



**H. McGovern & Son Plant Hire Limited
Unit 2
Challenge Road
Ashford
Middlesex
TW15 1AX**

Telephone number: 01784 245087

Health and Safety Policy



Produced with the assistance of M.E.L. (Health & Safety) Consultants Limited
Tel: 01708 555544 www.melsafety.co.uk



HEALTH AND SAFETY POLICY CONTENTS

HEALTH AND SAFETY ORGANISATION

Health and Safety Policy Contents 1

General Policy Statement of H. MCGovern & Son Plant Hire Limited 5

Organisation for the achievement of Safe Working Places 6

Safety Organisation Chart 7

EMPLOYEE RESPONSIBILITIES

The Responsibilities of the Managing Director Mr John MCGovern 8

The Responsibilities of the Health and Safety Consultants 10

The Responsibilities of the Directors 11

The Responsibilities of the Office Manager 12

The Responsibilities of the Office Personnel 14

The Responsibilities of the Transport and Plant Manager 15

The Responsibilities of Drivers 16

The Responsibilities of Fitters 17

The Responsibilities of the Contractors 18

GENERAL ARRANGEMENTS SECTION

Health and Safety Overview 19

Enforcement 19

Abrasive Wheels 20

Accident / Incident Investigation 21

Accident Procedure and RIDDOR 22

Alcohol, Drugs and Smoking 22

Asbestos – Duty to Manage 23

Battery Charging 23

CDM Contractors Duties 25

Communication 26

Company Offices 26

Complaints Procedure 27

Compressors / Compressed Air and Pressure Systems 27

Consultation with Employees and Contractors 28

Contractors 28

Control of Hazardous Substances 28

Co-Operation and Co-Ordination 29

Corporate Manslaughter and Corporate Homicide Act 2007 29

Dangerous Substances and Explosive Atmosphere Regulations 30

Data Protection and Record Keeping 30

Dermatitis 31

Disciplinary Procedure 32

Display of Statutory Information 33

Display Screen Equipment 33

Electrical Work Equipment 33

Emergency Procedures 33

Environmental Considerations 34



GENERAL ARRANGEMENTS SECTION CONTINUED

Excavations.....	34
Fire Safety	36
First Aid	36
Fork Lift Trucks	37
Full Body Vibration.....	37
Hand-Arm Vibration	38
Health Surveillance	39
Hot Works.....	40
Housekeeping and Site Tidiness	41
Inspections and Examinations of Plant	41
Inspection Pits.....	41
Insurance.....	42
Joint Consultation	42
Ladders and Stepladders	42
Leptospirosis / Weil's Disease	43
Lifting Operations and Lifting Equipment (LOLER)	43
Local Exhaust Ventilation (LEV)	44
Lone Working.....	45
Lorry Loaders.....	46
Manual Handling Operations.....	47
Mobile Telephones	48
Monitoring Of Performance	48
Noise Safety.....	49
Non-English Speaking Employees	52
Oil Storage	52
Paint Sprayers.....	53
Permits to Work	54
Personal Protective Equipment.....	54
Plant.....	54
Podium Steps.....	56
Pregnant Workers and Nursing Mothers.....	57
Pressure Systems Safety Regulations 2000.....	57
Principles of Prevention.....	59
Procedure for new Employees Engaged by the Company	59
Protection of Persons in Work Areas.....	60
Public - Third Party Safety	60
Refusal to Work for Reasons of Health and Safety.....	60
Risk Assessments / Method Statements.....	60
Safety Consultants.....	61
Safety Inspections	62
Safety Rules	62
Slips, Trips and Falls	62
Stress at Work.....	63
Suppliers	63
Traffic Management.....	64
Training.....	65



GENERAL ARRANGEMENTS SECTION CONTINUED

Transport.....66

Tyre Repair and Fitting69

Underground Services.....73

Use and Storage of Highly Flammable Liquids.....74

Use and Storage of LPG Cylinders and Other Gases.....74

Violence to Employees75

Waste75

Water Jetting76

Welding and Cutting77

Welfare Facilities and Site Accommodation.....80

Work at Height81

Work Equipment81

Working Adjacent to Railways82

Working Adjacent to Water83

The Working Time Regulations.....84

MONITORING OF THE POLICY

Health and Safety Policy Review85



GENERAL POLICY STATEMENT OF H. MCGOVERN & SON PLANT HIRE LIMITED

H. McGovern & Son Plant Hire Limited fully accepts its obligations to operate in accordance with the requirements of all current legislation and codes of practice relating to Health and Safety.

Compliance with legislation is regarded as the minimum requirement.

The Company's Health and Safety Policy confirms its commitment to the prevention of injury and ill health and continual improvement in Health and Safety management and performance; to achieving the highest practicable standards of Health and Safety on all projects with which it is associated and to providing working conditions that are safe and healthy for all employees and those under the company's control. The company also confirms its commitment to providing and maintaining safe plant and equipment; to ensuring safe handling and use of substances and to providing relevant information, instruction and supervision for employees.

The effectiveness of the H. McGovern & Son Plant Hire Limited Health and Safety Policy relies heavily on the competency and co-operation of company employees. The policy is communicated to all persons working under the control of H. McGovern & Son Plant Hire Limited with the intent that they are made aware of their individual occupational health and safety obligations. Every employee has the personal responsibility for implementing the Health and Safety Policy and applying safe systems of work.

The requirements of the Health and Safety Policy are communicated to all employees and their involvement in the management of health and safety is actively promoted through effective and regular consultation.

The Company has an excellent record for Health and Safety at its places of work. It recognises that this is achieved through the active participation of both management and those employed by the Company, in identifying hazards and risks and then taking positive action to control them.

Ultimate responsibility for health and safety lies with Mr John McGovern who, supported by the company's external Health and Safety Consultants, ensures that adequate resources, advice and training are provided to deliver the objectives of the Health and Safety Policy and review performance on a regular basis along with proposals for continuous improvement.

The Company's Health and Safety Policy is documented, implemented and maintained and provides the framework for setting and reviewing the occupational Health and Safety objectives. H. McGovern & Son Plant Hire Limited will ensure that Health and Safety will never be compromised for other objectives. The policy will be reviewed annually to ensure that it remains relevant and appropriate or sooner should measures need to be taken to ensure its effectiveness.

This policy is available to all interested parties upon request.

Signed.....


Mr John McGovern
H. McGovern & Son Plant Hire Limited

Dated: August 2014

This Policy will be reviewed on an annual basis or:
If there is reason to suspect that it is no longer valid; or
If there has been a significant change in the matters to which it relates.



ORGANISATION FOR THE ACHIEVEMENT OF SAFE WORKING PLACES

The effectiveness of the Safety Policy is dependent on the people who are responsible for ensuring that all aspects of work are carried out with due consideration for safety and with minimum risk to health. H. McGovern & Son Plant Hire Limited will ensure that this Policy is applied and is adopted by all Personnel and visitors to their premises. In order that this can be achieved H. McGovern & Son Plant Hire Limited has a management structure as outlined in the Health and Safety organisation chart with individual responsibilities detailed on the following pages.

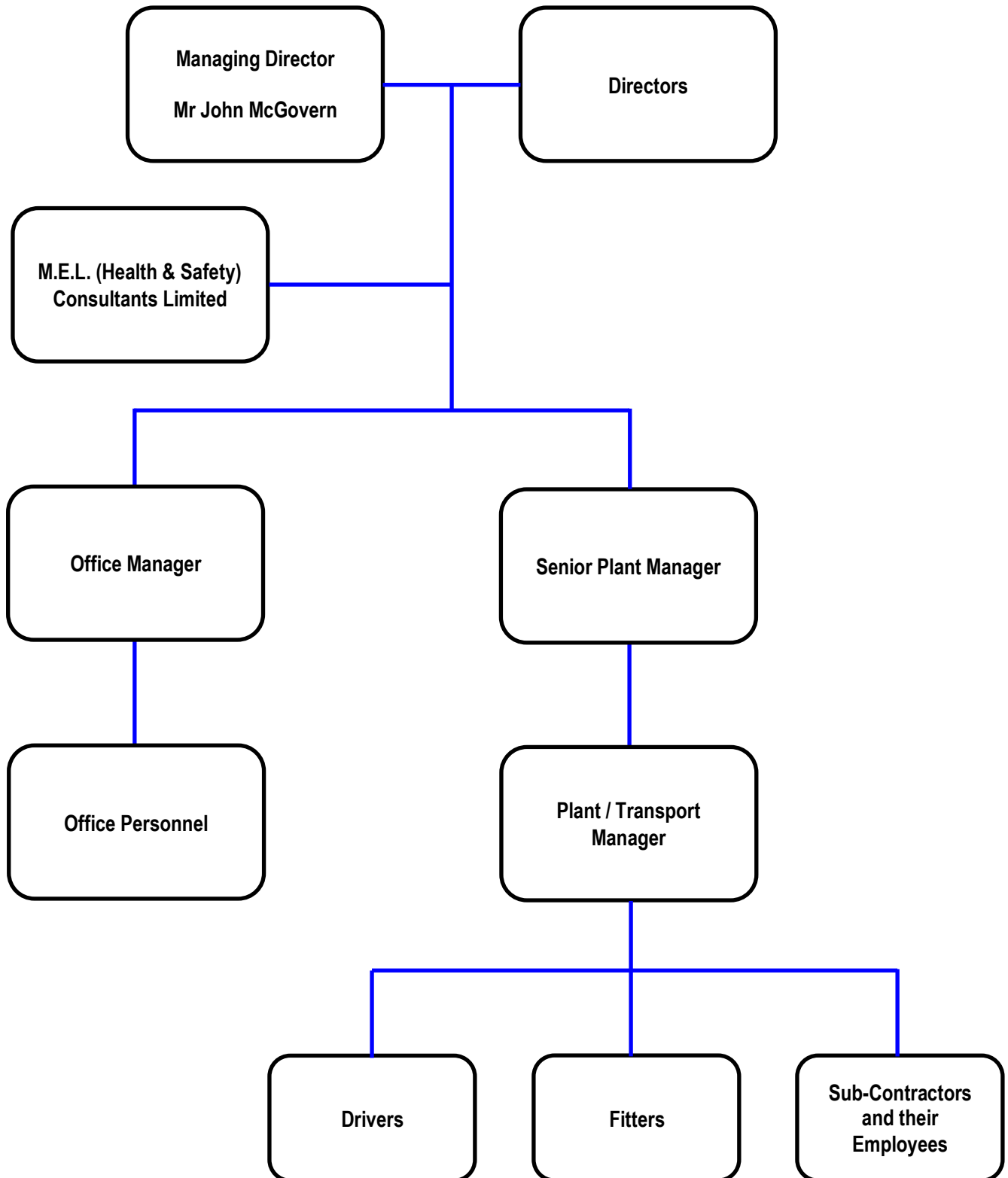
Each individual person has a duty of care to themselves and other persons who may be affected by their actions.

Any recognised breach of any Health and Safety Legislation or any potential hazard observed while at work is to be reported.

Employees are to pay due regard to any duty or requirement imposed on the Company or other person by or under any of the relevant statutory provisions and they must co-operate with the employer, so far as is practicable, to enable that duty to be complied with and are to act with all reasonable haste on advice and instructions given on matters of Health, Safety and Welfare.



SAFETY ORGANISATION CHART



— Denotes lines of communication



THE RESPONSIBILITIES OF THE MANAGING DIRECTOR MR JOHN MCGOVERN

The overall responsibility for Health and Safety rests with the Managing Director Mr John McGovern but specific duties are delegated to others according to their experience and training. Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day.

Mr John McGovern, as the Managing Director will ensure that this Policy is applied throughout the whole company as well as being adopted by all Employees, Contractors and visitors to premises where contracts are undertaken and accepts the following responsibilities:

- To initiate the Company's Policy for Health and Safety to prevent injury, ill health, damage and waste;
- To know, understand and implement the Company's Health and Safety Policy with the objective of ensuring safe places of work;
- To set targets for the reduction of accidents; adhering to the Company's Health and Safety Policy for safe places of work and ensuring that this is explained to all Employees in the company's induction programme;
- To promote the Company's safety culture as a serious one and that Health and Safety is paramount at all times; by planning, creating and maintaining a strong positive Health and Safety culture throughout the Company and ensuring that all company safety rules are complied with whether in the office or on site;
- To implement, co-ordinate and control the administration of Health, Safety and Fire prevention strategies within the Company;
- To set a good personal example for others to follow;
- To ensure that the Company's Employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire company;
- To ensure that all Employees are kept fully up to date on all matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH assessments including personal protective equipment and other control measures highlighted;
- To communicate with M.E.L. (Health & Safety) Consultants Limited ensuring new safety legislation is conveyed through all levels of employees;
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated;
- To sanction the necessary resources for adequate welfare facilities and equipment;
- To allocate adequate time for training in all matters of Health and Safety including those deemed DSE users to meet the requirements of legislation and to ensure that the Company Health and Safety Policy is fully implemented;
- To ensure effective accident prevention and safety training programs are developed and procedures introduced to bring about a Safe and Healthy working environment; ensuring that management are trained in these policies and play their part in promoting Health and Safety and that all new employees at induction will be trained in the company Health and Safety requirements;
- To ensure that Health and Safety training needs of Employees are identified and fulfilled;
- To ensure that fire and evacuation drills are carried out at six monthly intervals and evacuation times monitored;
- To undertake positive vetting of the Health and Safety policies and practices of Contractors whom the Company may employ to ensure their competence;



- To ensure that risk assessments are issued or otherwise related to Employees throughout the Company and ensure the assessments describe control measures to protect third parties on whom works being undertaken may impinge;
- To ensure control measures highlighted in risk assessments are in place before commencement of work;
- To ensure that manual handling assessments are carried out and issued or otherwise related to employees throughout the company;
- To ensure that all plant and equipment is maintained to at least statutory standards and this includes electrical appliances and the keeping of records that can be viewed on demand by enforcing authorities;
- To ensure that all accidents, dangerous occurrences and near misses are investigated thoroughly and that suitable remedial measures are introduced to prevent a similar situation in the future and this is recorded for both office and sites with the records being kept at head office;
- To ensure an accident that requires reporting under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 13) is notified to the Health and Safety Executive without delay and the causes thoroughly investigated;
- To take steps in preventing horseplay and reprimand those who fail to consider their own well-being and that of others around them;
- To discipline any Employee who fails to comply with his / her individual responsibilities towards achieving safe places of work.

Ultimately to stay abreast of developments in Health and Safety legislation and good working practices and to ensure that any new developments are communicated both quickly and effectively to all Company Employees.



THE RESPONSIBILITIES OF THE HEALTH AND SAFETY CONSULTANTS

The responsibility of the Health and Safety Consultants is to monitor and revise all modifications, amendments and requirements that are deemed necessary to comply with existing and / or new legislation.

In addition, the Health and Safety Consultants will undertake to perform those duties laid out below when requested, or should the necessity arise:

- To advise Management at all levels on the implementation of Health and Safety (i.e. relevant legislation, Codes of Practices and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures);
- To monitor by inspection the workplaces, workshops and accommodation, and also the Health and Safety performance of employees, reporting back to the Director after such inspections;
- To advise on and prepare Health and Safety documentation;
- To prepare statistical analysis of accidents and causation classification, with recommendations on preventative measures to be implemented;
- To investigate and report major injuries, notifiable dangerous occurrences and any other accidents and incidents, attending and reporting on legal proceedings in which H. McGovern & Son Plant Hire Limited may be involved;
- To promote good working relations with the Health and Safety Executive and other Enforcing Authorities, striving at all times to achieve, with the co-operation of the management, compliance with current legislation;
- To advise on fire precautions, signage and best practices with regards to fire prevention;
- To assist in the choice and suitability of safety equipment and methods of training in its use and storage, etc.;
- To give guidance on the correct reporting procedure with regards to accidents at work in accordance with RIDDOR 13;
- To give guidance on the training required to ensure continued competency and assist in the production and undertaking of a training program;
- To provide details of any changes to legislation or updated guidance that M.E.L. (Health and Safety) Consultants Limited feel is appropriate and applicable to individual clients;
- To provide information via safety bulletins on changes to legislation and matters of Health and Safety applicable to the operations of H. McGovern & Son Plant Hire Limited

The Health and Safety Consultant or his nominee is also empowered during an inspection to stop machinery or processes that he considers present hazards to the operators or to other personnel.



THE RESPONSIBILITIES OF THE DIRECTORS

The Directors of H. McGovern & Son Plant Hire Limited accept that strong and active Health and Safety leadership is important and accept the following responsibilities:

- To know, understand and implement the Company's Health and Safety Policy with the objective of ensuring safe places of work;
- To protect the Health and Safety of employees or members of the public who may be affected by the business activities;
- To identify Health and Safety as a key business risk;
- To comply with Health and Safety legislation duties;
- To promote strong and active leadership from the top demonstrating; a visible, active commitment from the board;
- To initiate effective 'downward' communication systems and management structures;
- To ensure that good Health and Safety management is integrated with business decisions;
- To ensure effective worker involvement by engaging the workforce in the promotion and achievement of safe and healthy conditions and effective 'upward' communication;
- To provide employees with high quality training;
- To identify and manage Health and Safety risks, accessing and following competent advice, and monitoring, reporting and reviewing Health and Safety performance;
- To set a good personal example for others to follow;
- To ensure that the Company's Employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire company.

Ultimately to stay abreast of developments in Health and Safety legislation and good working practices and to ensure that any new developments are communicated both quickly and effectively to all Company Employees.



THE RESPONSIBILITIES OF THE OFFICE MANAGER

Based within the Head office, the Office Manager is both responsible for ensuring the Health, Safety and Welfare of all Employees in the office environment, together with ensuring that all Health and Safety information that is received and compiled with regards to those persons on site, is efficiently stored or when applicable is relayed without delay.

The sharing of information, co-ordination of activities and the setting of high standards will result in continued improvement in Health and Safety.

The Office Manager has a responsibility to:

- Ensure that the Company's Policy for Health and Safety is initiated and actively supported with an aim of identifying training needs, preventing injury and ill health and improving systems within the office;
- Consider and discuss with the Director, Mr John McGovern requests for Health and Safety training voiced by Employees and ensure that the necessary resources are provided for matters affecting the Health and Safety of Employees or to meet the requirements of Legislation and the Company Health and Safety Policy;
- Ensure that those persons for whom you have responsibility, are competent to identify Health and Safety hazards in their environment and know of the correct actions to take in those situations, as a minimum bringing these matters to your attention;
- Undertake to communicate with Mr John McGovern on a regular basis with regards to Health and Safety with an aim of ensuring that Health and Safety strategies are established and reviewed in light of new information and the setting of new standards;
- Give adequate information to staff during induction to the office on risks in the environment, reporting procedures together with emergency procedures. Do not allow tomfoolery in the workplace and ensure that any Employee who fails to comply with his / her individual responsibilities towards achieving safe places of work is disciplined;
- Communicate with our Health and Safety Advisors should there be an enquiry or an incident which is to be prevented from occurring again and make suitable arrangements to ensure resources are provided for remedial measures, which may need to be introduced to prevent a similar incident in the future;
- Stay abreast of developments in Health and Safety legislation and good working practices and ensure that all new safety legislation is conveyed to those Employees for whom you are responsible;
- Dedicate time to monitoring general operations in the office together with standards i.e. the physical state of the environment (cleanliness, maintenance of machines etc.) together with the psychological standards (morale, stress and attitude etc.) All are Health and Safety related and result in high or low standards of safety;
- Act pro-actively on the administration of Health and Safety matters and communicate with all other members of management regarding Health and Safety;
- Ensure that all Employees are kept fully up to date on all matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH data;
- Always be prepared to seek, or provide to others for whom you are responsible, Health and Safety advice and assistance and set a good example for others to follow, encourage a strong, positive Health and Safety culture;
- Promote that the Company safety culture is a serious one and that Health and Safety of all Employees is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace and a strong Health and Safety Culture.



- Ensure that all accident records are to be suitably filed and brought to the attention of Mr John McGovern;

Ensure that safe systems of work are used and that there is perseverance towards the continual improvement in the Health and Safety performance of those companies providing goods and services to H. McGovern & Son Plant Hire Limited.



THE RESPONSIBILITIES OF THE OFFICE PERSONNEL

All Employees based within our offices are to comply with their individual duties under Section 7 and Section 8 of the Health and Safety at Work etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work (Amendment) Regulations 2006. That is to ensure their own safety and the safety of others and to generally co-operate with their Employer so as to enable the Employer to carry out their Health and Safety duties towards them. Failure to comply with Health and Safety duties and regulations on the part of the Employee, may lead to dismissal from employment.

Office personnel have a duty:

- To understand the Company's Health and Safety Policy. Ensure that systems of work are planned in accordance with its requirements and that it is regularly examined to establish if improvements or additions should be made;
- To monitor, control and correct the Health and Safety actions of other persons with regards to Health and Safety;
- To ensure that all who report to you are kept fully up to date on any matters relating to Health and Safety and that the Health and Safety Policy is fully implemented;
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated to those at the work place;
- To help maintain a comprehensive Head Office accident log for the Company and to ensure that in the event of an accident occurring the circumstances are fully and accurately documented without delay;
- To maintain a pro-active role in the assessment of risk and to familiarise themselves with the broad requirements of Health and Safety legislation;
- To ensure there is perseverance towards the continual improvement in the company's Health and Safety performance and those that the company employs;
- To assist Mr John McGovern to ensure that accidents and incidents are fully investigated and causation discovered to ensure that, in the event of an accident that requires the Health and Safety Executive to be notified, such notification is given without delay;
- To ensure that the office is kept clean and tidy and that escape routes are kept clear at all times. Frequently inspect immediate working environments to ensure that if a hazard presents itself it is reported directly;
- To become aware of emergency procedures;
- To ask for and expect to promptly receive assistance and guidance on any matter that relates to Health and Safety at work;
- To always consider how your acts or omissions may impinge on the Health and Safety of others;
- To report any incidents that may, if not corrected be able to cause harm to others;
- To provide Mr John McGovern with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ and to highlight those areas where up to date refresher training may be required.



THE RESPONSIBILITIES OF THE TRANSPORT AND PLANT MANAGER

The Transport/Plant Manager duties include: controlling the daily functions of the yard, completing condition reports on incoming plant and equipment, inventorying, removing, and storing equipment, releasing inventory, maintaining a clean working environment, communicating effectively with other team members.

The responsibilities of the Transport/Plant Manager are to ensure:

- That all plant and equipment is safe, fully efficient, correctly guarded and has been tested and thoroughly examined in accordance with Statutory Requirements;
- That all repairs and maintenance carried out are performed in the correct manner and emergency repairs are dealt with as soon as possible;
- That all tests, thorough examinations and inspections are undertaken as required and that all necessary records are maintained;
- That arrangements are in place for regular servicing and maintenance of all plant and equipment and that all defective equipment is taken out of service, and replaced, as required, as soon as it is reported;
- That works undertaken in the workshop or on site, is carried out safely, and that all plant and equipment are safe for use. Also to ensure that floors, accesses, lighting and heating etc. are maintained in a safe condition;
- That all portable fire fighting equipment is registered and checked at regular intervals and a record of all checks kept;
- That where large pieces of plant / machines are issued to sites, that they are equipped with fire extinguishers;
- Records of inspections of Company owned portable electric tools are kept and that the tools are in a good state of repair and PAT tested every three months or as appropriate;
- Where it is impracticable to have plant or equipment sent back to the depot for testing, arrange to visit sites to carry out such testing;
- That a record of all First Aid equipment is kept, this must include their location and refill and inspection dates;
- That yard specific method statement and risk assessments are prepared;
- That safe access and egress routes are set up within the yard and workshop at all times;
- That up to date copies of driver's licenses and operatives competency certificates are placed into the drivers or operators personnel file;
- That Employees under your control, whilst visiting sites, comply with all the rules applicable to that site;
- That the appropriate personal protective equipment and clothing is supplied and worn by Employees under your control;
- That any plant hired is suitable from a safety viewpoint and complies with all statutory requirements and current recommendations. In particular, ensure noise levels are not above recommended limits;
- That all accidents / incidents are reported to Mr John McGovern for Employees under your control.



THE RESPONSIBILITIES OF DRIVERS

All Employees of the Company are to comply with their individual duties under Section 7 and Section 8 of the Health and Safety at Work etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work (Amendment) Regulations 2006. That is to ensure their own safety and the safety of others and to generally co-operate with their Employer so as to enable the Employer to carry out his Health and Safety duties towards them. Failure to comply with Health and Safety duties and regulations on the part of the Employee, may lead to dismissal from employment.

To ensure that the locations where work is undertaken remain safe places of work, all Drivers must:

- Read and understand the Company Health and Safety Policy, and comply with its requirements and develop a personal concern for the safety of yourself and others who may be affected by your activities;
- Ensure that any defect to plant or equipment is reported immediately to the Transport/Plant Manager;
- Obtain a good understanding of the risks associated with your activities. Risk assessments will have been produced for any activity involving a significant risk. Ensure that they are seen, read and fully understood. In the event of any uncertainty stop work and ask for guidance;
- When working on a site for a client, do not start work without attending a Site Induction or being briefed on the Risk Assessments and Method Statement for the works that you are expected to undertake;
- Never, under any circumstances, work in an unsafe manner. If you feel you have been asked to do so – don't! Contact the Plant / Transport Manager immediately;
- Always report to the site office or a Site Manager before travelling on site;
- Do not operate vehicles, plant or equipment for work for which it was not intended, or if you are not trained or experienced to use it;
- Keep all vehicles and plant in good condition, inspect them frequently and do not use them if they are damaged or inadequate for the job;
- Report any damages to vehicles, plant or equipment to the Plant/Transport Manager immediately;
- Be aware that emergency procedures exist. They are for your benefit. Find out what they are and establish the location of fire-fighting equipment and fire assembly points;
- Report any injury to yourself to the Plant/Transport Manager, which results from an accident at work, even if the injury does not stop you working. Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. Suggest safer methods of working and to ensure that you and the general public are not put at any risk. Warn any other persons sharing the workplace of particular known hazards;
- Operate only the vehicle/plant you are qualified to operate as per your licence/CITB/CPCS (or any other suitable approved trainer) operators certificate;
- Make daily inspections of your vehicle/plant for defects and if your machine is classed as a lifting appliance, make a weekly report on your inspection in the statutory inspection register;
- Wear suitable safety footwear and protective clothing as you will be exposed to the same hazards as others on site when not in your vehicle;
- Drive in a safe manner at all times and be particularly careful when driving on sites, to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes;



- Ensure before reversing that there are no obstructions or people behind the vehicle. Request a competent person to act as Banksman when you reverse and ensure that you are both aware, before starting work, of the meaning of signals which may be used;
- Ensure that when reversing or driving towards an edge that a suitable stop has been provided to prevent the vehicle going over the edge;
- During lifting operations ensure that there are no proximity hazards e.g. overhead power lines or persons likely to be affected by the lifting operation;
- Do not use a mobile telephone whilst driving. Driving whilst using a mobile phone is dangerous. It affects the ability to concentrate and anticipate the road ahead, putting the driver and other road users at risk. Driving while using a hand held mobile phone is a specific offence;
- Know and apply the rules in the Highway Code;
- Obey all drivers' hours and tachograph regulations;
- Adhere to speed limits,
- Ensure you are fit and healthy enough to drive company vehicles;
- Avoid conflict with other road users;
- Plan to avoid the risk caused by other people;
- Anticipate and understand the actions of other road users;
- Develop a safe and economical driving style;
- Take personal responsibility for creating safety on the road;
- Avoid unsafe acts and do not take risks.

Above all else understand and accept that you are likely to cause or be involved in an accident if you do not take positive steps to avoid them. In this respect your responsibility to yourself and to others is enormous. Be safe rather than sorry

THE RESPONSIBILITIES OF FITTERS

The fitters have the same responsibilities of Drivers. In addition fitters must:

- Ensure that you do not carry out repairs or servicing on plant or machinery whilst the engine is running unless absolutely necessary and ensure that any guards removed to carry out repairs, are replaced;
- Ensure that you do not carry out repairs on vehicles or plant unless safety precautions have been taken i.e. prop tipper body;
- Ensure that all precautions are taken when using welding equipment to eliminate risks to your own Health and Safety, the Health and Safety of others and ensure the danger of fire is minimised.
- Ensure that a visual check is undertaken one hour after any burning or welding activity for signs of head or smouldering material etc.



THE RESPONSIBILITIES OF THE CONTRACTORS

All Contractors will be expected to comply with this Health and Safety Policy of H. McGovern & Son Plant Hire Limited and must submit their own Health and Safety Policy to H. McGovern & Son Plant Hire Limited for verification.

All Contractors have a responsibility to:

- Receive a copy of this Health and Safety Policy on request and will be expected to be fully aware of what is required of them whilst working on sites;
- Ensure that work is carried out in accordance with the relevant statutory provisions and take into account the safety of others who may be present in the work area and comply with any safety instruction given to them by the Plant/Transport Manager;
- Ensure that plant and equipment brought into a work area is in a safe and good working condition; fitted with any necessary guards and safety devices, with any certificates available for checking. All Employees must be adequately trained in the use of such equipment and, where appropriate, have available any certificates of competence;
- Ensure electrical equipment is regularly tested and suitable for the conditions in which it is to be used or provided;
- Ensure that any injury sustained or damage caused by Contractors Employees is reported immediately to the H. McGovern & Son Plant Hire Limited Plant/Transport Manager;
- Ensure that when informed of any hazards or defects, they take immediate action;
- Ensure that welfare facilities are provided at sites as well as fire extinguishers and first aid personnel by the Principal Contactor. In circumstances where this is not possible, H. McGovern & Son Plant Hire Limited will make alternate arrangements with Contractors. In many situations there will be co-operation and co-ordination of activities with the Principal Contractor who will make suitable provisions;
- Provide COSHH assessments for materials or substances being used. COSHH assessments will be issued by the Plant/Transport Manager for any material or substance provided for use on site by H. McGovern & Son Plant Hire Limited;
- Wear the protective clothing or equipment appropriate to the works being undertaken or as highlighted in the PPE assessment. Contractors are to provide appropriate protective clothing and safety equipment for their employees;
- Ensure that copies of all risk assessments, COSHH assessments and safe working documentation are available for inspection by the Plant/Transport Manager. Such assessments should be provided before work is due to commence and in sufficient time to allow submission to the Client.

GENERAL ARRANGEMENTS SECTION

HEALTH AND SAFETY OVERVIEW

Under the Environmental Protection Act 1990 and the Health and Safety at Work etc. Act 1974, the Secretary of State is empowered to make regulations for a number of purposes, which are listed in the Schedules to the Acts. The Environmental Agency and the Health and Safety Executive may approve and issue Approved Codes of Practice. Although failure to observe such a code would not in itself be illegal, it may be referred to in criminal proceedings to show that the failure to comply with the code or any provision of it constitutes a contravention of any particular requirement or prohibition of the Act. All Acts, Orders, Regulations and ACoPs remain in force until they are modified or repealed.

ENFORCEMENT

This is the responsibility of the Environmental Agency and the Health and Safety Executive, with the proviso that responsibility may be transferred in certain cases to local authorities. Enforcement officers / inspectors may visit site and premises, if an inspector is of the opinion that a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an Improvement Notice requiring specified remedial action to be taken within a specified time. If the inspector considers that the contravention involves a risk of serious injury, they may serve a Prohibition Notice having immediate effect if considered necessary, directing that the specified activities must not be carried on until the specific matters have been remedied.

If an Improvement Notice or Prohibition Notice is not complied with, persons responsible are liable to imprisonment for up to 6 months (3 months under the Environmental Protection Act 1990) and a fine of up to £20,000.00. Either of these notices may (but need not) include directions as to the measures to be taken, except where a Notice has immediate effect. The notice may be withdrawn by the inspector before the specified date, however, if the controls are not adequate, the notice may be extended. An inspector may seize any plant, article or substance he finds on any premises, if they consider it to be a cause of imminent danger.

An inspector may give to persons employed (or their representatives) factual information obtained relating to the premises and anything undertaken there, informing them of any action that they may pursue in relation to their findings.

The HSE has introduced a cost recovery scheme; fee for intervention (FFI), with effect from 1 October 2012, in accordance with The Health and Safety (Fees) Regulations 2012.

These Regulations will place a duty on the HSE to recover its costs for carrying out its regulatory functions from those found to be in material breach of health and safety law.

A material breach is, when in the opinion of the HSE inspector, there has been a contravention of health and safety law that is serious enough to require them to notify the person in writing.

The HSE and the government believe it is right that businesses and organisations that break health and safety laws should pay for the HSE's time in putting matters right, investigating and taking enforcement action, particularly as businesses may have gained the upper hand with their competitors by saving money on matters of health and safety. Costs were previously paid for from the public purse.

The Fee for Intervention hourly rate is currently £124.

A person found guilty of an offence under the Acts is liable for, on indictment for certain offences, up to two years imprisonment, and / or an unlimited fine. Continuation of an offence for which a person has been convicted constitutes a further offence and that person is liable to a fine for each day on which the contravention continues.

The Health and Safety (Offences) Act 2008 increases the penalties and provides courts with greater sentencing powers for those who flout health and safety legislation. The Act raises the maximum penalties that can be imposed for breaching health and safety regulations in the lower courts from £5,000 to £20,000, and the range of offences for which an individual can be imprisoned has also been broadened.



H. McGovern & Son Plant Hire Limited accepts that the level of fines for some health and safety offences has previously been too low and takes health and safety management responsibilities very seriously in order to prevent accidents and incidents of ill health at all levels within the organisation. Employees are encouraged to act in accordance with the statutory provisions placed upon them and are warned of the consequences that could result if they fail to adhere to our safe systems of work.

The Act fulfils a longstanding Government and HSE commitment to provide the courts with greater sentencing powers for health and safety crimes. The effect of the Act is to:

- Raise the maximum fine which may be imposed in the lower courts to £20,000 for most health and safety offences;
- Make imprisonment an option for more health and safety offences in both the lower and higher courts;
- Make certain offences, which are currently tri-able only in the lower courts, tri-able in either the lower or higher courts.

ABRASIVE WHEELS

An abrasive wheel is any powered wheel, cylinder, disc or point which is constructed of or coated in abrasive particles. Most accidents involving abrasive wheels are due to incorrect use and poor maintenance; in particular the selection of the wrong wheel or over speeding. Abrasive wheels generally rotate at very high speeds and contact with the revolving wheel can cause serious injury. Abrasive particles are thrown off during the grinding process and can cause injury, particularly to the eyes. Wheels may also disintegrate or 'burst' causing fragments of the wheel to be projected at great speed in any direction.

Abrasive wheels are mainly used in maintenance workshops on fixed machines and on portable machines i.e. angle grinders.

Hazards arising from the use of abrasive wheels include:

- Electric shock;
- Bursting of the wheel;
- Injury from flying debris;
- Damage to hearing from noise;
- Cuts to the body;
- Generated dust;
- Loose clothing becoming entangled;
- Fire and explosion.

Management shall ensure:

- All operations are assessed and a suitable safe working practice devised in accordance with all applicable standards;
- That only abrasive wheels manufactured and tested in accordance with the relevant British Standards are made available;
- That only trained Employees will be permitted to operate and undertake the mounting and inspection of an abrasive wheel machine. All Employees designated to undertake this duty will be suitably certified;



- That appropriate training is given to all Employees to be engaged in the use of abrasive wheels and shall ensure the Employees are competent in their use;
- That abrasive wheel equipment is maintained in good working order, suitably stored, issued for the appropriate purpose and is used in the proper way so as to prevent misuse;
- That abrasive wheel equipment is visually inspected by Employees before every use to ensure it is without defects. All defective equipment is to be immediately taken out of use and the matter reported to the Plant/Transport Manager;
- That the Employees required to use the abrasive wheels are properly instructed as to the work to be undertaken, the relevant safety precautions required and that suitable personal protective equipment has been issued and is properly used;
- Immediate action to remedy any defects, to safeguard Employees and others, to ensure that only competent authorised persons use abrasive wheels;
- That all Contractors are made aware of and comply with the company policy.

ACCIDENT / INCIDENT INVESTIGATION

H. McGovern & Son Plant Hire Limited, together with our Independent Health and Safety Consultants M.E.L. (Health & Safety) Consultants Limited, will undertake a thorough investigation of accidents/incidents in juxtaposition with contractors and Principal Contractors.

First aid injuries will be recorded and the record sheets forwarded to Mr John McGovern for his consideration as to what action to take. RIDDOR accidents will be investigated to ensure that suitable controls are implemented and safe systems of work are adopted, with the aim of preventing recurrence, removing the hazard and reducing the risk. Details of company accidents will be reviewed, as will investigations when undertaken, with details analysed to consider if there are any trends present; whereby working practices need to be changed and further controls included in risk assessments, to reduce risk or eliminate a hazard.

The reasons for investigating accidents are:

- To discover the circumstances of an accident in order to implement controls to prevent recurrence;
- To ensure that the preventative measures taken are adequate and pose no further risk;
- To determine whether any specific breaches of legislation have occurred;
- To increase the knowledge and awareness of employees;
- To maintain credibility of the accident reporting mechanism to the general workforce;
- To provide confidence to our clients that systems will be reviewed and controls applied if required.

All accidents will be reported to the Plant/Transport Manager for consideration, as soon as is practical after the incident has occurred. The Plant/Transport Manager will determine if an accident investigation is required and dependent on the circumstances and a subjective assessment an investigation will be undertaken. Examples of these circumstances are:

- Accidents or incidents which have been repeated;
- Fatalities irrespective of cause;
- Accidents whereby the cause is uncertain and the controls in place to prevent recurrence require expert attention;



- Specified injuries to persons at work, as defined in RIDDOR 2013;
- All reported cases of disease that meet the criteria for reporting under RIDDOR 2013;
- Dangerous occurrences where it appears from the report that the outcome, potential outcome, or apparent breach of law is serious;
- Work related accidents involving the public, as defined in RIDDOR 2013.

ACCIDENT PROCEDURE AND RIDDOR

All accidents are to be reported to Mr John McGovern at the head office and entered into the accident book. The statutory requirement to report under RIDDOR 2013 will be complied with and attended to by Mr John McGovern. An accident book will be retained at the office and on work sites. In the event that there is an accident on site, full details will be completed in the book and the page detached and sent to the head office for the attention of Mr John McGovern.

In the event that an accident is reportable, Mr John McGovern, together with M.E.L. (Health & Safety) Consultants Limited, will give consideration to completing a formal investigation.

In recognition of its duties under RIDDOR 2013, the Company has instigated a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive. In the first instance, H. McGovern & Son Plant Hire Limited will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe system of work, safe appliances for work and a clean, safe and healthy working environment.

The company will provide such information, instruction, training and supervision as may be necessary to ensure the Health and Safety at work of its employees and to promote awareness and understanding of the Environment and Health and Safety throughout the workforce.

In accordance with RIDDOR 2013, Mr John McGovern will ensure that the reporting of all accidents, diseases and dangerous occurrences outlined in the regulations will be reported within 10 days unless where detailed:

- All deaths to workers and non-workers that arise from a work related accident (report to HSE without delay);
- Specified injuries to workers as outlined in Regulation 4 of RIDDOR 2013;
- Over 7 day injuries (whereby an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days, not counting the day of the accident) (within 15 days);
- Work related accidents involving members of the public who are taken from the scene to hospital for treatment to that injury (examinations and diagnostic tests do not constitute 'treatment' in such circumstances);
- Reportable occupational diseases caused or made worse by work, as listed in RIDDOR 2013;
- 27 categories of Dangerous Occurrences as listed in the regulations.

H. McGovern & Son Plant Hire Limited will retain all records of incidents to ensure that sufficient information is collected to properly manage health and safety risks. This information will be used as a valuable management tool as an aid to risk assessment helping to develop solutions to potential risks. In this way, records will help H. McGovern & Son Plant Hire Limited prevent injuries and ill health and control costs from accidental loss.

ALCOHOL, DRUGS AND SMOKING

Anyone found under the influence of or in possession of alcohol or narcotics will be dismissed from the areas of work and may be subjected to appropriate disciplinary measures, which could result in dismissal for serious or repeated offences.



Employees and contractors are reminded that some prescription drugs may induce tiredness and lethargy etc. Therefore it is the Policy of H. McGovern & Son Plant Hire Limited that any person who is taking medication, prescribed or not, is to inform their Plant/Transport Manager if those drugs could affect their performance whilst at work. Employees etc. are also requested to notify their Plant/Transport Manager of any illness that may affect their ability to undertake work activities in a safe manner. Employees are required to submit this information pursuant to Section 7 of the Health and Safety at Work etc. Act 1974.

Anyone found smoking in an area other than designated "Smoking areas" will be instructed to extinguish the cigarette immediately with repeat offences being subject to disciplinary measures. Together with being a health risk smoking also greatly increases fire risk. The Smoke-free (Premises and Enforcement) Regulations 2006 now prohibit smoking within premises and within company vehicles. Therefore this is a statutory requirement.

ASBESTOS – DUTY TO MANAGE

The owners of buildings have a duty to investigate and make safe any areas where the presence of Asbestos is known or suspected in accordance with the Control of Asbestos Regulations 2012. A plan is required to be kept by companies stating the exact location of known Asbestos together with its type, state, and last inspection date where the assessments shows that Asbestos is (or is liable) to be present. A management plan will also be required to be produced to reduce the risk to any person who may be exposed to the substance while working in the premise, encompassing maintenance work and including contractors.

The duty to manage Asbestos is contained in Regulation 4 of The Control of Asbestos Regulations 2012. H. McGovern & Son Plant Hire Limited (as the "duty-holder") will:

- Take reasonable steps to find out if there are materials containing Asbestos in the premises, by conducting a suitable and sufficient assessment;
- Presume materials contain Asbestos unless there is strong evidence that they do not;
- Take into account any plans and considerations of the age of the building and if discovered and confirmed, record the amount, location and condition of those materials;
- Assess the risk of anyone being exposed to fibres from the materials identified;
- Prepare a plan that sets out in detail how the risks from these materials will be managed;
- Take the necessary steps to put the plan into action;
- Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date;
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

There is also a requirement on anyone to co-operate as far as is necessary to allow the duty holder to comply with the above requirements.

BATTERY CHARGING

Disassembly

Never disassemble a battery, as the materials inside may be toxic and may damage skin and clothes.

Short-circuiting

Never attempt to short-circuit a battery. Doing so can damage the product and generate heat that can cause burns.



Disposing of batteries

Disposing of a battery in fire can cause the battery to rupture. Also avoid placing batteries in water, as this may cause the battery to fail.

Soldering

Never solder anything directly to a battery. This can destroy the safety features of the battery by damaging the safety vent inside the cap. Permanent connections to an energy cell may be made by spot welding solder tags to the terminals. A soldered connection can subsequently be made to the tag.

Inserting the batteries

Never insert a battery with the positive and negative poles reversed as this can cause permanent damage to the battery which may swell or rupture.

Charging

Never charge with an unspecified charger or specified charger that has been modified. This can cause breakdown of the battery or swelling and rupturing.

Never attempt to charge a battery which has been physically damaged.

Overcharging at high currents and reverse charging

Never reverse charge or overcharge with high currents (i.e. higher than rated). Doing so causes rapid gas generation and increased gas pressure, thus causing batteries to swell or rupture.

Don't leave the battery in the charger once it is fully charged.

Installation in equipment (with an airtight battery compartment)

Always avoid designing airtight battery compartments. In some cases, gases (oxygen, hydrogen) may be given off, and there is a danger of the batteries bursting or rupturing in the presence of a source of ignition (sparks generated by a motor switch, etc.).

Incorrect use of batteries

Do not use a battery in an appliance or purpose for which it was not intended. Differences in specifications can damage the battery or appliance.

Short-circuiting

Special caution is required to prevent short circuiting any battery since the consequences can be very dangerous. Care must be taken during the design of the battery pack shape to ensure batteries cannot be inserted in reverse. Also, caution must be given to prevent accidental short-circuiting of the battery.

Using old and new batteries together

Avoid using old and new batteries together. Also avoid mixing batteries using differing cell chemistries such as ordinary dry-cell batteries, Ni-Cd, NiMH batteries or with another manufacturer's batteries.

Differences in various characteristic values, etc., can cause damage to the batteries or the product.

Storage

Store the batteries in a cool place and when in use don't allow them to remain in environments which may be subject to overheating e.g. direct sunlight in a locked car.

ESD (Electrostatic Discharge) Bags

Do not put batteries into plastic bags designed to protect components from electrostatic discharge. These bags are made from conductive material which could cause the battery to be short circuited.

Precautions

Batteries should always be charged prior to use. Be sure to charge correctly.

Warning Notice

Be sure to indicate this safety warning clearly in all operating instructions as a handling restriction for ensuring safety.

CDM CONTRACTORS DUTIES

When acting as a Contractor, H. McGovern & Son Plant Hire Limited will:

- Check that the clients are aware of their duties;
- Satisfy ourselves that we and anyone we employ or engage are competent and adequately resourced;
- Plan, manage and monitor our own work to make sure that workers under our control are safe from the start of their work on site;
- Ensure that any Contractor who we appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;
- Provide workers under our control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided by a Principal Contractor) which they need to work safely, to report problems or to respond appropriately in an emergency;
- Co-operate with others and co-ordinate our work with others working on the project;
- Ensure that our workforce is properly consulted on matters affecting their Health and Safety;
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

Where we undertake the preparation or modification of a design which may be used in construction work, we will endeavour to avoid foreseeable risks to the Health and Safety of any person:

- Carrying out construction work;
- Liable to be affected by such construction work;
- Maintaining the permanent fixtures and fittings of a structure;
- Using a structure designed as a workplace.

We will also endeavour to:

- Eliminate hazards which may give rise to risks;
- Reduce risks from any remaining hazards, and in so doing shall give collective measures priority over individual measures.



COMMUNICATION

H. McGovern & Son Plant Hire Limited sees communication within the company as an essential part of effective Health and Safety management. The company will endeavour to communicate to employees their commitment to Safety. In doing so, we will ensure that employees are familiar with the contents of the Company's Health and Safety Policy. Communication with employees will be in the form of directions and statements, in writing, by way of the Policy Statement and by example.

H. McGovern & Son Plant Hire Limited aim to work with their Client's Health and Safety representatives and other employers to ensure that all information and documentation is shared regarding Environmental, Health and Safety matters and is communicated to relevant Employees in order to ensure safe working of all parties at all times. In the event that an Employee has concerns with regards to Health and Safety they are encouraged to contact their Plant/Transport Manager or Mr John McGovern so that the issue can be solved. Members of the public who may have concerns with regards to any matter will be given the telephone number of the head office so that it can be dealt with.

H. McGovern & Son Plant Hire Limited will ensure that there is adequate consultation with all personnel should there be any alteration to working practices; when new plant is introduced or for any reason that may impinge on the Health, Safety and Welfare of employees, in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Committee and Safety Representatives Regulations 1977. Employees are encouraged to have a representative when a formal convener has not been appointed.

COMPANY OFFICES

Management is responsible for the provision and control of all office accommodation and equipment, and the management of the office personnel.

Suitable access to and egress from the office accommodation shall be provided, kept clear of obstructions and adequately illuminated.

Suitable lighting, adequate ventilation and heating control will be provided to ensure a suitable working environment.

The positioning of office furniture, equipment and machinery will be planned to ensure it is located in accordance with the manufacturers' specifications and ensure it is compatible with safe and healthy operational practices.

All office staff will be provided with suitable instruction on office procedures to achieve tidy working conditions and safe working practices.

Management will undertake risk assessments of the fire risk relating to premises under its control.

Appropriate fire precautions shall be provided in accordance with the fire risk assessment.

Procedures shall be prepared that are to be followed in the event of fire or emergency and personnel shall be instructed in those procedures and given appropriate training in the use of fire fighting equipment. Fire evacuation drills shall be conducted at least every six months, the date and comments are to be recorded and retained.

A fire plan will be displayed at conspicuous locations and fire fighting equipment provided and maintained serviceable at the locations identified. All fire extinguishers will be provided in accordance with the current British standards.

Fire alarms and smoke detectors will be installed and tested weekly.

Fire exits will be inspected at the start of each day and maintained serviceable at all times.

Suitable first aid and welfare facilities will be provided and maintained.



COMPLAINTS PROCEDURE

Work undertaken on construction sites has, by its very nature, an impact on the surrounding environment. H. McGovern & Son Plant Hire Limited will work pro-actively with the allocated CDM co-ordinator, the Client and Local Authority to ensure that generic site nuisances are restricted as far as is reasonably practicable.

Consideration will be given to all reasonable recommendations to obviate the impact on the surrounding environment. Should a third party offer a complaint on site, this is to be recorded on the complaints procedure form and forwarded directly to Mr John McGovern at the Head Office.

Should an employee consider that they have a valid complaint on any issue while at work they are to speak directly to their Plant/Transport Manager. In circumstances where this action may not be appropriate or they consider that the situation has not been rectified adequately, they are to outline their complaint in a letter and forward it directly to Mr John McGovern for his consideration; whereby a meeting will be arranged to offer appropriate action and controls.

COMPRESSORS / COMPRESSED AIR AND PRESSURE SYSTEMS

H. McGovern & Son Plant Hire Limited accepts in full the requirements of the Pressure Systems Safety Regulations 2000 and shall ensure that all Systems, pipelines and pipe-work are designed and installed in accordance with these regulations. Furthermore all systems, pipelines and pipe-work shall be assessed to determine any necessary controls to ensure the safety of those persons who may be affected by a release of stored energy within any of the systems.

Those systems that require inspection and examination shall be subjected to such inspections / examination by a competent person who shall ensure that all such systems are regularly examined in accordance with a written scheme of examination prepared by a competent person.

Results of such examinations shall be prepared within a report and submitted to the Plant/Transport Manager of the Company for distribution amongst maintenance staff and / or specialist maintenance Contractors who shall ensure that all repairs and modifications are undertaken as soon as is reasonably practicable. In situations whereby the compressor / pressure system is hired in, a copy of the written scheme of examination will be requested from the hire company. The records of any such examinations and reports shall be retained by the Company.

Compressors must be operated in the manner outlined in instructions supplied with the / on the machine and machines must not be operated unless you are familiar with the system and the instructions are clear and understood. All hoses must be adequately and securely fastened by fittings specifically designed for the job with "whip check" fittings present. Hoses and fittings showing signs of wear, corrosion or damage must be returned to the hire company as unacceptable.

Compressed Air

Fatal injuries may be caused by accidental or deliberate injection of compressed air either through the skin or into body orifices. Therefore, ensure that:

- The clothes you are wearing or PPE prevent the penetration of compressed air into the body;
- Extra care is taken in situations whereby accidental injections of compressed air may be a risk e.g. in awkward or confined situations. Horseplay is never undertaken and strictly forbidden.

Should it even be suspected that a penetration has occurred from compressed air, inform your Supervisor and seek medical attention.

CONSULTATION WITH EMPLOYEES AND CONTRACTORS

The Company will ensure that there is regular consultation with all Employees and Contractors to achieve and maintain an effective Health and Safety culture within the Company's operations. The Company will consult with the Employees or their representatives and contractors, before the introduction of new procedures or technology that may affect their working practices.

Consultation will also occur before the introduction of new statutory information, new or modified work equipment or systems of work and when new technology or new substances are to be used. The consultations will be undertaken on a formal and informal basis according to the matters being relayed. Where necessary the Company will keep records of the consultations. Employees are encouraged to contact Mr John McGovern or their Plant/Transport Manager if they have any concerns or queries with regards to Health and Safety matters or systems of work.

CONTRACTORS

H. McGovern & Son Plant Hire Limited recognise our duty to appoint Contractors who are competent and we will make reasonable enquiries for evidence of competency prior to engaging companies in contractual works. This will be achieved through the use of 'the core criteria for demonstration of competence' as detailed in Appendix 4 of the Construction (Design & Management) Regulations 2007. This competence check will take into account the nature of the work being undertaken and the risks that this work entails.

All Contractors will be asked to satisfactorily complete a copy of H. McGovern & Son Plant Hire Limited pre-qualification safety questionnaire and they will be placed on the Approved Contractor list before they are asked to tender for any work. If successful when tendering, a pre-commencement meeting may be required to discuss any unusual Health and Safety implications relating to a particular project.

All Contractors will be asked to submit a copy of their Health and Safety Policy, current certificate of Employers Liability Insurance, training certificates and Method Statements / Risk Assessments in advance for verification before commencing work for H. McGovern & Son Plant Hire Limited.

Contractors will be expected to comply with the Health and Safety Policy of H. McGovern & Son Plant Hire Limited when working on site and will be supplied with a list of Safety Rules and Requirements. The following paragraph may be inserted into Contractors contracts:

"Please note this copy of our Company Policy for Health, Safety and Welfare and a list of Safety Rules and Requirements for Contractors on this Company's sites and clients premises. Your acceptance of the requirements of this Policy will be deemed to include acceptance of the requirements of our Company Policy". Please contact Mr John McGovern for information on any matter in connection with Health, Safety or Welfare.

CONTROL OF HAZARDOUS SUBSTANCES

Due to the type of operations undertaken by H. McGovern & Son Plant Hire Limited, some hazardous substances are used. However, we will endeavour (through our purchasing policy) to purchase only those substances that are not hazardous to health.

H. McGovern & Son Plant Hire Limited recognise our duties in accordance with the Control of Substances Hazardous to Health (Amendment) Regulations 2004 and will endeavour to purchase substances that are not hazardous to health if they compare favourably in all characteristics i.e. cost, effectiveness and quality. Should hazardous materials not have a suitable replacement the use of such materials will be assessed in accordance with the Regulations and controls implemented to reduce the risk of injury to the lowest level reasonably practicable. The use of those substances subject to the COSHH (Amendment) Regulations 2004, will be restricted and strictly controlled as outlined above together with adequate information, instruction, training and supervision afforded those using the materials.



Dust

The elimination or the reduction in the production of dust will be considered prior to the commencement of any operation in order to eliminate the hazard of dust inhalation in accordance with the COSHH Regulations.

Examples of dust control techniques include:

- Using water to suppress dust during excavating and grinding etc.;
- Using dust extraction on power tools;
- Ensuring that any dust filtering device on tools is in place and in working order.

CO-OPERATION AND CO-ORDINATION

If we are to build and maintain a Clean, Healthy and Safe working environment, it is essential that there is co-operation between all Employees and Contractors. All Employees and Contractors are expected to co-operate and accept their duties contained in this policy. Employees have a duty to take all reasonable steps to preserve and protect the Environment and the Health and Safety of themselves and all other people affected by the Company's undertakings.

H. McGovern & Son Plant Hire Limited will ensure that through co-operation and co-ordination, all employees within shared places of work, operate in a safe environment.

CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT 2007

An offence will be committed where failings by an organisation's senior management are a substantial element in any gross breach of the duty of care owed to the organisation's employees or members of the public, which results in death. The maximum penalty is an unlimited fine and the court can additionally make a publicity order requiring the organisation to publish details of its conviction and fine.

In considering the liability of an organisation under the Act, a jury must consider any breaches of health and safety legislation and may have regard to any health and safety guidance. In addition to other health and safety guidance, this guidance could be a relevant consideration for a jury depending on the circumstances of the particular case.

The Law

There are no new obligations under this Act. However, the Act does provide a new offence under existing common, civil and criminal law. Companies and organisations who comply with existing health and safety legislation are not likely to be in breach of the new provisions, particularly if they can show due diligence to continual improvement in their Company's Health and Safety culture.

This Act:

- Makes it easier to prosecute companies and other large organisations when gross failures in the management of health and safety lead to death;
- Removes a key obstacle to successful prosecutions because, until now, a company could only be convicted of manslaughter if a "directing mind" (such as a director) at the top of the company was also personally liable;
- Means that both small and large companies can be held liable for manslaughter where gross failures in the management of health and safety cause death; not just health and safety violations;



- Does not apply to individual directors, senior managers or other individuals: it is concerned with the corporate liability of the organisation itself (but where there is sufficient evidence, individuals can already be prosecuted for gross negligence manslaughter and for health and safety offences and the Act does not change this position).

DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERE REGULATIONS

H. McGovern & Son Plant Hire Limited will undertake a risk assessment where a dangerous substance is present in the workplace. The risk assessment will take into account the hazardous properties of the substance from information on the suppliers' safety data sheet.

The risk assessment will review:

- The circumstances of the substance being used;
- The amount of the substance involved;
- Whether one or more dangerous substances are involved and the amount present by the combination of these substances;
- The arrangements for the safe handling, storage and transport of that substance;
- Maintenance arrangements;
- The likelihood that an explosive atmosphere will exist; and its persistence;
- The presence of any ignition sources e.g. static electricity, hot surfaces etc.;
- The possible effects of a fire or explosion.

H. McGovern & Son Plant Hire Limited will provide Employees with information, instruction and training on the precautions required to use the substance safely also the significant findings of the risk assessment and what to do in the event of an accident, incident or emergency.

DATA PROTECTION AND RECORD KEEPING

Collection of data

In order to maintain accurate and efficient records, information regarding the planning and management of Health and Safety is stored as follows:

- By means of paper based records, manually retrievable;
- By means of retrievable electronic systems.

In all circumstances, it is the policy of the company to maintain a record keeping system, regardless of description that provides protection for the privacy of all employees, where personal data is stored **N.B. *personal data is defined as data that relates to a living individual who can be identified.***

Description of data

Some Health and Safety data retained by the company will be classified as being sensitive personal data and may include:

- Records of physical injury suffered during the course of employment i.e. the accident book;
- Records of occupationally induced ill health e.g. sickness records;



- Records of Health and Safety awareness training;
- Records of safety management audits, safety sampling, safety encounters or safety inspections, where the employee is named in the reporting document.

Other data may include:

- Safe working procedures, developed in support of this Policy document;
- Safety method statements;
- Assessment records of significant risks;
- Permit to work controls; which may directly refer to named employees.

Processing of data

Data processing may comprise of any or all of the following:

- Collection or gathering of information;
- Subsequent retrieval of information;
- Disclosure of data to any source.

Requests for information on data stored

Any Employee may request information regarding Health and Safety relating to that individual, and information will be promptly released and explained. Should an Employee consider that the data stored causes unwarranted substantial damage or distress, the Employee may request that the processing of the data causing concern should cease.

DERMATITIS

Early signs of Irritant Contact Dermatitis (ICD) include dry skin, redness, cracking and blistering. A person affected by a sensitising chemical may exhibit many signs relevant to ICD and in addition may exhibit swelling in the affected area of the body as well as elsewhere.

Health surveillance is not a substitute for the required measures, but is part of the risk management package.

We will arrange for suitable health surveillance in compliance with Regulation 11 of The Control of Substances Hazardous to Health (Amendment) Regulations 2004, when there is exposure to "wet work" and / or substances known to cause dermatitis and there is a reasonable likelihood that the working procedures in place would lead to dermatitis.

We will also appoint and train a suitable person to look actively for signs of dermatitis. Suitable training may be obtained from an external occupational health service provider.

A competent "responsible person" will be employed to carry out the relevant procedure, and is charged with reporting to the Managing Director the findings of the procedure. This person may be the First Aider, Manager etc.

Where there is a risk of dermatitis the responsible person is expected to:

- Carry out skin condition assessment prior to someone joining the company or as soon as possible after an employee has started the work;
- Carry out periodic checking of the hands and forearms of the Employees for early signs of dermatitis;



- Keep records of all checks;
- Inform the Employee of the outcomes of the skin checks so that they can take necessary action;
- If there is an outbreak of dermatitis, advice the Employee to seek expert help for managing this.

The responsible person may carry out skin inspection by direct observation of the skin, using a questionnaire or some other method within their competence.

Control measures will include:

- The provision of barrier cream at all places of work;
- The issue of gloves that are suitable for the task being undertaken;
- The provision of suitable soap at all places of work;
- The provision of moisturiser at all places of work;
- Information and training on the causes, signs and control measures for dermatitis to all Employees.

DISCIPLINARY PROCEDURE

When there are issues of non-compliance of Health and Safety Regulations or unsafe working practice, the Company will investigate them. Mr John McGovern will collate any information. This will be reviewed and the appropriate corrective action taken to ensure that there are controls implemented and that the Employees are made aware of the situations which are causing concern. If the problems persist, the Company will apply further measures to ensure the Health, Safety and Welfare of all Employees and others who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

The Employee's attention will be drawn to a situation, which is causing concern in order to give the Employee the opportunity to explain and to improve a position. If subsequently, the problem persists, then further, more stringent measures may be necessary.

Where the Company is dissatisfied with an Employee or Contractors' performance on Health and Safety grounds they will arrange a formal interview, where the Employee can be accompanied by a fellow Employee or trade representative. After considering the details, an appropriate admonishment, verbal warning, written warning, suspension or dismissal will be issued. Records of the disciplinary actions will be maintained by the Company and made available for any appeals or legal actions arising from the issues of non-compliance with Health and Safety legislation.

The following contraventions will result in the offending individual being suspended from work pending an inquiry, which will be overseen by Mr John McGovern:

- Failure by Managers to notify and explain to Employees, over whom they have charge, the controls in force, associated risks and the procedures established for their protection and safety;
- Working in a manner where safety management controls and requirements are disregarded, to such an extent that the activity or action is considered life threatening to the individual, colleagues or third parties;
- Malicious misuse of or damage to any items which have been provided to assist in maintaining Health, Safety or Welfare standards, including:
 - Personal Protective Equipment;
 - First aid provisions and facilities;
 - Welfare facilities;



- Safety notices, instructions or signs;
- Consumption of or being under the influence of, alcohol or other substances during the course of employment.

DISPLAY OF STATUTORY INFORMATION

All statutory notices provided by the company will be displayed in a proper manner in places that are appropriate and easily accessible to all employees concerned. Such items are the Health and Safety Law poster "information for employees", Company Health and Safety Policy, F10, etc.

DISPLAY SCREEN EQUIPMENT

The use of display screen equipment is not generally a high-risk activity but failure to meet the minimum requirements may lead to serious muscular or other physical problems such as eyestrain, fatigue, stress, etc.

The company will undertake assessments to check that the DSE is properly installed in an acceptable environment. DSE users are to co-operate with the company in the assessment and efficient use of their workstation and report any difficulties or defects which could potentially contribute to a health hazard. Employees who are required to use DSE for substantial work will receive advice so that they are aware of the hazards and health risks and are able to arrange and adjust their equipment and workstation for safe and efficient working.

Employees who carry out substantial work at a display screen will be entitled to eye tests; before commencing work on DSE or as soon as is practical; at regular intervals afterwards or when visual difficulties are experienced. Where tests show that eyesight correction is needed to carry out work on DSE, corrective appliances required solely for DSE will be obtained for the user.

ELECTRICAL WORK EQUIPMENT

Electrical equipment used on site will be 110V centre tapped to earth. This equipment will be portable appliance tested at 3 monthly intervals as recommended by the HSE guidance note HS (G) 107.

240V equipment is not permitted unless a risk assessment has been produced for its usage, residual circuit devices are fitted and portable appliance testing is undertaken on a monthly basis.

Employees will be properly trained only to use equipment after they have given it a visual inspection to identify damage or defects, and to use it only for the purposes for which it is intended according to the safe systems of working. Where equipment is found to be faulty, repairs and re-testing will be carried out by competent persons before the equipment is re-issued.

Company management will ensure that there is adequate supervision of the requirements of the electrical equipment and will keep records of maintenance and testing results.

EMERGENCY PROCEDURES

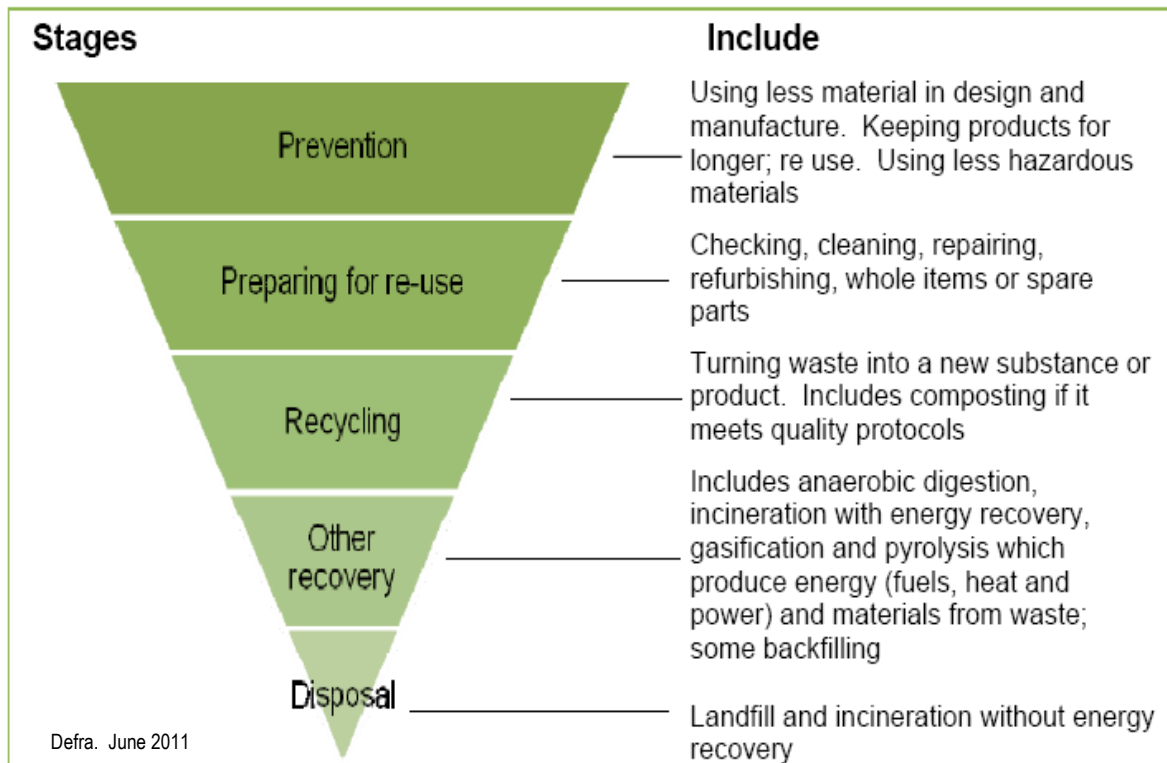
The Company will establish appropriate emergency procedures to be followed in the event of serious and imminent danger to persons working within the premises. The prime objective will be to ensure that no Employee or visitor is subjected to danger when an emergency or possible danger may be present. The plan will allocate responsibilities to persons who have first received adequate Health and Safety instruction and training.

The Company will inform Employees about the emergency procedures and will provide the names of those persons given tasks to complete should there be an emergency.

The Employees will also be instructed on how to identify unsafe conditions when it may be necessary to stop work and go to a place of safety. The Emergency Procedures will provide adequate safeguards to avoid a return to the work area until the risk of danger has been cleared. Emergency procedures / evacuation will be practiced as a minimum every six months.

ENVIRONMENTAL CONSIDERATIONS

H. McGovern & Son Plant Hire Limited recognises its Duty of Care under The Environmental Protection Act 1990, The Waste (England and Wales) Regulations 2014 and other associated statutory provisions. As a considerate company H. McGovern & Son Plant Hire Limited will undertake to reduce its impact on the environment at all stages of its business and will endeavour to follow the Defra and Environmental Agency guidance on the reduction of waste and care of the environment.



EXCAVATIONS

Works in connection with excavations must be carried out in accordance with The Construction (Design and Management) Regulations 2007 and the Lifting Operations and Lifting Equipment Regulations 1998 and Approved Codes of Practice.

Excavations can impose risks not only to persons working in excavation, but also to persons nearby for example: other site workers, plant operators, site traffic, general public, road traffic etc.

All excavations require barriers erected at a safe distance from the excavation edges and 'Danger - Excavation' signs should be displayed where there could be a risk to the general public e.g. children.

General Public Safety

Excavation works should be planned whenever possible so that the least amount of excavation is left open when the sites are unattended, i.e. at night and lunchtimes etc.

Remember, reducing the size of an excavation means less work involved in making it safe.

Whenever possible, excavations should be back-filled when they are not being worked on, i.e. at night and lunchtimes, particularly in general public areas, i.e. pavements and roads etc.

The general public should not be put at any risk of danger.

Where it is not reasonably practicable to back-fill completely, excavations in general public areas must be safely guarded-off or securely covered.



Excavations, which could be dangerous to the general public, particularly children, must have 2 metre high hoarding or linked fencing erected around them. Linked fencing should be used where hoarding would unsafely obstruct the view for pedestrians and drivers of vehicles.

Hoarding and link fencing constructed in the road must have high visibility marking on the covers and all appropriate road-signs displayed. Appropriate lighting should be provided where necessary for health and safety reasons.

Trial holes should be back-filled with loose materials and temporarily reinstated or securely covered with a metal road plate secured into position with the edges tampered, so there are no tripping hazards. This will reduce to a minimum any risk to the general public. It would also alleviate the Company from the expense of displaying and maintaining signs, lighting and guarding protection.

Supports

All excavation sides must be adequately supported or the sides of the excavation battered to a safe angle. The type of supports and method of support will vary depending on the ground condition, nature of work to be carried out in and around the excavation and the environmental conditions etc. Whatever system of support adopted is for an excavation, it must provide adequate protection preventing the sides of an excavation giving way. When battering, the sides of an excavation must be cut back to a safe angle so that it would not be possible for the excavation sides to give way. All support materials must be checked to ensure they are adequate and in good condition.

Guard-rails for excavations

Guardrails are required to be erected wherever possible where a person may be injured from a fall into the excavation. The height of the guard-rails must be at least 950 mm, a toe board fitted and no gap should exceed 470 mm. All edge protection must be ridged enough not to give way should someone fall or lean against them. Guard-rails can only be removed if the guard-rails themselves become an unsafe obstruction or if it is not reasonably practicable to carry out the works with the guard-rails in place. In these cases, other forms of protecting persons from falling will have to be incorporated into the Method of Work.

Guardrails should be erected between the excavation supports and the sides of an excavation. Guardrails should be made out of scaffolding tubes and clips. Note: If you use excavation supports, which extend at least 950 mm above the ground level, then this will suffice as guardrail protection providing there are no gaps.

Toe-boards for excavations

Toe-boards are required at the top edges of excavations where it could be possible for materials/equipment to fall into the excavations putting persons working in the trench at risk. The height of the toe-boards must be of adequate dimensions to prevent materials falling into the excavation.

Spoil heaps

Spoil heaps must be kept at a safe distance from the edges of excavations so that they do not impose additional loading on the excavation sides, and so that unobstructed safe access can be maintained on all sides of excavations.

Ladder access

A sufficient number of ladders must be provided for safe access and egress.

Inspections of excavations

Excavations must be inspected by a competent person at the start of every shift in which work is to be carried out, after any event likely to have affected its strength or stability and after any material unintentionally falls into the excavation. If excavations remain open for more than seven days, the excavation register must be completed on a weekly basis.



FIRE SAFETY

Firefighting equipment will be located at strategic points throughout the work areas. All equipment will be supplied by H. McGovern & Son Plant Hire Limited and arrangements may be made with contractors in situations, whereby H. McGovern & Son Plant Hire Limited may not have a permanent Supervisor on site, to ensure that suitable extinguishers and procedures are in place. In situations whereby work is undertaken at the Clients premises, those extinguishers will be checked and adopted with authorisation from the Client.

In accordance with the Regulatory Reform (Fire Safety) Order 2005, H. McGovern & Son Plant Hire Limited has appointed a 'Responsible Person' to undertake the following specific duties:

- Ensure that general precautions are in place to protect Employees from the risk of fire;
- Ensure that a fire risk assessment is prepared and regularly reviewed;
- Ensure the effective planning, organisation, control, monitoring and review of the preventive and protective measures;
- Ensure that specific arrangements are made for the safe handling, storage and transport of dangerous substances and waste containing dangerous substances;
- Ensure that appropriate steps are taken to reduce the risks of ignition or have taken steps to limit the spread, growth and impact of a fire;
- Ensure that adequate and suitable means are provided; giving warning in the event of a fire, for the escape from a fire and for firefighting;
- Any equipment, fixed or portable, used for fighting fires must always be kept in an operational condition;
- Ensure that identified risks and safety precaution information is passed onto Employees and others that may be affected;
- Ensure that Employees are adequately trained in relation to fire safety.

Employees of H. McGovern & Son Plant Hire Limited will be instructed in the procedure for evacuating the premises and the location of the Assembly Point at induction to the Company. Employees are expected to tackle a fire themselves only if they have been trained in the use of firefighting equipment and if it would pose no threat to their personal safety to do so.

Fire exits must be kept clear and must never be blocked or used as storage space.

All Employees have a duty to ensure their safety and the safety of others who may be affected.

FIRST AID

H. McGovern & Son Plant Hire Limited will undertake risk assessments and ensure that there are sufficient competent trained First Aiders to meet the risk level requirements and they will ensure that all first aid facilities are well maintained in accordance with The Health and Safety (First Aid) Regulations 1981.

The first aid kit and its location shall be known by all Employees and its contents replaced as they are used or when an expiry date is exceeded. A regular check is to be made of the contents to ensure this. One person holding a current "First Aid at Work" certificate or an "Emergency First Aid at Work" certificate will be responsible for the proper use and maintenance of the first aid box.

Arrangements may be made with the Principal Contractor at projects for the shared usage of such facilities when employees are working on site.



FORK LIFT TRUCKS

It is the policy of H. McGovern & Son Plant Hire Limited that only qualified drivers operate forklift trucks and speed limits are adhered too. Each driver is responsible for carrying out daily checks on his truck to ensure that it is in a road worthy condition, these checks include lights, tyres, brake fluid, coolant and fuel; with these being topped up as necessary.

All attachments are to be checked for damage on a daily basis as above; also that any warning system such as reversing alarms and flashing lights are fully operational.

Each driver is responsible for ensuring his truck is parked correctly; with the key being removed from the ignition to stop unauthorised use of the truck by others. The forks must be on the ground and the hand brake is firmly applied.

In addition drivers are to ensure that the SWL of the truck is not exceeded and that trucks are driven in reverse if any load obscures forward vision.

Use on public roads

Forklift trucks will not be used on a public road unless they have been registered with the DVLA and carry a current road fund licence, certificate of insurance and MOT if required. Operators must hold a current full ordinary driving licence.

Thorough Examination

It is a requirement of both the Lifting Operations and Lifting Equipment Regulations and the Provision and Use of Work Equipment Regulations that all lifting equipment is thoroughly examined at regular intervals dependent on use.

All H. McGovern & Son Plant Hire Limited FLT's will have current certificates of thorough examination.

A thorough examination will be undertaken on the forklift every 12 months, as a minimum.

A thorough examination will be undertaken on the forklifts attachments every 6 months, as a minimum.

FULL BODY VIBRATION

Exposure to whole-body vibration (WBV), particularly to large shocks and jolts, is a back-pain health risk for H. McGovern & Son Plant Hire Limited Employees who drive mobile machines over poor surfaces as the main part of their job. The Control of Vibration at Work Regulations 2005 requires the health risks from exposure to WBV to be controlled and sets out two distinct exposure values:

- The daily exposure limit value is 1.15 m/s² A(8);
- The daily exposure action value is 0.5 m/s² A(8).

The daily exposure limit value is the maximum amount of vibration an Employee may be exposed to on any single day. The daily exposure action value is the level of daily exposure to vibration above which we are required to take actions to reduce exposure. H. McGovern & Son Plant Hire Limited does not consider reduction just below the exposure limit value to be a target – we shall endeavour to reduce exposure as low as we reasonably can; reducing the time for which the Employee uses the machine each day by spreading that particular task over several days or by sharing it between two or more employees where necessary.

The exposure values are expressed in terms of m/s² A(8), which expresses a person's exposure as an average over an eight-hour period. It does not fully represent the risks which are generated by vibration when it includes severe shocks and jolts (for instance, when driving over potholes or large rocks), which are considered to be an important risk factor in back pain. A basic assessment the severity and frequency of shocks and jolts shall be made by observing the working vehicle and the movement of the driver in the seat, or by asking the driver about them.



If the exposure action value is likely to be exceeded H. McGovern & Son Plant Hire Limited will establish a programme of formal risk control measures and produce a vibration assessment containing an action plan. This shall include, as appropriate; plans for selecting machines, routes and speeds which will avoid excessive vibration exposure, operator training and job rotation to reduce exposure time. In order to assess the daily exposure to vibration of a worker (or a group of workers doing similar work), it is necessary to know approximately how long, on average each day, they are exposed to vibration. These details shall be obtained by observing the Employee. Observation will allow us to exclude pauses and breaks, and periods when the Employee has switched to non-WBV-exposed work.

Sometimes the activities of H. McGovern & Son Plant Hire Limited may cause Employees of other Employers to be exposed to vibration (in situations where Contractors use machines for work specified and controlled by our company). In scenarios where this arrangement exists; information, instruction and training shall be given to others' Employees in relation to the specific job they are undertaking on our behalf.

For some types of machine there may be models available which are designed to reduce WBV exposure e.g. with improved wheel suspension or with vibration-isolated cabs. When buying, hiring or replacing machines H. McGovern & Son Plant Hire Limited shall take these factors into account so far as is reasonably practicable. When all reasonably practicable steps have been taken to reduce the vibration magnitude (taking account of the fact that there is no personal protective equipment available for WBV) the final resort for compliance with the exposure limit value will be to limit the duration of exposure.

There is, at present, no health surveillance appropriate for WBV. Nevertheless, information gained from an informal system of health monitoring i.e. checking regularly with employees for reports of back pain shall be undertaken in order to identify possible risks from WBV or other back pain risk factors such as manual handling.

HAND-ARM VIBRATION

It is the buying policy of H. McGovern & Son Plant Hire Limited to ensure that the noise and vibration produced by work equipment is considered, together with the price when new purchases are made, with a view to lowering the risk when equipment is used. H. McGovern & Son Plant Hire Limited will endeavour to purchase equipment that is advanced in technology and equipped with vibration absorbing features.

It is recognised that a common cause of hand-arm vibration is the prolonged use of rotating hand tools for cutting and grinding, together with percussive hand tools used for riveting, grinding, hammering and drilling.

We will make sure that equipment selected or allocated for tasks is suitable and can do the work efficiently. Equipment that is unsuitable, too small or not powerful enough is likely to take much longer to complete the task and expose employees to vibration for longer than is necessary.

We will also endeavour to:

- Select the lowest vibration tool that is suitable and can do the work efficiently;
- Limit the use of high vibration tools wherever possible.

In the first instance we will consider remote mechanical methods which do not require exposure to the operative. However, where the task requires operatives to hold equipment that vibrates, an appropriate number of employees will be allocated to the task to ensure job rotation and a reduction in the exposure time.

To ensure that employees are aware of the effects of hand-arm vibration, they will be provided with adequate information on the hazard and controls and given information in order to reduce the risk.



The following table is to be used for reference only. Any further guidance and values can be obtained from the HSE "Hand Arm Vibration" Calculator, available free on line:

Vibration values in m/s ²	Exposure time required to reach action level 2.5m/s ² A (8)	
	In minutes	In hours
2.5	480	8.00
3.0	333	5.55
3.5	245	4.08
4.0	188	3.13
4.5	148	2.47
5.0	120	2
5.5	99	1.65
6.0	83	1.38
6.5	71	1.18
7.0	61	1.02
7.5	53	0.88
8.0	47	0.78
8.5	42	0.7
9.0	37	0.62
9.5	33	0.55
10.0	30	0.5
10.5	27	0.45
11.0	25	0.42
11.5	23	0.38

It may be appropriate to use the information provided by manufacturers on vibration values for some types of work equipment. Where hand-arm vibration values supplied by the manufacturer of the work equipment exceeds the daily exposure limit value of 5 m/s² A(8) or the daily exposure action value of 2.5 m/s² A(8), H. McGovern & Son Plant Hire Limited will ensure that a suitable risk assessment is prepared. This may include the use of vibration monitoring equipment.

Where it has been confirmed that employees are being exposed to excessive hand arm vibration, H. McGovern & Son Plant Hire Limited will ensure that affected employees are placed on health surveillance.

HEALTH SURVEILLANCE

Health surveillance is a system of on-going health checks. These health checks may be required by law for employees who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air.

Health surveillance is important for:

- Detecting ill-health effects at an early stage, so employers can introduce better controls to prevent them getting worse;
- Providing data to help employers evaluate health risks;
- Enabling employees to raise concerns about how work affects their health;
- Highlighting lapses in workplace control measures, therefore providing invaluable feedback to the risk assessment;
- Providing an opportunity to reinforce training and education of employees (e.g. on the impact of health effects and the use of protective equipment).

Our risk assessment will be used to identify any need for health surveillance. We will not use health surveillance as a substitute for undertaking a risk assessment or using effective controls.



Health surveillance can sometimes be used to help identify where more needs to be done to control risks. Where early signs of work-related ill health are detected, employers should take action to prevent further harm and protect employees.

Health surveillance is a particular legal requirement and should not be confused with:

- Activities to monitor health, where the effects from work are strongly suspected but cannot be established;
- Workplace wellbeing checks; such as promoting healthy living;
- Fitness to work examinations e.g. fitness to operate cranes, forklift trucks, other large plant and machinery;
- Health assessments requested by night working employees.

The starting point is our risk assessment. Through this, we will have found out the hazards in our workplace; identified who is at risk and taken measures to control the risks.

Where some risk remains and there is likely to be harm caused to our employees, we will need to take further steps.

We will consider health surveillance if our employees are at risk from:

- Noise or vibration;
- Solvents, dusts, fumes, biological agents and other substances hazardous to health;
- Asbestos, lead or work in compressed air;
- Ionising radiation.

Control measures may not always be reliable, despite appropriate checking and maintenance, so health surveillance can help make sure that any ill health effects are detected as early as possible.

HOT WORKS

Hot work refers to work which involves or produces a naked flame, sparks or similar and which could be a source of ignition if hydrocarbon vapours or flammable substances are present. It includes (but is not restricted to):

- The use of abrasive cutting discs when used on either metal or concrete (consideration should be given to the cutting of any natural stone that may contain ferrous metals);
- Burning or grinding;
- Blowlamps;
- Hot air guns;
- Propane torches;
- Welding.

While hot works are being undertaken in a hazardous area a fire extinguisher and fire watch may be posted. A fire extinguisher will be directly to hand throughout the operation as a minimum requirement.

We will also consider the use of a hot work permit system.



HOUSEKEEPING AND SITE TIDINESS

Site tidiness will be considered at all stages of the work and good co-operation is expected between H. McGovern & Son Plant Hire Limited and all other Contractors. Waste material, especially combustible materials, will be controlled and either deposited in an agreed area or removed from site. Spillages of oil, diesel and other substances will be dealt with immediately.

INSPECTIONS AND EXAMINATIONS OF PLANT

There are certain routine inspections and examinations of lifting appliances which must be legally carried out. It is the responsibility of the Plant/Transport Manager to carry out such inspections *and* examinations himself at the required intervals, or alternatively, instruct some other person who is competent to do so.

Lifting Equipment

Lifting Appliances are to be inspected at least every 7 days by a competent person, routinely by the machine driver and periodically by a competent fitter.

Sign the Register IMMEDIATELY AFTER INSPECTION.

A copy of the Test of Thorough Examination certificate must be available on site. For lifting appliances lifting goods this is to be a 12 monthly certificate and for lifting appliances lifting persons this is to be a 6 monthly certificate.

Excavators are subject to the requirements of The Lifting Operations & Lifting Equipment Regulations 1998 if they are used to lift goods. In these circumstances a copy of the 12-month thorough examination certificate must be available on site.

Lifting Appliances

If in regular use examined every 6 months by competent person. Copies of the Test of Thorough Examination Certificate should be available on site.

INSPECTION PITS

The principal hazards are:

- Falling into the pit (the Work at Height Regulations will apply);
- Slipping on access steps;
- Fire or asphyxiation from an accumulation of gases or vapours that are heavier than air, or fuel release;
- a vehicle or other objects falling on an employee in the pit;
- Head injuries from contact with the vehicle over the pit.

Procedures will be put in place to safeguard against these hazards. These may include:

- Limiting access to the area; where possible by physical segregation;
- Covering pit openings; where practical, pit openings will be covered when they are not in use;
- The provision of barriers, guard rails or chains;
- Improving visibility;
- Reducing the risk of slips and trips;



- The provision of a safe means of entry and exit;
- The use of slip-resistant coatings on the steps;
- Highlighting the pit edges;
- Provision of suitable head, eye and hearing protection when necessary.

INSURANCE

In recognition of its statutory and common law duties, H. McGovern & Son Plant Hire Limited has taken out insurance with an approved insurer. The certificate of insurance will be prominently displayed where our Employees can easily read it, however, we reserve the right to store it electronically, and instruct our employees how to access it. This will be made available for inspection at all reasonable times by employees and regulatory authorities e.g. the Health and Safety Executive.

JOINT CONSULTATION

There will be joint consultation with others who may be affected by undertakings and also with respect to, emergency procedures, first aid and firefighting provisions already in place and any additional requirements that may be needed.

LADDERS AND STEPLADDERS

H. McGovern & Son Plant Hire Limited will ensure that only adequate types of Ladders and Stepladders are used at places of work with all ladders and stepladders meeting the requirements of BS2037/BS1129. Class 3 light duty steps that are for domestic use only are never to be used in any company workplace. If you are unsure check for the numbers on steps as EN131 is for trade and light industrial use and BS2037/BS1129 steps are Class 1 for heavy duty and industrial use. Alternatively; coloured labels are often the indicator of class with Red being domestic, Green class two and Class one steps having a Blue label.

Ladders and steps will never be used unless all other forms of access have been dismissed as not being suitable or not adequate to undertake the work e.g. due to space constraints.

Ladders will only to be used for very light work of a short duration and there will be three points of contact with the ladder at all times.

H. McGovern & Son Plant Hire Limited will ensure that if a ladder is used for work at height it is only used if a risk assessment has made in accordance with regulation 3 of the Management of Health & Safety at Work (Amendment) Regulations 2006.

The risk assessment will demonstrate that the use of more suitable equipment is not justified because of the low risk and short duration of use or that existing features on site cannot be changed (space constraints). The main requirement of the risk assessment will be to justify why safer access equipment is not being used.

Ladders, if used, will be used in accordance with Schedule 6 of The Work at Height Regulations. A Manager will oversee all works to ensure compliance i.e. that the ladder remains footed at all times and that the ladder is not upside down etc. A Manager will have adequate training and information to ensure their competence in the inspection and use of the equipment i.e. that ladders are not twisted or damaged in any way and that only one person climbs a ladder at one time with small tools carried in a belt.

Ladders must be set at an angle of 75% or the 1 in 4 rule (one out for every four up) used. At the top of an access ladder the overlap needs to be at least five rungs if a suitable handhold is not provided. All ladders will be removed to storage once the task is complete to prevent their use for intrusion by trespassers etc. and it will prevent the hazard of leaning ladders being displaced.



Ensure that when ladders and steps are used, that you do not to overreach and always grip the ladder when climbing. The top three steps should never be used as a working platform and when using step ladders ensure that the locking devices are in place. In addition; ensure that the steps are placed horizontal to the wall and not sideways on i.e. that the steps cannot be pushed over if you push against the wall.

Remember:

- Ladders and steps must only be used for short duration work (maximum 30 minutes);
- Ladders and steps must be the last resort;
- Ladders and steps must be inspected prior to use;
- Ladders and steps must only be used where there is a specific risk assessment in place for their use.

LEPTOSPIROSIS / WEIL'S DISEASE

Leptospirosis / Weil's disease is caused by a bacteria known as Leptospira (many strains). It is a zoonotic bacteria (passed from animals to humans) and is often either from infected rats (*Leptospira icterohaemorrhagiae*) or cattle (*Leptospira hardjo*).

Most people who develop the disease work with animals, however the disease is commonly transmitted to humans by contaminated water or an environment contaminated with infected urine (most often rat urine not have) and or those who undertake water sports especially in land locked water e.g. canals or rivers.

The disease enters the body via exposed open wounds, swallowing contaminated water and splashing contaminated water into the mouth, eyes or nose.

The disease often starts off with "flu" like symptoms and severe headaches, and it requires medical treatment.

The severe form of the disease (Weil's disease) can cause jaundice, affect the liver, kidneys, and brain linings and lead to death. This disease starts suddenly with a severe headache, fever, chills and severe muscle aches and tenderness, it requires urgent medical treatment.

H. McGovern & Son Plant Hire Limited will train its Managers and Employees, who work in areas that may be contaminated with harmful bacteria, to take precaution against infection by covering open wounds, cuts or broken skin with a good quality waterproof dressing. They will be instructed to wear impervious gloves and other personal protective equipment such as face shields to stop splashes reaching the mouth.

Employees will also be instructed, when working in possible contaminated areas to adopt a high standard of personal hygiene and to ensure that they wash their hands frequently; especially before eating, drinking or smoking.

Employees are to be instructed as to the likely symptoms and to seek medical attention if they suspect they have been exposed to the disease or are showing flu-like symptoms.

Leptospirosis / Weil's disease is reportable to the HSE under the Reporting of Injuries, Diseases & Dangerous Occurrence Regulations 2013.

LIFTING OPERATIONS AND LIFTING EQUIPMENT (LOLER)

H. McGovern & Son Plant Hire Limited will ensure that we meet our obligations under the Lifting Operations and Lifting Equipment Regulations 1998.



Lifting operations will be undertaken under the control of a competent person. The competent person will have the following responsibility:

- To ensure that the lifting equipment is positioned and installed so as to minimise any risks e.g. from the equipment or the load falling or striking people;
- That lifting equipment is sufficiently strong, stable and suitable for the proposed use. Similarly the load and anything attached (e.g. timber pallets, lifting points, etc.) must be suitable;
- That lifting equipment is used safely;
- That all lifting operations are planned, organised and undertaken by competent persons;
- That lifting equipment is marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads;
- That lifting accessories, e.g. slings, clamps, strops, chains, hooks, etc., are similarly marked;
- To ensure that lifting equipment and lifting accessories are subject to a periodic test of thorough examination:
 - 12 monthly for general lifting equipment;
 - 6 monthly for equipment used for lifting people;
 - 6 monthly for lifting accessories;
 - at intervals laid down in an examination scheme drawn up by a competent person;
- To ensure that the appropriate action is undertaken as a result of the information contained within the test of thorough examination report.

All employees are instructed to halt operations if there are any doubts concerning lifting operation during windy conditions.

LOCAL EXHAUST VENTILATION (LEV)

LEV is defined as any engineering control system used to reduce exposure to airborne contaminants in the workplace such as aerosols, dust, mist, fume, vapour or gas.

The need for LEV must be identified and recorded within a risk assessment.

The LEV will be designed and installed by a competent engineer.

The LEV will be commissioned fully, so as to be able to adequately demonstrate the correct performance of the entire system. The commissioning records will be retained for inspection by the users and other interested parties.

All employees will be supplied with sufficient documents, information and training so as to understand how to operate the LEV correctly as well as understanding the limitations of the system.

All LEV will be routinely serviced and its performance verified according to a schedule specific to the equipment, but in all cases LEV will be tested at least every 14 months so as to demonstrate performance. Results of these routine tests must be displayed on the LEV immediately after testing. Full test reports will be maintained within the site folder on sites and within the Head Office for the factory.

All LEV and its critical components will be clearly labelled at installation so as to allow identification and to prevent interference with the system.



Any LEV that has failed its performance testing must not be used for until such time as it can be repaired or replaced. In this case, isolation of the equipment will be undertaken to prevent accidental energising.

LONE WORKING

H. McGovern & Son Plant Hire Limited have responsibilities for the Health, Safety and Welfare at work of their Employees and the Health and Safety of those affected by the work, e.g. visitors, such as contractors and self-employed people who employers may engage. These responsibilities cannot be transferred to people who work alone. It is the employer's duty to assess risks to lone workers and take steps to avoid or control risk where necessary. Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with H. McGovern & Son Plant Hire Limited in meeting their legal obligations.

Although there is no general legal prohibition on working alone, the broad duties of the Health & Safety at Work Etc. Act 1974 and the Management of Health & Safety at Work (Amendment) Regulations 2006 still apply. These require H. McGovern & Son Plant Hire Limited to identify the hazards of the work, assess the risks involved, and put measures in place to avoid or control the risks.

Control measures will include instruction, training, supervision, protective equipment etc. H. McGovern & Son Plant Hire Limited will take steps to check that control measures are used and review the risk assessment from time to time to ensure it is still adequate.

H. McGovern & Son Plant Hire Limited will identify situations where people work alone and ask questions such as:

- Does the workplace present a special risk to the lone worker?
- Is there a safe way in and a way out for one person?
- Can all the equipment, substances and goods involved in the work be safely handled by one person? Consider whether the work involves lifting objects too large for one person or whether more than one person is needed to operate essential controls for the safe running of equipment;
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Are young workers especially at risk if they work alone?
- Is the person medically fit and suitable to work alone?

H. McGovern & Son Plant Hire Limited will check that lone workers have no medical conditions which make them unsuitable for working alone and will seek medical advice if necessary. H. McGovern & Son Plant Hire Limited will consider both routine work and foreseeable emergencies which may impose additional physical and mental burdens on the individual.

Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty. Training may be critical to avoid panic reactions in unusual situations. Lone workers must be sufficiently experienced to understand the risks and precautions fully. H. McGovern & Son Plant Hire Limited will set the limits to what can and cannot be done while working alone. We will ensure Employees are competent to deal with circumstances which are new, unusual or beyond the scope of training e.g. when to stop work and seek advice from a Manager and how to handle aggression.

Procedures will be put in place to monitor lone workers to see they remain safe. These may include:

- Supervisors periodically visiting and observing people working alone;
- Regular contact between the lone worker and supervision using either a telephone or radio;



- Automatic warning devices which operate if specific signals are not received periodically from the lone worker, e.g. systems for security staff;
- Other devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity;
- Checks that a lone worker has returned to their base or home on completion of a task.

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures will be established and employees trained in them. Information about emergency procedures and danger areas should be given to lone workers who visit any premises.

Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating minor injuries. Occasionally risk assessments may indicate that lone workers need training in first aid.

LORRY LOADERS

A safe system of work will be established and followed for every lorry loader operation or lifting operation, whether it be an individual lift or a group of repetitive operations. The safe system of work will include:

- Planning of the operation;
- Selection, provision and use of a suitable lorry loader(s) and work equipment.

NOTE: Lorry loader Specifier's have a duty to ensure that lorry loaders are selected with sufficient capacity for the intended use. Lorry loader users have a duty to ensure that the lorry loader is only used for its intended purpose.

- Any necessary preparation of the site;
- Any setting up of the lorry loader(s), e.g. Manual boom extensions or stabilisers;
- Maintenance (including inspection), thorough examination and, where necessary, testing of the lorry loader(s) and equipment;
- The provision of properly trained and competent personnel who have been made aware of their relevant responsibilities under the health and safety at work etc. Act 1974;
- Adequate supervision by properly trained and competent personnel having the necessary authority;
- Ensuring that all necessary reports of thorough examination and other documents are available;
- Preventing unauthorised movement or use at all times;
- The safety of persons not involved in the lorry loader setting up or lifting operation;
- The need for the operator, unless in imminent danger, to remain in control of the lorry loader throughout the lifting operation.

The safe system of work will be communicated to all parties concerned with the lifting operation.

It is essential for the safety of the operation to ensure that all personnel can communicate clearly in the same language.

Lorry loaders are classed as work equipment and therefore it is essential that they are not used for the lifting of persons for entertainment purposes, including joyriding, bungee jumping and stunts.



MANUAL HANDLING OPERATIONS

Standards Required

The Manual Handling Operations Regulations 1992 apply to the manual handling or lifting of materials by persons.

Planning

A manual handling assessment will be undertaken in all situations in which a risk remains after the implementation of controls, in accordance with The Manual Handling Operations Regulations 1992. The assessment will follow the format of Schedule 1 (task, individual, load, environment and other factors i.e. PPE).

All work will be tendered for or negotiated taking into account the above Regulations and the schedules of those Regulations. Employees will ensure that materials are landed as close as possible by machine or truck to the area of works. Where the use of a machine is available to handle any heavy or awkward loads, instructions must be issued to site on the handling of these loads.

All supervisory Employees will be given training in the correct methods of handling and lifting loads as part of their normal safety training.

Supervision

Employees will be instructed in the correct handling and lifting of loads where mechanical means are not practical. Supervisors will ensure that there is a supply of suitable gloves available for issue as required for the handling of materials, which may cause injury to hands through physical or biological means e.g. sharp edges or chemicals.

Safety footwear will be worn at all times on site and supervisory Employees will caution any Employee or Contractor wearing unsuitable footwear. The Supervisor will not require any operative, particularly a young person, to lift without assistance, a load which is likely to cause injury. H. McGovern & Son Plant Hire Limited must reiterate that, in the first instance, mechanical means must be used to lift all materials and loads.

Safe System of Work

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc;
- Hernias;
- Musculoskeletal disorders;
- Lacerations, crushing hands or fingers;
- Tenosynovitis;
- Bruised or broken toes or feet;
- Various sprains and strains etc.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build etc.

Where loads have to be manually handled, the need to ensure that access and egress are safe is especially important. The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.



Manual handling operations will be avoided as far as is reasonably practicable e.g. by delivering work equipment as close to the area of intended works and by the use of lifting devices. Where a risk of injury still exists, it will be reduced to the lowest level possible.

Where an avoidance of a manual handling task is not possible an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual to perform the task in hand. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. In the first instance all possible steps will be taken to reduce the risk of injury to the lowest level possible throughout the workplace.

MOBILE TELEPHONES

The Company shall bring to the attention of all employees, including Directors and Senior Management, the legal requirement that no persons shall operate mobile telephones when in control of a motor vehicle.

The offence, which also includes usage while stationary in traffic or waiting at traffic lights, includes 3 penalty points each time you are caught holding a phone with a fixed fine of £100.00, which will increase if the offence goes to court. This holds a maximum fine of £1000.00. Drivers of goods vehicles can obtain a maximum fine £2,500.00.

The Company shall undertake not to encourage phone usage while Employees may be driving.

The purchase of a hands free kit does eradicate this problem, you can still be prosecuted if you are you are involved in an accident while using a hands free kit.

Research has shown that people are still four times more likely to be involved in an accident using a hand free kit than normal drivers as this still causes a split in concentration.

Note: you can be prosecuted under the Road Traffic Act e.g. for dangerous driving for which there is an unlimited fine and possible prison sentence.

MONITORING OF PERFORMANCE

Within the company as a whole, implementing the policy in the working environment is just the first step. Health and Safety management changes continually and therefore H. McGovern & Son Plant Hire Limited will be proactive in monitoring the effectiveness of our policy. In real terms, this means being able to identify potential problems and taking action to prevent them becoming reality. There is also a need to be reactive to any breaches or near-breaches of health and safety, by investigating why an incident has occurred.

Proactive monitoring means taking action before accidents happen e.g.:

- Regular safety inspections to check that our standards are being implemented and management controls are working and the extent to which our company complies with the relevant Health and Safety legislation;
- Detailed safety audits that tell us whether the Health and Safety standards in our business remain acceptable and whether standards have improved or deteriorated since the last audit.

As a company we recognise that proactive monitoring is the preferred method and despite reactive monitoring being the result of a failure there are benefits from learning from mistakes – whether they have resulted in injuries, illness or damage to property or just near misses. Incidents will be thoroughly investigated to ensure that actions are taken to prevent a similar occurrence. This type of monitoring involves a systematic collection of information about the incident and it is an important aspect of health and safety performance measurement.

The Company will conduct a review of Health and Safety performance during site meetings with Clients and any corrective actions advised or suggested will be investigated and appropriate actions implemented. Mr John McGovern is responsible for collating Health and Safety information from the Managers and dealing with them.



Health and Safety matters to be monitored by the Company during a project are:

- First Aid - First Aider, First Aid Box (s);
- Welfare - Clean and Satisfactory;
- Fire Precautions - Adequate escape measures, equipment and Instructions;
- Housekeeping - Access and Egress, materials properly stored;
- General hazards - Created by bad practices, design, material or substances;
- Documentation - Health and Safety registers, notices and information;
- Safety Equipment - Fit for use and inspected;
- Personal Protective Equipment - Fit for use;
- Access Equipment - Ladders, Steps used appropriately;
- Plant and Machinery - Suitable and safe, also well maintained;
- Training - Suitably trained staff and supervision for the task.

Mr John McGovern monitors any accidents and will compile the supporting documentation for the authorities and keep records should an accident occur on site. Where there are reportable accidents that require notice to the HSE, H. McGovern & Son Plant Hire Limited will comply with the requirements of RIDDOR 2013. Reportable and more serious incidents will be reviewed by the external consultant at the request of Mr John McGovern to see what corrective or preventive action, if any, is required to prevent a similar accident occurring again.

If there are any corrective or preventive actions required on the project, these will be undertaken promptly to protect the Health and Safety of all those involved. Where appropriate, the Company will issue revised instructions to Employees and amend written procedures to take account of any new or perceived risks to Health and Safety within the project.

Our independent Health and Safety advisor M.E.L. (Health and Safety) Consultants Limited will, when requested, undertake either full safety audits of the company or inspections of workplaces. A written report will be compiled after the audit or inspection. Audits and inspections will be referred to by those people in our management structure who have the authority to sanction the appropriate remedial action to be taken – particularly where it entails a high level of expenditure or organisational and policy changes. If there are any corrective or preventive actions required on a project, these will be undertaken promptly by the Manager to protect the Health and Safety of all those involved. With both audits and inspections, priority will be given where the risks are greatest.

Where appropriate H. McGovern & Son Plant Hire Limited will issue revised instructions to personnel and amend written procedures to take account of any new or perceived hazard to Health and Safety within the company. With regards to projects, actions, when necessary, will be communicated to Employees on other projects to ensure controls are implemented throughout the company.

NOISE SAFETY

Where noise levels are suspected of being above the statutory level, H. McGovern & Son Plant Hire Limited will inform its external Health and Safety Consultants and request that they carry out full noise surveys. The Employees will be informed of the results and the required control measures will be detailed within an assessment. When there is reason to suppose that the assessment is no longer valid, or when there has been a significant change in the work to which the assessment relates, the noise levels will be re-assessed and any identified changes will be actioned.

Noise from the site to the public can be a nuisance when in close proximity.



Planning Procedures

At tender or negotiation stage the above standards will be taken into account.

The Plant/Transport Manager will ensure that information on the noise level of any plant, which it is intended for hire or purchase is obtained and taken into account before hiring or purchase takes place.

H. McGovern & Son Plant Hire Limited will assess noise levels for operations and where guidelines are given by manufacturers these will be adhered to.

Guideline: Can the person using the equipment talk to someone 2 metres away without having to raise their voice to be understood? If they have to raise their voice, the noise from the equipment or operation is probably loud enough to damage their hearing, so action must be taken, ear protection should be offered. If there is any doubt, employ competent people and equipment to assess the noise levels.

Action Levels:

The lower exposure action values are:

- A daily or weekly personal noise exposure of 80 dB (A);
- A peak sound pressure of 135 dB (C).

The upper exposure action values are:

- A daily or weekly personal noise exposure of 85 dB (A);
- A peak sound pressure of 137 dB (C).

The exposure limit values are:

- A daily or weekly personal noise exposure of 87 dB (A);
- A peak sound pressure of 140 dB (C).

Control Measures where the Action Value is likely to be reached:

If an Exposure Action Value is exceeded, H. McGovern & Son Plant Hire Limited shall:

- Use other work methods which eliminate or reduce the exposure to noise;
- Select appropriate work equipment, taking into account the work to be done;
- Assess the design and layout of workplaces, workstations and rest facilities;
- Provide suitable and sufficient information, instruction, training and supervision for employees;
- Reduce the noise by technical means;
- Implement appropriate maintenance programmes for work equipment;
- Limit the duration and intensity of exposure to noise;
- Implement appropriate work schedules with adequate rest periods.



Control Measures where the Limit Value is exceeded:

If an Exposure Limit Value is exceeded, H. McGovern & Son Plant Hire Limited shall forthwith:

- Reduce exposure to noise below the limit value;
- Identify reasons for that exposure limit value being exceeded;
- Modify the organisational and technical measures that are in place or implement new control measures to prevent it being exceeded again.

The Plant/Transport Manager will ensure that any static plant to be installed on site or in the workshop is planned to be in a position, which takes accounts of effects of noise on the workers or the public. Where Employees are required to work in situations where high levels of noise are likely to be encountered, the Plant/Transport Manager will ensure that full information is obtained before work commences on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this is not practicable, suitable hearing protection equipment must be selected for use by personnel.

Regular monitoring of noise levels and frequencies will be planned as required. Instruction and training will be provided to Employees required to work in premises or with plant which is likely to result in exposure to high noise levels. The Supervisor will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies, etc. and that all equipment is used.

Supplies of ear defenders, or other hearing protection, will be made available for any operations where it is not practicable to reduce the noise level to a safe limit. These will be issued to Employees as required and must be worn at all times when the operative is exposed to noise.

Safe System of Work

The Safety Consultants can provide the following services:

- Carry out a noise survey to establish levels and frequencies of noise;
- Regularly monitor noise levels and frequencies;
- Give advice on noise control measures;
- Arrange for Audiometric testing of operatives;
- Arrange for individual monitoring of exposure;
- Provide training and instruction for personnel.

Hearing damage results from over exposure to noise. H. McGovern & Son Plant Hire Limited undertake to, as far as reasonably practicable:

- Reduce noise at source;
- Isolate the noise source;
- Reduce the time that Employees are exposed to the noise;
- Identify which employees are exposed;
- Keep adequate records of such assessment until a further assessment is made;
- As a long-term undertaking to reduce the noise levels to which Employees are subjected;

- Provide the Employee with such information as will enable him to carry out his statutory duties;
- To designate ear protection zones and post signage accordingly.

When there is reason to suspect that the assessment is no longer valid, or when there has been a significant change in the work to which the assessment relates, noise levels will be reviewed and changes made as recommended by the review.

NON-ENGLISH SPEAKING EMPLOYEES

The following procedures are to be followed for all non-English speaking / non-English Employees:

- Ensure all non-English speaking / non-English Employees fully understand the site safety requirements and their duties covering safety, health and welfare whilst on site;
- Provide translated copies of our Health and Safety policy to all non-English speaking operatives and use a pictorial system;
- Ensure all non-English speaking / non-English Employees are fully conversant of any emergency procedures e.g. evacuation procedures, etc.;
- Ensure that the language needs of non-English speaking personnel are adequately catered for during induction, other training and supervision;
- Provide bi-lingual supervision of non-English speaking Employees and a buddy system.

H. McGovern & Son Plant Hire Limited is responsible for ensuring that any non-English speaking Employees fully understand the site safety requirements and their duties covering safety, health and welfare whilst on site.

OIL STORAGE

Oil is among the most common pollutants in the UK. Cleaning up oil spills can be difficult and expensive. Dealing with a spill will cause us and maybe our neighbours a great deal of inconvenience. H. McGovern & Son Plant Hire Limited recognise our responsibilities and duties under the Control of Pollution (Oil Storage) (England) Regulations 2001.

In compliance with this legislation, we will endeavour not to store oil in high risk locations e.g.:

- Within 50 metres of a spring, well or borehole;
- Within 10 metres of a watercourse;
- Any place where spilt oil could enter open drains, loose fitting manhole covers or soak into the ground where it could pollute groundwater;
- Places where a spill could run over hard ground to enter a watercourse or soak into the ground where it could pollute groundwater;
- Places where tank vent pipe outlets can't be seen from the filling point.

We will also consider:

- The type of oil to be stored;
- The need for secondary containment;
- The location of the tank;

- Safe filling and dispensing;
- Safe installation and routine maintenance;
- The intended use.

Single skinned tanks are tanks made from one layer of steel or plastic. If used, single skinned tanks will be put into a secondary containment system (often referred to as a bund). Secondary containment is an area around a tank and its ancillary equipment designed to contain any loss of oil and to prevent it from escaping to the environment. The containment can be manufactured as part of an integrally banded tank system or built on site ready for the tank to be put into it. Secondary containment must hold at least 110% of the volume of oil the tank is designed to contain.

The extra 10% margin is intended to take into account a range of factors, including:

- Loss of the total tank contents, for example due to vandalism or an accident;
- Sudden tank failure or leaks;
- Overfilling;
- Containment of fire-fighting agents;
- Dynamic factors such as overtopping caused by surge and wave action following tank failure;
- An allowance for rainfall during an oil spill incident.

Where we have more than one oil storage tank in the system, the secondary containment will be capable of storing 110% of the biggest tank's capacity or 25% of the total capacity, whichever is the greater.

Secondary containment will be impermeable to oil and water with no direct outlet:

- Connecting it to any drain, sewer or watercourse, or
- Discharging onto a yard or unmade ground.

Any pipework used to fill or empty the tank shouldn't pass through the secondary containment floor or walls (the bund). If this is unavoidable, the joint between pipe and bund should be sealed with a material that is resistant to attack by the oil stored, so that the containment remains leak-proof. Nothing will be stored within the secondary containment as this will reduce the volume available in the event of a spill and can cause a fire risk if it becomes soaked in oil. Ancillary equipment, e.g. valves, filters, sight gauges, vent pipes, etc. will be sited within the secondary containment system so any discharges of oil are retained.

PAINT SPRAYERS

This is subject to **The Control of Substances Hazardous to Health (Amendment) Regulations 2004**.

All Employees undertaking-spraying operations will ensure that they follow the guidelines for the substance being used, as detailed in the COSHH data sheet.

Spraying operations must be undertaken in an area, which is suitably ventilated. Where reasonably practicable this should be achieved by the use of a local exhaust ventilation and good general extraction.

If these are not sufficient to maintain concentrations of particulates and/or solvent vapours below the relevant occupational exposure limits (please refer to individual data sheets), suitable respiratory protective equipment must be worn.



The spraying operation task must be supervised to ensure that all controls are in place and the safe method of work is adhered to.

The data sheets for the substances must be held on site. In an accident occurs or if an Employee starts to develop symptoms, then medical treatment must be given and the data sheet referred to.

The substances being used must be stored in their original containers and in a suitable and sufficient location. Please refer to data sheet for individual storage requirements.

Employees must be provided with, and trained in the correct use of; respiratory equipment; gloves (and or barrier cream) and suitable overalls.

The substances must not be allowed to enter drains or watercourses or be adopted where it can affect ground or surface water. The air pollution control requirements of regulations made under the Environmental Protection Act 1990 may apply to the use of the substances.

Wastes, including emptied containers, are controlled wastes and must be disposed of in accordance with regulations made under the Environmental Protection Act may apply to the use of the substances. Using the information provided on the safety data sheet, advice must be obtained to determine whether the special waste regulations apply.

PERMITS TO WORK

On rare occasions, H. McGovern & Son Plant Hire Limited may be required to undertake operations of a hazardous nature. On these occasions it is a requisite that they be undertaken in accordance with a permit to work system. H. McGovern & Son Plant Hire Limited are to highlight during the tendering process to those preparing and considering Health and Safety requirements, that a permit will be required to undertake the works.

Should a permit be required, it will be issued by a person nominated as being competent by a Director of H. McGovern & Son Plant Hire Limited. This person is to ensure that all requisites of the permit have been considered and controls implemented before works commence. Only then will the permit be authorised. Once works are complete the nominated person is to "sign off" the permit as confirmation that the area is safe.

PERSONAL PROTECTIVE EQUIPMENT

PPE identified as necessary after an assessment of the various activities will be supplied free of charge by the Company. Employees will be fitted with equipment, trained in its use and maintenance, advised of the possible results of non-use and the reporting procedures for faulty equipment. H. McGovern & Son Plant Hire Limited will operate an on-going policy of monitoring equipment use.

It will be a disciplinary matter if Employees do not adhere to the use of PPE and the associated controls that are to be implemented as part of the risk assessment. It will be mandatory that Employees shall wear a safety helmet and safety boots or safety shoes at all times. Other PPE may be required according to the risk assessment and in accordance with the site rules.

PLANT

H. McGovern & Son Plant Hire Limited will ensure that all plant supplied to Employees is safely maintained and is in a fit state i.e. equipped with safety devices, tested and maintained in accordance with all the current regulations and guards are present where required. Plant will be inspected visually before use with the plant register being completed every 7 days. Regular tests, inspections and maintenance will be carried out on plant supplied to operatives to ensure it remains in good working order. Operators of plant are to ensure that all unsafe plant defects noticed during inspections are brought to the attention of the Plant/Transport Manager, in order that they can be dealt with promptly. Dangerous plant will be put out of service until it can be properly repaired by a competent person. If a fault occurs during use, even if it has been caused by the operator, the fault, damage, defects or malfunction must be reported immediately.

The Company will use maintenance schedules to ensure that plant is operating efficiently and to the manufacturer's specifications. Various maintenance systems will be used that take into account the operational needs of the plant, as well as any impacts on Health and Safety, environment issues e.g. excessive fumes, noise, vibration etc. When considering maintenance requirements allowances must be made for the aptitude and skill of the operator and the work load of the machine in question.

In order to ensure that plant is running safely and efficiently Management may use:

- Unscheduled or breakdown maintenance;
- Scheduled or routine maintenance;
- Planned preventive maintenance;
- Predictive maintenance;
- Improvement maintenance.

The Company will provide adequate supervision, information, training and instruction to ensure that there is compliance with safety procedures. The Company will develop safe systems of work, which identify risks and hazards and then eliminate risk or reduce it to a minimum. Employees using company plant and equipment will be trained, experienced and competent.

Standards Required

The following regulations contain requirements to be complied with in the provision, maintenance operation and use of plant on site:

- Provision and Use of Work Equipment Regulations 1998 (PUWER 98);
- Lifting Operations & Lifting Equipment Regulations 1998 - Lifting appliances in general.

Planning Procedures

All work will be tendered for or negotiated with consideration given to the compliance of the above Regulations in addition to the compliance with all other standards and Health and Safety Acts and Regulations. The Plant/Transport Manager will take all aspects of the work into account to ensure that sufficient information is provided to clients to enable the correct type of plant to be provided, that is adequate for the work to be undertaken.

The Plant/Transport Manager will ensure that competent operators and banksmen are provided or that where necessary, full training and instruction is arranged.

Supervision

The Plant/Transport Manager will ensure that pieces of plant issued to sites are in good order and fitted with any necessary safety devices and guards. Any defects noted on hired equipment will be reported to the Hire Company immediately and the plant not used until they are rectified.

The Plant/Transport Manager will ensure that only trained, competent and authorised operators are permitted to operate any item of plant, where any doubt of the competency of an operator exists, the Plant/Transport Manager will report to Mr John McGovern. No young person, under 18 years of age will be permitted to operate any item of plant or act as banksmen unless being trained under the direct supervision of a competent person. If the person has not attained the age of 18 a specific risk assessment will also be produced. All plant will be properly secured and immobilised at the end of each day with keys removed whenever operators are not present.

The Plant/Transport Manager will not ask or permit the Plant Operator to carry out work with the machine for which it was not intended unless specific advice has been obtained from the manufacturers of the machine on the proposed use.



In instances whereby plant is used for lifting e.g. excavators, copies of tests of thorough examination certificates will be kept in the cabs of plant and in situations where there is a site office they will be retained within the site health and safety file.

Safe System of Work

Hazards with the use of plant arise out of:

- Unskilled operation;
- Incorrect use and working outside of the machines safe parameters;
- Poor maintenance;
- Reversing unsupervised;
- Third parties entering dangerous areas e.g. slew zones;
- Defect in machine unchecked;
- Noise (see separate section).

It is a company requirement that high visibility waistcoats or coats are worn at all times on site and they must never be adapted e.g. cut down and they must be renewed if they become damaged or dirty.

PODIUM STEPS

Where podium steps are provided for working at height, employees will be instructed to conform to the following guidelines:

- Check all components are available and operational;
- Inspect the unit components for signs of damage or incorrect functioning prior to use. Damaged or incorrect components (or components showing signs of excessive wear) must not be used and must be returned to your local supplier. Castors and adjustable legs should be periodically lubricated to keep them free running;
- The unit is designed for internal use only on flat level surfaces. Check that the ground is capable of supporting the weight of the Podium Step and equipment;
- Generally, the safe working load of the Podium Step is 115 kg (one man);
- Castors must be locked when unit is in use;
- Ensure that the platform is free of persons and equipment, and that brake locks are off prior to movement;
- Beware of soft or uneven ground and overhead obstructions;
- Mobile access units must only be moved by pushing at the base;
- Always beware of live electrical apparatus, cables or moving parts of machinery;
- To prevent accidental injury ensure safe positioning of hands and fingers when assembling and dismantling;
- Ensure that telescopic guardrail is free from contaminants and lubricated at regular intervals;
- Never jump onto platforms. Ensure platform is debris free;
- Check that Castor Locking Bolt (to frame tube) has not loosened through use of Podium Step. Tighten the bolt if necessary;



- Ensure guardrails and gates are locked and secure when platform is in use;
- Podium Step units are not designed to allow them to be lifted or suspended;
- Never use this equipment if you are ill, feeling tired, or under the influence of alcohol or drugs;
- Wear practical protective clothing, gloves and footwear;
- Avoid loose garments and jewellery that could catch in moving parts and tie back long hair;
- Ensure the work area is well lit and ventilated. If in doubt, ask about lighting and ventilation equipment from your Plant/Transport Manager;
- Make sure that anyone in the immediate work area is warned of what you are doing;
- Keep children, animals and bystanders away from the work area. Cordon off a NO GO area using cones and either barriers or tape, available from your Plant/Transport Manager;
- Do not use boxes, ladders or other such means to gain additional height at the platform;
- Care should be taken when using power tools, wash jets or other such tools which can cause a lateral force on the Podium Step.

This equipment should be used by an able bodied, competent adult who has read and understood the manufacturer's instructions. Anyone with either a temporary or permanent disability should seek expert advice before using it.

PREGNANT WORKERS AND NURSING MOTHERS

The Employee must inform their Manager in writing that they are pregnant, breast feeding or have given birth within the preceding six months. This must be supported by a medical certificate as soon as practicable.

The certificate must be from a registered medical practitioner or registered midwife. All female employees will be informed of this policy when they start work or as soon as is reasonably practicable.

The employer of pregnant and nursing mothers has a statutory duty to carry out a specific risk assessment of the employees while at work. Appropriate measures will be taken as a result of the assessments i.e. variation of working hours or conditions, or the offer of alternative work.

If this is not possible paid leave, for as long as is necessary, to protect her Health and Safety or that of her child must be provided.

Specific consideration will also be made with regards to manual handling tasks throughout the term of the pregnancy. The risk of injury from lifting is increased considerably in the three months before and after birth. Managers will ensure that pregnant and nursing mothers do not carry out manual handling task during this period. Suitable facilities will be provided for any pregnant or nursing mother to rest.

H. McGovern & Son Plant Hire Limited will keep a copy of the medical certificate and risk assessments within the pregnant or nursing mother's personal file. The Employee will also be given a copy of the risk assessment of their work. If at any time the pregnant or nursing mother is concerned about any working practice they must seek guidance from a competent person i.e. a medical practitioner, midwife or a qualified health and safety advisor.

PRESSURE SYSTEMS SAFETY REGULATIONS 2000

The regulations apply to any fluid (steam, gas or liquid) at a pressure greater than 0.5 bar ('liquids' are those which have a vapour pressure greater than 0.5 bar above atmospheric pressure).



Pressure systems means one or more rigid pressure vessels, associated pipework (including valves, pumps, compressors, hoses, bellows etc.) and any protective devices; also the pipework to which any transportable pressure receptacle is connected.

Installation Nothing about the way in which a system is installed shall give rise to danger, or impair the operation of a protective device or inspection facility.

Safe operation limits H. McGovern & Son Plant Hire Limited shall not operate it or allow it to be operated unless:

- The safe operating limits have been established;
- (For mobile systems only) the user has been supplied with a written statement of the safe operating limits, and these limits together with the date of the next examination are legibly, durably and visibly marked on the system;
- Repairs, modifications or changes to the system calls for a further examination before the vessel can be returned to service.

Maintenance H. McGovern & Son Plant Hire Limited shall ensure the system is properly maintained.

Our maintenance programme will take account of:

- The age of the system;
- The operating/process conditions;
- The working environment;
- The manufacturer's/suppliers instructions;
- Any previous maintenance history;
- Reports of examinations carried out under the written scheme of examination by the competent person;
- The results of other relevant inspections;
- Repairs or modifications to the system, and the risks to Health and Safety from failure or deterioration.

Modification and repair - Nothing about the way a system is modified or repaired shall give rise to danger, or impair the operation of any protective device or inspection facility.

Records H. McGovern & Son Plant Hire Limited shall keep the following documents or copies:

- Report of the last examination;
- Reports of previous examinations bearing on safe operation, repairs or modifications;
- Documents relating to information and marking;
- Instructions specified in annex 1 to the pressure equipment directive (found in schedule 2 of the pressure systems safety regulations 2000, which details specific quantitative requirements).

Note: No maintenance work shall be carried out on pressure systems until it can be proved that the vessel (or associated parts) have been drained and de-pressurised, proved and locked and tagged to prevent re-energisation.



PRINCIPLES OF PREVENTION

H. McGovern & Son Plant Hire Limited will, as a responsible employer, comply with The Management of Health and Safety at Work (Amendment) Regulations 2006 Regulation 4 as part of the overall strategy for reducing risk. H. McGovern & Son Plant Hire Limited will implement any preventive and protective measures on the basis of the principles specified in Schedule 1 to the above Regulations i.e. by:-

- Avoiding risks;
- Evaluating the risks which cannot be avoided;
- Combating the risks at source;
- Adapting the work to the individual; especially with regards the design of workplaces, the choice of work equipment and the choice of working and production methods. In particular, with a view, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
- Adapting to technical progress;
- Replacing the dangerous with the non-dangerous or the less dangerous;
- Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- Giving collective protective measures priority over individual protective measures;
- Giving appropriate instructions to employees.

PROCEDURE FOR NEW EMPLOYEES ENGAGED BY THE COMPANY

The procedure is to be carried out by the Plant/Transport Manager where the new employee will be required to work. He should:

- Explain to the new Employee what he/she will be required to do and to whom he/she will be directly responsible;
- Issue the new Employee with a copy of the Company Statement of Safety Policy and details of their responsibilities for safety matters. Also show the new employee where the complete Company Policy for Health, Safety and Welfare is kept and explain its purpose;
- Ascertain if the new Employee has any disability or illness which could prevent him / her carrying out certain operations safely or require additional protective measure;
- Show the new Employee where copies of regulations are kept;
- Warn new Employees of any potential dangerous areas of operations on jobs or in the workplace;
- Warn the new Employee of any prohibited actions, e.g. entering specific areas without a safety footwear, operating plant unless authorised etc.;
- Ascertain whether there is any training or instruction required and liaise with M.E.L. (Health & Safety) Consultants, as appropriate, to arrange, e.g. abrasive wheels, manual handling etc.;
- Issue to the Employees any protective clothing or equipment necessary, e.g. safety helmet, eye protection, ear defenders/plugs, wet weather clothing etc., and obtain their signature for the items issued;
- Where necessary, inform the new employee of vehicle servicing procedures etc.



Additional procedure for new employees under 18 years of age:

- **Inform them that they must not operate any plant, give signals to any crane driver and use any power tools or equipment unless being trained under the direct supervision of a competent person.**

PROTECTION OF PERSONS IN WORK AREAS

All necessary measures required for the protection of others will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work etc. Act 1974.

Consideration will be given at the planning stage to ensure the protection of others and when necessary, barriers, screens, etc. will be provided to ensure their protection.

PUBLIC - THIRD PARTY SAFETY

Under Section 3 of the Health & Safety at Work etc. Act 1974, H. McGovern & Son Plant Hire Limited recognises its duty of care to the general public / third parties and will take all necessary measures to safeguard the public during any work activity which may impinge upon them.

Workplace security will be put in place to stop members of the public / third parties getting into a position where they are a danger to themselves or to Employees of H. McGovern & Son Plant Hire Limited.

In occupied premises all persons that require information will be notified of the parameters of the works and will be notified accordingly of any changes to those work parameters.

REFUSAL TO WORK FOR REASONS OF HEALTH AND SAFETY

H. McGovern & Son Plant Hire Limited are committed to providing safe systems of work for all our Employees whilst carrying out their activities and undertakings and do not expect any member of staff to work in an unsafe manner.

Full consideration will be given to the situation whereby a member of staff refuses to work on safety reasons.

Our Employees possess confidence in their ability to question the safety of working arrangements without fear of victimisation, in the knowledge that points they raise will be given serious consideration. If any employee has reason to believe that the task they are required to undertake or have already commenced will endanger either themselves or others, they are required to cease work and report the matter to their immediate supervisor.

The Plant/Transport Manager after consulting with Mr John McGovern and any relevant rules and instructions as necessary must decide whether grounds for refusal to work are justified. He will then consult with the working group and the system of work will either be confirmed or changes agreed after considering all circumstances.

All cases of refusal to work are logged at the relevant site office for inspection by management, and will be made available to the client if requested. Mr John McGovern is responsible for reviewing all cases of refusal to work and instigating any follow up action. Follow up action may involve consultation with our Health and Safety Consultants.

RISK ASSESSMENTS / METHOD STATEMENTS

The company will ensure that competent persons carry out on-going risk assessments for operations that may harm employees or third parties. Suitable controls will be implemented to eliminate risk, or reduce it to an acceptable level, in accordance with The Management of Health and Safety at Work (Amendment) Regulations 2006 and other relevant Regulations. The risks and controls to be implemented will be communicated to all staff to enable them to undertake their work safely. This procedure will be continuous and assessments will be updated as required by situations or statutory requirements.



H. McGovern & Son Plant Hire Limited recognise that the workplace, tasks and personnel will vary from time to time e.g. we may purchase new equipment, the working environment may change, we may employ new staff or new procedures could lead to new hazards. H. McGovern & Son Plant Hire Limited are committed therefore, to reviewing what we are doing on an ongoing basis, particularly when there are any changes. Every year, we will formally review risk assessments to ensure that controls are suitable and that we improve controls and do not overlook their implementation. Employees are encouraged to bring to the attention of Mr John McGovern any improvements that they feel may reduce or eliminate risk. However, Employees must never make changes to the safe system of work prior to notifying the Plant/Transport Manager.

Employees will ensure that they are familiar with Method Statements and Risk Assessments before commencing their activities and that they are competent to undertake the work. All Employees will be supervised by the Plant/Transport Manager to ensure that the risk assessments are being adhered to and that assessments are a true reflection of the risks. When used, generic risk assessments will be checked to ensure their complete relevance at each work site prior to the works being undertaken.

Risk management using risk assessments will be the basis of the Company's objective of achieving safe working places. H. McGovern & Son Plant Hire Limited will use the 'Five Steps to Risk Assessment' in order to manage risk and develop safe systems of work:

Five Steps to Risk Assessment:

- Step 1 Identify the hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record your findings and implement them
- Step 5 Review your assessment and update if necessary

The following definitions will be used in this process:

Hazard – Any situation (e.g. chemicals, electricity, working from ladders etc) that has potential to cause damage or injury.

Risk – Likelihood (or chance) that somebody could be harmed.

Severity – An estimation of how serious the potential problem might be in terms of harm to people and/or damage to property.

Severity of Harm x Likelihood of Occurrence = Risk Rating

When determining controls or considering changes to existing controls, consideration shall be given to reducing the risk according to the hierarchy in BS OHSAS 18001:2007. Namely:

- Elimination
- Substitution;
- Engineering controls;
- Signage/warnings and/or administration controls;
- Personal Protective Equipment.

SAFETY CONSULTANTS

The Company's Health and Safety representatives will have the authority to action a safe system of working under the overall responsibility of H. McGovern & Son Plant Hire Limited. All Employees will be required to actively contribute to the overall Health and Safety requirements and to undertake tasks as requested by the Health and Safety Representatives or those given authority in the absence of the Health and Safety Representatives.



H. McGovern & Son Plant Hire Limited retains M.E.L. (Health and Safety) Consultants Ltd, as Safety Consultants to advise management when requested on matters relating to Safety and Health e.g. relevant legislation, codes of practice and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.

In the event that there is an incident that requires investigation the Company's Health and Safety representatives will undertake a thorough investigation in order to advise on the cause of the incident and to offer advice on controls in order to prevent a similar occurrence of a similar nature.

SAFETY INSPECTIONS

Random inspections of work sites may be undertaken with results recorded to ascertain that all activities are undertaken in a controlled safe manner and with due regard for statutory obligations and Approved Codes of Practice.

Our independent safety advisers M.E.L. (Health and Safety) Consultants Limited may on occasion be called upon to undertake independent inspections to cross-reference with those undertaken by H. McGovern & Son Plant Hire Limited. If at any time a Health and Safety Audit is deemed to be required this will be undertaken by M.E.L. (Health and Safety) Consultants Limited at the request of Mr John McGovern.

Contractor's safety arrangements will also be vetted to ensure that they are working competently in accordance with the company Health and Safety requirements, their method statements and to current legislation.

SAFETY RULES

In the interests of safety and in order to ensure that the safest systems of work are used at all work places rules will be outlined during induction. Safety rules on site will be specific to individual projects in order to ensure that hazards are eliminated and risks reduced. Employees breaching Health and Safety rules will be disciplined in the first instance, with further breaches resulting in dismissal. Safety rules will be displayed on the notice board or in a prominent position at all places of work.

SLIPS, TRIPS AND FALLS

It is the policy of H. McGovern & Son Plant Hire Limited to ensure all Employees, visitors and contractors at our places of work feel that they are protected from the risks associated with slips, trips and falls. This policy provides the framework through which we ensure this by prevention through risk assessment and maintenance programmes.

Slips, trips and falls can be minimised through planning and positive management. Good housekeeping is an essential part of the prevention of slips, trips and falls.

The risk factors to consider include:

- Environmental (floors, slopes, stairs, lighting, temperature, equipment etc.);
- Contamination (water, food, litter, bags etc.);
- Organisational (task, safety culture, communication etc.);
- Footwear (e.g. 'Sensible shoe' policy as part of DSE assessment);
- Individual factors (training, induction, exit interviews, information, supervision, workplace pathways etc.).

Uneven surfaces

Many slips and trips occur when people are walking on uneven surfaces. The risk can be reduced by providing walkways that are:

- Clearly designated as a walkway;

- Provided with good conditions underfoot;
- Signposted and provided with adequate lighting.

We will also use mechanical lifting aids rather than carrying unwieldy loads that block the view ahead and make sure everyone wears suitable footwear with a good grip.

Obstacles

Other slips and trips happen because there is something in the person's way, such as waste.

We will endeavour to avoid these incidents by:

- Housekeeping - everyone keeping their work and storage areas tidy;
- Deliveries - planning deliveries to minimise the amount of materials delivered;
- Waste - designating areas for waste collection, providing skips and bins where needed and making clear the responsibilities for waste removal.

Wet or slippery surfaces

We will treat slippery surfaces with grit (for ice) or provide temporary covering.

Signage will be erected for all slippery areas.

Changes in level

Where changes in level cannot be avoided such as in doorways, we will consider installing ramps.

STRESS AT WORK

All employees are requested to inform the management if at any time they feel that they are suffering the symptoms and effects of stress while at work. This may be due to personal matters; the effect of work load, a particular problem or an accumulation of all of these matters.

There is an open door policy at H. McGovern & Son Plant Hire Limited to ensure that any person requiring help and assistance can approach management in order that a confidential meeting can be conducted and a suitable solution can be found.

Employees are reminded that often stress is the result of an accumulation and build up over time whereby relief from the symptoms of stress will result in immediate improvement. To wait often causes unnecessary anguish which may result in long term effects.

SUPPLIERS

The following paragraph may be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

“In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests of examinations carried out and full instructions for the safe use of the article or substance e.g. safety data sheets. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998.”

All information received from suppliers will be passed to the Plant/Transport Manager for implementation and reference by Employees.

The company will maintain assessment procedures in order to ascertain the training needs for the staff allocated to use new work equipment introduced.

TRAFFIC MANAGEMENT

H. McGovern & Son Plant Hire Limited will establish pedestrian routes at the workplace which provide safe pedestrian access to work areas. Pedestrian routes should be either located a safe distance away from areas of vehicle activity or provided with appropriate physical protection, such as substantial fencing and / or kerbs, to prevent pedestrians being struck by vehicles or their loads. Pedestrian routes should:

- Be clearly separated from vehicle routes by fencing and/or a kerb, or other suitable means;
- Be wide enough to safely accommodate the number of people likely to use them at peak times allow easy access to work areas;
- Be kept free from obstructions and tripping hazards;
- Be clearly signed;
- Ensure pedestrian safety where they cross main vehicle routes;
- Provide pedestrians with a clear view of traffic movements at crossings and where gates used by pedestrians lead onto traffic routes.

At points where large numbers of pedestrians cross busy vehicle routes, e.g. near site welfare facilities, appropriate traffic control measures will be implemented, such as designated pedestrian crossing points.

In some circumstances it may not be reasonably practicable to achieve physical segregation between pedestrians and vehicles, e.g. during infrequent, short-duration, low-risk unloading operations. In such cases signallers and safe systems of work should be used to control vehicle and pedestrian movements. Systems of work should ensure that:

- Drivers and signallers are in contact at all times;
- Drivers and signallers understand the appropriate signals and site rules;
- The signaller controls the vehicle movements and gives clear warnings to pedestrians;
- The signaller is in a safe place.

We will establish vehicle routes which:

- Are segregated from pedestrian routes;
- Minimise the need for reversing operations with one-way systems and turning points;
- Are adequate for the number, type and size of the largest vehicles that may use them;
- Have firm surfaces, adequate drainage and safe profiles to allow safe vehicle movements;
- Are kept clear of obstructions and other hazards;
- Avoid steep gradients and tight bends where practicable;
- Avoid hazards such as excavations, edges of structures, and fuel or chemical storage areas;
- Have the minimum necessary number of junctions;



- Are clearly signed with signposts and, where appropriate, road markings e.g. on concrete or tarmac roads, showing the right of way etc.;
- Have speed limits and speed control measures specific to site conditions and the types of vehicles using the route, e.g. some fork lift trucks may be unsuitable for passing over road humps;
- Keep site vehicles, delivery vehicles and private vehicles apart, where possible, by establishing private vehicle parking areas, specified delivery routes and storage areas.

TRAINING

Safety training is regarded as an indispensable ingredient of an effective Health and Safety programme. It is essential that all persons be trained to perform his or her task effectively and safely. It is the opinion of Mr John McGovern that a task, if not undertaken safely, is not performed correctly.

All Employees will be trained in safe working practices and procedures prior to working on site. Where Employees are required to carry out key tasks they will be provided with the necessary training.

Contractors will need to demonstrate that their Employees, where required, have the necessary training and proof of competency.

All Employees are to be trained in accordance with the Management of Health and Safety at Work (Amendment) Regulations 2006.

The Company will provide adequate Health and Safety training:

- On recruitment and when exposed to new or changed risks;
- On site, in the form of Tool Box talks that will cover all aspects of Safe Site Working Procedures and specific Contract requirements;
- On going with regards to appropriate refresher training.

The Company undertakes to provide Induction Training for general education and additional training for specific jobs as they occur and any additional specialised courses or Employee training as is appropriate and necessary for the requirements of their duties. All training deemed to be beneficial to Employees will be provided and paid for by H. McGovern & Son Plant Hire Limited in the interests of Employee Health and Safety. Training will be mandatory with records of training being kept within the main office.

The Company has a firm commitment to the training of its Employees in matters relating to Health, Safety and Welfare. The objective of these is to ensure that the obligations of the Company in these matters are fully complied with.

Training and improvement in the understanding and application of Health, Safety and Welfare matters is seen as a continuous process. There is no defined training agenda but rather a flexible approach whereby training is provided in whatever areas are required by individual Employees.

Training is provided in both a formal and informal manner and all Employees are encouraged to positively identify any areas where they feel they require training or retraining in Health and Safety matters.

On-site training will be provided in the form of induction courses and toolbox talks. This instruction will, where necessary, include familiarisation with the place of work e.g. welfare facilities, provision of and explanation of any information contained in risk assessments or method statements and it will also deal with the use of any personal protective equipment together with instructions on maintenance of the equipment.

The Company has a firm commitment to the training of its Employees in matters relating to absolute competency, Health, Safety and Welfare. The objective of this is to ensure that the obligations of the company in these matters are not only fully complied with but are exceeded in order that locations of works are as safe as is reasonably practicable.



TRANSPORT

It is policy of the Company that all transport is of sound condition and suitable for the purpose for which it is provided. The Company will ensure that all transport is used by competent persons and that regular maintenance and inspections are carried out to ensure safe operation. Where practicable, suitable procedures shall be designed and communicated to employees to eliminate or sufficiently reduce the risk of harm to anyone working on or near the transport operations.

Competence

All persons required to drive any form of transport owned or hired by the Company to carry out its undertakings must be suitably competent and, as a minimum, hold a full driving license.

Whichever form of license or certificate held by a driver must be produced when requested by the Company. Only originals will be accepted and a photocopy will be taken. Copies will be held at Head Office and the original checked on an annual basis.

It is the responsibility of any driver to inform their Manager if they are convicted of any offence in relation to their driving license and penalties bestowed upon them. Failure to do this could result in the dismissal of that employee.

Security

All drivers are responsible for the safety of their own vehicles. They must ensure that they leave their vehicles / machines in a safe condition whereby unauthorised start-up is prevented. Each vehicle / machine must be parked in a sensible area where it does not present a hazard to other people. Keys must be removed and the vehicle / machine locked. Any other safety devices or immobilisers that are supplied by the Company or manufacturer must be fitted.

Conduct

All persons driving on behalf of the Company must do so in accordance with the Road Traffic Act and Highway Code. At no time, during business or private use, will the company accept responsibility for any offences committed. If an offence is committed, the employee will be responsible for any fines imposed and may be subject to disciplinary action, which may result in their dismissal.

Responsibilities of Company Vehicle Drivers

- Make regular inspections of your vehicle for obvious defects and ensure that any defects noticed are rectified immediately;
- Drive in accordance with Road Traffic Legislation and the Highway Code at all times and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes;
- Ensure that your vehicle is parked in the designated parking area on sites and ensure that access, speed limits and other control measures for vehicles are complied with;
- Ensure before reversing that there are no obstructions or people behind the vehicle;
- Report all accidents or damage, however minor, to the Company;
- Ensure any traffic violations you are involved in, which result in yourself being prosecuted, are reported to the Company;
- Ensure your vehicle is serviced in accordance with the manufacturers' requirements. Any defects are to be reported to the Company as soon as detected;



- Check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc. at least every week;
- Do not drink alcohol or take medication, which could affect your driving ability, before driving a vehicle;
- Do not drive for more than 2 hours without a break. If you feel tired when driving, stop in a safe place and take a break;
- Only use hands free mobile phones whilst in the vehicle. At **NO** time are hand held mobile phones to be used;
- Keep the vehicle clean and tidy at all times. Dirty vehicles give a bad impression of the company and can be unsafe;
- The driver and passengers, irrespective of the length of journey, must use seat belts in company vehicles. In the event of a claim for damages arising from a road traffic accident, a person not wearing a seat belt could lose part or all of the damages to which they are otherwise entitled.

Accident Procedure (Vehicle)

You should never make an admission of liability, either verbally or in writing. However, the fullest information must be obtained after an accident to ensure that you are protected in the event of a claim and also that the company can recover fully the cost of repairs if the accident was not due to the Company's negligence.

Any correspondence received from parties involved, must always be passed immediately to Head Office. Correspondence must not be answered by site.

Accidents Involving Injury

Company Head Office should be advised of any accident involving personal injury to any person without delay.

Accident Report Form

The official Insurance Company Accident Report Form should be completed within seven days of any accident.

A list of questions is given below and the necessary information should be obtained at the time of the accident.

Information to Be Obtained:

- Date and time of accident;
- Place of accident;
- Road signs and markings;
- Weather conditions;
- Details of other vehicles involved;
- Full name and address of other drivers;
- Full name and address of the vehicle owner;
- Registration number of vehicle;
- Make of vehicle;
- Insurers of vehicle;
- Certificate Number;



- Any other relevant information;
- Details of injuries sustained.

Care should be taken when loading and unloading all transport vehicles.

Do not:

- Load on one side only;
- Travel with the load not secured firmly in place;
- Load equipment entirely on the rear or the front of the vehicle;
- When loading plant a second person must assist and act as a guide;
- Over load the vehicle or any axle i.e. too much weight over one axle, the payload is to be evenly distributed over the bed of the vehicle.

Do:

- Evenly distribute the Load of the vehicle;
- Make sure fittings and base timbers are secure;
- Ensure that plant being transported is correctly secured, with the correct amount of chains, tensions and straps;
- Ensure that a banksman is used to unload any plant;

Tachygraphy

Tachographs must be filled in correctly before leaving the yard i.e. your name, the place that you start your journey, the date, registration of the vehicle, the reading from the 000 meter reading.

At the end of your working day (when you return to the yard) complete the tachograph i.e. the place you finish, the reading from the 000-meter reading and finally the total kilometres travelled.

It is a statutory requirement that the driver of the vehicle complete a tachograph, failure to do so may result in a fine for both the Company and the driver, with the driver also being penalised by having his licence endorsed. If at any time the tachograph fails to work whilst driving it is permissible to make a manual entry on the back of the disc.

Speed limits

Commercial vehicles are subject to different speed limits than light vans and cars, drivers must familiarise themselves with the current limits on various types of roads. The maximum speed limits on motorways for lorries is 60mph not 70mph.

Licences

Drivers of all company vehicles are required to submit their current licence for inspection upon appointment to the company and in the event of any endorsement or ban. Drivers are also required to notify the management in the event of any deterioration in their health which may interfere with their own or third party safety whilst driving a vehicle.



TYRE REPAIR AND FITTING

Tyre repair and replacement exposes people to a variety of hazards in addition to those related to movement and lifting of vehicles. Increasing size, weight and pressure, as well as development of low-profile and run-flat tyres, present different challenges even to experienced employees. Tyre repair and replacement should therefore only be tackled by competent employees. The main additional hazards which can arise during tyre repair and replacement are:

- manual handling injuries, which account for nearly a half of all tyre-related incidents reported,
- tool-related injuries, particularly involving hand tools such as tyre levers (accounting for a quarter of incidents), and
- compressed-air accidents related to an air blast from a ruptured or burst tyre or violent separation of the component parts of the wheel

Compressed-air accidents tend to result in serious injuries, including fatalities.

Tyres contain a large amount of stored energy. For example, the sidewall of a typical commercial vehicle tyre has a surface area of around 2/3 m² (1000 square inches) and at 517 kPa (75 psi) the sidewall is withstanding over 34 tonnes of force.

In the event of a failure, this force can be released explosively at an angle of up to 45 degrees from the rupture (which is often, but not always, the face of the sidewall).

There will be an increased risk of failure following tyre repair, when fitting a tyre to a split-rim wheel or where sidewall damage may be suspected (e.g. after a tyre has been run significantly underinflated). So the airline hose between the clip-on chuck and the pressure gauge/control should be long enough to allow the operator to stand outside the likely trajectory of any explosion during inflation. This will vary depending on the size of the tyre and its positioning.

Very large tyres

These are found on certain equipment used in construction, quarries, agriculture etc. and pose additional hazards during repair. It may not be reasonably practicable to provide purpose-built cages of adequate strength, particularly for work on site. Restraint during tyre inflation is usually achieved by mounting on the wheel hub of the vehicle.

Position the assembly in front of a protective barrier, such as a wall, embankment or the side of a vehicle, to restrain flying objects ejected during a failure. It is essential that people can work in a safe position.

Repair work on this type of tyre should only be carried out by Fitters who have had specific additional training. It is recommended that they are appointed in writing. As with all other wheels, hot work such as welding, or heating of seized components, should not be carried out with a tyre in position (inflated or deflated) as a severe explosion could result. This can be caused by ignition of hydrocarbon vapours within the tyre, resulting from the pyrolysis of the rubber of the tyre, or from the vaporisation of tyre lubricating grease or oil spilled onto the hub.

Manual handling injuries account for nearly a half of all tyre-related incidents reported. The average size of wheels and tyres has increased significantly, which creates a greater handling hazard because:

- the average weight has increased, and
- larger wheels and tyres are more difficult to hold and manoeuvre

Tyre repair and replacement equipment

A variety of equipment is used in tyre repair, replacement and associated services such as wheel balancing. The hazards and precautions associated with the more common machinery are outlined below.

Bead breakers

Different types of bead breaker are used, which can be freestanding or combined with a tyre-changing machine. With a standard type, the tyre is clamped on a foot operated revolving base.

The seal may be broken by an air-operated spade or roller and an arm (which for modern run-flat tyres has hydraulic assistance), fitted with a tyre lever removes each of the tyre beads from the wheel rim.

Fitting the tyre is the reverse operation, using a different tool on the end of the lever.

The machine has the potential to trap operator's fingers and precautions should be taken to prevent them from being distracted, for example by positioning the machine away from main thoroughfares.

It is important that the operator is competent and keeps up to date with changes in tyre and wheel rim design. For example, some asymmetrical wheels have a subtly different well profile on the left-hand side compared to the right, which determines how the tyre is removed and replaced.

On those machines where the foot used to refit tyres incorporates a roller, regular checks should be carried out to ensure that it rotates freely and has not been affected by tyre/soap deposits etc. Failing to do so may lead to tyre or wheel damage or failure of the roller.

Wheel-balancing machines

There are various designs of wheel balancing machine, which may be manually or mechanically rotated.

An out-of-balance spinning wheel and tyre creates a fluctuating force that is detected by sensors.

The machine is stopped and the appropriate weights are applied to the rim.

The hazards associated with mechanically powered machines are largely due to the speed of rotation and motor torque. Before each wheel is balanced, it should be checked for loose stones, weights etc. that could fly off. Wheel-balancer drive shafts and the rotating road wheel should be effectively guarded to reduce the possibility of clothing getting caught.

Where there is sufficient torque or rotational energy to cause injury, machines should be fitted with an interlocked cover that protects the wheel while it is in motion and will break the wheel if it is lifted. Check the guard at regular intervals to make sure it is operating correctly. The electrical controls should be positioned so that the operator does not have to reach across the machine to use them. Storage of any wheel-balancing tools or replacement parts should not interfere with the safe operation of the machine.

Puncture repair

British Standard BS AU159f Specification for repairs to tyres for motor vehicles used on the public highway provides useful information for assessing the suitability of a damaged tyre for repair and procedures for carrying out repairs.

Minor puncture repairs can be carried out using cold cure systems. This involves 'vulcanising' – a pre-cured rubber plug is inserted into the hole in the tyre casing, using rubber solution. Before patching, the inside surface of the casing is buffed, typically using a pneumatic hand tool fitted with a wire brush or an abrasive wheel.

A buff cleaning solution (generally a mixed hydrocarbon solvent) is then applied. The main hazards associated with this work are as follows:

Exposure to solvent fume from cleaning and rubber solutions

- Where small quantities are applied by brush, you can generally achieve adequate control by good standards of general ventilation in the working area.
- If solvent is sprayed, local exhaust ventilation may be required.



- Skin contact with solvents and adhesives should be avoided; nitrile gloves should be sufficient to provide short-term protection.

Exposure to dust from buffing operations

- Where there is heavy use of buffing equipment, local exhaust ventilation is preferable – this may be integral to the hand-buffing tool, but more usually a flexible section of ducting is inserted into the casing close to the area being buffed.
- Only where this is not reasonably practicable should you rely on using suitable RPE.
- Abraded dust should not be blown from inside the tyre casing with a compressed airline as this makes the dust airborne – a vacuum device or similarly effective work procedure should be used instead.
- Flying rubber particles present a risk of eye injury and suitable eye protection should be worn during buffing operations.

The Fitter must assess the extent of exposure to solvent fume and rubber dust, together with the adequacy of the control measures on an individual basis.

Where puncture repair work is intermittent and of short duration, as at most MVR facilities, good standards of general ventilation should be adequate.

An alternative method of puncture repair uses an uncured rubber patch or plug that is cured using electrically heated pressure pads. The fitter is to ensure there is adequate ventilation to remove any significant rubber fume generated.

Increasingly, vehicle manufacturers are supplying post-puncture tyre sealants as a replacement for spare tyres, and pre-puncture sealants are used in horticultural applications. The fitter is to make sure that adequate control measures are in place to protect against contact with the sealants and inhalation of solvents or propellants.

Roadside repairs and recovery

People at work on the roadside, either recovering or repairing motor vehicles (which includes tyre repair and replacement), are subject to an additional risk – from other road users. Many Road traffic incidents (RTI's) are not reportable to HSE, but it is estimated that there could be up to ten RTI deaths to people engaged in roadside recovery/ repair each year.

Working at the roadside creates additional hazards, which may be site-specific and require dynamic ('on-the-spot') risk assessments to be carried out. In some circumstances, it may be safer to tow the vehicle to a workshop than attempt a roadside repair.

Protecting workers and members of the public from traffic risks on public roads is mostly a matter for road traffic law, which is enforced by the police and other agencies.

However, existing health and safety legislation requires employers and self-employed people to protect workers and safeguard others put at risk by their work activities. Therefore, we will:

- provide safe systems of work to ensure the safety of workers and the occupants of vehicles being recovered/ repaired,
- ensure vehicles and/or attachments, e.g. winches, cranes etc., are subject to examination or inspection under health and safety legislation, even though they are not covered by MOT testing



Essential precautions

It is important to ensure that:

- Fitters assess all risks properly (traffic conditions, weather, lighting, road surface and camber if jacking the vehicle etc.) and prepare safe systems for working at the roadside – including where and how you park your vehicle. The fend-off position is generally considered the best vehicle orientation and should be used unless factors in the dynamic risk assessment indicate it is inappropriate,
- vehicles and equipment are maintained to an appropriate standard,
- We will also provide appropriate personal protective equipment (PPE), e.g. high-visibility (see BS EN 471:2003 High-visibility warning clothing for professional use) weatherproof clothing, footwear and gloves, is provided and used. Fitters will also require a first-aid kit and a means of communication (e.g. a mobile phone),
- we will ensure that Fitters have been adequately trained by a competent trainer to work safely at the roadside and to advise people in casualty vehicles on the precautions they should be taking,
- All employees are instructed not to try to handle any hazardous substances, or do specialist work, unless they have received appropriate training and have access to the necessary equipment (including protective clothing). For example, vehicles with significant structural damage may create additional risks, from escape of fuel or exposure to high-voltage or stored electrical energy in electric hybrid vehicles

Repair or recovery of vehicles fitted with air suspension

For many years, the suspension many larger vehicles have been fitted with rubber bellows (also known as airbags) supplied with air from the vehicle's air compressor.

These allow the height to be varied to suit certain needs, for example lowering the step for improved access.

A characteristic of air suspension is that vehicle ground clearance can suddenly and unexpectedly change due to a drop in air pressure. This presents crushing and trapping hazards to Fitters recovering or repairing vehicles, especially if working beneath them.

The risk of this happening is significantly reduced if two basic principles are adopted:

- Never crawl beneath a vehicle fitted with air suspension unless it is properly supported.
- Never tamper with the ride height for the purposes of recovery or repair.

It should be possible to follow these principles if the task is adequately planned and enough time is allowed (i.e. Fitters should not be pressurised to take short cuts). Sufficient planning means that:

- the risks associated with each task are adequately assessed,
- Each task is explained so the Fitter understands it fully. Their roles and responsibilities must be clearly understood, as well as those of their colleagues,
- all Fitters have specific knowledge of the affected vehicle and carry the necessary equipment to undertake the job safely,
- the Fitter arrives with a suitable equipment,
- working procedures are planned and well-rehearsed,
- equipment is in a safe condition by virtue of adequate inspection, maintenance and examination and has been subject to statutory examination,



- Fitters know which procedures to follow if their training and instructions do not cover the situation encountered,
- documentation should be in place to ensure that all of the above measures, controls and plans are correctly implemented

UNDERGROUND SERVICES

It will be expected that a record of the utility suppliers' telephone numbers will be kept at each site by the Principal Contractor within the Construction Phase Health and Safety Plan. H. McGovern & Son Plant Hire Limited will liaise with the Client to ensure that they obtain full details of all underground services when required from the various service authorities directly e.g.:

- Electricity Board;
- Local Authority - Street Lighting Cables;
- Gas Board;
- Water Authority - Mains Water, Sewers;
- British Telecom;
- Television Relay Companies;
- Adjacent private owners and any other local special circumstances.

Where conditions are such that there are a large number of existing services e.g. in a town centre or large industrial complex, then a permit to work system for excavation work will be prepared. It will be the duty of the Client to ensure that all permits are in place and all service drawings are provided prior to commencing work on excavations.

Supervision

Before any excavation work commences, all services will be physically located and marked by means of location equipment and / or carefully hand dug trial holes. Trial holes may be carefully excavated along the line of proposed trench or area of excavations. All machine operators and banksmen will be instructed in the procedures to be followed and any Employee or Contractor involved in excavation work will be issued with full information obtained from service companies. All persons on site are to be instructed in the operation of the permit to work system, if applicable, and they are to be supervised to ensure that adequate care is being taken and that they are working in accordance with the method statement / risk assessment and permit to work. Any service installed as temporary supplies or as part of the permanent works will be accurately plotted on a site plan by the site Manager and will be physically marked along its route by means of timber stakes and notices when necessary. All information available on existing underground services must be obtained.

Safe system of work

H. McGovern & Son Plant Hire Limited will liaise with the client as necessary to ensure that they are using a safe system of work on site. The Client is to ensure that they provide our Employees with the up to date information on services. They are also to provide service location equipment for use on site in accordance with Health and Safety guidance. Training will also be provided to Supervisors and key Employees in the use of any equipment. In the last instance, general observation of the work area is to be used to ascertain if services may be present e.g. Employees are to physically look for disturbed tarmac, manhole covers, lighting posts, etc. that may be 'fed'.



USE AND STORAGE OF HIGHLY FLAMMABLE LIQUIDS

Use

Quantities of flammable liquids stored and in use should be minimal and limited to that which can be used by the process in no more than a week. Any excess quantities must be in a correct storage facility i.e. stored in a locked fire resistant container.

Lids on containers should always be replaced after use and any rags that have been impregnated with flammable products will need to be disposed of safely.

Storage

Quantities of flammable materials in storage should be minimal, with sufficient stocks to efficiently run the business, but without overstocking. Under traditional guidance you stored up to 50 litres of highly flammable liquids in the workplace in a fire resisting container. External storage is preferred to internal storage.

The storage area should be in a well-ventilated area and where possible, containers of flammable liquids should be stored in a bund, drip tray or provided with other spill containment. The storage container should have hazard warning signage displayed and should remain locked to prevent unauthorised access. Oil is among the most common pollutants in the UK. Cleaning up oil spills can be difficult and expensive. Dealing with a spill will cause us and maybe our neighbours a great deal of inconvenience. H. McGovern & Son Plant Hire Limited recognise our responsibilities and duties under the Control of Pollution (Oil Storage) (England) Regulations 2001.

USE AND STORAGE OF LPG CYLINDERS AND OTHER GASES

Gas cylinders, including oxygen which is lighter than air, should be treated similarly. Different flammable gases should never be stored together or together with oxygen. Each gas should be segregated and kept in its own storage enclosure, whether full or empty and should always be stored in the upright position. Oxy-Acetylene "sets" should be kept in a separate area away from other flammables with bottles secured to the trolley. Similarly consideration is to be given to other materials stored in the area that may present a risk if combustible particularly if they are oxidisers.

The storage area should be provided with adequate ventilation to allow dispersion and prevent the accumulation of any gases. These storage areas are normally constructed of a caged enclosure which should be located at least 3 metres from any structure, heat sources and voids. The cage should always be kept locked to prevent unauthorised access. It is not good practice to store cages on roofs as Propane is heavier than air and leaks may flow down through rainwater pipework within the structure and the presence of LPG's may not be considered if a fire is being attended by the emergency services and would also present a higher hazard to occupants in the event of a fire as access would be difficult to cool them.

Suitable restraints to containers, i.e. chains and straps, should be considered to protect valves and any fittings from impact damage, if the container accidentally fell. It is good practice for hoses to have mesh guarding over them to protect them from cuts and abrasions.

At least one 9kg dry powder fire extinguisher must be provided within the vicinity of the cylinder storage area and warning signage must be displayed indicating LPG storage.

All cylinders will be carefully handled when used and will be returned to a storage cage at the end of the day. Cylinders will not be discarded, rolled, dropped or lifted by the valve while in the care of H. McGovern & Son Plant Hire Limited.

General Precautions

- Only proprietary fittings should be used on gas welding equipment;
- If a cylinder valve leaks and cannot be tightened with a spanner, the valve should be closed and the cylinder returned to the supplier with a label indicating the fault;



- On no account should oil, grease or other substances, such as soap, be allowed to come into contact with oxygen regulator valves or fittings as these substances are explosive in the presence of high pressure oxygen;
- Any leaking oxygen fittings should not be tightened before closing the cylinder valve and venting the oxygen to atmospheric pressure;
- It is dangerous to allow flame to come into contact with the cylinders or a lighted torch to be hung on a regulator or its guard;
- It is equally dangerous to rest blowpipes on empty oil drums or similar containers, even after the flame has been extinguished;
- Flash back arrestors must be fitted at all times when work is being undertaken.

VIOLENCE TO EMPLOYEES

The Company will assess the risks and evaluate the work and the places where we work to identify possible “at risk” Employees and to implement effective procedures and precautions to protect them from possible violence whilst at work.

Employees will be trained in any specific procedures required and will familiarise themselves with all arrangements outlined by clients to reduce the possible risk of violence and follow them as appropriate to each situation where violence may occur.

Where there are known risks, a preventative strategy will be invoked before undertaking any work. These will differ in each case and the Supervisor and Employees will agree on how to handle the situation and use appropriate safeguards.

Where there is any suspicion that violence may occur, the Employees will contact a Director and seek assistance before undertaking any work or compromising their position. All violence or abuse towards Employees e.g. verbal or physical intimidation, threat, assault by a member of the public, etc. in circumstances arising out of or in the course of their employment, will be investigated by the Company and, as appropriate, reported to the Police and local authorities.

WASTE

H. McGovern & Son Plant Hire Limited will take all such measures as are reasonable in the circumstances to apply The Waste Hierarchy approach to prevent waste; and to apply the hierarchy as a priority when transferring waste to another person i.e. consider the prevention of waste, reduce, reuse, recycle in the first instance.

The duty of care with regards to waste aims to protect the environment and human health by making sure that waste is handled safely and only passed to people authorised to receive it. When H. McGovern & Son Plant Hire Limited passes on its waste to another carrier we will ensure good practice is followed i.e.

- We will check that the company or person we are transferring the waste to is properly authorised to accept it. E.g. we will check they are a registered waste carrier;
- We will ensure the waste is safely contained and is not able to escape control;
- We will ensure the correct documentation is completed for each transfer of waste and that it correctly describes the waste;
- We will minimise the environmental impact of waste by prioritising waste prevention, re-use, recycling and recovery over disposal. This is known as applying the ‘waste hierarchy’.



H. McGovern & Son Plant Hire Limited aims to minimise any adverse impact on the environment from its policies and working practices. To that end we will plan to reduce the amount of waste we create and pursue methods of disposal in line with this objective. These will include recycling, in contrast for example to collection and incineration.

Hazardous waste

Hazardous waste is defined by the List of Wastes/European Waste Catalogue where wastes considered to be hazardous are marked with an asterisk. It includes things that you would naturally expect to be hazardous – such as certain sludge's or chemical waste from refining processes but it also includes waste that arises in everyday business activity. These include:

- Fluorescent tubes (see EA Guidance Note);
- Cathode ray tube televisions and monitors;
- LCD screens and laptops;
- CFC containing fridges and freezers;
- Certain types of batteries;
- Mineral oil or oil soaked rags and cleaners.

Business producing this type of waste cannot put it in the general waste bin and must have it separately collected under Hazardous Waste consignment procedures. H. McGovern & Son Plant Hire Limited note that if they have a site that generates >500kgs of hazardous waste per year, they will register as a hazardous waste producer to get a premises code for use on consignment notes.

WATER JETTING

When undertaking water jetting the Plant/Transport Manager will ensure that the correct compressor, lance and nozzle is selected for the work with regard for noise; space and water pressure requirements. Where necessary a water bowser will be supplied to feed the jetting machine.

Arrangements will be made to ensure that the area for the jetting is adequately guarded off to catch debris being thrown by the jetting process and that warning signage is put in place. Wherever possible, items to be jetted will be moved to an isolated location.

On starting jetting works the machine will be adjusted to the pressure that is adequate for the task but is not excessive enabling noise and run off water to be controlled.

Should water be contaminated from the jetting works it will be collected and disposed of in accordance with good practice. Disposal notes shall be completed and retained. Employees will ensure that noise levels are kept to a minimum with the compressors doors closed.

Only fully trained competent Employees will be allowed to operate water jetting equipment or high pressure water jetting equipment.

All equipment, including the dead man's handle or cut out device, will be checked on a daily basis.

Water jetting operations will be fully supervised with at least two Employees present at all times wearing PPE designed for use in high pressure applications.

In addition to the controls outlined above ensure that prior to the use of all jetting equipment the following safety points are implemented (it is good practice to make checks of equipment daily):

- Check that the spray unit is in safe condition and good working order and that you are familiar with the model and operating instructions noting the maximum permissible pressures for that unit;

- Check that high pressure fluid hoses are laid out and are free from kinks, wear, splits and ruptures;
- The spray gun must have a tip safety guard in place and the safety catch must be working;
- Hose couplings are to be checked for corrosion;
- **ALWAYS** wear masks or respiratory equipment and shut off systems and relieve the gun and hose from pressure before working on or servicing equipment. In a case of skin penetration seek medical aid and inform a doctor;
- **NEVER** reach into the spray fan or point the gun at yourself or a third party;
- Hoses are not to be laid across roadways unless proprietary / adequate protection is afforded the hoses and equipment must always be routed well away from pedestrian walkways.

WELDING AND CUTTING

Hazards

The main hazards likely to be encountered are:

- High temperature, causing burns and fires;
- Directly or indirectly evolved fumes, liable to cause injury to health;
- Radiation causing burns and “arc eye” can also produce noxious gases;
- Lack of oxygen, causing asphyxia.

These hazards are likely to be encountered in the following processes:

- MMA (Manual metal arc) using flux covered stick electrodes;
- TIG (tungsten inert gas), a gas shielded non-consumable electrode process;
- MIG (metal inert gas);
- Flame brazing e.g. silver soldering;
- Cutting processes such as air / arc and plasma (electric) and oxygen / fuel gas burning,

The first **three** use an electric arc to provide the heat, and the fourth uses an oxygen / fuel gas flame.

Care of Equipment

Gas Flame Equipment

The gases commonly used are:

- Oxygen. Oxygen enriched air is very dangerous, as in such an atmosphere materials are normally combustible and can ignite quickly and an instant fire can take place. Accordingly, confined spaces where oxygen enrichment may occur, should be regularly checked. Where there is a risk, no work should be permitted in the area until it has been cleared as safe for work;
- Acetylene is dissolved in acetone and stored in cylinders containing absorbent materials. The pressure in any pipeline must not exceed 0.63 bar (9psig). Copper pipes must not be used for acetylene, since copper and acetylene together can form copper acetylides, which are sensitive explosives;



- Propane is subject to The Dangerous Substances and Explosive Atmospheres Regulations 2002 which contain strict rules for its use and storage e.g. all cylinders not in use must be kept in a suitable store with adequate ventilation. Propane is heavier than air and will collect in ducts and drains etc., causing a potential flame / explosion situation;
- All cylinders in use must be secured, either in a cylinder trolley or lashed to a suitable support. Cylinders should be readily removable in case of fire;
- Note - if a cylinder falls and its valve is broken, it can behave like a rocket and travel far and fast. Cylinder valves should be closed when the equipment is not being used.

Handling Cylinders

- Shut the valve before moving a cylinder. Make sure the cylinder is properly secured before moving by any form of transport including crane and sling;
- Never move cylinders with magnets or chain slings;
- Never transport cylinders with the regulator and hose attached unless on a purpose designed trolley or carrier;
- Never lubricate spindles or connection with oil or grease, as these will ignite violently in the presence of oxygen. If the latter is under pressure, an explosion may result;
- Cylinders and fittings must be kept well away from sources of contamination such as oil leaks from overhead equipment;
- Pressure regulators, gauges, hoses and torches must be maintained in good condition and connections checked regularly to ensure gas tightness. Spark lighters should be used in preference to matches, smouldering rags etc.;
- Flashback arrestors and hose check valves should be fitted to both oxygen and fuel gas regulators and manifolds. Acetylene manifolds must also be fitted with an effective flashback arrestor.

Arrestor's will:

- Stop and extinguish a flashback;
- Prevent reverse flow of gases;
- Shut off the supply of gas following a flashback;
- Non-return valves are also fitted in the hose connectors at the torch end to resist flashback;
- Manufacturers of equipment provide booklets giving further details of safety in use. These will be made available to all concerned.

Electronic Arc Equipment

- Mobile generators are frequently used for site welding. Care must be taken that the exhaust is adequately vented. Fuel drums or bulk supply tanks must be kept in a suitable storage area. The power source should be switched off whilst refuelling is in operation;
- Mobile generators should be sited with care to ensure that the cables do not constitute a trip hazard. Checks should be made during the progress of the work and, if appropriate, the mobile generators relocated rather than the cable runs extended;

- Welding transformers and rectifiers are connected to the mains supply, usually at 440Volts. Switching equipment and cables will conform to the Electricity Regulations and must be installed and maintained by a competent electrician usually supplied by the Client.

General

- The welding transformers must be connected to the supply (at mains voltage) by heavy duty cables, and an efficient isolating switch, together with protective fuses or circuit breakers, should be located in an accessible position, usually on the transformer tank. Fixed transformers should be permanently wired in conduit or armoured cable, but moveable or transportable items require heavy duty flexible cables, preferably armoured;
- Insulated flexible cables will be provided for the welding cables to the electrode holder and care should be taken to provide an effective return lead from the work place to the transformer. The welding transformer will be efficiently earthed;
- The insulated handle will be so arranged that accidental contact with live parts cannot be made. The holder will be well balanced and easy to handle. Although the welder will be equipped with suitable clothing and gloves, the latter cannot, and should not, be relied upon as insulation;
- Provision should be made for accommodating the holder when not in use, and it is desirable that the welder should have means at hand for isolating the holder from the supply. Plugs and sockets are available for this purpose as specified in BS.638;
- Although electric arcs for welding do not normally exceed 100 volts AC or DC, all electrical equipment, auxiliary cables and connections should be checked frequently. Special low voltage devices are available and should be used in hazardous conditions e.g. where the welder is standing on or surrounded by earthed metal;
- Air cooled transformers and rectifiers should be protected from moisture (rain etc.) and dust. Regular maintenance will ensure that any accumulation of dirt will be removed. Short circuits and loose or dirty connections can start fires;
- MMA torches should be insulated to avoid accidental arcing. The other electric arc processes incorporate a conductor in the circuit to isolate the torch when it is not being used.

Welding and Cutting

Heat

- All welding will involve high temperatures. Components retain burning heat for long periods after welding. Such components should be chalk marked “HOT” if liable to be touched by unsuspecting people (wipe off chalk marks when cooled);
- Fires can be started by sparks, hot slag etc., at a distance from the point of welding or cutting. Remove flammable materials from the vicinity of, and below, the operations, or use protective sheeting as appropriate;
- Take particular care when penetrating bulkheads, etc., that the “blind” side is safe.

Fumes and Lack of Oxygen

- All welding and cutting operations produce fumes. Adequate ventilation at all times is essential. When working in confined spaces extra precautions are required;
- General welding fume (iron oxide fume) can easily be measured and if the Workplace Exposure Levels of 5mg/m³ is not exceeded, (8 hour time weighted average), the situation is considered relatively safe. However, toxic fume hazards may arise in some cases and extra precautions will then be needed:

- Coated (primed or plated) base metal;
- Alloys containing toxic elements;
- Radiated heat forming noxious gases;
- Flame heating heavy sections forming nitrogen dioxide;
- Flame processes burning atmosphere oxygen and adding large quantities of asphyxiating gas into the atmosphere;
- Gas shielded processes adding inert gases to the atmosphere and displacing oxygen, which can also lead to asphyxia in confined spaces;
- Employees are to request specialist advice in these circumstances.

Infra-Red and Ultra Violet

- Electric arcs radiate both infra-red (heat) and ultra-violet light;
- Ultra-violet radiation (UV) is invisible but can be hazardous in a number of ways, even when reflected:
 - UV can affect the skin like severe sunburn. The rays will also pass through some materials such as nylon, so the right kind of protective clothing, etc., is necessary;
 - UV causes “arc eye” a painful but temporary form of conjunctivitis, even if exposure is very short;
 - UV decomposes some chlorinated hydrocarbon degreasing agents and may form the poisonous gas Phosgene, even at a distance from the arc. Make sure degreased items are thoroughly dried before welding and do not use such chemicals anywhere near welding operations.

Grinding, Chipping and De-Slagging

Preparation and repairing of welds usually involve grinding and chipping. Eye protection will be provided for these operations. Protection must also be worn when de-slagging arc welds. With some types of weld hot slag can fly off because of contraction as the metal cools, so eye protection should also be used if it is necessary to inspect a weld before it is cold.

WELFARE FACILITIES AND SITE ACCOMMODATION

Welfare arrangements will be provided by the Principal Contractor or client, as required by The Construction (Design and Management) Regulations 2007. Facilities will include the provision of shelter, toilets and washing facilities and will comply with The Construction (Design and Management) Regulations 2007 as an absolute minimum. Fire extinguishers of an agreed type (i.e. AFFF, water, dry powder or carbon dioxide) will be provided and maintained in any welfare provided.

They will be positioned in an appropriate location and be kept free of obstruction and available for use at all times. At each site, there will be facilities readily available for summoning assistance from the emergency services (i.e. telephone or mobile phone) and for raising the alarm and administering First Aid.

Welfare facilities provided within the Head Office will meet the requirements of The Workplace (Health, Safety and Welfare) Regulations 1992, as a minimum, with the aim of exceeding these requirements. The Office Manager will be responsible for ensuring that the welfare is maintained in good order and is responsible for reporting any deficiencies to the Directors if the standards are not met.



WORK AT HEIGHT

H. McGovern & Son Plant Hire Limited will invariably be required to work at height.

Due to the hazardous nature of the activity any work at height is to be restricted to those Employees that have received appropriate training and are experienced in such work. In construction, 50% of all serious accidents are due to falls and a further 20% occur due to the fall of materials onto operatives. A full assessment of the activity will be undertaken by H. McGovern & Son Plant Hire Limited for the Employees undertaking the works prior to commencement to ensure that all controls are applied in accordance with The Work at Height (Amendment) Regulations 2007.

H. McGovern & Son Plant Hire Limited provide a safe working environment for all employees who may be required to work at height.

H. McGovern & Son Plant Hire Limited achieve this by:

- Identifying work activities that may involve working at height;
- Eliminating the need to work at height whenever it is reasonably practicable to do so;
- Ensuring that, where work at height cannot be eliminated, we use the risk assessment process to evaluate and manage risk;
- Implementing a safe system of work that will prevent falls of persons, materials and equipment;
- Providing suitable plant and equipment to allow safe access for persons and materials;
- Ensuring working platforms and any supporting structures are appropriate and designed in accordance with current standards;
- Ensuring that regular inspections of all equipment required for working at height are undertaken;
- Providing adequate information and training to ensure that only competent persons are engaged in working at height.

All Employees are responsible for ensuring that the intentions of this policy are effectively implemented on our projects with the Plant/Transport Manager ensuring the necessary appropriate action is determined and acted upon.

It is the responsibility of each Employee to:

- To abide by the requirements of any risk assessments or systems of work designed to protect them;
- Utilise any work at height equipment in a safe and responsible manner;
- Report defects immediately.

Failure to comply with this policy may result in disciplinary action.

WORK EQUIPMENT

In the first instance, consideration will be given by H. McGovern & Son Plant Hire Limited to purchase tools and equipment that is low risk i.e. that the hazardous nature of equipment is considered together with cost e.g. the purchase of tools that produce less noise and vibration. The company will then ensure that work equipment is maintained in an efficient state, in working order and in good repair. Where the equipment has a maintenance log, this log will be kept up to date. H. McGovern & Son Plant Hire Limited will provide work equipment that complies with the statutory provisions contained within the Provision and Use of Work Equipment Regulations 1998 and the work equipment will be fit for purpose and only used for the job it is designed to do.



Prior to using work equipment within the workplace, it shall be visually inspected to ensure that guards are fitted as required and that it is safe and suitable for the purpose for which it is to be used. H. McGovern & Son Plant Hire Limited will provide adequate supervision, information, training and instruction to ensure that there is compliance with any safety procedures or risk assessments.

Employees must report any faults, damage, defects or malfunctions in work equipment to their Manager without delay. Employees are never to use defective equipment or equipment that has guards missing. Defective equipment is to be taken out of use and identified as awaiting repair. Only use tools and equipment if you are competent and trained in its use and inspect the equipment thoroughly before you use it. Never use tools or work equipment to undertake a job that it is not intended to do and do not misuse them e.g. applying pressure or not changing blunt blades. All repairs that are required need to be undertaken by a competent person and Employees must not undertake makeshift repairs themselves.

The company has a duty to maintain its tools and work equipment to avoid risks to Health and Safety. Plant will be inspected by the user but when used regularly a weekly register will be kept of a formal inspection. This inspection may be undertaken when a piece of equipment is used if it is not used regularly and remains in the store unused between jobs.

To ensure safety in the use of tools and equipment H. McGovern & Son Plant Hire Limited will provide adequate supervision, information, training and instruction and safety procedures. Safe systems of work will be developed in the form of risk assessments that will identify risk and hazards and the controls required to eliminate the risk or reduce it to an acceptable level. Personal Protective Equipment will only be used as a last resort but when it is indicated, as required due to signage on the equipment or as a result of the risk assessment, it is mandatory that it is worn. In situations where PPE is required ensure that you give consideration to third parties in your work area at all times as they too may be affected by the hazards e.g. noise, dust, ejected materials etc.

WORKING ADJACENT TO RAILWAYS

Working on or near a railway line presents more hazards than normal construction work. Not only are there the usual hazards associated with construction work but there are also the additional hazards of:

- High speed trains moving in close proximity.
- Overhead electric lines carrying 25,000 volts ac
- Fourth rails carrying 750 volts dc

Planning Procedures

All planning will be carried out by the COSS (Controller of Site Safety). The COSS will produce the safe system of work which will be communicated to all those carrying out the works.

The Plant/Transport Manager must ensure that:

- All persons for whom he is responsible are aware of the requirements of the safe system of work and that they work to it at all times;
- All persons under his responsibility are competent and certified to carry out the works including holders of the PTS certificate.

Training

In addition to the certification required by employees to carry out their normal works, all persons carrying out works on or near rail lines must have attended a PTS (Personal Track Safety) course.



Monitoring

All work on or near railways must be supervised by a COSS who will set up a safe system of work. The COSS must stay with the working group at all times until the work is completed or they have been relieved by another COSS. If the COSS is not on site then work must cease.

Control Measures

- Only operate equipment for which you are competent and have been authorised;
- Always work to the method statement. Do not deviate unless the COSS has been informed and an amendment has been made and communicated formerly;
- Work must not be started on or close to conductor lines unless it has been isolated;
- Avoid crossing the lines unless absolutely necessary;
- Do not touch or allow clothing, tools, equipment etc. to come into contact with a conductor rail or any of its connections;
- Be aware of overhead power lines or structures such as bridges.

WORKING ADJACENT TO WATER

The dangers of falling into water and being carried away by currents, or being drowned, are ever present when working over or adjacent to water. It is necessary therefore to take the following precautions: -

- Working platforms must be secure and level to avoid tipping,
- Toe boards and hand rails must be firmly fitted, to prevent dislodgement in high winds or swell conditions;
- Ladders must be tied to prevent movement, and extend 1metre above the working platform;
- Safety nets, safety harnesses and inertia fall arrest devices may be necessary, depending on the circumstances of the works;
- Life jackets of an approved type must be available and used when necessary;
- Lifebuoys and lines must be placed in strategic positions ready for immediate use;
- A suitable rescue boat must be available for immediate use on fast flowing or deep waters;
- The site should be tidy and free from trip hazards;
- Walkways should be free from oil and slippery substances;
- Anti-slip safety footwear should be worn;
- Flotsam should be removed where practical.

It is necessary to assess the degree of risk and to decide on the appropriate response. Contact M.E.L. (Health and Safety) Consultants Limited if in doubt.



THE WORKING TIME REGULATIONS

H. McGovern & Son Plant Hire Limited recognise our responsibilities under the Working Time Regulations and will implement the following:

- A maximum average working week of 48 hours over a 17 week period;
- A daily rest period of at least 11 consecutive rest hours;
- An uninterrupted rest period of 24 hours every 7 days;
- A compulsory rest break where the working day is over 6 hours;
- Health surveillance (if requested) for those who work at night.

Under the Regulations, Member States can allow individuals to opt out of the 48 hour working time limit. Even if an Employee agrees to work for more than 48 hours, they will not be allowed to do so unless they sign an “opt out” which can be cancelled at any time. H. McGovern & Son Plant Hire Limited will not force any Employee to sign an “opt out”.



MONITORING OF THE POLICY

Employees are encouraged to bring to the attention of the Director, areas, which in their opinion this policy appears inadequate. All such comments will be passed to our Independent Safety Advisors for their consideration and review.

This Policy and Arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

HEALTH AND SAFETY POLICY REVIEW

To ensure that we comply with the requirements imposed by the Health and Safety at Work etc. Act 1974, our Health and Safety Policy Statement and Documentation will be reviewed periodically and at least annually.

DATE OF REVIEW	REVIEWED BY	BRIEF DESCRIPTION OF CHANGES	NEXT REVIEW DATE
August 2014	M.E.L. (Health & Safety) Consultants Ltd	Initial Policy	August 2015