration at Work Regulations 2005 require employers to carry out risk assessments and appropriate health surveillance for employees where necessary.

Identifying Hazardous Work and Assessing Risk

The following common tools and processes are likely to create hazardous vibration:

- percussive metal working tools;
- percussive tools used in concrete breaking, trimming and other activities;
- Grinders and other rotary tools (drills, etc.);
- Timber and wood machining tools (hand held saws, etc.);
- pounding machines etc. (wacker plate, rollers, concrete vibrators, etc.).

Injury will be dependent on the frequency of use, the design of the tools and the working conditions. A risk assessment will be undertaken where they are regularly used for prolonged periods.

Preventative Programme

A preventative programme will be introduced to control the risk of injury if regular prolonged use of tools is likely.

Training and information will be provided for workers and their supervisors on:

- the nature of the risk and signs of injury;
- how and why signs of injury should be reported, either to someone who will arrange for them to be investigated, or as part of an established routine health surveillance programme;
- action the workers should take to minimise the risk including;
- using working practices designed to minimise vibration directed into the hands;
- maintaining good blood circulation;
- making sure tools are properly maintained;
- reporting defects with equipment and obtaining replacements if repair needed.

Vibration energy directed into the worker's hands must be reduced so far as is reasonably practicable. The best tool for the task will be selected.

Uninterrupted vibration exposure over long periods will not be permitted. Work will be arranged so that periods of exposure are broken by periods of work which do not involve vibration.

Keeping the hands and body warm helps to maintain good blood flow to the fingers and reduce the risk of injury. Gloves should be worn to help keep the fingers warm but should not be relied on to reduce the effect of vibration. The Safety Manager/Advisor will provide advice on suitable PPE.

Health surveillance will be necessary to enable symptoms to be assessed and appropriate information given to individuals regarding further exposure to vibration.

Due consideration will be taken in the selection & procurement of equipment to ensure the lowest vibration levels possible, and suppliers / manufacturers must provide relevant information about safe use.

Managers and Supervisors of operatives who may use vibrating tools regularly of a period of time should record the "trigger" time on the tools and keep those records with the personal files.

3.24.8. Lead, Copper and Zinc

Persons exposed to lead, copper and zinc must be given comprehensive training to ensure that they understand the risks to their health.

They must demonstrate that they are fit to carry out the work and have been medically examined before starting work. Details of the existing lead toxicity/copper acidity in their blood must be recorded.

Personal Protective Equipment (PPE) which must include overalls, safety footwear, close fitting impervious gloves, fume mask (if welding or burning) and eye protection. All the above must be worn when handling or using lead/copper and zinc. Personal hygiene is essential and must be rigorously enforced when using any of the above materials.

3.24.9. Work Related Upper Limb Disorders (WRULD's)

As many as eight out of ten people are developing early warning signs of work-related upper limb disorders (WRULD's) in relation to the ergonomics of their working environment. Some WRULD problems being experienced are:

Carpal Tunnel Syndrome - Swollen tendon sheaths in the carpal tunnel irritate the median nerve, often caused by repetitive flexing of the wrist or use of vibrating tools.

Tendonitis - Similar to the above, however it is difficult to move the fingers and hand or arms and results in pain, swelling, tenderness or redness of the hands, wrist or forearm. Caused by repetitive movements.

Epicondylitis - Commonly known as Tennis Elbow, it occurs when the joint between the tendon and bone becomes inflamed and becomes painful and swollen. Caused by strenuous or heavy work such as carpentry and joinery, concreting etc.

High risk, repetitive, monotonous work can restrict the movements of the body and is common among factory workers, computer operators and typists.

Reducing high force exertions will reduce the likelihood of damaging muscles and other soft tissues when force is exerted, and the muscle remains in the same position. The use of mechanical equipment instead of manual handling will be considered. Reducing the amount of repetitive movement by planning the working day to alternate tasks and workplace design will also be considered.

All WRULD's are treatable if they are caught early enough. Quinn London will ensure there is a strategy for monitoring and reviewing work practices. Young persons (under 18 years) must be told of possible hazards/risks before they commence work.

3.24.10. Coronavirus COVID-19

This virus was identified to the public in late 2019 and became a deadly pandemic killing millions worldwide. The pandemic is now over but all personnel in Quinn London and those working for Quinn London must be aware that this virus may again re-appear. Quinn London has followed government advice and guidance from the start and will continue to do so.

To this end, Quinn London Ltd has developed a Site Operating Procedure PRO017 for sites and PRO018 for working in other people's homes. There is also a Safe System of Work and Risk assessment for site and office locations. All documents relevant to COVID-19 are kept on the Company document control System, Sharepoint.

These are reviewed and updated monthly against Government guidance and communicated to all senior managers and sites when changes are made.

Current guidance from the Government (as of)is that there are no Covid-19 restrictions and Covid-19 should be considered the same as a respiratory illness and treated as such. However, if you have Covid-19 symptoms, you should try to stay at home and visit NHS England for further advice.

Quinn London Ltd Board of Directors have a duty to protect their employees and those that work for them so to that end the following rules are to be followed.

- If you have the symptoms of Covid 19 you must stay at home for a minimum of 3 days.
- Following the 3rd full day, you should test yourself using a rapid lateral flow test.
- If you are still positive, you should stay at home for a further 2 full days.
- On the sixth day (3 + 2 full days) you should test yourself again. If you are still positive, you are to contact your line manager to discuss the plan of action for returning to work.

Where possible, you are to discuss the option of working from home until your temperature has returned to normal.

All Senior Management, Project and site managers are to enforce procedures on site which are currently:

HANDS – Clean hands regularly using medicated soap and warm water or sanitiser for at least 20 seconds.

SPACE – Maintain social distancing, where possible

VENTILATION – Work in a well-ventilated area with plenty of fresh air.

It is the site managers responsibility to follow the latest procedure and ensure that the site is COVID-19 secure.

3.24.11. Mental Health

Quinn London Ltd. recognises that Mental Health and Stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of our workforce is important for individuals' physical health, social wellbeing and productivity.

Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work. Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work.

To assist in supporting employees at work, including our Sub-contractors or any other stakeholders working on our behalf, Quinn London Ltd. have trained several Senior Managers as Mental Health First Aiders whose details are included in Company and Site Inductions, and on Site and Office noticeboards.

Our site Managers are also trained to recognise and identify Stress and Mental Health factors in the workforce with employees receiving regular Mental Health awareness briefings.

Quinn London Ltd also advertise the Construction Industry Helpline using posters on Site and Office notice boards along with regular Toolbox Talk briefings to maintain awareness among our workforce.

Quinn London Ltd. are also contributors to the Lighthouse Club, the Construction Industry Charity, which provides 24/7 free and confidential support for Emotional, Physical and Financial wellbeing.

All employees of QLL and our stakeholders are encouraged to come forward and report any signs of mental health stress either in themselves or others so that QLL can assist them in any way possible and help them improve their own health.

3.25. **Monitoring & Auditing (**ISO 45001 Clause 9)

Improvement of performance in health and safety practice is only achieved through continual development of management techniques in risk control.

Site management teams will monitor the safety performance of operatives on site and ensure that they are complying with the company's policies and procedures.

The Project Manager and SHEQ Manager will review the Construction Phase Plan on a regular basis or when there is a significant change.

The Safety Management team, under the direction of the SHEQ Manager, will maintain a regular surveillance of all work activities through inspections & auditing. They will exercise their authority on site in accordance with the terms of the Health & Safety Policy and with the full backing of the company Directors.

Competent safety personnel will carry out regular site safety inspections on all work activities to ensure that operations are carried out in strict compliance with method statements, risk and COSHH assessments. They will monitor the safety performance of Quinn personnel and sub-contractors. The Project Manager must ensure that appropriate remedial action is undertaken within time limits specified on all safety inspections.

Sites shall be audited at least once during the life of the project to ensure that processes and procedures are followed. A report shall be provided to the site team and the Divisional Manager and will be closed out asap. Any training identified will be recommended to the Divisional Manager i.e., Procore, TW's, Management etc.

The Safety Management System will be audited on an annual basis as a minimum, to ensure continued compliance with legislation & best practice standards & an annual report provided to the Board of Directors to review company safety performance.