

Orme Midlands Limited trading as



# Health & Safety Policy

In respect of The Health and Safety at Work Act 1974

01-01-2019



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# Foreword

Orme Midlands Limited is committed to high standards of health and safety throughout the company and it is this policy to create a working environment that is, so far as reasonably practicable, free from risks which could affect any persons.

To be effective this policy requires the commitment and active involvement of all directors, managers, supervisors and employees in the generation of safety awareness, competence and positive attitudes in undertaking our work activities with continuously improving safety performance.

Our key objectives are, so far as reasonably practicable, to prevent all accidents and injuries at the workplace, conserve the environment and avoid damage to property and equipment.

Thank You.

Andrew Orme  
Managing Director  
Orme Midlands Limited

January 2019

# General Policy Statement

This statement recognises that Orme Midlands Limited has obligations under the Health and Safety at Work Act 1974.

Orme Midlands Limited (the company), in the conduct of its activities will ensure that it:

- Protects the health, safety and welfare of its employees and others who may be affected by its activities.
- Meets duties as an employer to do all that is reasonably practicable to prevent accidents, injuries or damage to health.

Orme Midlands Limited will also, so far as reasonably practicable:

- Consult with our employees on matters effecting their health and safety.
- Ensure that work is adequately assessed for risks to health and safety and that the identified control measures are implemented, reviewed and maintained.
- Ensure that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided.
- Provide and maintain safe working environments that are without risks to health, safety and welfare
- Set standards that comply with the relevant statutory requirements relating to the health, safety and welfare with regard to the effect on employees.
- Train all employees to be aware of their own responsibilities in respect of relevant health and safety matters and ensure they participate in the prevention of accidents and co-operate with measures taken to prevent industrial disease.
- Ensure that contractors undertaking work on behalf of the company are informed of the relevant standards required and are proactively monitored to ensure compliance with relevant legislation.
- Promote good health amongst employees and be concerned with the prevention of occupational and non-occupational disorders and diseases.
- Undertake inspection, audit and review activities to ensure the company's objectives for health, safety and welfare are being met.
- Review and revise this policy as necessary at regular intervals.

# Responsibilities

The responsibilities for determining the company's policy on health, safety and welfare matters, including revision of this policy, lies with Andrew Orme.

In the event of difficulties arising from the implementation of this policy, reference must be made to Andrew Orme.

The directors, supported by the company safety department, will monitor compliance with the requirements and give advice on health, safety and welfare matters and generally will undertake the implementations of this policy.

Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with the company to help it comply with the law.

All Orme Midlands Limited employees have to:

- Co-operate with supervisors and managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety and report all health and safety concerns to an appropriate person (as detailed in this policy statement).

The overall and final responsibility for all health and safety issues lies with:

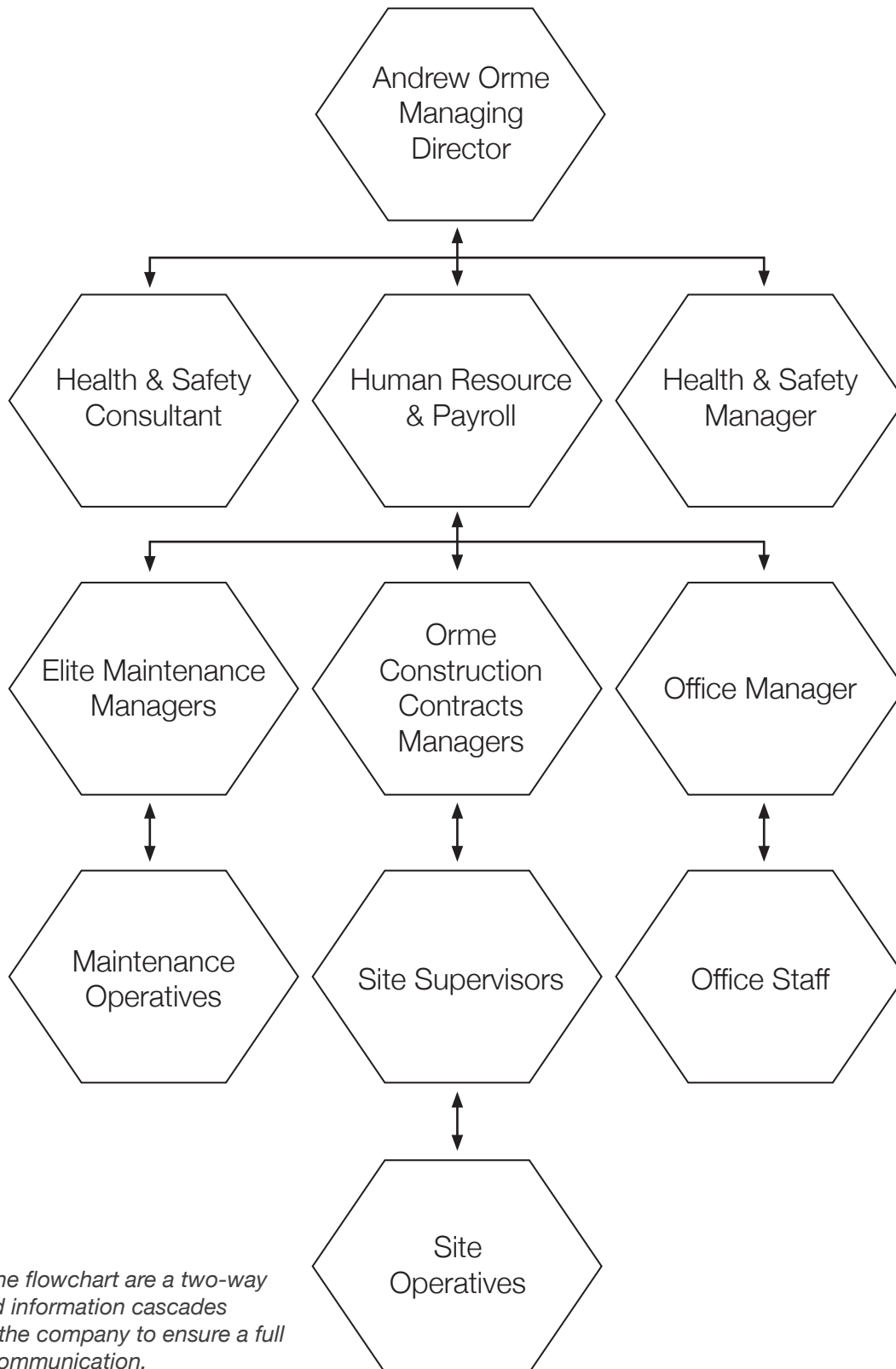
Company Director- Andrew Orme

Signed: 

Date: January 2019

This statement of general policy on health, safety and welfare at work is made under Section 2(3) of the Health and Safety at Work Act 1974 and is to be brought to the notice of all employees of Orme Midlands Limited by prominent display at its offices and is distributed at each live site.

# Company Structure



*All links in the flowchart are a two-way process and information cascades throughout the company to ensure a full system of communication.*

# Health and Safety Duties

## Managing Director Duties

- Ensure that all work activities and designs are adequately funded, planned, organised and controlled.
- Provide adequate information on the hazards and risks involved in undertaking work activities.
- Ensure that the necessary assessments of risk are undertaken, and the implementation of control measures is effectively managed and supervised.
- Monitor application and implementation of this health and safety policy.
- Provide effective training and support professional development to ensure that all managers, supervisors and employees are competent to undertake the allocated work activities.
- Co-ordinate all health and safety activities with all involved.
- Liaise with clients and contractors.
- Notify the Health and Safety Executive of construction works, when applicable.
- Ensure a competent CDMC is appointed on projects which deemed necessary.
- Ensure all projects have suitable and realistic timescales with competent trained personnel appointed.
- Provision of appropriate welfare, fire protection, first aid and emergency arrangements for each work project or activity.
- Ensure current employers, public liability and professional indemnity insurances suitable and sufficient and are in place.
- Set a good personal example by wearing the appropriate personal protective equipment etc. when visiting site.
- Provide sufficient resources to operate and maintain safe and healthy places of work.
- Promote effective participation by all employees in joint consultation on health, safety and welfare matters.
- Notify the Health and Safety Executive, where necessary, of accidents and any dangerous occurrences.
- Approve where appropriate all procedures, instructions and guidance relating to health, safety and welfare.
- If needed appoint an external competent person as health and safety consultant to advise the company on health and safety issues.
- Endeavour to pro-actively seek alternative safe systems of work.

## Human Resources and Payroll Department Duties

- Ensure working with all company departments, in a consultancy role, assisting directors and managers to understand and implement company policies and procedures.
- Promote equality and diversity as part of the culture of the company.
- Liaising with all employees and staff in policy areas such as staff performance and health and safety.
- Promote in developing and implementing policies on issues regarding safety, working conditions, performance management, equal opportunities, disciplinary procedures and absence management.
- Preparing staff handbooks for all staff if necessary.
- Negotiating with staff and their representatives (for example, trade union officials) on issues relating to pay and conditions if requests are made.
- Interpret and advise the company on employment law.
- Develop with directors and managers HR planning strategies which consider immediate and long-term safe staffing requirements.
- Planning, and sometimes delivering, training - including inductions for new staff if needed.
- Analysing the safety training needs in conjunction with directors and managers.

## Health and Safety Consultant Duties

- Advise directors, safety officers, managers, supervisors and employees on statutory requirements and company standards.
- If necessary, investigate fully any accidents and dangerous occurrences as to learn and remove hazards.
- Notify the Health and Safety Executive, where necessary, of accidents and any dangerous occurrences.
- Supporting and advising directors, safety officers, managers, supervisors and employees on health and safety related to their work activities, in particular the assessments of risks, development of method statements and health and safety information when requested.
- Advise the company that all records, reporting and documentation relating to health, safety and welfare must be established, maintained and up to date.
- Advise the company on training implementation and plans.
- Advise the Managing Director when renewing all Health and safety documentation.
- Advise on the provision of appropriate welfare, fire protection, first aid and emergency arrangements for all work activities, both office and site based.
- Advise the company it needs to monitor arrangements for effective participation of all employees in health and safety issues, through consultation and promotion of a pro-active health and safety culture.
- Set a good personal example by always wearing the appropriate personal protective equipment etc.



## Health and Safety Manager Duties

- Advise directors, managers, supervisors and employees on statutory requirements and company standards.
- Carry out site audits on company documentation and replenish on site safety folders with the correct documentation.
- Implement a suitable and sufficient training matrix within the company and assist with training if needed.
- Ensure induction training is provided for all employees new to the company or site and make them aware of specific issues.
- Ensure that all safety documentation is up to date and relevant for all company circumstances.
- Ensure that managers, supervisors, employees and contractors are complying with the appropriate statutory and company standards.
- Carry out site safety inspections on a regular basis as to identify any breaches of statute law.
- Carry out toolbox talks/training – either face to face or via the company on line facility
- If necessary, investigate fully any accidents and dangerous occurrences as to learn and remove hazards.
- Notify the Health and Safety Executive, where necessary, of accidents and any dangerous occurrences.
- Compile and implement company method statements and risk assessments.
- Ensure plant and equipment is regularly and properly inspected certificated and maintained.
- Advise the company that all records, reporting and documentation relating to health, safety and welfare must be established, maintained and up to date.
- Circulate copies of procedures, instructions, guidance along with this policy in accordance with company management requirements and maintaining the currency of such documents by ensuring their review and revision.
- Provide support to directors, managers and supervisors in complying with their health, safety and welfare duties.
- Monitor health, safety and welfare to ensure that practices are adhered to and that no breach of statute law occurs on health and safety matters.
- Assist the Health and Safety consultant in renewing all health and safety documentation.
- Set a good personal example by always wearing the appropriate personal protective equipment etc. Office Manager

## Site and Maintenance Managers

- Ensure that day-to-day health and safety procedures within their control are implemented.
- Promote health and safety, and good working practices throughout their duties.
- Ensure that all accidents and near misses are reported to the company Health and Safety Manager
- Liaise with site supervisors, site managers, foremen and other managers regarding any health and safety issues.
- Consult employees on health and safety matters and inspect all projects in their control before commencement.
- Ensure the correct personal protective equipment and general equipment is issued and used and monitored. Utilising the disciplinary procedures for non-compliance on any health and safety requirements.
- Ensure that a first aid or person responsible for first aid, as the case may be, is appointed or shared services available, and that first aid equipment is provided on projects under their control.
- On projects under their control; maintain adequate welfare facilities, fire prevention and emergency procedures and monitor waste disposal procedures.
- Set a good personal example by always wearing the appropriate personal protective equipment etc. when on site.
- Co-ordinate and co-operate with the Health and Safety Manager on all project health and safety issues.
- Liaise with clients and contractors.
- Assist in the monitoring and review of the company policy when requested.

## Office Managers

- Ensure allocation of significant office resources to operate and maintain safe and healthy places of work also ensure that work activities are undertaken without risk to health and safety.
- Ensure that the office has a first aid person responsible for first aid
- Ensure that office induction training and fire escape instruction is provided for all office staff employees new to the company.
- Ensure that all work activities within the office are adequately planned, organised and controlled also monitor waste disposal.
- Ensure the provision of suitable office equipment, materials and if needed personal protective equipment also actively promote its proper use and maintenance.
- Ensure that all accidents and near misses within their control are reported to the company Health and Safety Manager.
- Ensure provision of appropriate welfare, fire protection, first aid and emergency arrangements for all office work activities.
- Ensure office equipment is regularly and properly inspected and maintained.
- Promote effective participation by all employees in joint consultation on health, safety and welfare matters.
- Ensure there is provision of effective office training and professional development to establish that all employees are competent to undertake the allocated work activities.
- Ensure the provision and effective arrangements for the appointment of competent and adequately resourced office agency workers if needed to undertake work.
- Provide effective office arrangements to undertake the management of health and safety throughout the companies' premises, to comply with statutory requirements and company standards. Such arrangements will include the provision to undertake regular inspections and audits.
- To assist in the monitoring and review of the company policy when requested.

## Site Supervisors

- Ensure that they understand the company's procedures, guidance and instructions related to their work activities.
- Promote health and safety, and good working practices at all times.
- Ensure that the workforce is monitored for compliance with statutory requirements and company standards, and records are up to date and maintained.
- Ensure that all accidents and near misses are reported to the company Health and Safety Manager
- Ensure induction training is provided for all employees new to the company or site.
- Ensure plant and equipment is regularly and properly inspected and maintained.
- Ensure the competence of users of plant and equipment.
- Ensure that they are competent to undertake the work allocated to them and not take any action that may be a danger to themselves or others.
- Ensure the competence of contractors or agency workers.
- Ensure the correct personal protective equipment is issued and used.
- Utilise the disciplinary procedures for non-compliance on any health and safety requirement.
- Monitor safety of work equipment and replace as necessary.
- Set a good personal example by always wearing the appropriate personal protective equipment etc. when on site.

# General Arrangements

## Access Platforms

All operators of Mobile Elevating Work Platforms (MEWP, cherry pickers and scissor lift etc.) will be trained competent and hold CPCS, IPAF or a manufacturers training certification. Safety restraint harnesses will be worn by all who are using access platforms. All harnesses should be visually inspected prior to use by the operators the results of such inspections shall be recorded on inspection check sheets and returned to the office.

Lone working with MEWP is strictly prohibited under no circumstances is any employee of Orme Midlands Limited required to use any working at height equipment on his own.

Prior to use of any MEWP risk assessments will be carried out and distributed accordingly if no assessments are available do not use the equipment until provided.

All operators shall be trained in assessment of risk all personnel who use harnesses will receive training on the inspection and use of the harnesses. Training may be through toolbox talks or other suitable and sufficient means.

Restraint lanyards will be used whilst working with MEWPs and shall not exceed 1.25m unless authorised by the Health and Safety Department.

## Agency Workers/Sub-Contractors

Orme Midlands Limited will ensure that, prior to commencement of work, all contractors or agency workers confirm (by means of questionnaire) the competency of the company and/or individual employees within the company to carry out specialist tasks i.e. plant operation, electrical, scaffolding, etc.

The above must list out any relevant qualifications, certificates or licences the company or individuals hold, the contractor must also provide copies of and ensure that it has the relevant insurance cover for its duties.

The company will ensure that all agency workers, contractors (and subcontractors) appointed by them to carry out any work, are made aware in writing, of Orme Midlands Limited health and safety policy and its arrangements.

A condition of all contracts will be that all works are carried out in accordance with the Health and Safety at Work Act 1974 and that any regulation applicable to the nature of the contract.

The contractors will be required to acknowledge receipt of this Health and Safety policy and arrangements in writing.

# Accidents

Orme Midlands Limited is aware of the duties imposed upon it by The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR 1995).

The RIDDOR Regulations will be complied with should a death, major injury, dangerous occurrence or an over seven-day injury happen. It will be reported to Health and Safety Executive by the quickest possible means, usually by telephone and subsequently followed by the submission of the form F2508 or electronically by the on-line contact facilities. A copy will be retained for the company's records at the head office.

Any case of work-related disease will be reported on form F2508A.

Staff are reminded that all accidents and incidents, however small, should be treated firstly then reported to the head office, supervisor/site manager and entered into the accident book if necessary.

Any serious accidents or occurrences such as broken bones, electrocution, collapse of structure, etc. should be reported to the head office and site management as soon as possible, so that the reports, that are require by law, can be sent to The Health and Safety Executive.

In the event of an accident or dangerous occurrence an investigation will be carried out in the first instance by the site supervisor, in conjunction with the company Health and Safety Department where necessary.

The aims will be to:

- Identify the cause or causes.
- Establish means of preventing a recurrence.
- Maintain a statistical record of the event.
- Recommend realistic safety targets.

All staff are encouraged to report any "near miss" incidents, which, but for circumstance, could have caused an accident.

Orme Midlands Limited tries to achieve a target of zero accidents and will investigate all accidents reported by the employees.

# Asbestos

## Asbestos Identification

There are three main types of asbestos still found in premises. These are commonly called blue asbestos (crocidolite), brown asbestos (amosite) and white asbestos (chrysotile) All are dangerous but the blue and brown are more so than the white.

They cannot be identified just by their colour. Asbestos Containing Materials (ACM) were used in the construction of buildings from the early years of the 20th century until 1999 by 1999 the new use of any building materials containing white asbestos had been banned.

Unless you have information to the contrary, you would simply have to record the fact that the date of construction indicates there is no asbestos present. Be aware that old material stock and use means we must consider asbestos is present and still being used in some extreme cases.

## Legislation

There are several pieces of legislation and guidance covering the use of ACMs

- The Health and Safety at Work act 1974.
- The Management of Health and Safety at Work Regulations 2006
- The Construction, Design and Management Regulations 2015
- The Control of Asbestos at Work Regulations 2012

From 6 April 2012, some non-licensed work needs to be notified to the relevant enforcing authority, brief written records should be kept of non-licensed work, which has to be notified e.g. copy of the notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos.

This does not require air monitoring on every job, if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.

By April 2015, all workers/self-employed doing notifiable non-licensed work with asbestos must be under health surveillance by a Doctor. Workers who are already under health surveillance for licensed work need not have another medical examination for non-licensed work. BUT medicals for notifiable non-licensed work are not acceptable for those doing licensed work.

These regulations include the requirement on employers to 'manage' the asbestos in their buildings. In summary, such management involves:

- Find out if ACM or suspected ACM is present – carry out a survey.
- Assume that materials contain asbestos unless there is strong evidence that it does not.
- Check the condition of the materials.
- Identify - If the material is in poor condition or maintenance or refurbishment is to take place arrange for the material to be sampled and identified.
- Record the location and condition of the ACM and assumed ACM on a plan or drawing.
- Assess whether the condition or location means the material is likely to be disturbed.
- Monitor the condition of ACM and assumed ACM to check on possible deterioration.
- Plan: prepare and implement a plan to manage these risks.

## Guidance for Orme Midlands Limited maintenance operatives

If existing asbestos containing materials are in good condition and are not likely to be damaged, they may be left in place; their condition monitored and managed to ensure they are not disturbed.

Maintenance work may involve encounters with asbestos such as: lagging on pipes and boilers; insulation board in walls on doors and ceilings; asbestos cement for roof and wall covering pipes and tanks; in some decorative plaster.

- If any material or dust is uncovered and you suspect it to be ACM, assume it is asbestos until deemed otherwise.
- Stop work immediately.
- Contact your immediate supervisor, manager or safety manager.
- Give them the details of the find.
- Do not re-commence until a survey has been conducted and it is safe to do so.

The HSE has issued safe working practice guidance for working on small amounts of asbestos containing material. However, these only apply after a suitable and sufficient risk assessment and survey have been completed by a competent person which determines that 'control limits' will not be exceeded.



## CDM Duties

Orme Midlands Limited realises it has duties under CDM regulations and has a key role to play, in design and co-operation with all other duty holders, in planning and managing the work being carried out the company will ensure that all identified risks are properly controlled. It will also;

- Assist the principal contractor in the development of the construction phase plan.
- Provide information for the health and safety file.
- Check that a CDM coordinator has been appointed and the HSE has been notified before they commence any work (form F10 sufficient).
- Inform the principal contractor about any risks to others created by their work.
- Provide the principal contractor with any information regarding RIDDOR incidents.
- Take part in ensuring the site is a safe and healthy place to work by co-ordination, co-operation and good communication between all those involved.
- Check all involved are aware of their duties.
- Co-operate with the principal contractor, CDM coordinator, in planning and managing the work to ensure the risks are properly controlled.
- Ensure anyone they employ is competent and have adequate resources.
- Plan, manage and monitor their own work to make sure their employees are working in a safe environment.
- Ensure consultation with their employees regarding health and safety.
- Obtain specialist advice when necessary when planning high-risk work.
- Ensure as far as reasonably practicable that every worker has:
  - > A suitable induction.
  - > Any further information and training needed for the work

## Consultation and Information

Orme Midlands Limited will ensure that health and safety consultation processes occur, through staff meetings (formal and informal). Also, that relevant health and safety information is made available to all employees, through staff meetings, toolbox talks, information bulletins, and notices.

The company will consult its employees on health and safety continually by listening and talking about:

- Health and safety and the work that their employees do.
- How risks are controlled within the company.
- The best ways of providing information, training and professional support.

Consultation is a two-way process, allowing staff to raise any concerns and influence the company's decisions on the management of Health and Safety.

The company will consult its employees directly or through a health and safety representative, chosen by its employees or selected by a trade union Orme Midlands Limited will not decide who will be the representative.

## COSHH

The company will ensure that a suitable and sufficient assessment is made of all substances used at work and that all necessary control measures and records are maintained in accordance with all current regulations.

Where assessed as necessary the appropriate control measures will be recorded as part of the "risk assessment" put into operation, maintained and monitored as to their effectiveness.

Copies of risk assessments, including control measures, will always be available from the office or at suitable locations on each site.

## Display Screen Equipment

The company will ensure that suitable and sufficient risk assessments are made to establish the number of users as defined by regulation. All users will be offered a free eye test and where independently established that corrective glasses are required, specifically for the use at DSE equipment, provision will be made to assist in the purchase of these glasses.

The company will ensure that suitable and sufficient workplace assessments are made to establish that workstations are safe and where considered necessary to satisfy regulation, requirement or recommendation suitable and sufficient ergonomic and anthropometric furniture and equipment will be made available to the users of DSE equipment.

# Driving at Work

Driving is among the most hazardous tasks performed by our employees, legislation places a duty on Orme Midlands Limited to provide a safe working environment it is a requirement for all our employees to follow safe driving practices.

This includes steps to ensure the driver's total concentration and safe operation of vehicles, such as determining clear directions before departing, refraining from operating equipment such as mobile phones while the vehicle is moving, and not operating a vehicle when the driver's ability is impaired.

Drivers are expected to follow defensive driving principles, driving regulations i.e. The Highway Code to prevent accidents.

Orme Midlands Limited expects all staff whilst driving the company's vehicles to comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

The following actions will be viewed as serious breaches of conduct:

- Drinking or under the influence of drugs while driving.
- Driving while disqualified, or not correctly licensed.
- Reckless or dangerous driving causing death or injury.
- Failing to stop after an accident.
- Any actions that warrant suspension of licence.
- Failing to inform the company of disqualification or endorsements.

## Responsibility as an Employee

Employees who drive whilst employed will:

- Ensure they hold a current driving licence.
- Immediately notify their manager if their driver licence has been suspended or cancelled or has limitations placed on it.
- Be responsible and accountable for their actions when driving.
- Assess driving hazards and anticipate "what if scenarios".
- Wear safety belts.
- Drive within legal speed limits.
- Report vehicle defects even if hired or owned to your manager immediately before the start of their journey (unless journey starts prior to the working day, then as soon as reasonably practicable).
- Comply with all traffic legislation.
- Do not use a mobile phone when driving unless a suitable and sufficient system is installed.
- Check all vehicles prior to the journey to ensure that vehicles are within safe operating conditions.

- Ensure that you are not taking any medication (prescribed or not) that may impair your driving ability.
- Report any accident or near miss incident to your manager, including those that do not result in damage or injury.
- Complete an accident report form for all accidents and report to the police (if deemed necessary) and to the payroll department
- Take regular and adequate rest breaks at least 15 minutes for each 1.5 hour driven ensure you stop when tired.
- Plan journey ahead, taking into consideration pre-journey work duties, the length of the trip and post journey commitments.
- Stay overnight if driving time and non-driving duties exceed 11 hours or 200 miles in one day. If for unavoidable reasons you must drive over these limits on, considerable care must be taken to have regular breaks and avoid any risks of driving while tired.
- Ensure that you are familiar with the vehicle that you are about to drive if you are unsure report to your manager immediately.
- Orme Midlands Limited prefers employees to use company vehicles provided however if own vehicles are used or hire vehicles under exceptional circumstances the following should be observed.
- Ensure adequate insurance cover is in place.
- Ensure that the vehicle has a valid MOT certificate and is in a roadworthy condition.
- Ensure that the vehicle has valid road tax.
- Ensure insurance covers business travel.
- Orme Midlands Limited will not accept liability for any damage to privately owned vehicles unless consent has been agreed.
- Should an employee have an unacceptable level of accidents whilst driving Orme Midlands Limited may request that driver completes additional training, before allowing that person to drive on business again.

### **Responsibility as an Employer**

Orme Midlands Limited will not require employees to drive under conditions which are considered unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

We will do this by:

- Ensuring that any vehicle hire company is used provides suitable and sufficient vehicles which meet high standards of safety and are well maintained.
- Ensuring that employees are aware of their responsibility to check the vehicle prior to use.
- Ensure suitable and sufficient logging equipment is provided when towing to comply with current legislation.
- Ensuring that staff is comfortable driving the vehicle that they are provided with.
- Providing additional training if required.

- Managers and/or deployment personnel will manage work schedules to ensure that safe driving practices are maintained.
- Taking into account individual driving needs and experience.
- Collation of statistics on accidents and near miss incidents to ensure continuous improvement of the company's driving policy.
- Regularly review our policy and procedures to ensure the development and quality of our company policy's and statements.

## Electricity at Work

The company will ensure that all electrical work carried out on the electrical systems, either temporary or permanent, within their control are carried out by competent person or contractor.

A trained and competent person under contract to Orme Midlands Limited will carry out combined inspection and tests all portable electrical equipment. The frequency of visual, formal and combined inspections will be identified by assessments made as necessary.

Please Note: All tools used on site should be 110v or even better, battery powered if not in line RCDs.

Employees are reminded that user checks and formal visual inspections are purely visual; no dismantling or technical electrical measurements are required. In fact, no alterations or repairs are permitted on any electrical appliance unless performed by an approved competent person. Records will be held of all inspections carried out.

The company will identify all overhead power lines when new sites begin and will liaise with the principal contractor regarding positioning of barriers and goalpost systems, usually after consultation with the electricity supply companies.

Employees are reminded of the need to ensure these safety clearances are maintained when working in the vicinity of overhead power lines and so must not use plant and equipment inside these barriers and only cross under at the designated point controlled by goalposts. As usual when maneuvering machinery, booms etc. should always be lowered to the lowest practical position.

# Emergency Procedures

Orme Midlands Limited has a duty under the Management of Health and Safety at Work Regulations this requires the company to establish and where necessary give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work in his undertaking. Guidance to the Regulations states that a risk assessment should identify any foreseeable events that need to be covered by these procedures.

Orme Midlands Limited with this duty of care and realises for any emergency procedure to work well, all operators and managers must aware of the protocols and have the opportunities to test them. You should test, evaluate and modify your procedures to ensure they are working. Ensure you know your location. Be able to provide necessary references or coordinates, and access points.

You should also anticipate problems that will exist in getting to a casualty, e.g. the need for working at height rescue, fire or releasing a casualty who is trapped below heavy equipment etc. Identify the personnel and equipment that need to be on site and set up how to quickly contact other people you need.

Many people working as maintenance operatives for Orme Midlands Limited spend part, or all their day working alone, or working at some distance from others. This fact is too often taken for granted, but the ability to keep in contact and understand communication methods along with company emergency protocol is important, especially if there is an accident or incident when urgent assistance is required this does not remove the main office from emergency protocols.

Orme Midlands Limited will:

- Ensure to supply first aid cover and training for all emergency procedures.
- Establish an emergency control team at a pre-arranged control point – this will be the Main Office, 0870 850 5712.
- Establish and provide communication equipment and procedures between the scene of the incident, and the head office.
- Ensure the head office has systems for emergency in place.

The head office will:

- Confirm that the emergency services have been informed and give direction to the competent person.
- Provide adequate information for the emergency services initially then upon arrival the competent person will provide the same.
- Assess the degree of emergency from the information provided and inform senior management and relevant authorities if required.

The competent person will:

- Determine local hazards - e.g. fire, collapse, fall etc.
- If necessary, safe and trained complete the evacuation of all affected areas and provide first aid.
- Enable access/egress for the emergency services where necessary and possible.
- Secure affected buildings/areas - e.g. do not allow re-entry until the all-clear is given from the emergency services.

## Fire Safety

All sites are to be registered with the appropriate enforcing authority. Responsibilities are placed upon Orme Midlands Limited under the Regulatory Reform (Fire Safety) Order 2005 to assess the risk and put in place measures to ensure, amongst other things that: -

- The means of escape from the buildings are maintained and available at all times the buildings are occupied and that no emergency exit is blocked either fully or partially.
- Staff are trained in the actions to take in the event of fire and means of raising the alarm.
- That when fire drills are held, employees will participate as required to do so by the conditions imposed on the relevant fire certificate or when assessed as necessary by the manager in control of the site.
- The company will ensure that these responsibilities are met with the provision of the necessary information and training. Records of all such training will be recorded and held at the head office. This will require close liaison with all staff.

## First Aid

Orme Midlands Limited will ensure suitable first aid facilities and cover is available on each site; this may be by use of shared facilities and personnel on site.

The company will also ensure that, no matter who provides the cover, at least one (sometimes more) members of staff on site or on specific projects are trained in first aid techniques to the required standard required by legislation, including a suitably stocked and maintained first aid box.

## General Safety

Orme Midlands Limited recognises that the safety of all employees, visitors and contractors is enhanced by the maintenance of, so far as is reasonably practicable, a workplace free from risk.

Regular checks will be made by all employees to remove such hazards as trailing wires, inappropriate furnishing arrangements, obstructed fire escape routes, apparently unhealthy, unclean conditions and other hazard which it is in their immediate control to deal with.

All such items which are beyond the immediate control of Orme Midlands Limited will be reported to the principal contractor/supervisor/site manager, who will be requested to ensure that the appropriate actions are taken. This may require the temporary closure of areas or rooms.

## Ladders/Step Ladders

Ladders/step ladders will only be used as a place to work at height, if risk assessments demonstrate that the use of more suitable equipment is not justified because of the low risk, the short duration of use and that existing features on site cannot be altered.

In general, the use of ladders/step ladders will be controlled by the conditions as laid down in the Work at Height Regulations 2005.

On exceptional circumstances cat ladders will be required these will only be used after assessment and all other systems exhausted then only from a suitable and sufficient scaffold working platform.

Workers are reminded that they should only use a ladder/step ladder as a working platform if it is not reasonably practicable to use other platforms. Any employee finding jobs that require working at heights above those accessed by the step ladders supplied should contact a manager who will make an assessment of the risk.

Ladders are primarily for getting a person (not carrying equipment) from one height to another and are not an ideal working platform. They should only be used for use in short duration work such as inspections or minor maintenance (following assessment).

Ladders will be securely fixed or footed, be set on firm ground, be of the correct standard (industrial) and will be regularly inspected for damage.

Documentation (ladder/step ladder sheets, inspection sheets etc.) must be completed always and returned to the office for filing any damage reported immediately.



# Lifting Operations

Orme Midlands Limited will ensure that only competent people use or are in charge of lifting operations and equipment used is regularly inspected to conform to the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER 98)

No lifting operation shall be performed if

- The operator is not completely satisfied with the strength and/or stability of the lifting equipment.
- The operator is not completely satisfied with security of the load.
- The operator is not completely satisfied with safety of people on the ground.
- Certification, Inspection or markings of vehicle or tackle are missing.
- The operator is not completely satisfied with conditions in place (wind, soft ground, etc.).

All loads should receive the appropriate assessment and planning so that safety and stability is retained throughout.

Unusual loads should receive extra attention and the involvement of the site manager and the appointed person.

Any lifting operations which require personnel to be lifted will be the sole responsibility of the principal contractor, unless authorised by Orme Midlands Limited.

All lifting equipment/attachments not supplied by Orme Midlands Limited will be the sole responsibility of the principal contractor.

Advice will be given on attachments not supplied by Orme Midlands Limited if requested.

# Lone Working

Orme Midlands Limited realises it has a duty of care and will investigate the potential hazards faced by lone workers and assess the risks involved both to the lone worker and to any person who may be affected by their work. The company will ensure that measures are in place to control or avoid such risks.

Lone workers are those who work by themselves without close or direct supervision. They may be found in a wide range of situations. There are no absolute restrictions on working alone; it will depend on the findings of an Orme Midlands Limited risk assessment.

Two main pieces of legislation that will apply:

- The Health and Safety at Work etc. Act 1974: Section 2 sets out a duty of care on Orme Midlands Limited to ensure the health, safety and welfare of their employees whilst they are at work.
- The Management of Health and Safety at work Regulations 1999: Regulation 3 also states that Orme Midlands Limited will make a suitable and sufficient assessment of –
- The risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

From this legislation Orme Midlands Limited will:

- Involve staff or their representatives when undertaking the required risk assessment process.
- Take steps to check control measures are in place (examples of control measures include instruction, training, supervision and issuing protective equipment).
- Review risk assessments annually or, as few workplaces stay the same, when there has been a significant change in working practice.
- When a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, address that risk by, for example, making arrangements to provide help or back-up.
- Where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the required control measures.

Risk assessments will help Orme Midlands Limited decide on the right level of supervision. There are some high-risk activities where at least one other person may need to be present. Examples include:

- Working in a high-risk confined space or working at height, where a supervisor/manager may need to be present, along with someone dedicated to the rescue role.
- People working at or near exposed live electricity conductors.
- Working in confirmed high risk activities.
- Other electrical work where at least two people are sometimes required.

## Manual Handling

Assessment of all loads, the working environment and the staff who handle the loads will be made this will include where practicable the marking of any load, equipment and stock with its weight.

Employees will be instructed in the correct methods of lifting and handling loads which they are required to handle at work, with regular tool box talks used to re-enforce this message.

No person will be required to lift, move or carry any load, which they feel could be harmful to their health.

Where assessed as necessary the appropriate control measures will be recorded as part of the risk assessment, put into operation, maintained and monitored as to their effectiveness.

## Members of the Public and Visitors

Orme Midland Limited draws attention to all employees, of the need to be vigilant in the care of visitors and members of the public on and in the vicinity of our sites or workplace.

Special care will be needed in the event of an accident to ensure that an appropriate person gives first aid and that requirements for the reporting of the accident are satisfied.

In the event of fire all reasonable efforts will be made by the employees to ensure evacuation of members of the public and visitors from the buildings.

## Needles and Sharps

Employees are reminded of the risk of contact with discarded syringe or hypodermic needle and sharps and the associated risk of blood-borne viruses.

Although uncommon for general construction work, refurbishment jobs and demolition pose an increased risk for which we must be vigilant. The company has policies for dealing with the risk of needle stick injuries.

- A risk assessment will be carried out for each new site to identify the level of risk and any area of increased risk i.e. places of previous history of finds.
- All employees will receive awareness training via tool box talks or inductions to highlight the risks and procedures to take.
- All sites will have regular visual inspections by designated individual within the company the frequency of such inspections shall be set by the initial risk assessment.
- Employees are reminded **not to touch any suspicious item**.
- Any item found should **not be left unattended** – send someone to inform the site supervisor/manager
- Ensure that the site manager is informed.

- Inform Orme Midlands Limited supervisors/managers so that any investigations or recording can be carried out. Orme Midlands Limited supervisors will liaise with the principal contractor to arrange for removal of the find.
- Local authority specialists will be contacted to remove and clear any finds.
- All incidents will be reviewed and monitored to assess the effectiveness with the view to improve procedures.

Regular toolbox talks/training will be carried out to highlight the risk from needles and sharps and the situation will be actively monitored.

If someone suspects, they have been injured by a needle stick or sharp they should take the following steps: -

- Seek first aid treatment.
- Encourage the puncture/wound to bleed.
- Wash well under cold running water for fifteen minutes without soap and then cover with a dry dressing.
- Ask someone to inform site supervisor/manager about your injury and the location of the accident.
- Seek treatment at the local Accident and Emergency Unit.
- Record the incident on an accident form.

First aid personnel are reminded at this point that they should always take the appropriate precautions, as outlined in their training, when dealing with injuries involving blood.

## Noise and the Environment

Orme Midlands Limited will assess all noisy operations with the aim to limit the exposure to employees to a minimum and reducing the nuisance effect on others where practicable quieter plant and equipment will be used.

If it is not possible to reduce noise levels employees must wear ear defenders supplied to them and follow any advice and training given.

The company recognises the effect construction activity has on the environment.

Before work commences the company will assess the effect on the environment of any work to be done. Provisions will be made to eliminate any sources of environmental damage or pollution or establish sufficient control measures to minimise the harmful effects of construction activities.

Training will be given on the levels of noise emitted by plant & equipment and the thresholds of noise at which control measures (engineering controls, PPE, etc.) must be in place.

## Personal Protective Equipment (PPE)

Suitable and sufficient personal protective equipment will be available for individuals where such equipment is assessed as necessary or required by regulations or recommended by guidance.

The company will ensure that employees who need to wear protective equipment are properly trained and advised in its use and maintenance.

It is the company policy that the following PPE is worn always on site unless indicated: –

- Safety footwear
- Safety helmets
- High visibility vests or jackets

Where specific hazards are highlighted by risk assessments, any additional PPE needed will be provided and instruction/training will be given on its correct use.

## Respiratory Protective Equipment (RPE)

All staff supplied with face fit masks are required to be clean-shaven at the point that they are fit-tested for FFP3 or Gas respirators.

Staff should be aware that having stubble or a beard is likely to negatively impact upon the effectiveness of the FFP3 or Gas respirators.

Therefore all employees are strongly encouraged to be clean shaven at all times in order to be prepared if there is a requirement to wear an FFP3 or Gas respirator.

A Director may request that staff be clean shaven and that tight-fitting FFP3 respirators are worn if circumstances dictate. Staff in these circumstances will be required to comply with the request to be clean shaven.

It is recognised that there will be some staff for whom the use of FFP facemasks may be unsuitable e.g. for medical reasons or for reasons of religion or belief. In these instances alternative RPE will be investigated and supplied that does not rely on a tight seal.

# Plant and Equipment

It is the policy of the company that the management will select and provide plant and equipment which: -

- Is suitable for the work in hand
- Is fitted with the necessary guards and emergency stops etc. as required.
- Is well maintained and kept in good condition always.
- Have the required test certificates which are up to date.
- Where necessary is inspected as outlined in the Provision of Work Equipment Regulations and Lifting Operations and Lifting Equipment Regulations.

Management will also ensure operatives using plant or equipment are trained and competent and hold the necessary licences/certificates.

Staff are reminded of their duty to visually inspect plant daily and to carry out weekly servicing (greasing, etc.) along with a weekly formal inspection usually first thing Monday morning.

They are also reminded to ensure that equipment is isolated when not in use, and so avoiding either the use or temptation for persons to use equipment for which they are not authorised to use.

Orme Midlands Limited see the use of mobile phones as being an essential part of modern business, but stresses that users of plant and equipment must ensure that their machines are stationary, handbrake on and in neutral or switched off before answering or making calls.

## Risk Assessments

Specific and general risk assessments are to be carried internally by Orme Midland Limited Health and Safety Manager or appointed competent persons in accordance with current guidance regulations and good practice.

The records of these risk assessments are to be kept on file by the office manager and will be communicated effectively to all staff.

## Scaffold

The principal contractor will ensure that scaffolding is designed, supplied, erected and dismantled by competent contractors and is inspected and documented at least weekly.

Employees are reminded that even very minor alterations to scaffold may affect its strength or stability and so only competent contractors are allowed to make any changes.

## Site Tidiness

Sites will be maintained as far as is reasonably practicable in a tidy and orderly condition: -

- Brick bands and waste materials must be collected and removed without delay.
- Materials must be safely stacked and not left lying all over the site.
- Generally, sites must be kept in good order.
- Clear access will be provided to and from plots, at the base of ladders, around the site and in the compound area

Staff are reminded that materials should be stored in designated areas that are suitable to take the weight of the packs of bricks and blocks and that these packs should be stacked no more than two high.

## Staff Training

We will ensure that appropriate training in health and safety matters is provided for employees to ensure that they have sufficient knowledge, skills and information to allow them to carry out their duties safely.

All new staff will receive a formal induction training, to be followed by specific on the job training by the manger/ supervisors and or external training body where necessary. This training will include a verbal interpretation of the health and safety policy.

In addition, staff will receive induction training for each new site they are employed at and any new equipment provided or system changes.

The company will maintain records of all training, together with any revisions or amendments.

## Telehandlers

All operators must ensure that pre-use checks are carried out every day, including tyre pressures and the results of such inspections recorded on the daily inspection sheets. If a defect is found, then a Orme Midlands Limited supervisor/manager should be informed immediately. Depending on the defect the supervisor will advise the course of action to take.

When moving around site, loaded or unloaded, telehandler forks must be set to the travel height of 150 - 300mm (6 - 12"), off the ground (depending on ground conditions). When loaded, if obstructions are encountered, loads should be lifted and manoeuvring carefully past the obstruction. As soon as the obstruction is cleared loads should be lowered back down to the travel position.

All operators should be sure that the load they have just landed is stable before removing their forks. For certain loads, such as roof trusses, this may mean leaning the load over and lashing the load to a secure fixing point.

Prior to any loading or unloading of the work area, an inspection should be carried out so that any problems such as loose connections, debris, obstructions, etc. can be identified and dealt with.

The ground conditions on the approach to all loading bays shall be firm and level. If operators are in any doubt about the ground bearing capacity, then they should not lift loads and should contact the site manager or supervisor immediately.

Under no circumstance should road plates be used as support over excavation so that a telehandler can be positioned over the excavation and a load lifted into place. If the operator is in any doubt about the ground ability to take the loads imposed on it, the lift should not be performed.

Similarly, operators should not lower a load onto any platform or structure that they feel will not take the weight. Operators are reminded that loading of scaffolding should only be done at designated loading bays. The safe working loads (SWL) of the telehandler or loading bays must never be exceeded.

Lifting loads to persons at other points on the scaffold, so that they can unload the forks by hand, risks items falling from height. It also persons falling, this activity should not to be done.



# Telehandler Attachments

Orme Midlands Limited supplies telehandlers which are generally used with forks for handling of unit loads.

Orme Midlands does not condone the use of third-party attachments and anything other than attachments supplied from Orme Midlands Limited will not be used if this is disregarded disciplinary action may be sanctioned.

They may however be used with other attachments such as buckets, skips, work platforms and crane jibs, when permitted by Orme Midlands Limited.

Care should be taken to ensure that the persons both fitting and using the attachments are competent to do so.

Be aware the fitting of an attachment may alter the characteristics of the telehandler.

Telehandlers can be fitted with a wide range of attachments such as: -

- Side shift Forks
- Sweepers
- Block Grabs
- Tipping Skips
- Crane Hooks
- Crane Jibs
- Buckets - General purpose and material handling
- Integrated Access Platforms

It is essential that all attachments are compatible with the telehandler with which they are to be used.

Where necessary and appropriate, Orme Midlands Limited will need to be consulted where third party attachments are to be used alien to the company. Safe systems of work or method statements will need to be provided.

## Quick Hitches

Some telehandlers are fitted with “quick hitches” or “quick couplers” which enable attachments to be changed easily and rapidly. They fall into two types: -

### Mechanical Quick Hitch

With the mechanical quick hitch, the hitch is engaged with the attachment, using the boom functions combined with fork carriage tilt.

Once the quick hitch and attachment are engaged, a locking pin(s) is/are inserted and secured with a retaining pin.

### Hydraulic Quick Hitch

The hydraulic quick hitch is engaged in the same manner as the mechanical quick hitch but the locking pin(s) is/are engaged hydraulically using the controls in the telehandler cab.

Both types of quick hitch can allow the attachment to become detached from the quick hitch if the manual locking pin is left out or the hydraulic locking pin fails to engage fully.

There have been several serious injuries caused by falling attachments and misuse so beware.

## Welfare Facilities

The directors of Orme Midlands Limited are aware of the need for good welfare facilities on site.

The company will either provide or arrange common use of welfare facilities for all working under their control.

In general, the company will ensure, and where necessary make separate for men and women, that all workers under their control have:

- Adequate toilet facilities that are clean and well serviced
- Washing facilities that are adequate for the activities taking place, conveniently placed, have hot and cold running water and drying facilities.
- Clothes storage and changing facilities suitable to keep items secure and dry.
- Suitable rest facilities to take breaks with seating, water heating (kettle)
- The principal contractor will ensure that all offices, canteen facilities and cabins are designated ‘no smoking’ areas.
- Clean drinking water, preferably mains supply.
- Heating supply free from risk (gas leaks, carbon monoxide etc.).

# Working at Heights, Ladders, Scaffolding

Orme Midlands Limited recognises the fact that working at heights holds the greatest risk for loss of life within the construction industry.

The company will comply with the Working at Height regulations 2005. In doing so will ensure that:

- A suitable and sufficient assessment will be conducted before any work is carried out.
- Work is not done at height, if it is safe and reasonably practicable to do it other than at height.
- All work at height takes account of weather conditions that could endanger health and safety.
- All those involved in work at height are trained and competent.
- The place where work at height is done is safe.
- Equipment for work at height is appropriately inspected and documented.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.
- The work is properly planned, organised, appropriately supervised, and carried out in as safe as is reasonably practicable.
- Plans for emergencies and rescue are in place.

Where other precautions do not eliminate the risk of a fall occurring, the company will, as far as it is reasonably practicable to do so, provide collective fall protection at first instance train those who will be working at height how to avoid falling, and how to avoid or minimise injury to themselves should they fall.

Employees are reminded that they should not work in areas without the appropriate perimeter edge protection, handrails, guardrails, platforms or stages.

Employees must not access working areas without properly constructed, maintained, secured and illuminated, stairways, ramps, ladders or the like.

All voids created whilst working will be adequately protected during and after work.