

HEALTH AND SAFETY POLICY

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DIRECTORS

The responsibilities of the directors:-

- Monitor the Health, Safety and Environmental Policies and arrangements to ensure that they remain current. Review and amend them as required to ensure compliance with current legislation and safe working practices
- Ensure that a professionally qualified and competent Health and Safety Advisor is employed, or to employ a competent consultant in this role
- Ensure that the Management System is being adhered to and that appropriate actions are being taken as required
- Set Health and Safety, Environmental objectives and monitor performances in the management review process
- Ensure that those for whom they are responsible, are given adequate information regarding risks associated with their work, the wearing and maintenance of Personal Protective Equipment and any other matters affecting their health and safety
- Review safety reports and take action accordingly
- Know the requirements of the relevant Statutory Provisions and safe working practices, ensure all staff are conversant with them and receive adequate training for them to competently carry out their duties and responsibilities
- Ensure that adequate provision is made for health, safety and welfare facilities and equipment at tender and planning stages of contracts
- Study accident investigations and make changes to working practices and procedures if required
- Insist on good working practices and take action where appropriate
- Receive and act upon advice given by the Health and Safety advisor
- Set a good personal example by wearing appropriate PPE and following procedures whilst visiting sites

HEALTH AND SAFETY MANAGERS

The responsibilities of the safety managers:-

- Monitor the effectiveness of the Health, Safety and Environmental Policy, Procedures and Management Systems
- Carry out regular audits and report the results to the relevant persons
- Carry out investigations into all RIDDOR accidents and incidents and others which may be required
- Provide an advisory service to all employees with regards to health and safety and safety matters of all sites and works

SITE MANAGERS/SUPERVISORS

The responsibilities of the Site Managers/Supervisors:-

- Ensure the Health, Safety and Environmental Policy and procedures are being adhered to and advise accordingly
- Consider the safe working methods to be carried out at pre-contract planning stage

- Ensure that all work is carried out as planned and Statutory Regulations are observed

SITE MANAGERS/SUPERVISORS

The responsibilities of the Site Managers/Supervisors:-

- Seek professional advice and training as required, two day minimum Health and Safety certificate required
- Ensure that all remedial measures from inspection reports and audits are actioned
- Organise all work so that it is carried out with minimal risk to people, and that all equipment, materials and working areas, sites are left as safe as reasonably practicable
- Apply where appropriate safe practices and procedures and ensure that adequate information and instruction, rules and notices are issued and displayed and enforced
- Plan and maintain a tidy site and ensure the safe delivery and storage of plant and materials
- Carry out Risk Assessments, prepare Method Statements and ensure that all relevant persons on site have read and understood them
- Comply with approved procedures and Method Statements, particularly when working near overhead or underground services or in excavations and prohibit at all times the taking of unnecessary risks
- Ensure that all sub-contractors and persons on site are aware of their legal responsibilities have received the necessary information and instruction and are adequately trained and competent for the tasks/operations allocated to them
- Ensure that no-one is working on site unless they have been inducted, trained and have signed the induction record in the Site Safety File as an acknowledgement
- Provide and ensure the use of Personal Protective Equipment (PPE)
- Ensure any accidents are reported and investigated
- Ensure that appropriate first aid and fire-fighting equipment is ready available and properly maintained
- Periodically monitor and enforce the above
- Set a good personal example on site

ALL EMPLOYEES/SUB CONTRACTORS

The responsibilities of All Employees and Sub Contractors:-

- Comply with all Safety Rules, Method Statements, Procedures and Codes of Practice
- Adhered to all site safety
- Report all accidents, incidents, dangerous occurrences and near misses by entering the details in the accident book and informing the Site Manager as soon as possible
- Report any defects affecting the safety of any plant, tools or equipment
- Wear and use all the correct safety equipment as instructed
- Maintain good housekeeping and hygiene at all times
- Conduct themselves in an orderly manner at all times and refrain from horseplay
- Anyone found to be interfering or misusing any facilities or equipment that is provided for their health and safety or welfare shall have disciplinary proceedings taken against them

All employees have a legal duty to ensure that their work is carried out in a safe manner that does not put their own health and safety at risk or that of others that may be affected by their activities

4.1 Method Statements

The management of Health and Safety at Work Regulation 1999 require employers to ensure the provision of a safe system of work. The preparation of a Method Statement is an important part of the planning for such systems at work.

The amount of detail in a Method Statement will depend on the size of complexity of the work.

The Contracts Manager/Supervisor is responsible for ensuring that Method Statements are in place for each item of work or as required by the Client or Principal Contractor. These may be general or produced specifically for the contract, but in each case should be reviewed each time a task is carried out.

All Method Statements must be signed and dated by all employees working on that operation. If required they will be issued to the Client/Principal Contractor for approval.

It is the responsibility of the Site Manager to ensure that the personnel employed on an activity are competent to do so and have been trained and instructed how to complete the activity safely, and in accordance with the Method Statement and Risk Assessment. Prior to any works commencing all operatives shall receive a Method Statement talk/tool box talk given by the Site Manager. Each operative shall sign the records held within the Safety File to declare they have heard/read and understood the talk.

Method Statements must be in place for works which are carried out by sub-contractors on behalf of the Company prior to the works commencing. All sub-contractors Method Statements must be reviewed by the Site Manager to ensure that they are suitable and sufficient for the works to be carried out.

4.2 Risk Assessments

The management of Health and Safety at Work Regulations 1999, require a suitable and sufficient assessment to be made of the health and safety risks that may be associated with any tasks or process an individual may be expected to carry out. The purpose of this assessment is to evaluate the hazards and introduce appropriate control measures to reduce the risk levels to ensure the safest possible working environment for all employees, sub-contractors, members of the public and any other persons that may be affected by the actions of the Company.

Risk Assessments are to be carried out for any work operation that has a significant level of health and safety risk to employees, contractors or any other persons.

The steps to be taken when carrying out a Risk Assessment are:-

Identifying the task – what is being carried out, materials to be used, tools, plant and equipment and what conditions are the task being carried out under etc

Identify the hazard – what might cause harm to a person or damage to equipment and property

Identify who or what could be harmed – employees, sub-contractors or members of the public etc

Assess the existing controls – is the risk adequately controlled

Determine if any further action is required to reduce the risk – this could be additional controls or a change in the method of work

Consider normal and abnormal conditions i.e severe weather conditions

Prior to any new operation starting, the Contracts Manager will carry out a Risk Assessment, this can be based on the general Risk Assessment, but all points must be covered specifically.

Risk Assessments will generally be carried out for each area of work covered by a Method Statement, although specific areas of operation may require an additional assessment.

The Risk Assessment must include the frequency and duration of exposure, the maximum number of people exposed, the particular hazards and the action already taken to reduce the risk. The hazards still outstanding will then be listed and assessed as to their likelihood and severity. This will generally be high, medium or low. The overall assessment of the residual risk will then be assessed. Further actions required and training requirements will then be listed.

The Risk Assessment must be signed and dated, and a date for review included if the duration of the operation is such that a review may be necessary or the operation is likely to change.

Once the Risk Assessment has been completed, the Site Manager shall ensure that all personnel affected by the area of operation has been inducted in the requirements of the assessment and the controls that are in place and have signed as an acknowledgement.

4.3 Manual Handling

The Manual Handling Regulations 1992 requires that employers should avoid the need for employees to manually handle loads if there is a foreseeable risk of them being injured.

As assessment is to be carried out to determine whether there is risk of injury to employees by manual handling operations.

Where practicable an alternative method of moving loads should be used.

There are no set limits for size and weight of a load to be manually lifted and the assessment should take into consideration the individual carrying out the task. A rough guide is 20 kgs for a man

The following should always be considered when carrying out a manual handling assessment:-

- The task – Where is the load going to and from?
- What is the distance? Are there any obstacles on the route etc?

- The individual – Can a person move the load on their own or would they need assistance?
- The load – The size, bulkiness, weight, centre of gravity, handles or lifting points. Could the load be broken up into smaller load, assessment to be carried out
- The environment – space, ground conditions, whether anything that could affect the capability of moving the load safely

4.4 Personal Protective Equipment (PPE)

The Personal Protective Equipment Regulations 1992 state that adequate and suitable protective equipment shall be provided for any employee who requires it to ensure their health and safety where other means are not considered practicable.

All sites have a minimum requirement that all personnel shall wear a hard hat, hi-vis vest or jacket, steel toe-capped and mid-soled boots.

Only British Standard or C.E marked PPE shall be purchased and issued

The Site Manager/Supervisors is responsible for ensuring that appropriate PPE is available on each site as required

All PPE issued must be signed for within the Site Safety File. It is the Site Managers/Supervisors responsibility to ensure the recipient is fully aware of why they are to wear PPE and how to store and wear it correctly.

All personnel shall be trained in the correct use, maintenance, storage and disposal of all PPE issued to them.

Any person found to be mis-using or purposely abusing any personal protective equipment shall have disciplinary action taken against them.

Any hard hat that has been damaged or has been manufactured more than three years ago should be immediately replaced.

All PPE offered to employees must be free of charge, a suitable range should also be on offer.

Eye protection should be readily available on all sites and operatives must wear this protection in all the below operations

- Handling or coming into contact with acids, alkalis and corrosive or irritant substances
- Working with power driven tools where chippings are likely to fly or abrasive materials to be propelled
- During any welding operations where intense light or other optical radiation is emitted at levels liable to cause risk of injury
- Using any gas or vapour under pressure
- Or any process where a risk assessment has been carried out and eye protection is required to control risk e.g dusty conditions

Gloves should be available for all employees on all construction sites

To minimise the exposure of high noise levels, hearing protection should be available on all sites

Dust masks/respirators must be worn for any task or at any location where there is a risk on inhalation of dust or airborne contaminants.

The level of personal protective equipment to be worn shall be identified at the beginning of the contract. This shall be specified within the method statement, risk assessment and COSHH assessments.

All items of PPE left over at the end of a contract must be stored as per the manufacturer's instructions as to prevent deterioration and damage, by the Site Manager/Supervisor.

4.5 Excavations

Prior to any excavations being dug, a Risk Assessment must be carried out to determine the support required, underground services, structures or obstructions. The assessment which shall consider the depth and ground conditions and the support methods i.e batters, trench boxes etc, should be detailed within the Method Statement.

An excavation inspection register must be completed at the start of the shift, after adverse weather conditions or any event which could affect the stability.

Any stockpiled material must be at least 1.5 metres away from the edge of any excavations.

All excavations must have a barrier around to identify it and prevent/reduce falls of persons or plant. This could be means of tape and fencing.

If persons are required to enter an excavation, a Risk Assessment is required and appropriate measures adopted to minimise or eliminate any risk. A safe means of access and egress is required.

Where plant is working within close vicinity of any excavations i.e dumpers, a stop block method must be used and a Banksman should be in place.

Where it is identified by the Site Managers/Supervisors or within Contract Documents, a permit to Work system may be required

Mechanical excavators, pneumatic tools, road-pins or stakes shall not be driven or used within 0.5 metres of any known services.

4.6 Sub-Contractors

Only approved Sub-Contractors should be employed. Prior to the Sub-Contract being awarded a Sub-Contractors questionnaire shall be completed and approved

The Site Manager/Supervisor is responsible for:-

- The control of sub-contractors, issuing of site safety rules and procedures
- Requesting and checking of method statements and risk assessments from sub-contractors
- Obtaining relevant COSHH assessments
- Obtaining copies of training and competency records
- Ensuring that all sub-contractors received a full safety induction and regular tool box talks and records are kept on these

A Pre-contract meeting shall be held for all major sub-contracts, the following items shall be discussed and agreed:-

- Method Statements and Risk Assessments
- COSHH assessment
- PPE required for the works
- Plant and Machinery
- Training and competency records
- Welfare and First Aid arrangements

4.7 Control of Substances Hazardous to Health Regulations 2002 (COSHH)

A hazardous substance is generally defined as “a substance which has the potential through being used at work, to harm the health or safety of persons in the workplace”

The Contracts Manager/Supervisor shall identify any potentially hazardous substances to be used by employees and shall initiate the appropriate control measures to reduce the risk at the beginning of each contract

A suitable and sufficient assessment of the risk to employees and their health are to be made. The following steps should be taken for assessment:-

- Check the substance coming onto site and ensure it is accompanied by a suppliers hazard data sheet
- If the substance is hazardous, could it be replaced by a less hazardous one
- Check what sort of harm could result from exposure
- Identify any further measures necessary to protect employees health
- Record the assessment and implement all controls
- Ensure that exposure to the substance is either prevented or where this is not reasonably practicable, adequately controlled
- Where applicable provide employees with suitable protective equipment and ensure that they are trained in its use

General COSHH Assessments shall be produced by the Health and Safety Advisor for regularly used substances. These are only to be used as a guide and should be reviewed for specific uses and environments

Each COSHH Assessment shall include PPE to be worn, First Aid and Emergency, Fire Precautions, risks to health, storage and disposal requirements

Any persons who comes in contact with COSHH products/materials must be made aware of the hazards and controls in place and records retained

4.8 Permit to Work

This procedure will apply to the following operations:-

- All excavations including bulk excavations, foundations, trenches etc
- Excavations or disturbance of toxic materials
- Work adjacent to existing services where there is a risk to the services or the operative
- Hot Work e.g. welding/cutting

A Permit to Work shall only be issued by an Authorised Person (Site Manager/Supervisor or other competent person)

Works covered by a Permit shall at all times be supervised by a suitably trained and experienced person

Each permit is only valid for the time, location and description of works detailed in the permit

The Authorised Person will issue a copy of the Permit to Work to the person directly supervising the work. The Site Manager/Supervisor will sign the original within the Site Safety File. The level of supervision required shall be appropriate to the risk and shall be named on the Permit to Work

The Permit will only be signed by the Authorised Person when they are satisfied that all precautions have been taken and the operatives concerned understands the method of working

Permits are only valid between the dates recorded on the form. If required another permit should be issued

4.9 Welfare Facilities

The Construction (Design and Management) Regulations 2015 set out the requirements for site welfare facilities, those shall be used to help establish the minimum standards for each contract

If welfare facilities are to be shared by any other contractors this must be agreed and signed for within the subcontract agreement

The Site Manager/Supervisor is responsible for ensuring that adequate facilities are provided and maintained in clean and good order

The welfare facilities must be situated in an easily accessible area

Where a canteen facility with a person responsible for providing food, is provided the local authority must be contacted and the canteen established under their regulations

The following facilities must be provided as a minimum:-

- Sufficient toilets – 1 toilet per 25 people (guide)
- Hand washing facilities (hot and cold)
- Sufficient drying room with heating to dry wet clothes and changing
- Provisions for heating water
- Area for eating and rest during breaks

For sites involving work with contaminated land a decontamination unit must be provided. This will include as a minimum:-

- A dirty area for workers to change out of and discard dirty or contaminated clothing which can then be bagged and disposed or sent to a specialist cleaner
- Toilet and washing facilities to be located between the clean and dirty areas so all contaminants can be removed
- A clean area for workers to store their uncontaminated clothing, this can only be accessed by a clean area of the site

Anyone found abusing any welfare facility shall have disciplinary action taken against them

4.10 Noise Pollution

The Noise at Work Regulations are in place with the intention of protecting persons from hearing damage caused by exposure to noise whilst at work

Noise should be kept to a minimum by using the best practicable methods to control the noise at source

Where every effort has been made and it has not been possible to reduce the noise levels below 80dB (A), ear protection shall be issued upon request and advice given

Where the noise levels cannot be reduced below 85dB (A), it is mandatory for all employees within the vicinity to wear protection

The number of persons exposed to excessive noise levels is to be kept to an absolute minimum

Restricted working hours for noisy operations shall be strictly observed

As a guide, if you are unable to hear a normal conversation at two metres, then ear protection must be worn

Plant should be regularly maintained to ensure noise pollution is at a minimum and should not be left with the engine running

Noise monitoring can be carried out by the Health and Safety Advisor please contact them for further information

4.11 Construction (Design and Management) Regulations 2015 (CDM)

Construction Design and Management (CDM)

Contractor Procedure

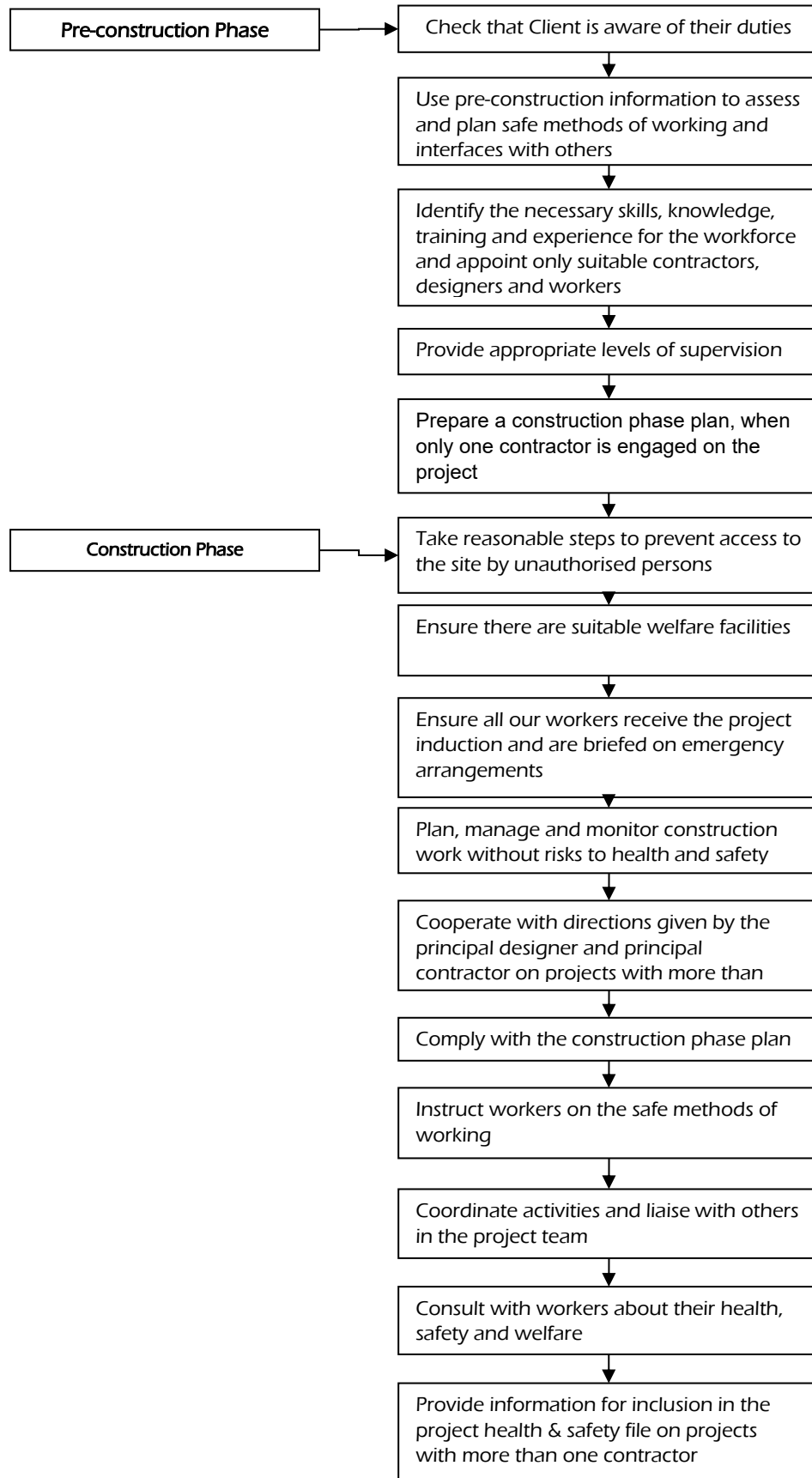
Construction Design and Management (CDM)

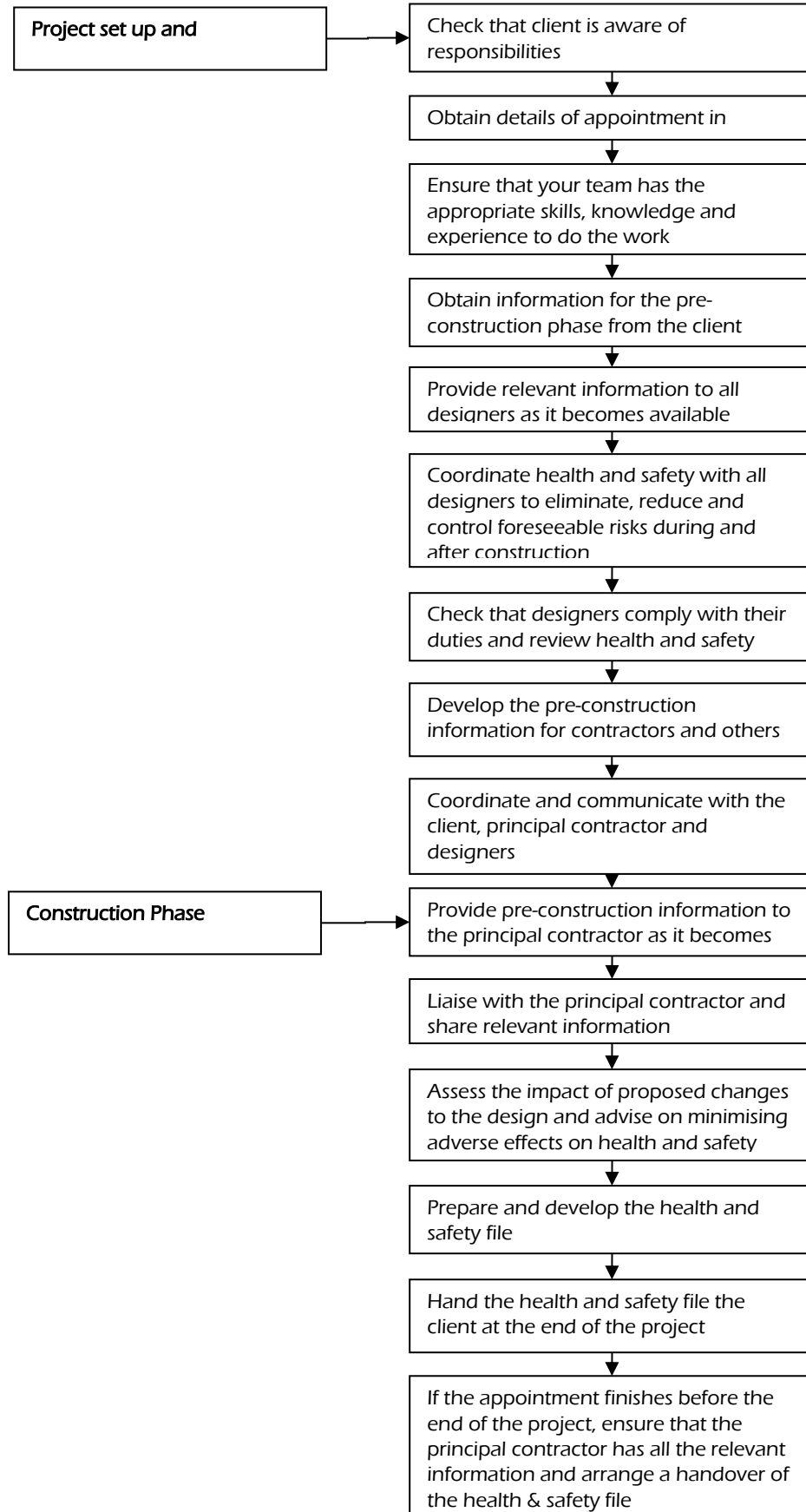


Sports Surface Construction Specialists 01275 845499  
Principal Designer

CDM

Procedure





Contractor Appointment and Management Policy

INTRODUCTION

The term 'contractor' applies in the broadest sense to any individual or organisation that enters into an agreement with us to provide services. This could include builders, plumbers, electricians, cleaners etc.

It is our policy to:

Assess, as far as is reasonably practicable, the competence of contractors prior to finalising contractual agreements.

Whenever possible, use contractors that are members of a trade association relevant to their work.

Request Health and Safety information from the contractor that is relevant to their activities at our premises.

Meet with the contractor prior to their starting work to:

- Establish rules and guidelines for their operations whilst on our premises.
- Provide information on our activities that may present a hazard to contractors and identify activities and actions that must be avoided.
- Communicate emergency actions including fire, first aid and accident reporting arrangements.
- Define the areas in which the work is to be carried out and any segregation arrangements.
- Define areas that are not accessible to the contractors.
- Agree routes to and from the work sites and welfare facility access.

Stop contractors working immediately if their work appears unsafe, staff should report any concerns to a manager immediately.

Consult Croner if there is any possibility of the Construction Design and Management Regulations applying to contractors' work.

Fire Safety on Sites (Contractor) - Safe System of Work

FIRE PREVENTION

Operatives and other site personnel will comply with the site fire plan and general site rules.

All work activities will be carried out in accordance with the agreed safe system of work.

Wherever practicable quantities of flammable materials used will be reduced by the substitution of less easily ignitable products.

Quantities of flammable materials kept at the work place will not exceed those required for the day's work or shift.

Flammable liquids will be kept in suitable closed containers.

Where people are carrying out work involving the use of highly flammable liquids or solids, smoking will be forbidden and the work will not take place close to possible sources of ignition.

Pipes barrels, tanks and other containers that may have contained flammable gases or liquids will be thoroughly purged before using hot cutting equipment. Where necessary specialist advice will be sought.

The following steps will be taken to minimise the risk of gas leaks:

Valves on cylinders will be closed when not in use.

Regular checks will be made on hoses for wear and leaks with the appropriate remedial action being taken as soon as practicable.

Oxygen cylinders will be prevented from coming into contact with oil or grease by strict control over storage handling and the environment in which they are used.

Flammable solids, liquids and gases will be stored in accordance with the site fire plan or to a higher degree of safety where applicable:

Flammable solids, liquids and gases will be stored separately from each other and from oxygen materials or oxidizing materials.

Cylinders will only be stored in designated stores areas.

A suitable fire extinguisher will be close at hand when carrying out hot work or any activity likely to cause sparks.

Nominated personnel will be trained in the use of the fire extinguishers.

Checks will be carried out at lunch times and cease works to ensure that plant and equipment with a potential for causing fire have been switched off and isolated as necessary.

Waste will be regularly removed from the work area in accordance with the site fire plan or other instructions given by the Client, Principal Contractor or other competent persons with the authority to do so.

Controls will be maintained to ensure that site activities do not interfere with or obstruct any fire detection, alarm or fire fighting equipment and emergency routes and exit points

Site personnel will attend site induction and make themselves fully aware of fire procedures including methods of raising the alarm, action on hearing the alarm and safe evacuation procedures.

Operatives are forbidden to engage in horseplay or to tamper with any fire precaution equipment, system or notice.

CO-OPERATION WITH SITE MANAGEMENT

Site safety representatives of the Client, Principal Contractor or Main Contractor will be informed of matters requiring attention as work proceeds these may include:

Poor or damaged electrical installations or equipment.

Occurrences of minor fire.

Difficulties in complying with site rules.

A requirement to bring significant quantities of flammable materials on site, which exceed those, laid down in the health and safety plan.

Poor waste disposal.

The discovery of buried waste, which may be flammable or highly combustible or gas services.

TEMPORARY ACCOMMODATION UNITS (TAU)

Site rules regarding TAU will be adhered to.

Site management will be informed of:

Any damage to the fire resistant integrity of the accommodation.

A need for additional material storage space.

Damage to alarms or fire fighting equipment.

4.12 First Aid

Where possible each site shall have at least one trained First Aider present. All First Aid trained personnel will be identified by a green and white First Aid sign sticker worn on their safety helmet at all times or some sites will ask for a colour coded hat to be worn

Each First Aider will be in possession of a First Aid Kit, the size and type of kit is determined by the sites requirements. It is the individual's responsibility to ensure the kit is regularly checked and replenished as required

Each First Aider shall attend a refresher course every three years to ensure the qualification remains up to date

A list of fully qualified First Aiders shall be posted at each work location and it is the responsibility of the Site Manager/Supervisor to ensure the list stays current

If, for any reason a Sportfields Ltd First Aider is unavailable to be present on site, arrangements shall be made with the Client/Contractor to ensure that there is an allocated First Aider on site

4.13 Safety Inspections

The Health and Safety Advisor shall carry out site inspections on a monthly basis across the Company. All sites will be visited at least once

The Health and Safety inspection will be based on the standard safety inspection form where all corrective actions shall be recorded

The Site Manager/Supervisor shall co-operate, receive and action any issues raised on the Safety Report

Each site has one week to carry out any preventative actions from the inspection unless otherwise stated

The Health and Safety Advisor shall report the results of all safety inspections, audits and any accidents on a monthly basis to the Contracts Director

Where a serious breach of any Health and Safety Regulations are observed or an operation is being carried out that may result in an accident, the Health and Safety Advisor may suspend the works until all defects are rectified and contact the Contracts Director

On leaving the site, the Health and Safety Advisor shall discuss the actions to be carried out and where possible leave a copy of their inspection report

4.14 Induction

Before any individual commences work on site they shall be inducted by the Site Manager/Supervisor

The site induction shall be based on the generic guide found within the Site Safety File and adjusted accordingly to include specific safety information for the contract

Each site induction shall include the following as a minimum:-

- Site details
- Safety responsibilities
- Site Security Arrangements
- Name of First Aider on site and location of first aid equipment
- Canteen/mess room facilities
- Company policies
- Toilet and washing facilities
- Fire and emergency procedures
- Disciplinary procedures
- Risk Assessments/Hazards on site
- Leptospirosis
- Specific site rules

On receipt of the site induction all new employees are required to sign the appropriate attendance sheet held in the safety file

All specific competency certification (CSCS, CPCs) etc are to be handed to the Site Manager/Supervisor for inspection and where available photocopied

4.15 Emergency Procedures

At the start of each contract the Site Manager/Supervisor shall ascertain the location of the nearest Accident and Emergency Unit. These details shall then be posted on site and all employees made aware of the information during the site induction

The contact telephone numbers of any appropriate agencies and services e.g The Fire Brigade, Environment Agency, Police etc shall be posted on site or be held within the Site Safety File

A company emergency call out list should be posted on each site in a prominent position or kept in the Safety File when no offices are available on site

All site specific emergency arrangements shall be included in the Construction Phase Health and Safety Plan

4.16 RIDDOR

An accident is an unplanned or uncontrolled event that may or may not result in personal injury, damage to equipment, premises or environment. Accidents where no personal injury occurs may be referred to as incidents. We have adopted this policy and related procedures to assist us in the management and control of accidents and their causes. There are legal requirements placed on us by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (See Accident Guidance) which are referred to in this policy.

It is our policy to:

- Record all injuries in our Accident Book and instruct employees on the procedure to be followed.
- Keep records of all accidents/incidents involving non-employees, ensuring the details of their status e.g. visitor, contractor etc. is recorded.
- Seek advice from Croner Consulting on any situation reportable under RIDDOR and any serious 'near miss' incident.
- Report all injuries, industrial diseases and dangerous occurrences, as detailed in RIDDOR, to the Enforcing Authority.
- Keep records of all accidents/incidents, detailing those that are reportable and how they were reported.
- Keep details of occupational ill health, including how this was reported to the Enforcing Authority where appropriate.
- Investigate all accidents, including 'near miss' incidents, to prevent recurrence.
- Ensure first aid (see First Aid Policy) provision is readily available.

Contact Croner Consulting if in doubt

4.17 Underground Services

Before any excavation takes place a check must be made with the local authority services providers and land owners for details of any known services. Where possible plans of these should be obtained

Cable detection tools should be used to verify the exact location of services, these should be clearly marked with paint or markers – NOT METAL SPIKES

Consideration must be taken when using detection tools on roads and concrete as reinforcement is present and could alter any true detections

A Permit to Dig must be raised which will include the agreed method of work which will clearly state the minimum distance power tools and excavators can be used from each marked service, the method of support to be provided after location of the service and details of any

protection required. It will also state that a check using a cable avoidance tool has been carried out

Once the approximate location of a service has been found then trial holes must be dug by hand to establish the exact location and depth

Assume all services are live until you are issued with a document which authorises/proves otherwise

Services should be clearly marked with the following colour codes

BLACK	-	Electricity
RED	-	High Voltage Electricity
BLUE	-	Water
YELLOW	-	Gas
GREY	-	Telecommunications
GREEN	-	Cable Television

There are no parameters on the depth underground cables should be buried at, caution should be taken at all times

Written records of the following must be kept:-

- Requests to clients, main contractors and service providers for information or details of services that may be present. All responses must be recorded and filed
- Details of telephone conversations, faxes, emails and visits from service providers representatives
- Any permits or instructions regarding excavations, location and installation of services
- Attendance sheets of work tool box talks and method statements talks to employees and sub-contractors

Ensure that all exposed services are supported if excavation is deeper than services location depth and not used as foot holds when accessing or egressing an excavation

If a cable is accidentally damaged, the service provider must be informed immediately and the area isolated until the area has been deemed safe. Once made safe an Incident Form should be completed

4.18 Asbestos

Any asbestos present will be identified in the Construction Health and Safety Plan along with any specific instructions. If asbestos is discovered that had not been previously identified stop work immediately and inform the senior person on site

No persons on site should be exposed to asbestos in any form

All work involving removal of asbestos is only to be carried out by specialist contractors licences under the Asbestos Licensing Regulations

4.19 Young Workers

The Health and Safety advisor shall be informed of all young persons (over compulsory school and under 18 years of age) employed by the Company or any sub-contractor

No child (person below the compulsory school age) is permitted to enter a construction site or site offices

Prior to a child commencing work experience in Head Office, written approval is required by the child's parent or guardian and the school. A Risk Assessment is to be carried out to define the work to be undertaken

A Risk Assessment shall be carried out with the Health and Safety Advisor prior to a young person being permitted to commence work on site

No young person is allowed to work with the following:-

- Plant or machinery
- Power tools
- Asbestos
- Lead
- Hazardous substances
- Demolition processes

Young persons are not permitted to work alone. They must be appointed a "mentor" who shall supervise them at all times

All young persons must receive a full safety induction and attend regular Work tool box talks issued on a one to one basis

The Site Manager/Supervisor is responsible for ensuring that the works undertaken by the young person is covered by the Risk Assessment, which shall be reviewed and updated as required

4.20 Laser Levels

Laser beams can be hazardous to both the eye and skin i.e worst case situation being skin cancer and blindness

Lasers fall into five classes with class one being the safest

Laser levels used within the construction industry are defined as safe as long as they are used correctly

Any employee who is required to use a laser level must be instructed in the safe use of and precautions to be taken whilst being used

There is no specific laser safety legislation but all other general health and safety laws still apply. A British Standard BS EN 60825 gives general guidance on good standards on laser safety

The following gives guidance on laser classification

- | | |
|---------|---|
| CLASS 1 | Safe under reasonably foreseeable conditions of operations |
| CLASS 2 | (Visible laser beams only) The eye is protected by its blink reflex i.e eye damage will not occur in a 0.25 second exposure |

CLASS 3A	The eye is protected by the blink reflex unless the beam is viewed with optical aids such as binoculars or microscopes
CLASS 3B	Eye damage can occur in less than 0.25 second, i.e Class B lasers present an eye hazard. Reflections from shiny surfaces can also be hazardous
CLASS 4	Both direct and scattered beams can cause eye / and or skin damage. Class 4 laser beams may also ignite flammable materials

4.21 Smoking/Alcohol and Substance Abuse

The company has a legal duty to protect all employee's health, safety and welfare whilst at work

Sportfields Ltd operates a "No Smoking" policy. Smoking is strictly forbidden in all vehicles, buildings and site offices owned or occupied by the company. Contravention of this policy shall be taken seriously and could lead to disciplinary action being taken

The company will not tolerate any drunkenness or disorderly conduct from any employee or contractor/visitor in any of its buildings or sites

It is the responsibility of each individual to ensure that any medication they are prescribed does not affect their ability to perform their duties properly

Any employee found to be under the influence of alcohol or substances whilst at work shall be asked to immediately leave the premises. Disciplinary action shall be taken against the employee

The Company reserves the right to conduct tests on employees for the presence of unauthorised substances and also inform the Police of any such use

4.22 Lifting Gear and Machinery

All types of lifting equipment and accessories are covered by the Lifting Operations and Lifting Equipment Regulations 1998

All lifting accessories i.e chains, slings, bolts, ropes, shackles etc must be in possession of a thorough examination certificate dated within the last past six months

All lifting machinery must be in possession of a thorough examination certificate dated within the last twelve months

A safe working load (SWL) shall be clearly marked on all equipment and accessories

All lifting and accessories should be visually inspected prior to each use, looking for specifically for:-

- Distorted links in chain
- A change in shape of hooks
- Cracks or fading paint on links etc
- Fraying of slings

Safety hooks instead of "C" hooks are to be used for lifting when loads are being slung

4.23 Safety Training

The Contracts Director shall ensure that copies of training/competency certificates and records for all employees are held on file at Head Office

It is the responsibility of each Site Manager/Supervisor to ensure that copies of all training/competency records of sub-contractors are held in the Site Safety File

All plant operators shall ideally hold a CPCS card or alternative where CPCS is not available and attend regular approved CITB Health and Safety awareness tests

Where an operator does not possess a CPCS/CSCS card and cannot show evidence of competence then they must not be allowed to start work until this proof is obtained

All operatives shall receive regular Work Tool Box talks given by the Site Manager/Supervisor. Each operative shall sign the records held within the Safety file to confirm that they have heard/read and understood the talk

The training requirements of all employees shall be reviewed at least on an annual basis to ensure training is kept up to date with current legislation and personal development

4.24 Enforcing Authorities

Enforcing Authorities can be the Health and Safety Executive or Environmental Health Officers. They have a legal right to enter and inspect any workplace at any time

Most visits from Enforcing Authorities are pre-arranged in which case all management in connection to the site/project shall be available on site to assist the inspector with their visit

It is an offence if asked, to refuse to give an Enforcing Authority a written statement. Although you can request for the interview to be carried out in a private and have a representative with you

In the event of a member of any Enforcing Authority visiting the workplace, you must immediately inform the Contracts Director

Any correspondence received from any Enforcing Authority shall be passed through the Contracts Director

4.25 Dust and Air Control

The Site Manager/Supervisor is required to promote and encourage methods of work that minimise the potential of dust protection into the atmosphere

The Site Manager/Supervisor is responsible for enforcing these methods of works and ensuring that adequate controls are in place i.e dust suppression

PPE (as always) shall be issued as a last resort, the problems of dust should be tackled at source i.e damping down, extraction

Dust which is produced from materials/products should be dealt with giving careful consideration to the COSHH assessment for the product

During construction works dust and pollutants are emitted into the atmosphere. The following practices must be followed in order to manage and control the emissions of dust and pollutants and prevent environmental incidents as far as reasonable practicable

At no time during construction works must fires be lit in site

Activities that are susceptible to dust products (i.e Lime/Cement spreading) should use site issued Anemometers (Wind speed monitors) to monitor the wind speeds in the works area. The Site Manager/Supervisor shall assess the likelihood of the products causing environmental incidents by taking into consideration the site location, surrounding activities, wind speeds and direction

Practices that are likely to generate excessive dust (i.e grinding /cutting) shall be restricted to areas away from site boundaries and if necessary confined to enclosed or shielded areas. If practicable damping, dust extractors or filters shall be fitted and maintained

Material handling should be kept to a minimum

Where appropriate wind breaks and netting screens shall be used to reduce/minimise dust emissions from working areas and/or sensitive locations

Silos and stockpiles shall be positioned as far as is reasonably practicable from residential areas, places of public access and or other sensitive receptors (i.e watercourses)

Storage areas for fine, dry materials shall be included within the regular site inspections and a procedure for spillages and clearances should be established for each location

Dust suppression methods, e.g sprinklers and bowsers should be considered on contracts where dust is likely

Haul roads and routes shall be maintained and regularly inspected in order to keep the levels of dust to a minimum

Where practicable and when deemed necessary wheel wash facilities shall be installed and used to clean vehicles before leaving the site

All plant and vehicles shall be regularly serviced and maintained to ensure that all emissions are kept to a minimum level and do not breach EU statutory limits

Exhausts of vehicles and equipment used for construction shall be positioned at a sufficient height to ensure dispersal of exhaust emissions

4.26 Plant and Transportation

Only competent personnel are permitted to operate plant. This must be to CPCS standard. Any others should be approved by the Health and Safety Advisor

All mechanical plant should:-

- Arrive on site with documentation of all previous tests and examinations
- Arrive fit for purpose and in good working order. Any defects must be immediately reported
- Be checked weekly and a record of this maintained within the site safety file

Rotating amber lights must be fitted to all plant and vehicles when required by the contract

Where required due to obstructed visibility reversing cameras should be fitted on plant and vehicles

Hired in plant remains the responsibility of the hire company, any defects should be immediately reported

All items of plant require a safety cab, where this is not possible plant should be fitted with roll over bars and seat belts. No plant is permitted on any Sportfields sites without either of the above

No persons are allowed to passenger within an item of plant. Disciplinary action shall be taken against the driver and passenger

It is the operator's responsibility to carry out daily checks of his/her machine. This shall include:-

- Visibility – cleaning of his/her windows and cameras
- Oil levels
- Tyres
- Brakes – hand and foot

Any defects should be immediately reported to the Site Manager/Supervisor

All plant must adhere to the speed limits identified on each site

Any plant that is driven on the public highway must hold road tax and adequate insurance, full driving licence and registration plates. Ensure the relevant paperwork is in place prior to driving on any public highway

All excavators must be clearly marked with the individual safe working load for each machine

Any excavator used for lifting over 1 tonne shall be in full compliance of LOLER (1998) Regulations

4.27 Traffic Management Control

All construction work should cause minimum inconvenience to the public at all site locations including increased traffic flows and disruption of construction traffic

Local's roads to sites are at risk of becoming muddy due to construction site traffic entering and leaving the sites. Wheel wash, wash down, hard standing and refuelling areas should be considered and implemented where practicable

Where vehicles, plant and equipment have to use public highways consideration shall be given to protection to prevent damage to the carriage ways and footpaths. This can be by means of timber matting, steel plates or designed concrete slabs to prevent deformities to roads

Plant crossing areas should be controlled either manually by traffic marshals or automated by traffic lights. All crossing points shall be maintained to ensure that roads are clear of mud and debris

Vehicles carrying aggregates, soils, debris and other materials that may drop or deposited must be sheeted

Haulage vehicles must stick to previously agreed routes

Time restrictions may have to be enforced for delivery of plant and materials depending on the site location

4.28 Stress Management

Stress is defined by the HSE as an adverse reaction a person has to excessive pressure or other types of demands placed on them. It is not a disease or an indication of weakness and can affect anyone

Stress can be brought on by a variety of home, personal or work related pressures and determining whether an individual is experiencing a stressful condition is difficult as everyone reacts differently to different pressures

Pressure in itself can be a positive thing as it gives individuals the push they sometimes need to stretch themselves to achieve higher personal goals and gives them the opportunity to challenge their own abilities. Stress occurs when the pressure stops being constructive and crosses the fine line to become destructive. Therefore, it could be said that stress is the breakdown point in an individual's ability to cope with the given pressure situation and as earlier mentioned this level is different for each person. For example, the same pressure may be acceptable for one person but unacceptable for another

Stress can lead to long term health problems if not recognised and addressed

EFFECTS OF STRESS

Physical

- Tension headaches or nervousness
- Upset stomach, change of appetite or weight loss
- Backache
- Shortness of breathe
- Muscle tension – particularly neck or shoulders
- High Blood Pressure
- Giddiness
- Reduced immunity to infections

Emotional

- Fatigue or sleep problems
- Depression or general negative outlook
- Irritability and moodiness and hostility
- Increased intake of alcohol, caffeine or nicotine
- Loss of concentration or poor work performance
- Loss of motivation
- Increased sickness absence or poor time keeping
- Withdrawal from friends and family
- Inability to appreciate/enjoy life
- Inability to relax

In a majority of cases these symptoms/effects are temporary and do not cause any permanent harm however, if the factors that cause the symptoms are neglected and allowed to continue then the effects become more sustained and are more likely to cause long term physical and psychological health problems

CAUSES OF STRESS

There are thought to be seven main categories of risk factors associated with work related stress, these are:-

- Culture of the organization and how it approaches stress
- Workload Demands and exposure to physical hazards
- Control How much input an individual has in the way they carry out their duties
- Relationships i.e Equal Opportunities Policy (Harassment)
- Change Management and how it is communicated
- Individuals Role does the individual understand their role within the Organization
- Support From line management and peers, flexibility for individuals

MANAGING AND CONTROLLING STRESS

The following controls have been suggested for eliminating or reducing the causative factors of work related stress

- Encourage breaks e.g. away from the desk
- Provide assistance during busy works periods
- Ergonomics of the work place, carry out a work place assessment
- Equalling work and home time
- Assess illnesses of employees and time off
- Ensure regular employee appraisals are completed
- Ensure all employees have access to sufficient resources to perform their role efficiently
- Promote a supportive and confidential atmosphere for employees to air their concerns over work related issues
- Ensure employees receive appropriate training for their duties
- If possible provide scope for varying working conditions and flexibility for individuals with pressures either from work or home
- Treat all employees fairly and consistently
- Ensure two way communications especially during times of change

The list is not exhaustive and individual assessments should be carried out for individual employees or cases. Remember that it is very difficult for an individual to admit to feeling stressed so sympathetic tact should be used

4.29 Computer Work Stations

An assessment must be carried out on all computer workstations to ensure that operators are not subject to any risks to their health and safety e.g. visual, fatigue, stress and postural problems

Any risk identified must be reduced to the lowest extent reasonable practicable

The equipment must be suitable for the work carried out e.g. screen, keyboard, desk, chair and work surface

The environment must be suitable e.g. space, lighting, heat, noise, humidity etc

The software and systems must be appropriate to the work carried out

Operators must have regular breaks from work at the display screen, either breaks or change to a different activity

4.30 Contaminated Sites

Contaminated sites can be split into two main hazardous areas, dangerous gases and hazardous/special/toxic waste

Landfill sites and old tips (sites classified as contaminated) have the potential to emit gasses, the most common being methane

Any hazardous/special/toxic waste area must be clearly identified and segregated where possible

Any works on those sites shall be given special attention in regards to the production of the Method Statement and take into consideration the presence of gases and the controls to be taken to minimise the risks

All employees shall be made aware of the contaminated land protocol that has been determined for each specific site

Any hot works that are carried out must be approved by the Site Manager/Supervisor and accompanied by an adequate safe system of work to include gas monitoring and fire-fighting procedures

Any person who feels faint, sick or unwell should immediately inform their Site Manager/Supervisor

All persons on site should be aware of the procedures to be taken in the event of an emergency. In the event of an explosion, fire or personnel collapse then the area must be immediately vacated. Alert your Site Manager/Supervisor and call the emergency services

At all times the site rules and procedures of the client must be strictly adhered too

Appropriate welfare facilities must be in place with a clean and dirty area, washing facilities etc. The importance of good hygiene must be stressed to all persons on site.

The correct PPE must be issued and worn. This will be defined from the results of the ground materials analysis

No smoking, eating or drinking shall be permitted in the defined areas

Dampening of the ground shall be required in dry weather conditions to minimise the hazards of dust

4.31 Health Surveillance

It is the responsibility of the Contract Director to identify the individuals required to complete a health surveillance assessment

The following tasks may highlight when an individual is required to comply with the health surveillance section of this policy:-

- Night shift working
- Exposure to hazardous substances or materials
- Working with vibrating tools

On completion of an assessment a decision shall be made as to whether an employee requires an externally carried out medical

All employees are required to inform their Manager of any health problems and medication they are prescribed. Any information given shall be confidential and only used in an emergency

Individual employees are entitled to request a medical if they deemed necessary

4.32 Waste Management

A Site Waste Management plan shall be produced for all sites. This shall identify the waste streams that will be produced on site and the recycling or disposal of the waste

Waste on site shall be classified as follows:-

- General waste – brick, ceramics, chalk, paper, concrete, glass, plastics, plaster, rubber any uncontaminated soil and any inert material
- Canteen waste – only waste produced by the canteen
- Special waste – oil/diesel, contaminated material and other hazardous material

All the above waste classifications shall have a designated area/skip/bin and must be stored in the correct facility

All waste should be minimised as far as is reasonably practicable. This shall be achieved by good house-keeping and storage of materials.

Where material derived through construction processes and is deemed structurally and compositionally fit for purpose it will be re-used on site

Material stockpiles should be segregated as to classifications

Recycling of material must be carried out where reasonably practicable

Waste Transfer Tickets (Duty of Care) should be used for all haulier and waste disposal companies. All haulier and waste disposal companies must be in possession of a waste carrier's license, this shall be checked by the Site Manager/Supervisor

The location for waste disposal shall also be in possession of the appropriate licenses as approved by the Environment Agency

All waste transfer notes shall contain the following information as a minimum:-

- Waste producer identification
- Origin of waste
- Date of issue
- Signature on behalf of the producer
- Haulage company name
- Waste carriers license number
- Drivers name
- Drivers signature
- Registration for the vehicle
- Date

- Time of removal
- European code
- Estimate of the quantity of waste
- Type of container
- Declaration of the type of waste (category)
- Single individual number per ticket

Hazardous waste shall be transported and disposed of in accordance with the Hazardous Waste Regulations

4.33 Working with Vibrating Tools and Vibration Control

Working with vibrating tools without adequate controls will put the worker in risk of developing "Hand Arm Vibration Syndrome" (HAVS) or more commonly known as vibration white finger

HAVS is a reportable disease under the RIDDOR regulations

The Site Manager/Supervisor is responsible for producing an adequate risk assessment and establishing a system of work that minimises the exposure of employees from vibrating tools. All operatives should be made aware of the hazards relating to Vibration White Finger

All hours worked on vibrating tools should be recorded with the details of the employee, tools operated and times/duration of use

Health Questionnaires are available from the Health and Safety Advisor and it is recommended that the Site Manager/Supervisor identifies those operatives most at risk and ask them to complete one as soon as possible

Site working hours should be adhered to minimise the vibration annoyance to local residents and businesses

Where possible works involving vibrating tools and plant should be minimised, maximum levels should be established at tender stage of the project.

4.34 Leptospirosis

Any persons working in areas where rats could be present i.e. drains, water courses, landfill sites or construction sites are at risk of contracting leptospirosis (Weil's Disease). The infection is carried by female rats in their urine. Leptospirosis can infect humans by entering the body through open cuts and breaks in the skin, via the mouth or nose. The symptoms are similar to cold or flu and can be fatal

All employees and sub-contractors must be issued with a leptospirosis information card during the Site Safety Induction.

To reduce the risk of contracting leptospirosis the following precautions should be taken

- Wear the protective clothing provided
- Practice good personal hygiene
- Do not smoke on site
- Do not eat or drink without washing your hands first
- Ensure all cuts received proper first aid i.e. cleaned and covered however small the cut



Sports Surface Construction Specialists 01275 845499  

- Report any illnesses even colds and flu's
- Carry your leptospirosis card at all times and show it when visiting your GP

Signed



Print Name: Geoff Collins

Position: Managing Director:

Date: 17th March 2026

Next Review Date:

Date: 17th March 2027