Accessrite LTD

Health and Safety Policy

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Statement of Intent

It is the stated intention of Accessrite LTD to manage our affairs in such a manner that the safety and health of our workforce is ensured to the greatest extent possible. We encourage a culture of openness and cooperation within our workforce at all levels to ensure that practical, achievable safety standards are agreed and maintained by everyone within the organisation.

Good safety management begins with the commitment of senior management to ensure that the responsibilities and arrangements detailed within this document are carried out fully.

It is our commitment that when making changes, that these changes will be for the better and will result in improved standards of safety and health for our workforce. This commitment extends to the procurement of new plant and equipment, new chemicals or products, new means of access or egress and new training for personnel at all levels within the company.

Senior management accept that keeping up to date on matters of health and safety is an essential part of their role.

Our duty extends to the public, other contractors and anyone else who could be affected by our work, and we will consider all parties affected by our works when managing risk.

The Director responsible for Health and Safety at Accessrite LTD is Martin Daley. All

persons within the organisation hold responsibilities for health and safety.

The person with day-to-day responsibility for health and safety is Martin Daley.

Signature of Company Director

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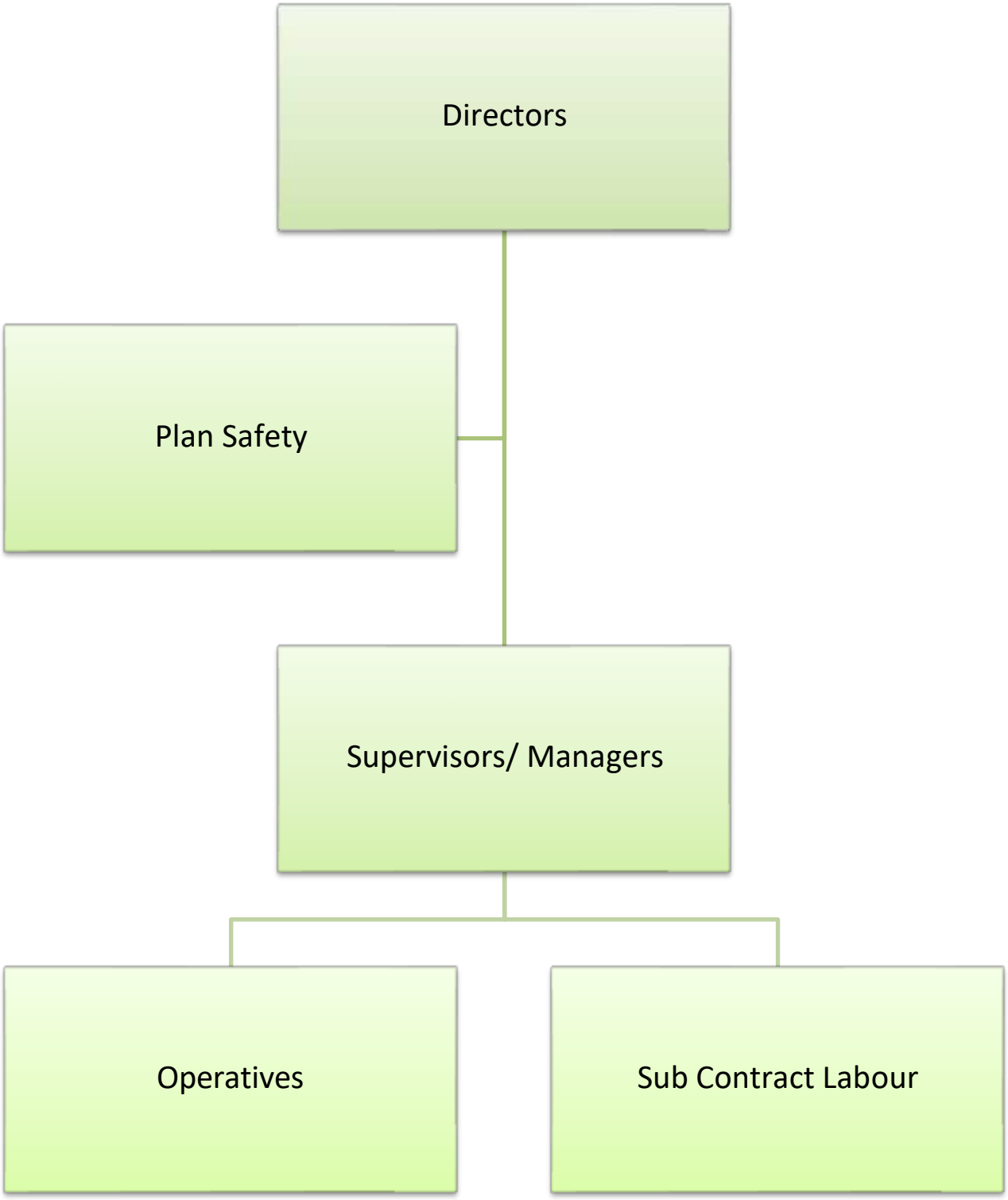
Name	Position	Signature	Date
Martin Daley	Director		05-01-2026

Organisational Structure Chart



Health and Safety Responsibilities

Directors

- *Have full knowledge of all parts of this policy and how it relates to the management system.*
- *Provide adequate resources to secure compliance with the policy.*
- *Set a personal example in safety matters and acknowledge suggestions for improvement.*
- *Implement required training for staff at all levels.*
- *Ensure that all employees have knowledge of this policy and that they are up dated when any changes are made.*
- *Seek the advice of the safety consultants whenever needed and heed the advice given.*
- *Inform the consultants in good time of work that they are required to do.*
- *Consult with the workforce over any changes that may affect health or safety.*
- *Ensure that any contractor appointed or self-employed person working on our behalf is competent to do the work.*
- *Ensure that plant and equipment used by the company is to a suitable standard.*
- *Keep records as required by legislation and retain documents for the appropriate time periods.*
- *Liaise with the Principal Designer, Principal Contractor and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 2015.*

Accessrite Ltd Site Supervisors

- *Ensure that all operatives have signed in and out of the office and received site induction.*
- *Take note of and enforce any site rules including ensuring that all operatives are wearing the appropriate PPE, following security procedures and using access routes as designed.*
- *Familiarise yourself with the host's health and safety policy, especially procedures for fire, first aid facilities and accident reporting.*
- *Report any defects in health and safety systems to your line manager the Site Manager or Project Manager as appropriate.*
- *Ensure that operatives are familiar with method statements and risk assessments, carrying out toolbox talks to ensure full understanding if necessary.*
- *Be aware of your responsibilities under section 7 of the Health & Safety at Work etc. Act 1974 to take reasonable care of yourself and those who may be affected by your acts and omissions.*
- *Ensure that your operatives tidy away any debris, packaging materials, off cuts etc. that could cause a slipping or tripping hazard to themselves or other trades.*
- *Ensure that tools are checked before use and ensure that they are used only by those trained to do so.*

- *Take note of any comments on Health and Safety matters raised by site operatives and pass these on to Martin Daley as appropriate.*

Accessrite LTD Operatives/ Subcontract Labour

- *Sign in and out of site and receive a safety induction.*
- *Familiarise yourself with the Principal Contractor's procedures for fire, first aid facilities, welfare and accident reporting.*
- *Comply with all site rules, including the wearing of Personal Protective Equipment, security arrangements and prescribed access routes.*
- *Read and follow your risk assessment for your task.*
- *Report any defects in the health and safety systems to your site supervisor.*
- *Do not interfere with or operate any equipment unless you are competent to do so.*
- *Be aware of your responsibilities under section 7 of the Health & Safety at Work etc. Act 1974 to take reasonable care of yourself and those who may be affected by your acts and omissions.*
- *Keep work area tidy and free from trip hazards. Clear up any packaging materials and dispose of properly in order to minimise fire risk.*
- *Check tools before use and ensure that they are used only by those trained to do so.*

Health & Safety Arrangements

Monitoring

Day to day safety of on-site works will be monitored by Martin Daley and the site supervisors. Any problems that cannot be dealt with by the Supervisors should be referred to Martin Daley.

Martin Daley will ensure that regular inspections of work sites are carried out.

PUWER 1998

Duties as a Contractor under CDM 2015

When undertaking the role of Contractor under the Construction (Design & Management) Regulations 2015, Accessrite LTD will comply with their duties under Regulations 15 and 8 as follows:

For all projects

Accessrite LTD will:

- *Only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.*
- *Only undertake construction work once they are satisfied that the client is aware of their duties.*
- *Plan, manage and monitor their work and that of others under their control to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.*
- *Not appoint a designer or contractor unless they have the necessary skills, experience, training and organisational capacity to carry out work safely.*
- *Not employ a person unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out tasks safely.*

- *Provide their workforce with appropriate supervision, instructions and information. This information will include a suitable site induction, (where not already provided), procedures to be followed in the event of serious and imminent danger and any other necessary information on risks to health and safety.*

- *Ensure that information is provided in a comprehensible form and as soon as is practicable.*

- *Cooperate with others involved in all projects in order to promote health and safety standards.*

- *Inform the workforce of the need to report to site management anything which is likely to endanger their own health or safety or that of others.*

- *Not begin work unless reasonable steps have been taken to prevent access by unauthorised persons to the site.*

- *Be satisfied that welfare facilities are provided as required under Schedule 2 of the Regulations.*

For multiple contractor projects where Accessrite client is NOT the Principal Contractor

Accessrite LTD will:

- *Comply with any directions given by the Principal Designer or the Principal Contractor*

- *Adhere to relevant parts of the Construction Phase Plan.*

Cooperation and Coordination

Accessrite LTD will comply with regulations set out in CDM 2015 by cooperating with all other duty holders to ensure that our work is planned and carried out to coordinate with others, and will attend design meetings, pre start meetings and any other meetings during the construction phase in order to aid the coordination of the project.

Competence of Subcontract Companies

Specialist trade subcontract companies will be engaged by Accessrite LTD when needed. These may include:

- *Labour only installation gangs*

These organisations will be required to pass the core criteria for demonstrating competence as set out in PAS91.

A questionnaire will be issued to these organisations which they must complete before working for Accessrite LTD. Alternatively, if the contractor can demonstrate that they hold an accreditation with a member of the Safety Schemes in Procurement Forum, then this will exempt them from the questionnaire.

Welfare

As an employer, Accessrite LTD are required to ensure that welfare facilities exist for the use of their employees. These may well be provided by the Principal Contractor, but it is the employer's duty under both S 2(2) e of the Health and Safety at Work Act and under CDM 2015 to ensure that work is not carried out in the absence of these facilities.

Schedule 2 of the CDM Regulations 2015 requires the following facilities to be in place, and maintained in a reasonable state.

- *Sanitary conveniences.*
- *Chairs with backs.*
- *Washing facilities.*
- *Drinking water.*
- *Facilities for rest and eating food.*
- *Changing rooms with lockers*

All workers are expected to play their part in keeping the welfare facilities tidy and will report any defects with the facilities (such as malfunctioning water heaters or blocked toilets) to the Principal Contractor and Martin Daley as soon as possible.

For domestic projects, it is the responsibility of Martin Daley to ensure that facilities are available for the use of workers, whether these are kindly provided by the client, or need to be supplied separately.

Safety Training

A training matrix reflecting training already carried out and training planned for the future is to be found in the SMS along with certificates.

Induction Training into the company should include:

- *The Company' Health and Safety Policy.*
- *Procedures for reporting of accidents and near misses.*
- *Risk assessments.*
- *First aid arrangements.*
- *Sources of health and safety information.*
- *Correct use of personal protective equipment where provided.*
- *The role and function of the company health and safety consultant.*
- *The consultation procedures.*

Induction training will be provided to all those working for or on behalf of Accessrite LTD.

Personal Protective Equipment

Accessrite LTD shall ensure that suitable PPE is provided to their employees who may be exposed to a risk to their health and safety while at work. PPE must be:

- *Of a standard that will adequately protect the person from the risks.*
- *Replaced when worn out.*
- *Properly looked after by the person using it.*
- *Compatible with other PPE if more than one item is required.*
- *Regarded as the last resort in risk control.*

Due to the hazardous nature of much of the equipment that we use, it is essential that the appropriate PPE is worn at all times when working. Accessrite LTD will not tolerate any breach of this rule and any employee caught doing so may be asked to leave the work site and will be subject to disciplinary action. The following lists state the criteria for the basic PPE for various work activities.

Examples of PPE required by our workforce are below:

Protective helmet

- *Helmet should be stamped with date of manufacture.*
- *Most helmets have an average life expectancy of 3 years on use.*
- *Suitable helmets should comply with EN 397.*
- *Helmets should be inspected on a daily basis for any wear or damage and replaced if severely impacted.*

Eye protection

- *Eye protection must be worn when working near abrasive wheels (wet cutters) to protect eyes from debris.*
- *Safety glasses must comply with EN 166, and mesh visor must comply with EN 1731.*
- *Safety glasses should be checked daily for any signs of damage (scratches, etc…).*

Ear protection

- *Noise suppressors must be worn at sound levels above 85 decibels.*
- *Ear defenders provide physical protection as well as noise protection, although earplugs may be worn. Beware of the risk of ear infection.*
- *Must be fit for purpose and decibel levels.*
- *Ear protection must comply with EN 352-1.*
- *Must be inspected on a daily basis and replaced if plastic seals or protective foam is damaged.*

High visibility luminous jackets

- *High visibility jackets are essential when working in or near public places, near roads and footpaths, when it is dark or when adverse weather conditions impair visibility (i.e., fog/mist). All members of staff are provided with a high visibility winter jacket in addition to a high visibility sleeveless waistcoat. They are required to ensure that at least one of these is on site and available at any time.*

Accessrite LTD also requires that general safety precautions be taken. This includes the removal of all jewellery whilst working, operatives whom wear masks are clean shaved, long hair is tied up and loose, easily snagged clothing is avoided.

Fire Procedures

Information regarding the identity of the fire wardens and the position of fire extinguishers and routes of escape is to be found on the safety notice board on site.

Employees working on construction sites should be made aware of the fire plan for that site at the time of their induction. Any work carried out that increases the risk of fire should have a fire extinguisher nearby and is likely to require a hot works permit.

Employees of Accessrite LTD will co-operate with the Principal Contractors on all matters of fire management. These may include taking part in fire drills, signing in and out and informing the site manager if any fire exit signs need to be removed as part of preparation work.

First Aid

A qualified first aider is required to be present on all construction sites. If no employees of Accessrite LTD are present on site who have received first aid training, then Martin Daley must ensure that a qualified first aider is present on the site. This may well be the Site Manager or his assistant. The location of any first aid equipment should be brought to the attention of employees by the Principal Contractor at the time of their site induction.

Where Accessrite LTD provide a first aider it will be that individual's responsibility to ensure that boxes are checked regularly and replenished as necessary.

COSHH Procedures

Employees of Accessrite LTD will use various substances, including but not limited to:

- *Adhesive*
- *Chemical resin*
- *Sealers and mastics*

COSHH Assessments will be provided to users of these substances to inform them of hazards and how to use, handle and store them safely. Where information is available in the document EH40, the Workplace Exposure Limits will be stated on the COSHH Assessment.

Hazard warning markings on containers must also be heeded. An explanation of the common warning signs follows:

	Acute toxicity, Very toxic (fatal), Toxic etc.		Harmful to the environment
	Gasses under pressure		Oxidising gases, oxidising liquids, oxidising solids
	Harmful skin irritation, serious eye irritation		Respiratory sensitizer, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard
	Corrosive (causes severe skin burns and eye damage), serious eye damage		Flammable gasses, flammable liquids, flammable solids, flammable aerosols, organic peroxides, self-reactive, pyrophoric, self-heating, contact with water emits flammable gas
	Explosive, self-reactive, organic peroxide		

Symbol	Meaning
Toxic – skull and crossed bones	Substances that in small or very small quantities will cause death or serious acute or chronic damage if inhaled, swallowed or absorbed by the skin.
Flammable or Highly flammable	Substances with a low flashpoint – they will easily ignite in temperatures less than room temperature (flammable) or less than 0ºC (highly flammable).
Harmful	Substances that may cause death or serious acute or chronic damage if inhaled, swallowed or absorbed by the skin.
Irritant	Substances that may cause itching, inflammation or otherwise irritate the skin, eyes or respiratory system.
Corrosive	Substances that destroy living tissues after contact (e.g. chemical burns).

Silica

Silica is otherwise known as quartz, the principal component of sand. It is an ingredient in many building products. The products and processes that would cause most concern for Accessrite LTD are:

- *Cutting / Drilling Cement*
- *Cutting / Drilling Fibre Glass – Fibre Cement board*
- *Mortars / Grout – when mixing / chasing out*

When these products are cut or drilled, a mixture of inhalable (larger) and respirable (smaller) particles is released. Respirable Crystalline Silica dust is responsible for causing or increasing risk of a number of serious lung diseases including:

- *Silicosis*
- *COPD (Chronic Obstructive Pulmonary Disease)*

- *Tuberculosis*
- *Lung Cancer*

The Maximum Exposure Limit for Silica dust is 0.1mg per m^3 over an 8-hour period. In order to reduce exposure below this limit, the following precautions will need to be taken:

- *Avoid producing the dust – at design stage, consider the use of alternative or pre-cut materials.*
- *Reduce the dust at source – by wetting down the cutting operation.*
- *Issue the correct RPE – (Filtering Facepiece Particulate) FFP3 masks will filter out 95% of the particulate.*
- *Make sure it is worn – by providing training and supervision.*
- *Make sure it works properly – by fit testing individuals.*

Disease Hazards

In addition to manufactured substances, there are a number of diseases that can be contracted when working in affected areas. This is a site specific matter and attention should ALWAYS be drawn to these matters within the Construction Phase Plan provided by the Principal Contractor.

Disease	Causes of potential exposure
Anthrax	Contact with horsehair plaster, work with contaminated ground (e.g. former abattoirs)
Avian Chlamydiosis (including psittacosis)	Contact with pigeon faeces
Asbestosis	Contact with asbestos containing materials
Hepatitis	Contact with human waste/blood
Legionellosis	Contact with stored water such as tanks
Leptospirosis	Contact with rat urine
Lyme Disease	Work where ticks can inhabit (such as long grass)
Tetanus	Potential for cuts in areas where animal contamination may be present
Aspergillis (extrinsic allveolitis)	Work with plaster showing black mould

Accidents

All accidents on site must be entered in the accident book, and the Site Manager and Martin Daley informed as soon as possible.

Major Injuries or fatalities must be reported to the HSE immediately and may be notified by phone on 0845 3009923.

Situations where the injured person is unable to carry out their normal work for 7 days or more must be reported to the HSE within 15 days of the injury being sustained via the internet at www.hse.gov.uk.

If you are unsure whether your accident is reportable or not, contact PLAN Safety immediately for advice.

Martin Daley will be responsible for informing the HSE of all reportable incidents. (PLAN Safety will assist).

Martin Daley will be responsible for informing PLAN Safety of any serious accidents. Accidents that are reportable under RIDDOR will be investigated by PLAN Safety and a report produced. This service forms part of the member services agreement and there is no additional charge for accident investigations that are reportable under RIDDOR.
Accidents will be discussed at regular safety meetings and publicised to other employees if appropriate so that others can learn from these events.

On the following page is an outline of what injuries and Dangerous Occurrences are Reportable under RIDDOR.

Reportable Injuries Diseases and Dangerous Occurrences

Reportable Injuries/Diseases:	Dangerous Occurrences
Deaths: All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident. **Specified injuries to workers:** ▪ A fracture, other than to fingers, thumbs and toes. ▪ Amputation of an arm, hand, finger, thumb, leg, foot or toe. ▪ permanent loss of sight or reduction of sight; ▪ Crush injuries leading to internal organ damage. ▪ Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs). ▪ Scalping's (separation of skin from the head) which require hospital treatment. ▪ Unconsciousness caused by head injury or asphyxia. ▪ Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours. **Over-seven-day injuries to workers:** This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive Days (not counting the day of the accident). **Reportable occupational diseases:**	Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example: ▪ The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment. ▪ Plant or equipment coming into contact with overhead power lines. ▪ Explosions or fires causing work to be stopped for more than 24 hours. ▪ The complete or partial collapse (including falling, buckling or overturning) of (a) a substantial part of any scaffold more than 5 metres in height; (b) any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or (c) any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold. ▪ Structural collapse- The collapse or partial collapse of any building involving over 5 tonnes of material, or a collapse of any false-work. ▪ Failure of a pressure vessel. ▪ Electrical incidents causing explosion or fire Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the

▪ Carpal tunnel syndrome. ▪ Severe cramp of the hand or forearm. ▪ Occupational dermatitis. ▪ Hand-arm vibration syndrome. ▪ Occupational asthma. ▪ Tendonitis or tenosynovitis of the hand or forearm. ▪ Any occupational cancer. ▪ Any disease attributed to an occupational exposure to a biological agent.	electrical plant) which either- (a)results in the stoppage of the plant involved for more than 24 hours; or (b)causes a significant risk of death. ▪ Explosion or fire - Any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours.

Manual Handling

All loading and unloading involves lifting and handling to some extent. Although mechanical equipment should be used whenever practicable, some of the work will inevitably continue to be carried out manually. The risk of injury can be greatly reduced by a knowledge and application of correct lifting and handling techniques.

When the use of a mobile crane is required, Accessrite are to subcontract a lifting / crane company on a contract lift basis. All lift method statements, specialist lift equipment, personnel and equipment is to be the responsibility of the contract lift company.

Common items that involve a risk of manual handling will include:

- *Handrail materials*
- *Metal components*
- *Testing, drilling and swaging equipment.*
- *Reels of wire rope*

This company will take steps to reduce risks by carrying out the following:

- *Highlighting the specification of heavy or large items at pre-contract stage if possible.*
- *The provision of mechanical means will need to be agreed with the Principal Contractor.*
- *Making maximum use of mechanical handling aids, including:*
    - *Forklifts.*
    - *Site cranes*
    - *Site goods lifts and hoists*
    - *Pallet trucks.*
    - *Sack trucks.*
- *If Manual Handling cannot be avoided, an assessment must be made and included with the risk assessment for the task.*
- *Providing training to staff in safe handling techniques.*

Noise

Excessive noise can cause permanent damage to hearing. The damage is often gradual and is always irreversible. Even a small amount of hearing loss can have a debilitating effect on quality of life. Please read the points below carefully and wear hearing protection if in doubt. Wear the protection that is the most

comfortable, and always wear it exactly as indicated on the packaging. Wearing hearing protection incorrectly will make it far less effective.

When selecting work equipment information on the noise (and vibration) output of the machine will be sought from the manufacturer or Hire Company. Quieter machines (with lower vibration magnitude) will be selected over inferior equipment.

Even well-designed equipment can still produce dangerous noise levels, and so ear defenders or ear plugs will be provided. These must have a suitable attenuation level in order to be effective. An average drill produces around 90dB (A) and so hearing protection should be worn when using these items.

At 85 dB (A), employers are required to provide hearing protection and to attempt to reduce noise levels. If you have to shout to be heard by someone standing 2m away, the noise is probably over 85dB (A).

Vibration

Hand Arm Vibration Syndrome (HAVS) is a disorder which affects the blood vessels, nerves, muscles and joints of the hand, wrist and arm. The syndrome can become severely disabling if ignored. The best known form of HAVS is Vibration White Finger (V.W.F.) which can result from the transmission of vibration from a vibrating implement (such as impact drills) to the hands, occurring as a result of several years of regular exposure. This condition is not treatable and therefore results in a permanent potentially life changing condition.

Exposure is measured on a points system (see below). If the daily exposure exceeds 100 points (the Exposure Action value) Accessrite, LTD must endeavour to reduce exposure, keep records of exposure and carry out health monitoring for those affected.

If using hired equipment, information on vibration magnitude (and noise) will be sought from the hire company, and the table below used to determine safe exposure times for employees.

Vibration Magnitude m/s²	15m	30m	1h	2h	3h	4h	5h	6h	8h	10h
40	800									
30	450	900								
25	315	625	1250							
20	200	400	800							
19	180	360	720	1450						
18	160	325	650	1300						
17	145	290	580	1150						
16	130	255	510	1000						
15	115	225	450	900	1350					
14	98	195	390	785	1200					
13	85	170	340	675	1000	1350				
12	72	145	290	575	865	1150	1450			
11	61	120	240	485	725	970	1200	1450		
10	50	100	200	400	600	800	1000	1200		
9	41	81	160	325	485	650	810	970	1300	
8	32	64	130	255	385	510	640	770	1000	1200
7	25	49	98	195	295	390	490	590	785	865
6	18	36	72	145	215	290	360	430	575	720
5.5	15	30	61	120	180	240	305	365	485	605
5	13	25	50	100	150	200	250	300	400	500
4.5	10	20	41	81	120	160	205	245	325	405
4	8	16	32	64	96	130	160	190	255	320
3.5	6	12	25	49	74	98	125	145	195	245
3	5	9	18	36	54	72	90	110	145	180
2.5	3	6	13	25	38	50	63	75	100	125
2	2	4	8	16	24	32	40	48	64	80
1.5	1	2	5	9	14	18	23	27	36	45
1	1	1	2	4	6	8	10	12	16	20
	Daily exposure time									

Driving at Work

Accessrite LTD understands that it has responsibilities to ensure safety of employees while they are driving on company business. Accessrite LTD understands the advice given in the HSE/ Department of Transport document "Driving at Work – Managing Work Related Road Safety" The following are factors to be considered when assessing risks to drivers at work.

The Driver

- *Drivers must hold a current UK Drivers' Licence that covers the vehicle being driven (HGV, PSV if required).*
- *Drivers must also understand the policy on work related road safety and what is expected of them.*
- *High risk drivers (e.g. those with high annual mileage, poor accident records, or young drivers) need to be prepared to undergo further training.*
- *Drivers should know how to carry out routine safety checks such as those on lights, tyres and wheel fixings.*
- *Drivers should know how to correctly adjust safety equipment, e.g. seat belts and head restraints.*
- *Drivers should know how to check washer fluid levels before starting a journey.*
- *Drivers should know how to ensure safe load distribution, e.g. when delivering materials to site.*
- *Drivers should know what actions to take to ensure their own safety following the breakdown of their vehicle.*
- *Drivers should hold the safety handbook within their vehicles so that it is available when needed.*
- *Drivers should be aware of the dangers of fatigue and should know what they should do if they start to feel sleepy.*
- *Drivers must be able to satisfy the eyesight requirements set out in the Highway Code.*
- *Drivers should not drive, or undertake other duties, while taking a course of medicine that might impair their judgment. In cases of doubt they should seek the view of their GP.*

The Vehicle:

- *Vehicles must be fit for the purpose for which they are used.*
- *Privately owned vehicles should not be used for work purposes unless they are insured for business use and, where the vehicle is over three years old, they have a valid MOT certificate.*
- *Adequate maintenance arrangements should be in place and maintenance and repairs should be carried out to an acceptable standard.*
- *Planned/preventative maintenance should be carried out in accordance with manufacturers' recommendations. Remember an MOT certificate only checks for basic defects and does not guarantee the safety of a vehicle.*
- *Drivers should know how to carry out basic safety checks.*
- *Vehicles should not exceed maximum load weight.*
- *Goods and equipment which are to be carried in a vehicle must be properly secured, e.g. loose tools can distract the driver's attention if allowed to move around freely.*
- *Windscreen wipers must be inspected regularly and replaced as necessary.*
- *Safety equipment must be appropriate and in good working order.*

- *Seatbelts and head restraints must be fitted correctly and function properly.*
- *Users should be aware of:*
    - *Recommended tyre pressures.*
    - *How to adjust headlamp beam to compensate for load weight.*

The Journey

- *Employees should plan routes to use the safest roads. Motorways are the safest routes and should be used where possible.*
- *Employees should be aware that Sat Nav directions are not always accurate, particularly in respect of new build housing sites and should be confirmed with the use of a map.*
- *Employees should take into account any overhead or width restrictions when planning their journey.*
- *Employees should never drive when they are tired. Sleep related accidents are most likely to occur between 2am – 6am and also 2pm and 4pm.*
- *Employees should not be driving for excessive periods of time or excessive distances without a break.*
- *Employees should not drive in dangerous weather conditions.*

Drugs and Alcohol

- *The consumption of illegal or non-medicinal drugs and alcohol is not permitted on company premises or other sites where work is being undertaken by the company.*
- *Company vehicles must not be driven whilst under the influence of illegal drugs or non-medicinal drugs or alcohol.*
- *Any employee attending work whilst suffering from, or suspected of suffering from, the effects of illegal drugs or non-medicinal drugs or alcohol will be dismissed from the site.*
- *Employees taking prescribed or other medicinal drugs that may cause drowsiness or other side effects that may affect their ability to undertake work must inform their foreman.*
- *Persons taking prescribed or medicinal drugs that cause drowsiness must not operate plant or machinery.*
- *Employees are not permitted to bring illegal or non-medicinal drugs and alcohol on to the company premises or other sites where work is being undertaken by the company. Any employee found in possession of illegal drugs or non-medicinal drugs or alcohol will be dismissed from the site.*

Work at Height

Other access equipment

When work at height is to be carried out, a risk assessment must be carried out to determine what is suitable. The risk assessment for the work must state what access equipment is to be used.

Access equipment for working at height will include:

- *Mast climbers*
- *MEWPS*
- *Tube and fitting scaffold*
- *Alloy scaffold*
- *Fall restraint*
- *Fall arrest*

- *Work positioning*
- *Suspended/abseiling/rope access*

The task risk assessment will state what has been deemed to be the most suitable equipment for the job. Where feasible, falls will be prevented by the use of working platforms with handrails.

The equipment must be in good order and used in accordance with the manufacturer's instructions. As these items are safety critical and are designed to prevent serious injury, the instructions for their use should be on site and available for inspection.

Different Principal Contractors have varying policies with regard to working at height. The access equipment to be used must be agreed before starting work.

Stepladders will be used where…

- *They are the best means of access for the task.*
- *The overall risk will be increased by using other access equipment.*
- *The Principal Contractor's policy does not prohibit their use.*
- *They are in good order and are erected correctly.*
- *The user does not need to gain height so that the top step is below waist height.*

Use of Power Tools

The person within the company with responsibility to oversee the safety of tools are the supervisors and operatives; however, the owners of the tools directly must ensure the safe use, care and maintenance of their own equipment.

Electrical Tools

- *Only battery powered or 110v electrical tools are to be used on site.*
- *All tools must be inspected before use, and regularly whilst in use.*
- *All electrical tools should be tested and examined by a competent person every 3 months who should issue a certificate of safety.*
- *Martin Daley is responsible for ensuring that Portable Appliance testing is carried out on a regular basis.*
- *All tools, other than Double Insulated or All Insulated, must be properly earthed.*
- *All cables, plugs and socket connections must be maintained in good condition.*
- *No unauthorised tampering with tools is to be permitted.*
- *Workstation assessments.*
- *Repairs must only be carried out by a qualified person familiar with that type of appliance.*

Hand Tools

Individual tradesmen are responsible for ensuring that their hand tools are kept in good order. They must take responsibility and ensure the following:

- *Tools must always be kept in good working condition.*
- *Defective tools must be mixed or not used.*
- *Tools should be kept clean and ready for use and stored appropriately in toolboxes or racks with cutting edges protected.*

- *Always use the correct tool for the job. Never use substitutes.*
- *Check condition of tools frequently, handles secure, guards and covers in place.*
- *Always wear the appropriate PPE when using, sharpening or maintaining tools.*

Office Safety

Accessrite LTD is aware that accidents can happen in the office, as well as on site, and will endeavour to reduce the risk of such an accident by the following means:-

- *Workstation assessments must be carried out for all users.*
- *Waste paper bins and packing materials should be removed daily.*
- *Management of cables to defined routes, so that they do not present a trip hazard or an over-load to a circuit.*
- *Training of employees in the correct use of fire extinguishers.*
- *Check on lights and lighting levels to ensure they are suitable for the tasks being undertaken.*
- *Shelves and storage areas are to be such that stretching and awkward lifting is avoided.*
- *Cleaning chemicals kept away from foodstuffs in the kitchen area.*

Risk Assessments and Method Statements

Risk assessments should be carried out by the employer for tasks that involve significant risks to employees or others. Self-employed persons are responsible for carrying out their own risk assessments, but the Company requires that self-employed tradesmen adhere to our risk assessments when working on our behalf.

The person within Accessrite LTD responsible for ensuring that risk assessments are carried out to a suitable and sufficient standard and re updated on a regular basis is Martin Daley.

Principal Contractors need the information in risk assessments to enable them to co-ordinate other contractors. Risk assessments will be communicated to labour by means of toolbox talks and by distributing copies to individuals.

Method statements may be required in addition to risk assessments; method statements outline safe working procedures.

The following procedure will be used to write risk assessments:

- *Identify hazards and who is affected.*
- *Evaluate risks taking into account the likelihood and severity.*
- *Control the risk using the hierarchy of risk control (see below).*
- *Monitor the effectiveness of the above.*
- *Review periodically and as necessary.*

Methods of controlling risk will follow the hierarchy below

- *Avoiding risks at source.*
- *Evaluating those risks which cannot be avoided.*
- *Combating risks at source.*

- *Adapting the work to the individual, especially with regard to the design of workplaces, and the choice of work equipment.*
- *Adapting to technical progress.*
- *Replacing the dangerous by the non-dangerous or less dangerous.*
- *Developing a coherent overall prevention policy, which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.*
- *Giving collective protective measures priority over individual protective measures.*
- *Giving appropriate instructions to employees.*

Young Person's Risk Assessments

Young Persons are those who have left school but are under the age of 18 are required under the Management of Health & Safety at Work Regulations 1999 to have a specific risk assessment carried out.

We need to assess the risks that young people face, as there are special issues that can affect them as a result of lack of experience in the workplace, lack of awareness of risk, risk perception and physical vulnerability.

Our young persons' risk assessments will be undertaken on a personal basis with each young person that we employ. The assessment will identify particular hazards, specify and name a mentor who will be responsible for the welfare of the young person and will also stipulate any restrictions on the work to be done.

Assistance will be sought from PLAN Safety in producing a young person's risk assessment.