



ASHTON SCAFFOLDING SERVICES LTD

189 SOUTH LIBERTY LANE

ASHTON

BRISTOL

BS3 2TN

Tel: 0117 966 7130

Fax: 0117 902 0151

E-Mail: enquiries@ashtonscaffolding.com

Web: www.ashtonscaffolding.com

HEALTH AND SAFETY POLICY

DATE/REVIEW	SIGNED
July 2013	PFarmer
July 2014	PFarmer
July 2015	PFarmer
July 2016	PFarmer
July 2017	PFarmer
July 2018	PFarmer
July 2019	PFarmer
July 2020	PFarmer
July 2021	PFarmer
April 2022	PFarmer
ASH25-02, September 2022	PFarmer
ASH25-03, January 2023	P Farmer

Contents

Item		Page
1	Introduction	4
2	Principles	5
3	Policy	7
3.1	Health & Safety Policy Statement	8
3.2	COVID 19 Statement	9
4	Organisation Chart	10
4.1	General Responsibilities	11
4.1.1	Directors	11
4.1.2	Contracts Manager	11
4.1.3	Supervisor	12
4.1.4	Charge Hand	12
4.1.5	Scaffolding Operatives & Yardmen	13
4.1.6	Office Staff	13
4.1.7	General Duties of Employees	14
4.1.8	Independent Health & Safety Consultant	14
4.2	Training & Competence	15
4.2.1	Training Records	15
4.2.2	Induction Training	15
4.2.3	Modular Training (tool box talks)	15
4.3	Communication of Information	16
4.3.1	Essential Information & Feedback	16
4.3.2	Notice Boards	16
4.3.3	Formal Communication	16
4.3.4	External Communication	16
4.4	Effective Supervision & Control	16
4.5	Consultation with Employees	17
4.6	Liaison with Fellow Employers	17
4.7	Control & Co-Ordination of Contracts	17
5	Planning & Implementation	18
5.1	Risk Assessment	19
5.1.1	Generic Risk Assessment	19
5.1.2	Specific Risk Assessment	21
5.2	Method Statement & Scaffold Planning	22
5.3	Preventing Falls	22
5.4	Work Equipment	23
5.4.1	Scaffold Materials	23
5.4.1.1	System Scaffolding	23
5.4.2	Mobile Plant & Vehicles	24
5.4.2.1	Fork Lift Trucks	24
5.4.3	Portable Electrical Equipment	24
5.4.4	Lifting Operations & Lifting Equipment	24
5.4.5	Abrasive Wheels & Disc Cutters	24
5.5	Occupational Health	24
5.5.1	Manual Handling	24
5.5.2	Hazardous Substances	25

5.5.3	Asbestos	26
5.5.4	Noise	26
5.5.5	Vibration	26
5.5.6	Health Surveillance & Screening	26
5.6	Overhead Power Lines & Underground Services	27
5.7	Scaffold Inspection, Commissioning & Handover	27
5.8	Masonry Anchor Testing	27
5.9	Protection of the Public and Others	28
5.10	Personal Protective Equipment (PPE)	28
5.11	Scaffold Design	29
5.12	First Aid Fire & Emergency Arrangements	29
5.13	Welfare Facilities	29
5.14	Housekeeping	30
5.15	Smoking	30
5.16	Substance Abuse at Work	30
5.17	Young Persons at Work	30
5.18	Dealing with Enforcing Authorities	31
5.19	Hot Work (Welding, Burning, Cutting or Grinding)	31
5.20	Work on or Near the Railway	31
5.21	Confined Spaces	31
5.22	Mobile Phones	32
5.23	Office Safety	32
5.23.1	Display Screen Equipment (DSE) User & Operator	32
5.23.2	Eye Test & Corrective Devices	32
5.24	Yard Safety	32
5.25	Records Management	33
5.26	Variation Management	33
6	Accident Reporting & Investigation	35
6.1	Near Miss & Hazard Reporting	36
6.1.1	Accident Records	36
6.1.2	Dangerous Diseases	36
7	Duties under CDM (2015)	36

Appendices

Scaffold Design Matrix	39
------------------------	----

1. *Introduction*

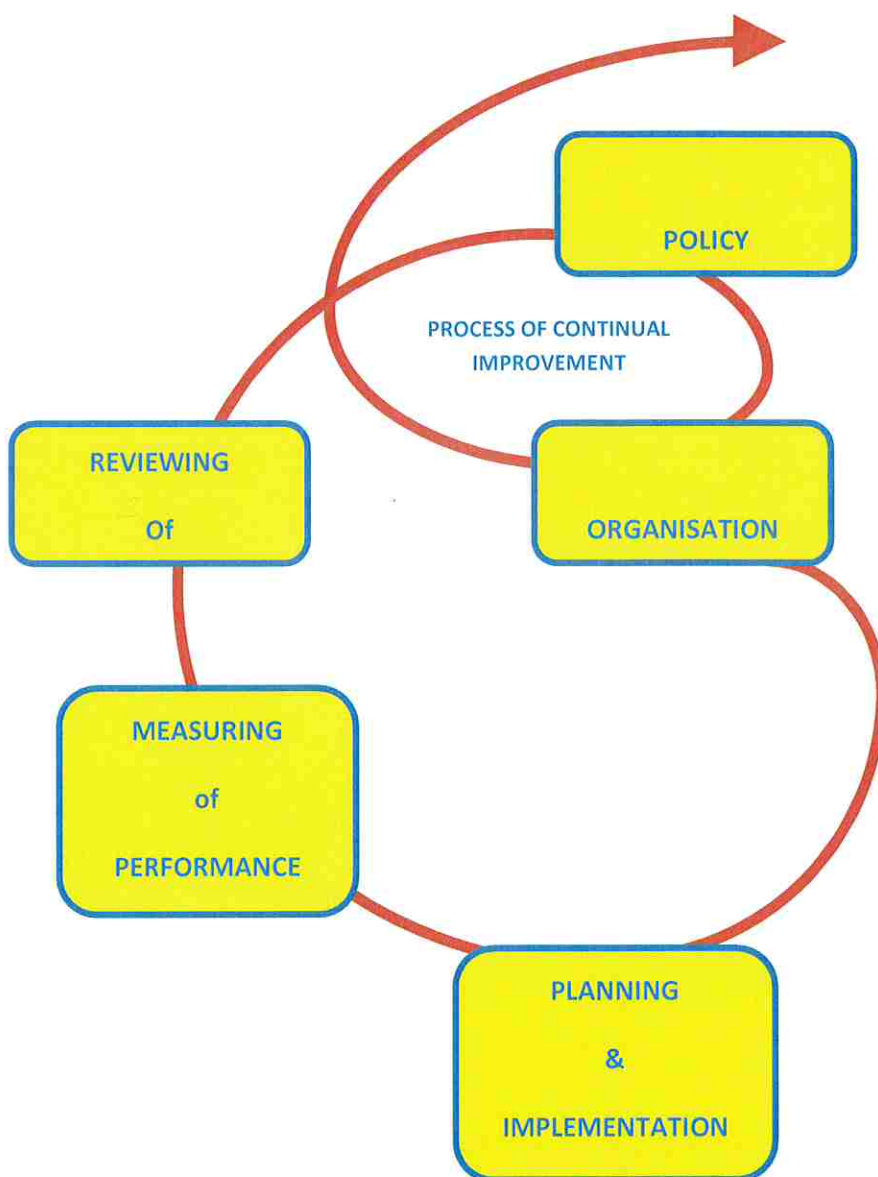
This Health and Safety Policy and Management System have been prepared to comply with the statutory requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974. Contained within this document are the Ashton Scaffolding Services Ltd policy, organisation and arrangements for occupational health, safety, welfare and environment, for all our business activities.

At Ashton Scaffolding Services Ltd health, safety, environment and welfare issues rank equally with other business objectives and achieving good health, safety and environmental performance is recognised as being consistent with overall successful business performance. We also recognise that failure to integrate health, safety and environment into our operations will result in harm to people, the environment and associated loss. Therefore we take an integrated approach where managing health and safety forms part of the overall business strategy.

This Management system has been prepared in line with the requirements of the following accredited standards:

2. Principles of the Ashton Scaffolding Services Ltd Health, Safety & Environmental Management System

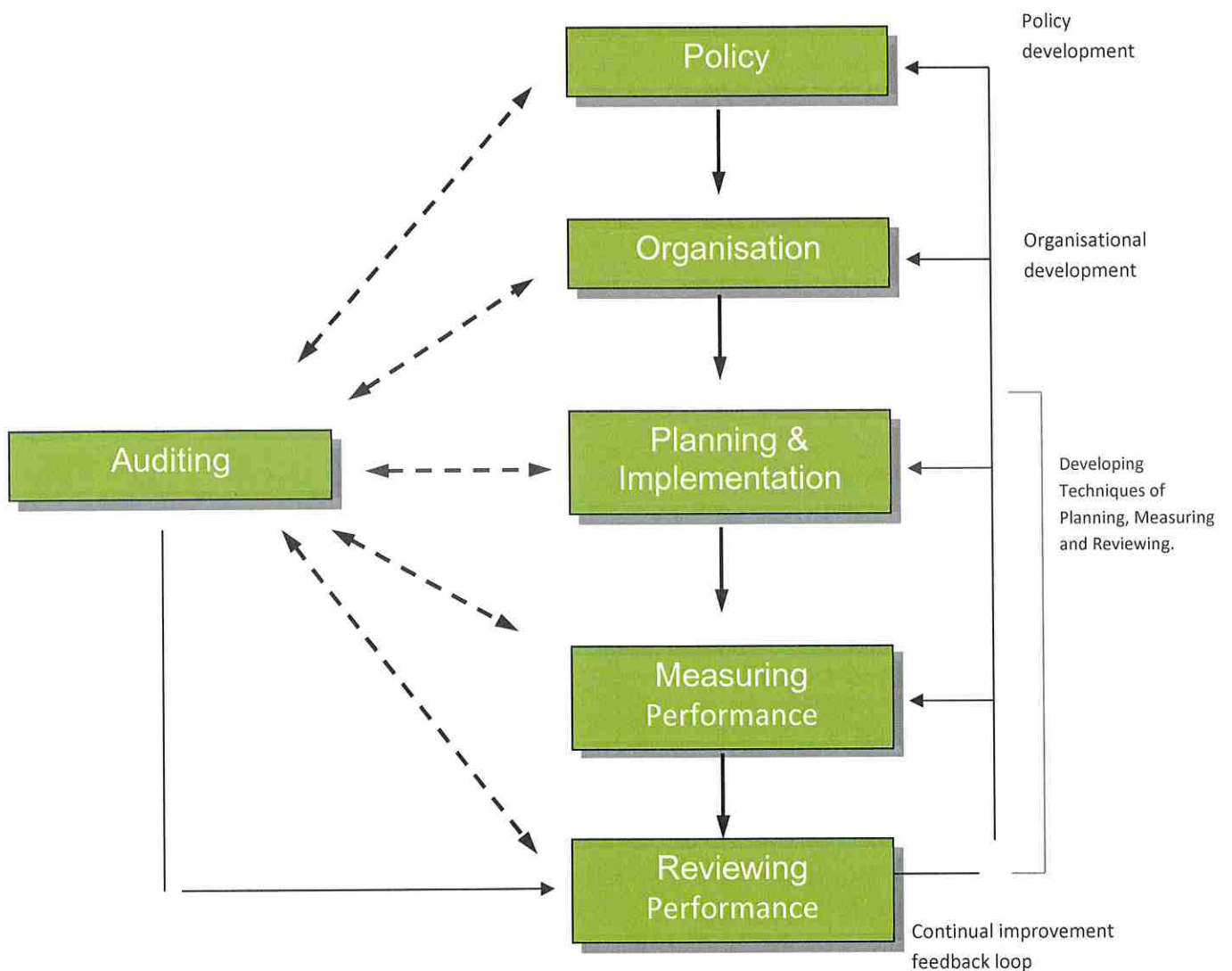
The Company operates a Health and Safety Management System based upon a process of 'Continual Improvement'.



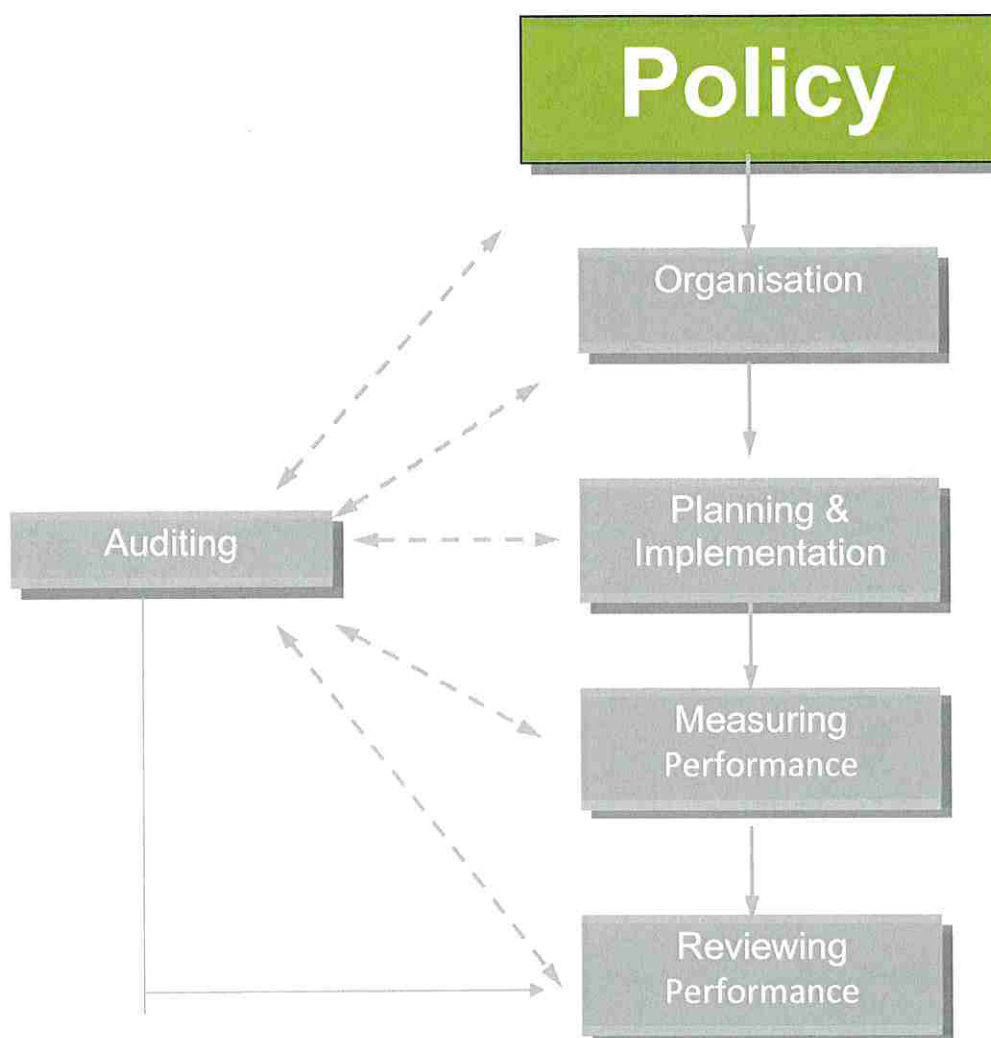
The Ashton Scaffolding Services Ltd Health and Safety Management System (HSMS) is based upon the Health and Safety Executive's publication (HSG65) - 'Managing for health and safety'.

The key elements of the HSMS are outlined in the following illustration and notes:

Key Elements of the Ashton Scaffolding Services Ltd Health and Safety Management System



3. Policy



‘Written policies and the policy decision making process of the organisation are covered in this element of the Health and Safety Management System (HSMS), these include the selection of resources and information, the design and operation of working systems and the design and delivery of products and services.

This document is the written policy of Ashton Scaffolding Services Ltd creating a foundation for the HSMS and to fulfil Ashton Scaffolding Services Ltd’s responsibility to its employees and others, by the spirit and letter of the law.

Ashton Scaffolding Services Ltd recognise that to be successful in achieving the high standards of health and safety performance it aspires to, we need an effective health and safety policy, which contributes to the overall business performance.’

At monthly intervals the Managing Director Paul Farmer or his nominated representative will carry out a health & safety audit on one contract or job, selected at random. The audit will consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required. Where the Managing Director Paul Farmer considers it necessary in order to maintain the desired level of health & safety, they may seek the assistance of an external Health & Safety Advisor in carrying out audits and identifying corrective actions.

3.1 Health & Safety Policy Statement

It is the policy of Ashton Scaffolding Services Ltd to manage its activities without causing unnecessary and unacceptable risks, to the health, safety and welfare of its employees, customers, members of the public and others who may be affected by its activities; so far as reasonably practicable. It also recognises its responsibility for other persons when they are on our premises.

The Directors of Ashton Scaffolding Services Ltd are committed to ensuring so far as reasonably practicable, the health and safety at work of all its employees. This commitment extends to the provision of the human and material resources necessary for the proper discharge of its own statutory duties and for the proper discharge of the duties and responsibilities of its managers, supervisors and workforce in connection with health and safety at work. As well as complying with the Statutory requirements of the Health and Safety at Work etc Act 1974 and other Statutory Instruments, the Directors aim is to establish best practice and to use best, established methods of management within our operations as we seek to further develop this through a process of continual improvement.

Each employee will be given such information, instruction and training necessary to enable the safe performance of work activities.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate specialists from outside the organisation.

The Directors of Ashton Scaffolding Services Ltd expects that all its employees will act in a responsible manner and fully co-operate in the implementation of the Company Health and Safety Policy and in ensuring that safe working is an integral part of each and every task. Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions.

The Company actively encourages employees to suggest improvements to further improve safe systems of work.

In order to achieve the process of continual improvement, annual management objectives are established at the beginning of each calendar year. Planning and implementing of this Policy is achieved through the process of risk management, observance of legal requirements and suitable management arrangements, as laid out in our this Health, Safety & Environmental Management System

The Directors of the Company undertake to ensure that suitable and sufficient resources - in terms of time, finance and personnel are made available to carry this Policy to full effect

This policy will be regularly monitored, reviewed in the light of legislative or organisational changes and on an annual basis and updated as necessary.

Signed: 

Date: 1st January 2023

Paul Farmer

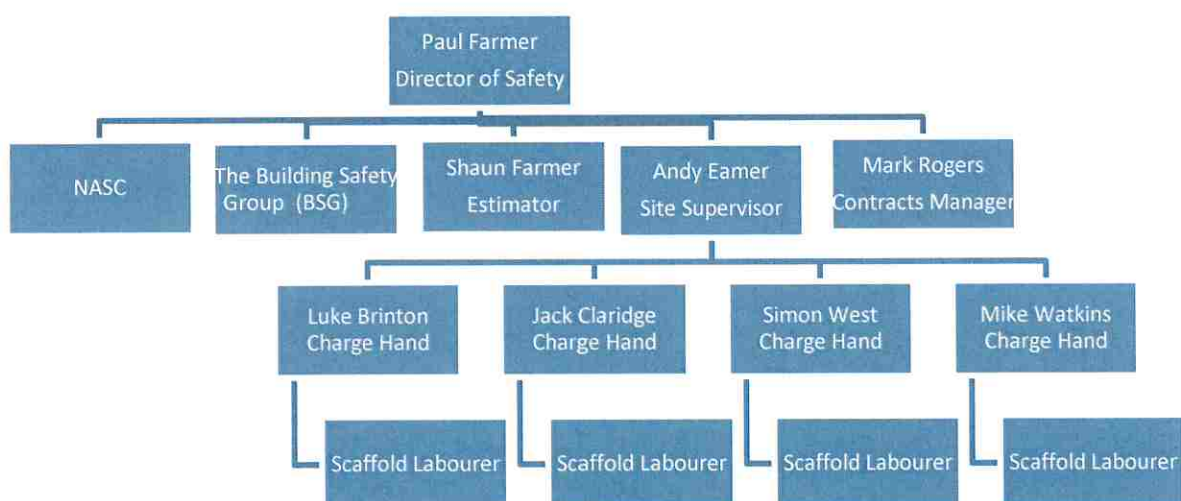
Director responsible for Health and Safety

COVID-19 Policy

In line with UK Government Living with COVID-19 pandemic strategy it is the policy of this Company that it will take reasonable steps to protect our workers and others from Coronavirus, so far as is reasonably practicable. The organisation will take steps to ensure that the public health guidance issued by the UKHSA is followed.

4. Organisation Chart

As stated in the Safety Policy Statement the management of occupational health and safety at Ashton Scaffolding Services Ltd is a line-management responsibility, as the line management, from Director – through to first line Supervisors are charged with controlling the business operations. Health and safety is an integral part of all our operations, therefore each member of the line-management is charged with managing health and safety within their sphere of operation. The following organisation chart defines the hierarchy within the company:



4.1 General Responsibilities for Managing Health & Safety

This section covers the basic general responsibilities for managing occupational Health and Safety at Ashton Scaffolding Services Ltd. Other documents also contain specific responsibilities for Health and Safety, these include: -

- Work Instructions
- Job Descriptions
- Company procedures
- Risk Assessments & Method Statements

4.1.1 Directors

The Director responsible for safety has ultimate responsibility for health, safety and welfare at Ashton Scaffolding Services Ltd.

The Director with this prime responsibility is Mr Paul Farmer. He is responsible for bringing the policy to the attention of all management, employees and sub-contractors and ensuring compliance through monitoring arrangements. He is also responsible for managing all Health and Safety issues within the Company, this will include the following:

- Keep up to date with and advise Directors and Managers responsible for safety of any new or revised safety legislation, codes of practice or best practice that may impact upon the Company's operations and advice on how to comply.
- Arrange for the identification and assessment of all hazards and risks that the Company and its employees or others that may be affected by the Company's acts or omissions maybe exposed to and develop procedures to reduce these risks to an acceptable level.
- Arrange for the investigation of all incidents (accidents, dangerous occurrences, near misses etc) and preparation of written reports and advise on improvements to the Company's procedures to avoid the risk of re-occurrence.
- Communicate both internally and externally on all Health and Safety matters (eg: to employees, HSE, industry associations, clients, complaints received etc).
- Monitor the Company's safety performance by way of audits and inspections of its procedures and compliance to the Safety Management system and report to board of Directors.
- Ensure that adequate financial resources are in place to meet both statutory requirements and the requirements of this HSMS.

4.1.2 Contracts Managers

At Contracts Manager Level, there is accountability to the Director responsible for safety to ensure that all Company operations are carried out in compliance to this HSMS, this includes the following:

- Monitor compliance with HSMS, client's safety requirements and statutory responsibilities.
- Assess risks to health and safety of all operations under their control and ensure that suitable control measures are in place and communicated to employees (by way of risk assessments and method statements) or other parties who may be affected.

- . Ensure that sufficient financial resources are allocated and used in regard to safety.
- . Make sure that active safety co-operation is given and sought on all sites with clients, other contractors and other who may be affected by the Company operations.
- . Ensure that arrangements are in place to protect members of the public who may be affected by the Company's operations.
- . Ensure that Charge hands and Scaffolding Operations are suitably competent and trained.
- . Ensure that site operatives have access to adequate welfare facilities.

4.1.3 Supervisors

- . Set a high example in all safety issues, making sure that all relevant PPE is worn as required and by working at all times in a safe manner.
- . Communicate the safety message by regular meetings and/or toolbox talks.
- . Monitor safety of Company operations on a regular basis reporting to the Director responsible for safety and taking necessary actions (including disciplinary action where required).
- . Ensure that all safety incidents including near misses are recorded, investigated and reported both internally and if required to the relevant statutory authorities.
- . Monitor the maintenance of all site safety records.
- . Ensure that all safety incidents including near misses are reported immediately to a Contracts Manager and recorded on the Company incident report form.
- . Make sure that all Scaffolding operatives are briefed prior to commencing work (recorded by toolbox talk where required) such briefing to include method of work and scaffold designs (where applicable)

4.1.4 Charge Hands

At Charge Hand level, there is accountability to the Contracts Managers to ensure, by direct supervision, that all aspects of safe working are practised at all times. Their supervisory responsibilities include the following:

- . Comply with this HSEMS and ensure that Scaffolding Operatives comply at all times.
- . Ensure that all site work is carried out in compliance to all risk assessment and method statements and at all times follow best safe practice.
- . Set a high example in all safety issues, making sure that all relevant PPE is worn as required and by working at all times in a safe manner.
- . Make sure that all scaffolding work is carried out in such a way so as to ensure that the site is tidy and safe with no loose materials left lying about.
- . Ensure that competent and trained Scaffolding Operatives are used at all times bearing in mind the type of scaffolding required on site.

- . When work on site changes that may need a different method of work or scaffold design input communicate this requirement as soon as possible to a Contracts Manager.
- . Arrange to have any faults found in scaffolding as a result of any inspection or audit are corrected as soon as possible communicate learning with Scaffolding Operatives to help prevent re-occurrence.

4.1.5 Scaffolding Operatives and Yardmen

To carry out all scaffolding operatives in strict compliance to their training and competence, this HSSM, company procedures, risk assessments, method statements and directives of their Charge Hands, Contracts Managers and Company Directors, in addition:

- . Not at any time to "BOMB" scaffolding materials or allow any such material to fall in an un-controlled manner.
- . Only use such equipment that they are trained and authorised by the Company to use.
- . To report any defects in any plant or materials immediately to their Charge Hands.
- . To wear all PPE that they are instructed to wear by the Company and not to misuse or abuse it.
- . Suggest ways of improving safety for yourself and others to Your Chare Hand and/or Contracts Manager.
- . Immediately report and safety incident, accident, dangerous occurrence, including any near misses to your Charge hand and/or Contracts Manager

4.1.5 Office and Support Staff

- . In addition to personal responsibilities, ensure that:
- . You read and understand the Company Health and Safety Policy and carry out your work in accordance with its requirements.
- . The clothing, and particularly the footwear, you wear at work is suitable from a safety viewpoint.
- . You do not; try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training.
- . You report any defects in office equipment or machinery immediately to your Manager.
- . You find out from your Manager the position of the first aid box.
- . You know the procedure in the event of a fire.
- . You report any accident or damage, however minor, to your Manager.
- . Corridors, office floors, doorways etc are kept clear and free from obstruction, ensuring that bags and other personal items are stored safely.

You do not attempt to lift or move, on your own, articles or materials as heavy as likely to cause injury.
You do not attempt to reach items on high shelves unless using steps or a properly designed hop-up. Do not improvise or climb on chairs.

Suggest ways of eliminating hazards and improving working methods.

Warn new employees and visitors, particularly young people, of safety precautions

4.1.7 General Duties of all Employees

All members of the workforce carry individual responsibilities and these are outlined in the Health and Safety at Work etc. Act 1974, as follows: -

- . To take reasonable care of themselves and others who may be affected by their acts or omissions.
- . To co-operate with the employer so far as is necessary to enable the employer to comply with his statutory duties.
- . Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.
- . To know and to obey safety rules
- . To report all accidents and incidents.
- . To provide high quality workmanship
- . To inform the Company if you have or develop any health problem or are receiving any prescribed medication that is likely to affect your ability to work safely.

4.1.8 Independent Health & Safety Consultants

The services of The Building Safety Group are retained to offer specialist Scaffolding safety information and advice as required and other duties as directed by the Director responsible for safety.

The Retained Health and Safety Consultancy service provided to Ashton Scaffolding Services Ltd includes the following:

- . Compliance with Regulation 7 of the Management of Health and Safety at Works Regulations 1999, regarding competent advisors.
- . The right to use The Building Safety Group consultant's names and CV's
- . Unlimited advice and guidance by telephone, e-mail or fax on all health and safety issues.
- . Regular safety bulletins and newsletters.
- . Callout facility with response within 24 hours to emergencies eg: accidents/incidents, HSE enforcement action etc.
- . Site monitoring of Company safety performance.
- . Advice on design and development of risk assessments, method statements and other safety control measures.
- . Incident/accident investigations and reporting.

4.2 Training & Competence

Ashton Scaffolding Services Ltd recognises its general duty to employees under section 2(2) c of the Health and Safety at Work etc. Act 1974, to provide all necessary information, instruction, training and supervision. To this ends the company continuously assesses the competency level of all employees and where applicable sub-contractors.

Periodically, we will carry out an organisational training needs analysis (TNA) of all activities to establish minimum competency levels and identify any training requirements.

Training for competence at Ashton Scaffolding Services Ltd is divided into four main categories:

- . **Induction training** for all new starters
- . **Skills training** for management and trade competence
- . **Health and safety training** e.g. CISRS Supervisor training for Contracts Managers/Charge Hands and the CSCS Health & Safety Test for all scaffolding operatives
- . **Modular training** in the form of toolbox talks and task specific briefings.

4.2.1 Training Records

Training records are maintained by the safety management Administrators in the personnel files with copies of certification.

A Training and skills folder has been developed and maintained as a quick reference guide when allocating duties to individuals and as a means of monitoring validation periods, to ensure refreshers are undertaken.

4.2.2 Induction Training

Every new employee will receive induction training, before commencing work, which includes health and safety, to ensure that they are not exposed to unfamiliar hazards. An induction-training package will be maintained to ensure that all essential information is covered.

The induction is recognised as an opportunity to convey the management beliefs and company values for health and safety management and to help influence the attitudes of all new starters.

A record of induction will be kept, signed by the inductees as an acknowledgement that they have understood the content.

4.2.3 Modular Training (Tool Box Talks)

Modular training in the form of toolbox talks helps increase and maintains general levels of health and safety awareness.

Each Manager/Supervisor can establish his own frequency of toolbox talks, as necessary (e.g. weekly, fortnightly or monthly). However, every operative as a minimum must receive at least one toolbox talk per calendar month, covering a specific topic.

Additional general toolbox talks are a useful medium for general day to day communication of information such as sharing accident learning or introducing best practice.

A record of attendance must be kept, with the signature of each attendee.

4.3 Communication of Information

4.3.1 Essential Information & Feedback

The 'toolbox talk' medium can be used to help disseminate essential health and safety information throughout the organisation.

It is important to solicit information from the workforce and receive feedback on health and safety issues. A few moments should be taken at the end of each toolbox talk giving the opportunity to raise and discuss issues; a record will be kept of any feedback which will then be reviewed by the Director responsible for Health and Safety to consider any changes to operational procedures or this policy.

4.3.2 Notice Boards

A notice board(s) for posting health and safety information must be in common areas of the office accommodation and welfare facilities i.e. main office etc. This information shall include a copy of the statutory Health and Safety Law poster.

4.3.3 Formal Communication

To ensure the effective communication of important information Ashton Scaffolding Services Ltd uses the following formal systems: -

- Work Instructions
- Memorandums & General Notices
- Guidance Notes
- Safety Bulletins
-

Safety Bulletins are a system for communicating up-to-date health and safety information. Important issues, such as accident / incident learning to be shared will be compiled and issued to all employees, as necessary.

Copies of such written information should also be posted on the notice boards.

Certain formal communications may require the recipient to sign and return an acknowledgement slip accepting that they have received, read and understood the communication e.g. method statements, risk assessments etc...

4.3.4 External Communication

The Director responsible for Safety is the designated first point of contact for all health and safety enquiries from any external organisations (eg: clients, HSE, etc).

Visitors, Contractors and delivery drivers will follow the health and safety induction procedure before access to premises or carrying out of any work on the premises.

4.4 Effective Supervision & Control

Ashton Scaffolding Services Ltd have established four general principles for effective supervision to help ensure control of our core operations, due to the mainly peripatetic nature of the work, and compliance with the established performance standards - for all elements of the business – not just health and safety.

The four general principles for effective Supervision are to: -

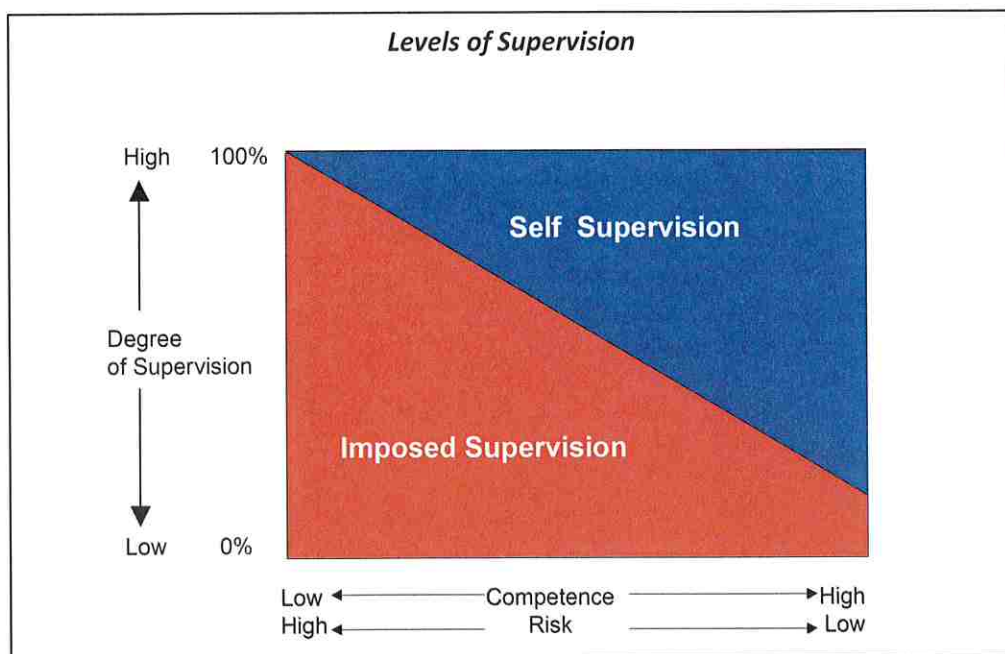
- Ensure every job is surveyed and a suitable and sufficient **risk assessment** carried out (see section 5.1 Risk Assessment)

Ensure the correct **competence** levels of those allocated duties, in relation to the task(s) to be Undertaken and the work equipment to be used.

Ensure the effective **communication** of the required performance standards and essential information. E.g Control measures.

Establish and implement the suitable levels of imposed and self-supervision depending upon the degree of risk and the competence levels of the operatives involved. Always ensure a minimum level of **imposed supervision**. This also includes the commissioning of work and handover by a competent person.

The following illustration is a guide to establishing the suitable levels of imposed supervision:



Ashton Scaffolding Services Ltd recognises that a new starter, young or inexperienced or unqualified workers require a higher degree of supervision until their competence is proven.

4.5 Consultation with Employees

Legislation requires employers to hold consultation with employees and to recognise the rights of employee and union safety representatives and safety committees. Ashton Scaffolding Services Ltd will comply with the relevant legislation as a minimum standard.

4.6 Liaison with Fellow Employers

Ashton Scaffolding Services Ltd recognises its duty under the Management of Health and Safety at Work Regulations 1999, to communicate with fellow employers to ensure information about hazards and control measures is shared. This will enable suitable arrangements to be made by way of risk assessments and method statements.

4.7 Control & Co-ordination of Contractors

It is the general policy of Ashton Scaffolding Services Ltd where practicable not to employ sub-contractors. A small number of Sub Contractors work for the company very rarely; but for Health, Safety and Welfare purposes they are treated as being employees.

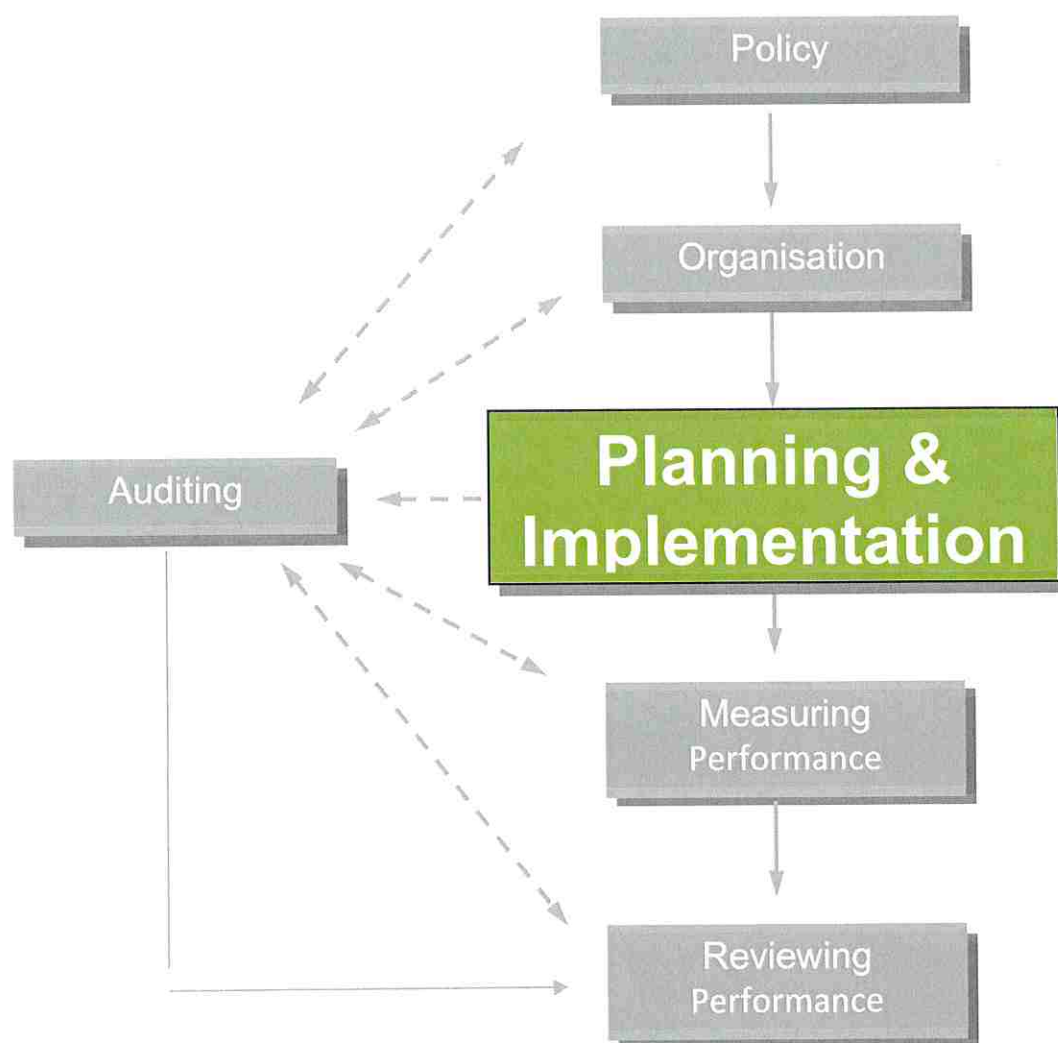
However, when specialist sub-contractors are employed the control of Contractors activities will be strictly covered by the terms of their contract.

A formal vetting process for health and safety will be carried out for the assessment of Contractors to make reasonable enquiries of the competence and performance standards prior to their appointment. This initial vetting procedure requires all contractors to complete a vetting questionnaire. Their answers will form the basis of the assessment. The results will be kept on record and the exercise repeated, as necessary.

Following the assessment of the vetting questionnaire, a further assessment of the contractor may be required in the form of an audit by the Independent Safety Consultant.

All contractors will be subject to the Company's monitoring arrangements, to ensure compliance with the relevant policies, procedures etc.

5 Planning & Implementation



This involves the establishing of performance standards to be measured against. The cornerstones of safety management are the identification of hazards, the assessment of risk, eliminating the risk or establishing and enforcing reasonably practicable control measures to minimise the risk.

5.1 Risk Assessment

The identification of hazards, assessment of risk, establishing and enforcing of control measures to eliminate or control risk, are the cornerstones of effective safety management.

The Management of Health and Safety at Work Regulations 1999, Regulation 3, requires employers to make suitable and sufficient assessment of the risks to health and safety and to keep records of the significant findings. The Company has developed risk assessment processes to comply with this statutory requirement and follow HSE guidance "5 steps to risk assessment"

The two risk assessment processes used are known as **Generic Risk Assessment** and **Specific Risk Assessment**. Both processes use a qualitative technique, which relies upon the judgement of a competent person (or Risk Assessor). The Risk Assessor must be appointed by Management having been deemed competent and received training in the particular techniques used. Risk assessments will be undertaken to consider the risks relating to a task, any Regulations and codes of practice that may apply to that task and encourage the active involvement of the Employees who would normally undertake the task.

Certain other pieces of legislation require specific risk assessment such as COSHH and the Manual Handling Operations Regulations 1992, of which arrangements are made within further sections of this policy.

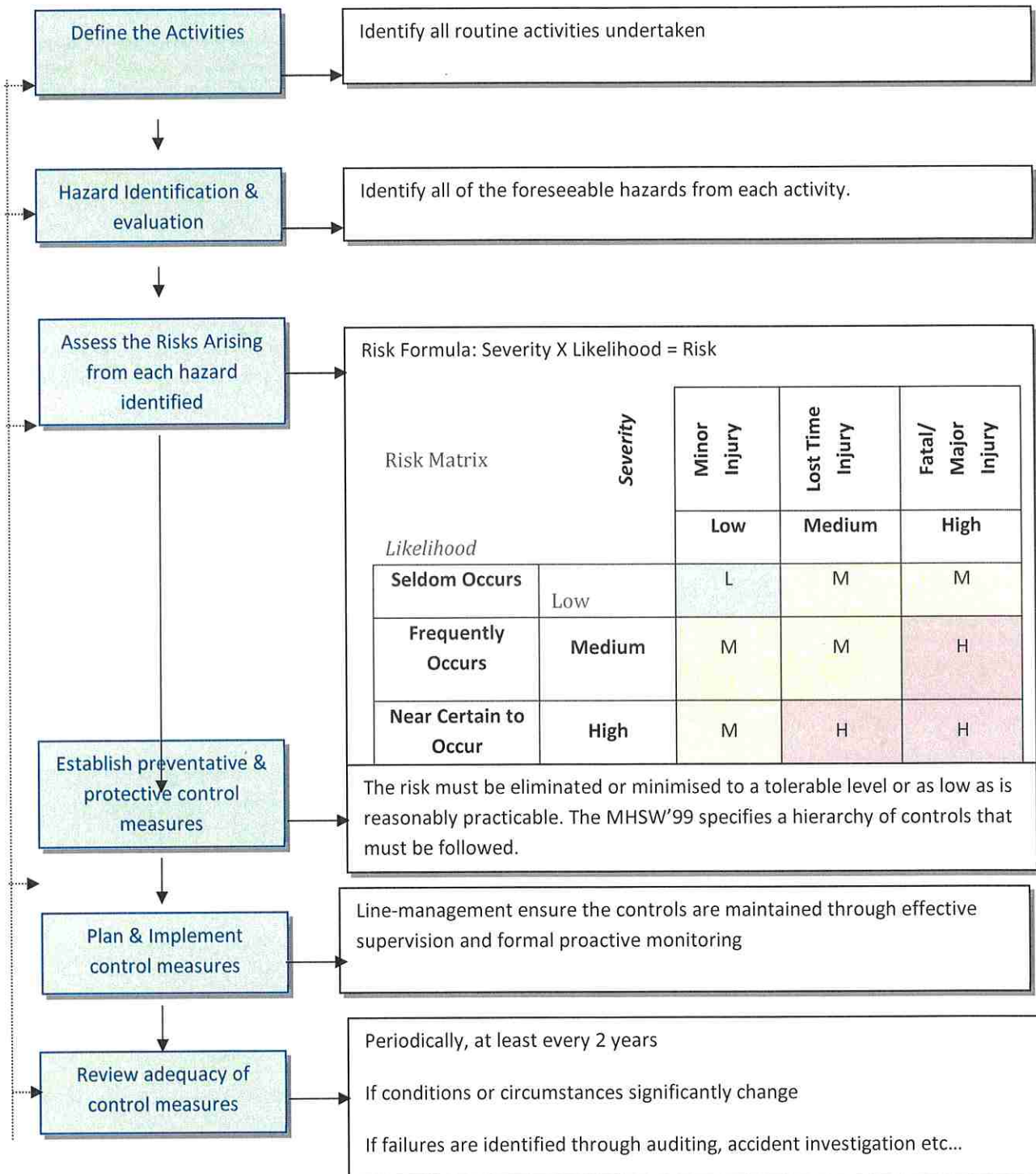
5.1.1 Generic Risk Assessment

Generic Risk Assessments will be prepared and implemented for all of the routine operations undertaken by Ashton Scaffolding Services Ltd. However they do not take account of the specific environmental conditions at the particular workplace, which is why they must always be supplemented by a specific risk assessment.

The contents of the Generic Risk Assessments to be regularly communicated to all employees via recorded and signed for toolbox talks.

This flowchart illustrates the key steps taken in the Generic Risk Assessment process: -

Generic Risk Assessment Process



The Generic Risk Assessment must be recorded on the Generic Risk Assessment form.

5.1.2 Specific Risk Assessment

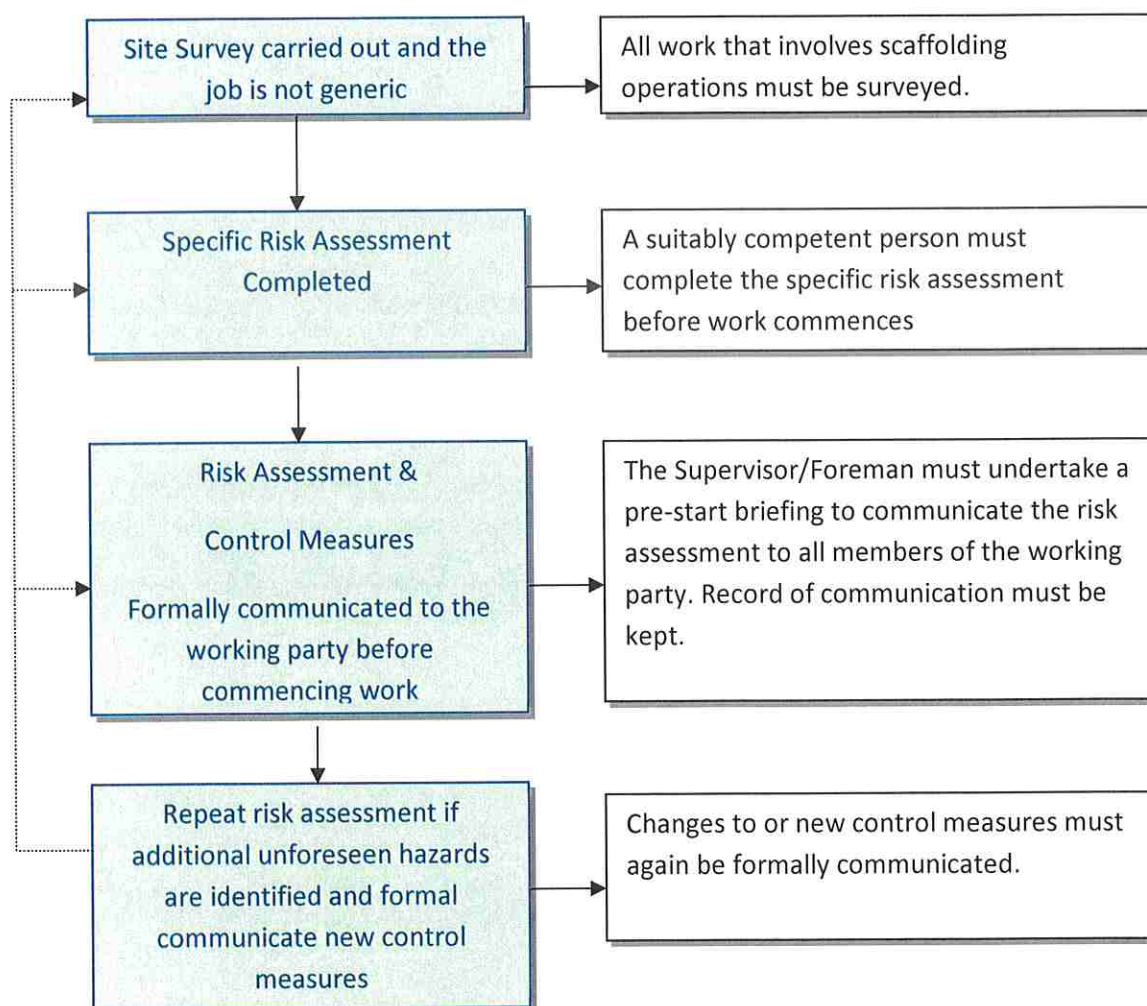
When the job is not generic, a specific risk assessment must be carried before each job commences (Scaffolding operations only). The assessment process is similar to the Generic; however it is simplified using a checklist type proforma to assist the Risk Assessor to identify the hazards. Also an overall risk rating is awarded rather than for each hazard identified.

Form reference SRA

The SRA must be formally communicated to and signed by all employees involved in the operation before commencing.

This flowchart illustrates the basic principles required for the Specific Risk Assessment process: -

Specific Risk Assessment Process



5.2 Method Statement and Scaffold Planning

It is a requirement of the Work at Height Regulations 2005 that a scaffolding plan is needed prior to the erection, use or dismantling of Scaffolding. This statutory requirement is undertaken by Ashton Scaffolding Services Ltd by the production of method statements. It is noted that much of the work undertaken is of a standard nature and as such generic method statements are produced for this regular work and are part of the Companies standard operating procedures. Where work is non-standard a specific method statement will be produced.

Method Statements are prepared by a competent person and formally communicated to the Operatives by way of a method statement briefing which the operatives sign, date and record time to confirm that they have understood the briefing and agree to work in accordance with the method statement.

All method statements should include the following:

- The clients details
- Details of the location
- Full description of the activities to be undertaken
- Specific equipment to be used
- Drawing Register
- Sequence of events or work method
- Significant hazards identified through the risk assessment
- Specific control measures to be adopted
- Details of rescue plan to be adopted

The standard Company method statement format should be used.

The method statement, once submitted and approved by the client, must be formally communicated to and signed by all employees involved in the operation before commencing work

5.3 Preventing Falls

All Scaffolding Operatives shall be equipped with the suitable and approved fall arrest equipment for the task, before commencing work at height.

All fall arrest equipment provided must conform to the relevant British and European Standards. Each Scaffolding Operative shall be issued with the following fall arrest equipment, as a minimum and records of issue kept: -

- Full body harness complete with rear dorsal ring to BS EN 361.
- 1.75m fixed length lanyard complete with shock absorbing device to BS EN 355.
- Scaffold hook/connector/Karabina with 55mm opening to BS EN 362.

All scaffolding operations shall be carried out in compliance with the National Access and Scaffolding Confederation (NASC) Guidance Note SG4:22, "Preventing Falls from Scaffolding, as a minimum safe system of work. In addition other measures may be specified for fall prevention and protection within the risk assessment and/or method statement.

Rescue of any Operative who is suspended in a safety harness following a fall is considered and the Company has specific rescue plan dealing with this event which includes the risk of suspension trauma. It is essential that information on rescue methods is included in toolbox talks and on risk assessments and method statements.

Where a client has established local rules that exceed the requirements of this procedure they must be adhered to and adopted and enforced as procedure.

Supervisory responsibility for scaffolding operations and all Scaffolding Operatives must receive a copy of the NASC booklet SG4: You.

All scaffolding operatives involved in the erection, alteration and dismantling of scaffolding, shall receive appropriate training in the established control measures to prevent and protect against falls from height in line with SG4:22.

All management with managerial and supervisory responsibility for scaffolding operations shall ensure compliance through effective monitoring (formal and informal) and enforcement, as necessary.

All fall arrest equipment must be subject to a thorough 3 monthly examination and servicing in line with the manufacturer recommendations. Records of thorough examination must be maintained.

The user is required to carry out a pre-use inspection of their fall arrest equipment. The requirements of the pre-user inspections are covered in the SG4 training package.

5.4 Work Equipment

All work equipment (including hand tools, appliances, lift trucks, computers scaffolding materials etc.) must be designed and suitable for the purpose for which it is to be used and only use for operations for which it is designed.

The use of work equipment is restricted to those persons appointed to do so and must only be repaired and maintained by nominated competent persons. A service log recording all repairs and maintenance must be kept for all plant equipment and vehicles.

Line-management must ensure that all employees receive all necessary information, instruction and training in the use of work equipment, including where appropriate written instructions.

Any work equipment found to be defective must be reported to the immediate Supervisor who will arrange for the equipment to be taken out of use and clearly marked as defective.

5.4.1 Scaffold Materials

All scaffolding components and associated materials such as ladders etc. must be subject to a material control procedure, which ensures so far as is reasonably practicable the inspection and where appropriate the testing of all materials periodically. A competent person who carries out the inspections must ensure the segregation of defect material for destruction or repair, to prevent use.

The appointed person must be deemed competent by his manager having received appropriate training and instruction.

All operatives when handling scaffolding materials must not use defective materials. Any defective materials must be segregated and returned to the yard for quarantine.

All scaffolding materials must be handled in a controlled manner (e.g. hand to hand) and NEVER thrown or allowed to drop – Any Scaffolder/Operative found “BOMBING” material will be referred for disciplinary action.

5.4.1.1 System Scaffolding

When the Company undertakes work with system scaffolding materials (Haki stair towers)) then these must come under the controls as set out in 5.4.1 above to ensure the quality and suitability for use of all of the components.

In addition, all operatives must receive instruction and training covering the manufacturer’s requirements and system specifications.

5.4.2 Mobile Plant & Vehicles

All mobile plant and commercial vehicles must be subject to regular maintenance and servicing in accordance with the manufacturer's instructions and statutory provisions e.g. Provision and Use of Work Equipment Regulations 1998. In addition all mobile plant and commercial vehicles must be subject to weekly formal inspections by the operator.

Any defects identified must be reported to the Yard Supervisor and the finding and remedial action recorded in the report.

All mobile plant with a risk of rolling over must be fitted with an appropriate rollover protection system (ROPS) and seatbelt(s).

5.4.2.1 Fork Lift Trucks

Only appointed Fork Lift Truck Operators, who have received training from an approved body and are deemed competent, as detailed in the Health and Safety Executives Approved Code of Practice ACOP L117 Rider Operated Lift Trucks; Operator Training, are permitted to drive fork lift trucks.

5.4.3 Portable Electrical Equipment

It is Company policy to use 110v or low voltage battery operated hand tools wherever possible. Where 240v hand tools are to be used they must be used in conjunction with a residual current device (RCD).

All site portable electrical equipment must be inspected and portable appliance tested (PAT) every 3 months, by a competent engineer. All RCD's must be tested every 6 months. An inventory of all equipment must be maintained and all new equipment is added to the list. Each piece of equipment must be clearly marked with the date of the test and the date of re-testing.

Office based portable electrical equipment (eg: kettles, computers etc) is to be inspected and portable appliance tested (PAT) at least every 2 years, by a competent engineer. Each piece of equipment must be clearly marked with the date of the test and the date of re-testing.

The electrical installations to all company buildings will be tested at least every 5 years, by a competent engineer.

5.4.4 Lifting Operations & Lifting Equipment

A person(s) shall be appointed, who has received appropriate training to be deemed competent, to plan and supervise lifting operations, as necessary to ensure they are carried out in a safe manner.

5.4.5 Abrasive Wheels & Disc Cutters

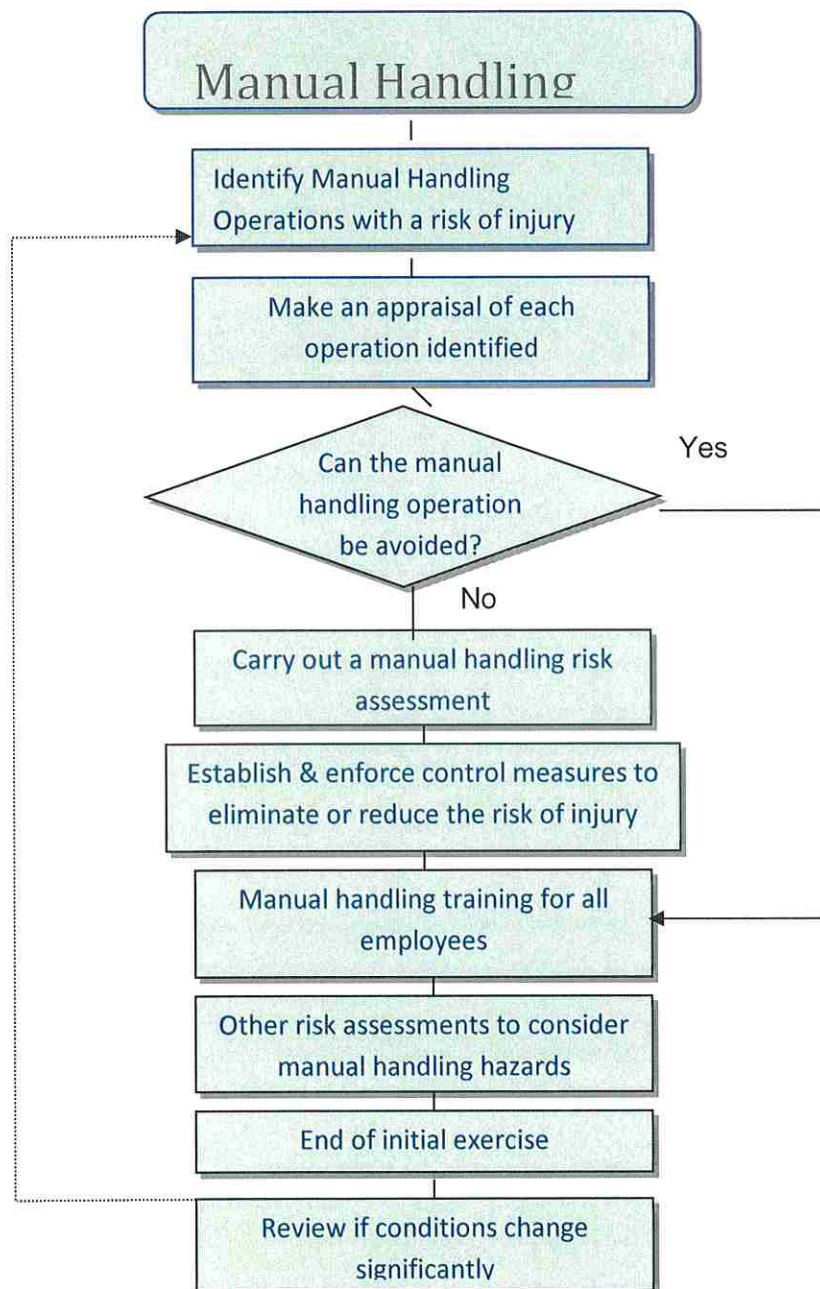
All employees required to use abrasive wheels are to have received the necessary training and instruction in the safe use of abrasive wheels, such as angle grinders/cutters etc.

5.5 Occupational Health

5.5.1 Manual Handling

The Manual Handling Operations Regulations 1992 (as amended) requires employers to avoid manual handling operations and where they cannot be avoided to make an assessment of the risk of injury to establish control measures to reduce those risks as low as reasonably practicable.

Ashton Scaffolding Services Ltd recognises that manual handling is inherent part of the Scaffolders trade and that the special handling techniques used in scaffolding are essential enabling skills. These skills are taught as part of the current Construction Industry Scaffolders Record Scheme (CISRS).



5.5.2 Hazardous Substances

Arrangements are in place to assess the effects of any substances identified as hazardous to health and the adoption of relevant control measures, as required by the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

All suppliers of materials are required to provide all relevant health and safety information about their products to form the basis of the COSHH risk assessment. This information is to be requested for each product before procurement stage, so that consideration can be made for the use, handling and storage of that substance as per COSHH.

The COSHH assessment must be carried out by an appointed competent person, usually the Director responsible for safety or the Group Health and Safety Representative.

5.5.3 Asbestos

All asbestos work is undertaken in line with strict Company procedures covering this type of work.

The Company provides basic asbestos awareness training to all site Operatives, Contracts Managers and Charge hands that attend site or manage or supervise others who do attend site where asbestos may be present. The purpose of the training is to increase awareness so that materials containing asbestos can be identified, to reduce the risk of accidental exposure and establish suitable contingency measures should asbestos materials be accidentally disturbed.

5.5.4 Noise

Similar to other pieces of legislation, the Noise at Work Regulations 2005, requires a risk assessment to be made, to ascertain the noise levels employees are exposed to, establishing and implementing precautions to avoid or protect against excessive noise levels.

The regulations require all exposure to noise to be reduced so far as is reasonably practicable and specifies the following action levels: -

- First Action Level 80 dB (A), exposure should be reduced below this level and hearing protection must be provided if requested.
- Second Action Level 85 dB(A), exposure must be reduced below this level and hearing protection zones created where hearing protection must be worn.
- Maximum exposure level 87 Db (A) taking into account any protection used.

All noise assessments will be reviewed periodically and if the process changes (i.e. new plant and equipment). Noise exposure shall be considered during the selection of new plant and equipment.

5.5.5 Vibration

The Control of Vibration at Work Regulations 2005 introduces controls in order to reduce prolonged and regular exposure to high levels of vibration known as Hand/Arm Vibration Syndrome or "HAVS". HAVS is caused in the main by prolonged and regular use of vibrating power tools such as angle grinders, saws and hammer drills.

The Company undertakes assessments of all vibrating tools that it uses and has produced a procedure that indicates the maximum recommended time periods that each tool can be used for.

The Company has a purchasing policy that as far as possible ensures that vibration levels are kept to a minimum and that information is given to users by the way of toolbox talks.

5.5.6 Health Surveillance & Screening

Exposure to certain substances requires regular health surveillance to be carried out, to identify any hazardous effects. Health surveillance will be undertaken where identified in the COSHH risk assessment. In addition certain pieces of legislation also require health surveillance i.e. the Control of Asbestos at Work Regulations and the Control of Lead at Work Regulations.

All new employees are to complete a post-employment medical questionnaire.

The recruiting manager will vet the medical questionnaire. Any medical conditions identified should be referred to the Director Responsible for Safety for advice.

Driver/Plant Operator medical checks are to be carried out as recommended by the Ministry of Transport for Large Goods Vehicle drivers.

5.6 Overhead Power lines & Underground Services

Overhead electric power lines present a significant risk of death and/or major injury when scaffolding or handling metallic scaffolding materials in close proximity to the cables. Also underground services need to be considered when using screw ground anchors or stacks to secure guy wires.

5.7 Scaffold Inspection, Commissioning & Handover

Complete or partially completed scaffold structures must be inspected and commissioned by a nominated competent person (usually the Contracts Manager, Supervisor or other nominated competent person), to ensure that it has been erected to the required standards and is safe to use, prior to handover.

If the structure is a designed scaffold then the inspection must ensure that the structure has been erected as per the drawings, without significant deviation.

The handover certificate shall be used to formally handover the structure or part structure and should be signed by the client's representative. If this is not possible then it should be posted, faxed or e-mailed to the client's representative

Where Ashton Scaffolding Services Ltd is contractually required to undertake statutory inspections of a scaffold structure or part thereof, in pursuit of Regulations 12 and 13 of the Work at Height Regulations 2005 on behalf of a client, then such inspections are required:

- . Before being taken into use for the first time; and
- . After any substantial addition, dismantling or other alteration; and
- . At regular intervals not exceeding 7 days since the last inspection, at client's request.
- . After bad weather or any other event likely to have affected its stability

5.8 Masonry Anchor Testing

The testing of masonry anchors used as scaffold ties is an essential element of the scaffold commissioning and handover process. The manufacturer instructions must be followed for the specific type and make of anchor used.

Anchor testing must be carried out in accordance with the NASC Technical Guidance TG4 'Anchorage systems for scaffolding (current edition). Preliminary testing should be carried to determine the suitability of the base materials and proof testing of the installed anchors to ensure their security.

The frequency of testing must be carried out in accordance with the following table: -

<i>No. of Ties per Structure</i>	<i>No. of Pullout Tests required</i>
Up to 20	Minimum of 3
More than 20	1 in 5 (20%)

The results of the pullout testing should be recorded on the handover certificate (No. of ties tested and results in failures or KN's), unless a specific report is prepared.

5.9 Protection of the Public and Others

All reasonably practicable measures must be taken to secure the workplace to prevent the public and others (such as fellow workers, visitors, trespassers etc.), especially children being at risk of an injury.

Each location must be assessed considering the nature of the work and the location of the workplace and its environment, to establish the necessary control measures in line with current guidance HSG151.

5.10 Personal Protective Equipment (PPE)

All Personal Protective Equipment (PPE) purchased must meet the necessary European Standards and carry the CE Mark.

The risk assessment process together with our client arrangements (i.e. Site Rules, Permit-To-Work Systems etc.) should identify a requirement for PPE. PPE will only be specified as a last resort in the hierarchy of controls.

The company provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

The company's policy is to provide suitable PPE as appropriate ('CE' marked and comply with the Personal Protective Equipment at Work (Amendment) Regulations 2022), to ensure it is properly maintained and that employees including limb(b) workers are provided with adequate information, instruction and training in its use and storage.

The implementation of this policy requires the co-operation of all members of management and staff.

The company will, in consultation with workers and their representatives:

- Ensure PPE requirements are identified when carrying out risk assessments;
- Use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary;
- Carry out an assessment to identify suitable PPE;
- Ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately;
- Ensure PPE is available to all staff who need to use it and to all people that fall under the definition of a worker.
- Provide adequate accommodation for correct storage of PPE;
- Provide adequate maintenance, cleaning and repair of PPE;
- Inform staff of the risks their work involves and why PPE is required;
- Train staff and limb (b) workers in the safe use and maintenance of PPE;
- Review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees and limb(b) workers are responsible for safeguarding such items, reporting defects and using the equipment as instructed.

5.11 Scaffold Design

All scaffolding will be provided in compliance with the relevant British and European Standards and the Work at Height Regulations 2005.

Any scaffold structure requiring design input (e.g. special structures) will be subject to a design risk assessment. Calculations will be made by a suitably competent Design Engineer and drawings produced. Any significant hazards or hazardous work sequences that can't be designed out shall be detailed on the drawing in text, also where appropriate within the specific method statement.

5.12 First Aid, Fire & Emergency Arrangements

An assessment will be made of the risk of serious and imminent danger at the workplace and Ashton Scaffolding Services Ltd will ensure that control measures for dealing with emergencies are established

The arrangements at each workplace include: -

- . Raising the alarm and communication with the emergency services.
- . First aid.
- . Fire fighting capabilities.
- . Emergency Evacuation.
- . Assembly.
- . Appointed persons, training, drills and exercises

First aid equipment and trained personnel to administer first aid will be provided and maintained in accordance with the Health and Safety (First Aid) Regulations 1981, Approved Code of Practice and Guidance L74 (as amended in 2009), as a minimum standard.

It is the intention of Ashton Scaffolding Services Ltd to comply with the site-specific arrangements made by our Clients. However, in such circumstances where the Client makes total arrangements for first aid the Company will ensure that employees have basic knowledge to administer immediate aid.

5.13 Welfare Facilities

Welfare facilities will be provided in compliance with the Workplace (Health, Safety & Welfare) Regulations 1992, the Construction (Design and Management) Regulations 2015 and their relevant Approved Codes of Practice and Guidance, as a minimum standard.

Additional facilities will be provided as per the client's contractual requirements and the desire to project a good company image.

An employee found to be defacing or misusing the Welfare Facilities will face disciplinary action.

5.14 Housekeeping

Housekeeping is an essential feature of accident prevention e.g. trip hazards, fire hazards etc.

The subject of housekeeping must be integrated into all monitoring and auditing arrangements to ensure high standards of housekeeping are maintained.

5.15 Smoking at Work

The Smoke Free Premises etc Regulations 2007 came into effect on 1st July 2007 The new law is being introduced to save lives and prevent diseases caused by second-hand smoke.

The effect of the law will be that at Ashton Scaffolding Services Ltd Staff, Clients and Visitors will not be able to smoke in the business premises if they are 'enclosed' or 'substantially enclosed', this includes previously designated smoke areas.

A No Smoking Sign will be placed in a prominent position at or near each entrance so that people entering can see it, and it must include the statement "It is against the Law to smoke on these premises"

The Smoke free legislation also covers ALL Vehicles which are used to transport clients, visitors or which are used by more than one employee in the carrying out of work duties even if this use is only intermittently.

The Company are required by Law to display a No Smoking sign in all company vehicles covered by the legislation (enclosed vehicles used to transport the Public or used by more than one employee for carrying out work duties)

5.16 Substance Abuse at Work

Substance (including alcohol and/or drugs or other substance) abusers can adversely affect the safety of themselves and fellow workers whilst at work. Therefore if any employee or contractor is known to be, or strongly suspected of being effected by substance abuse they are to be referred to their immediate supervisor who must arrange for their removal from the workplace.

Employees are not permitted to bring prohibited substances onto company premises or to work.

Any employee who is required to take prescription substances that may affect their performance at work must inform their immediate Supervisor. Alternative duties may be allocated to these employees and they must be prohibited from driving/operating plant equipment and working at height.

All employees are prohibited from consuming alcoholic drinks or drugs at work or from working under the influence of drugs, alcohol or other substances that may impair the proper performance of their duties on sites or Company premises. It should be noted that it can take well over 24 hour for drugs or alcohol in the blood to disperse and that some of the Companies clients carry out random testing with very low acceptable alcohol limits

The Company tolerance for alcohol consumption on site during working hours and its affects at work is zero.

The Company has a random drugs and alcohol testing policy and as a part of this policy reserves the right to test any employee on a random basis or who it suspects of substance abuse; also the right to dismiss any employee who is found to be positive or who refuses to comply with the request for a test to be undertaken.

5.17 Young Persons at Work

A young person at work is a person under the age of eighteen (18) and can be an employee, visitor or student on work experience.

Before a young person starts work e.g. trainee, apprentice etc. a suitable and sufficient risk assessment must be carried out on all their activities. Any residual risk that remains that cannot be eliminated and has been controlled so far as is reasonably practicable must be communicated to the young person (and in the case of a young person under the age of 16 also to their parents/guardian and written consent obtained).

Special supervision arrangements must be made for young person's at work and the Company will ensure that they will always work under the direct and immediate supervision of a Scaffolder or Advanced Scaffolder (in the case of a Trainee Scaffolder) who has been formally nominated as the Trainees mentor.

5.18 Dealing with the Enforcing Authorities

A Manager or Supervisor will meet any representative of an Enforcing Authority e.g. the Health and Safety Executive, Local Authority, Environment Agency, Police etc., unless this responsibility has been delegated to another appointed person. The visiting officer must be directed to the Contracts Manager/Charge Hand or if they wish to proceed unaccompanied the Contracts Manager/Charge Hand must be notified directly.

Full co-operation must be given to assist them in the execution of their duties.

If enforcement action is taken such as a Prohibition Notice or Improvement Notice issued, then the Contracts Manager/Charge Hand to whom it is issued must comply with any immediate requirements and contact the Director Responsible for Safety, or if unavailable any other Director as soon as possible.

The Director Responsible for Safety or the Company's Independent Safety Consultant will be able to provide the Contracts Manager/Charge Hand with any practical interpretation and advice on the necessary corrective action required for complying with the Notice.

The Contracts Manager/Charge Hand will liaise with the relevant inspector and inform him/her of corrective action taken and confirm this in writing.

If as part an investigation by the enforcing authorities, any employee is required to make a statement or interview under caution, then the company appointed solicitor should be present.

5.19 Hot Work (Welding, Burning, Cutting or Grinding)

The term 'Hot Work' means any work using equipment that produces heat or source of potential ignition and fire, such as welding operations, gas burning or cutting and abrasive wheel cutting or grinding. A suitable and sufficient assessment of the risk arising out of these activities must be undertaken.

5.20 Work on or near the Railway

All projects undertaken for the rail authority or a Network Rail, London Underground, other Rail Companies and approved contractors on or near the railway must be carried out in strict compliance with the rail authorities document 'Contractor Conditions Safety' (or equivalent document) and their line safety standards.

All Operatives, Supervision and Management must be PTS trained to the appropriate level and work must be undertaken in strict compliance to Network Rail, London Underground or Other Rail Companies approved risk assessments and method statements.

5.21 Confined Spaces

A confined space can be described "as a place that is substantially enclosed and there is a foreseeable specified risk" This is a risk of serious injury to a person arising out of fire and explosion and, without prejudice to this risk, the loss of consciousness of a person due to an increase in body temperature, asphyxiation by gases or oxygen

deficiency. It also includes drowning due to an increase in the level of a liquid, asphyxiation by solid materials which can flow or entrapment by such substances, so as to render the person unable to reach safety unaided'.

A confined space can include an excavation, sewer, basement, tank or vessel.

Any work carried out in a confined space shall be subject to a specific risk assessment that will include the requirement for all operatives to have received suitable confined spaces training. All work will comply with the Confined Spaces Regulations 1997 and approved code of practice.

5.22 Mobile phones

Employees must not use mobile phones whilst operating any vehicle even if that vehicle is fitted with an integrated hands free system (keep calls as short as possible, ringing back when parked in a safe place; never send or read text messages unless vehicle is parked in a safe place).

Site Operatives must have mobile phones (either Company or privately owned) turned off at all times whilst working on or near scaffolding on site.

5.23 Office Safety

All clerical and administration employees are required to receive general office safety instruction and training, as appropriate; including the Companies fire/evacuation procedures and provision for first aid procedures.

5.23.1 Display Screen Equipment (DSE) User & Operator

The Health & Safety (Display Screen Equipment) Regulations 1992, requires employers to identify Users and Operators (operators are the self-employed, agency workers and contractors) of display screen equipment and to carry out an assessment of their work activities and workstation.

A User (or Operator) is defined as a person dependent on using a display screen, who is required to use equipment every day for a minimum of two (2) hours. Once Users (or Operators) have been identified, a competent assessor will undertake the risk assessment. Following the assessment the control measures established as reasonably practicable will be implemented and could include: -

- . Redesigning tasks and work routines to include regular breaks.
- . Provide correct workplace equipment to improve ergonomics.
- . Make changes to the environment e.g. lighting, ventilation, temperature etc.
- . Provide User/Operator training and instruction

5.23.2 Eye Test & Corrective Devices

All employees, who have been identified as DSE Users and use corrective devices for sight (glasses or contact lenses) for close work, are required to wear them when operating DSE.

The Company will make financial contributions for sight tests and corrective devices to employees who have been identified as users after a DSE assessment.

5.24 Yard Safety

All operatives that work in the Yard will receive a Yard induction prior to commencing work that includes full information on the Yard safety procedures.

5.25 Records Management

All records of formal monitoring and auditing, accident investigation reports, training records, PPE registers, records of inspection and testing, minutes from review meetings, risk assessments and medical reports shall be kept for a minimum of five years.

Accident statistics and details of enforcement action should be kept indefinitely.

All records should be kept in such a manner that they are ready retrievable and protected where practicable from damage, deterioration or loss.

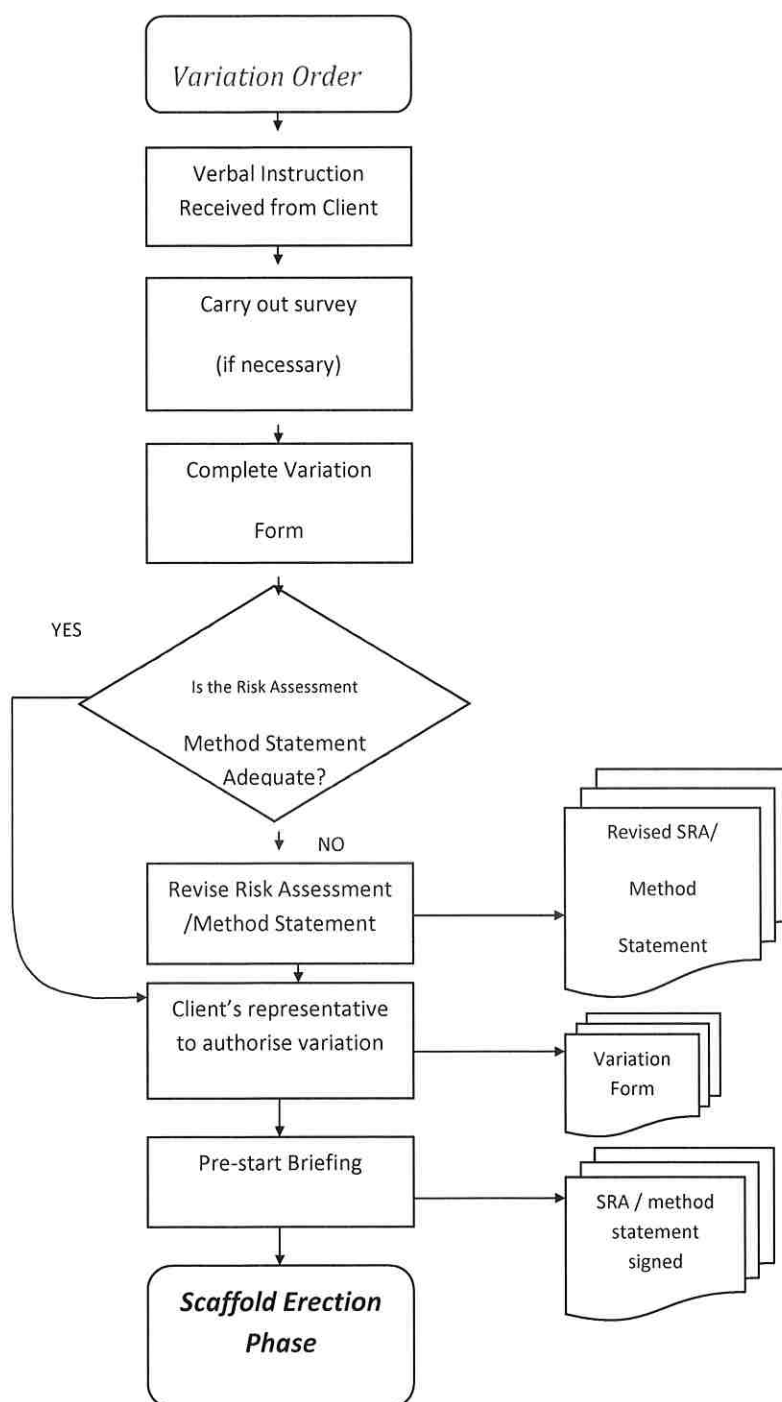
5.26 Variation Management

Many work-related injuries occur when significant changes are made to the work operation without considering any new hazards that may arise or implementing the appropriate new control measures.

All new work instructions or requests for alterations or modifications from the client that vary from the original scope of work should be directed through the line-manager (I.e. Supervisor, Foreman etc). All such variations must be recorded using an appropriate variation order form and signed by the client's representative.

Upon the receipt of a variation the line-manager must review the risk assessment and/or method statement and revise them accordingly; this should ensure that they remain suitable and sufficient for the task.

This section is summarised in the flow process as detailed on the next page



6 Accident Reporting & Investigation

- As an employer, Ashton Scaffolding Services Ltd have a duty to report some accidents and incidents at work under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR));

The HSE website (www.hse.gov.uk/riddor/what-must-i-report.htm) gives information about what must be reported, as well as what does not have to be reported.

The Regulations are made under the Health and Safety at Work etc Act 1974 (HSW Act). They apply a single set of reporting requirements to all work activities in Great Britain. The main purpose of the Regulations is to generate reports to the Health and Safety Executive (HSE) and to local authorities. The reports alert the enforcing authorities to individual incidents. They also provide data which is used to indicate where and how risks arise and to show up trends. This enables the enforcing authorities to target their activities effectively and to advise employers on strategies to help prevent injuries, ill health and accidental loss.

RIDDOR reporting of COVID-19

There is no requirement under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to report incidents of disease or deaths of members of the public, patients, care home residents or service users from COVID-19.

The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work

The Health and Safety Executive (HSE) has set out new guidance where incidents of coronavirus may be reportable. They are:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence; For an incident to be reportable as a dangerous occurrence, the incident must result (or could have resulted) in the release or escape of the coronavirus. Or:
- a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease. For an incident to be reportable as a disease due to occupational exposure to a biological agent, there must be reasonable evidence suggesting that a work-related exposure was the likely cause of COVID-19.

You must report:

- Deaths (All deaths arising out of or in connection with work).
- Reportable major injuries
- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

From 6 April 2012, the reporting requirement for over-three-day injuries to workers changed to over-seven-day injuries. Since then, you must report work-related injuries where a worker has been incapacitated for more than seven consecutive days. You must still keep a record of the accident if the worker has been incapacitated for more than three consecutive days. The deadline by which an over-seven-day injury must be reported is 15 days after the accident.

To make a report, go to www.hse.gov.uk/riddor. Deaths, major injuries and dangerous occurrences must be notified without delay. A telephone service can be used to report fatal and major injuries only – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). Alternatively, online or e-mail forms can also be completed 24 hours a day.

6.1. Near Miss & Hazard Reporting

Prevention is better than cure! Near misses are painless lessons to learn from. All incidents not resulting in injury (i.e. Near Misses and RIDDOR Dangerous Occurrences) must be reported and investigated. In addition employees all have a duty to report any hazards identified so that an assessment can be made to eliminate or control the risks arising out of that hazard.

6.1.1 Accident Records

As mentioned in section 6 above, accident reporting and investigation is an essential part of the Health, Safety and Environmental Management System and Company policy.

Accident records are held at the head office, copies of the Accident Report Forms, RIDDOR F2508 forms and full accident investigations reports are kept.

6.1.2 Dangerous diseases

If a medical certificate or other written diagnosis from a doctor has been received in respect of an employee who is absent from work due to disease and disease diagnosed is one of those listed in the regulations then the Proprietor responsible for safety must be contacted for advice, subject to checking the facts, it may be necessary to send to the HSE a completed form F2508A on the matter.

7.0 Duties under CDM (2015)

The main duty of a contractor is to plan and manage construction work under their control so that it is carried out in a way that controls risks to health and safety. They have a range of other duties that depend on whether more than one contractor is involved in the project. If so, their duties entail co-ordinating their activities with others involved in the project team – in particular, complying with directions given to them by the principal designer or principal contractor.

If we occupy the position of Contractor, we will ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with.

Prior to starting work on site we will:-

- Visit the site, check the access arrangements and consider the safest methods for our workers to carry out the work.
- Speak with the principal contractor to find out whether other work will take place at the same time as our work and agree on how arrangements for interfaces with the other contractors will be managed.
- Request information from the principal contractor regarding the presence of any known asbestos containing materials (ACMs) or other hazardous material on the part of the site we will be working on. If there is, or if there has been previously, then, in addition to any control measures concerning known asbestos, take steps to prevent unexpected exposure by arranging for our workforce to have asbestos awareness training prior to starting any work.
- Consider how long it will take us to organise our workers, and any plant and materials needed, so that we can estimate when we will be ready to start.
- Check the proposed workforces' skills, knowledge, training and experience and arrange any retraining or refresher training where necessary.

- Assess the degree of information, instruction and supervision required, taking into account the training, experience, nature of the work and likely behaviour of our workforce.
- Make arrangements to provide adequate supervision by supervisors with appropriate training, experience and leadership qualities for the risks which the project is likely to involve.
- Check what welfare facilities the principal contractor is providing in case we need to arrange additional provision.
- Check whether any first aid provided by the principal contractor is available to us and whether it will be sufficient for the work we are undertaking, the workforce involved and the location in which we are working. If no first aid is to be provided or if we consider the first aid cover to be inadequate we will make additional arrangements.
- Inform the Principal Contractor of any known health issues our workforce may have.
- Communicate the method of work that our workforce must follow, particularly if the control measures are unusual or not obvious and focus on the work activities where there is most risk of injury or ill-health.
- We will share our method of work with the principal contractor or other contractors, so they can take it into account when planning and organising their work by submitting a method statement, risk assessment or task sheet.
- Arrange for our workforce, plant and materials to arrive on site at the allocated time.

Once on site we will manage the risks to the safety and health of our workforce and others who could be affected by our work by:-

- Setting a personal example by always wearing the necessary PPE and by challenging any unsafe behaviour or practice and not ignoring it;
- Ensuring our workforce receive site induction from the principal contractor.;
- Providing instructions to our workforce on what needs to be done and how we intend the works to be carried out, in which order and with what equipment, particularly when it involves working at height;
- Providing supervisors with the necessary skills, technical knowledge, training, experience and leadership qualities for the work;
- Briefing our workforce on what is expected of them, and consider any suggestions from them on better ways of working;
- Ensuring our workforce is aware of what to do in the event of any likely emergency
- Ensuring our workforce is complying with the site rules and working in accordance with how the work was planned to be done;
- Liaising with the principal contractor and keeping them informed of any changes to our planned working method in case it has an impact on other persons or activities;
- Liaising with other contractors and the principal contractor and co-operate with any reasonable suggestions for reducing risks to health and safety on the site;
- Carrying out regular checks on plant and equipment and, when necessary, maintaining, repairing or replacing it;
- Providing information to the principal contractor about how to safely maintain, isolate, replace or dismantle what we have installed at the end of our time on site;
- If we are the only contractor working on the project, we will draw up a construction phase plan that meets the requirements of regulation 12, as soon as is practicable prior to setting up a construction site.
- Before starting work on any site we will take all reasonable steps to prevent access by unauthorised persons to that site.
- We will arrange for the provision of adequate welfare facilities that meet the requirements of Schedule 2.

- We will provide each worker under our control with appropriate supervision, instruction and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.
- The information we provide will include a suitable site induction, the procedures to be followed in the event of serious and imminent danger to health and safety and information on risks to health and safety identified by the risk assessments carried out
- We will provide adequate first aid cover following a risk assessment to calculate the level of cover required.

Appendix A

Scaffold Design Matrix

The following scaffold structures require Scaffolding Designer input

1. Scaffolds that fall outside the scope of 'Basic Scaffolds' detailed in NASC guidance note TG20
2. Dead Shores
3. Flying shores
4. Raking shores
5. Cantilevered scaffolds
6. Truss-out Scaffolds
7. Access Birdcages
8. Façade retention
9. Access scaffolds with more than the 2 working lifts allowed with TG20 'Basic Scaffolds'
10. Buttressed free-standing scaffolds
11. Temporary roofs and temporary buildings
12. Support scaffolds
13. Loading Bays founded on the ground
14. Mobile and static towers outside base/height limitations
15. Free standing scaffolds outside base/height Limitations
16. Temporary ramps and elevated roadways
17. Staircases and fire escapes
18. Spectator Terraces and Seating Stands
19. Bridge scaffolds
20. Towers requiring guys or ground anchors
21. Offshore scaffolds outside Offshore Contractors Association (OCA) handbook
22. Pedestrian footbridges or walkways
23. Slung and Suspended scaffolds
24. Protection fans, Nets and Pavement Frames
25. Marine scaffolds
26. Boiler scaffolds
27. Power line crossings
28. Lifting gantries and towers
29. Steeple scaffolds
30. System scaffolds outside users guide parameters
31. Sign board supports
32. Sealing end structures
33. Temporary Storage on Site
34. Masts, Lighting Towers and Transmission Towers
35. Advertising hoardings/banners
36. Any scaffold structure subject to:
 - Vibration
 - High Loading
 - Long term duration
 - High risk areas
 - Loading from passenger/goods hoists

Note: The above list is not exhaustive and any scaffold that does not comply with manufacturer's guidelines as published in handbooks will require a specific design produced by a competent person.