

Health and Safety at Work etc. Act 1974

Health & Safety Policy



Department
Factory / Office & Construction Sites

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General Statement of Policy

It is the policy of MBC Timber Frame UK Ltd. to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. MBC Timber Frame UK Ltd.'s health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

MBC Timber Frame UK Ltd. recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of MBC Timber Frame UK Ltd. will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any other person.

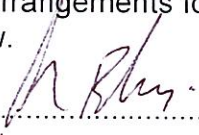
The management of MBC Timber Frame UK Ltd. will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to Mr. Joe Blair.

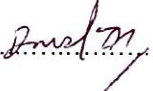
An effective health and safety programme require continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the wellbeing of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to Mr. Joe Blair., the Director of Safety. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

MBC Timber Frame UK Ltd.'s health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

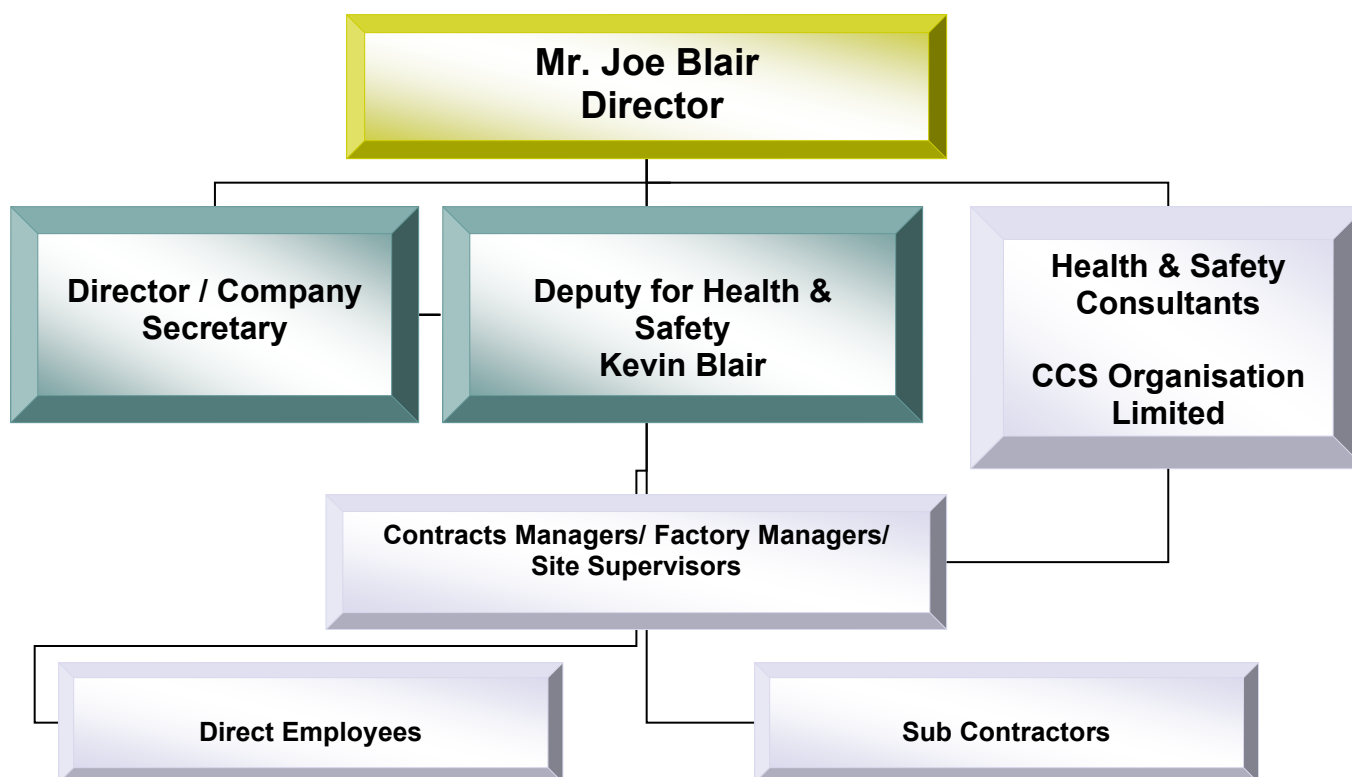
Signed.....

Title.......... MBC Timber Frame UK Ltd.

Date 25 September 2024

1.0 Organisation

Organisational Chart



1.1 Health and Safety Responsibilities

1.2 Managing Director

The managing director has ultimate responsibility for ensuring that MBC Timber Frame UK Ltd. fulfils its legal responsibilities, that the policy objectives are achieved, and that effective machinery is in place for the achievement of the policies concerned with health, safety, welfare and environmental protection. He will also ensure that company policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, he will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

In addition to other titles, Mr. Joe Blair will be referred to as the Director of Safety.

1.3 Directors

All directors will ensure that arrangements for the health and safety of their staff, employed within their function, are made known, maintained and reviewed whenever there is a change of operation or location.

1.4 Managers

Managers are accountable to their Director for implementing MBC Timber Frame UK Ltd.'s Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that Supervisors are properly trained and receive the support they require to perform their duties.

Managers are also responsible for the health and safety of all employees for whom they have an operational responsibility.

Departmental managers will:

- Be responsible to the appropriate director for strict observance of the Company Safety Policy and all Company rules.
- Ensure that necessary consideration is given at all times to the requirements of the Company Safety Policy and, in particular, to the following:
 - Safe methods of working.
 - Induction training including health and safety matters.
 - Welfare facilities
 - Fire precautions
 - Hazards arising from noxious substances, or exposure to noise, dust or fume.
 - Carrying out workplace inspections and advising as and where necessary to improve methods of working.
 - Investigating accidents and dangerous occurrences and recommending means of preventing recurrence.
 - Advising and assisting with safety training of personnel.

All Managers will ensure that:

- This policy is reviewed in the light of their particular departments.
- They know their own, and other persons', responsibility for implementing the safety policy.
- All accidents and dangerous occurrences are fully investigated, and preventative actions are recommended in close liaison with the **Safety Manager/ Officer**.
- Safe systems of work are implemented and are adhered to; such safe systems of work being documented.
- They are aware of, and implement, all safe working practices and procedures.
- All necessary arrangements are made and maintained in respect of Accident Reporting, First Aid and Fire precautions.
- All relevant statutory records are regularly maintained and inspected.

All Managers, in addition to the responsibilities outlined above, will be specifically responsible for:

- Ensuring that all activities carried out by MBC Timber Frame UK Ltd. employees will not create a risk or hazard to customers, customers' property, and/or their employees.
- Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that where health and safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all Company procedures are adhered to at all times.
- Ensuring that close liaison with any contractors working within the department is maintained in all matters regarding health and safety.

1.5 Supervisors

Supervisors are accountable to their manager for the day-to-day implementation of MBC Timber Frame UK Ltd. general health and safety policies, the established schedules and safe working practices, and for providing employees with information about hazardous substances and precautions in general. They are additionally responsible for the introduction of remedial measures to reduce or eliminate unsafe acts or conditions. Their responsibilities also include informing, instructing, training and supervising employees in safer methods of work and for investigating accidents that occur in their area or to an employee who reports them.

They will also liaise with the departmental manager concerning queries raised by visitors or sub-contractors on health and safety matters.

1.6 Competent Persons

A person shall be regarded as competent when they have had sufficient training and experience or knowledge and other qualities to enable them to assist in undertaking the measures referred to above.

MBC Timber Frame UK Ltd. will appoint a number of competent persons to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

1.7 All employees

Will ensure that:

- They are fully conversant with this Safety Policy.
- That they co-operate with MBC Timber Frame UK Ltd. in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of Health and safety.
- All accidents, dangerous occurrences and near misses are immediately reported to their line manager.
- They are fully conversant with all Fire Procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects reported immediately to management.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their line manager.
- During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
 - Arranged, provided and/or otherwise approved by the company.
 - Provided by the customer with specific authorisation that they may be used by employees of MBC Timber Frame UK Ltd.
 - Provided for unrestricted use by members of the general public.

2.0 Arrangements

2.1 Risk Assessments

General

All activities have been assessed as required under the:

Management of Health and Safety at Work Regulations 1999.

A **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders etc.:

The **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Risk assessment is an important process in protecting the workforce, the business and ensuring compliance with the current legislation. The purpose of the risk assessment is to identify hazards, and evaluate the risk arising from them in order to establish the necessary preventive measures to bring health and safety standards up to the minimum legal requirement.

Assessing the risk in the workplace is a five step process:

- Identify the Hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record the findings and implement them
- Review the assessment and update as necessary

When using generic risk assessments, the site must be assessed to ensure that all hazards and risks are covered by the generic assessment, if this is not the case a site specific risk assessment must be conducted.

Risk Assessments will be assessed to ensure they are relevant to specific sites during Site Safety Evaluations.

In addition to the general risk assessment, there may be a requirement to conduct specific risk assessments, e.g. if a young person (under the age of eighteen) was employed and a further assessment of risk to new or expectant mothers will be conducted. Where a risk to new or expectant mothers is identified, working conditions and / or working hours will be adjusted to avoid the risk. Where this is not reasonable the employee(s) concerned will be suspended from work on full pay.

2.2 Consultation

The management of MBC Timber Frame UK Ltd. see communication between workers at all levels as an essential part of effective health and safety management. Consultation as required under the Health and Safety (Consultation with Employees) Regulations 1996 will be facilitated by means of Safety Committee meetings every three months or as often as is deemed necessary. Also, through MBC Timber Frame UK Ltd.'s Health and Safety Consultants, CCS Organisation Limited.

The purpose of Safety Committee meetings is to provide a forum in which information may be conveyed and employee's questions on health and safety issues answered. In addition, these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

Initiatives from employees on safety and health matters are encouraged, and these should be made through normal management channels. The Safety Director is available for consultation on any safety matter. Arrangements will be made for consultation with employees as required by recent legislation.

Committee Members:

Chaired by Nicholas Sheppard AaPS Tech.IOSH

Kevin Blair
Anna Czeladko
Zoe Radford
Lee Davies
Mark Rodway
Stephan Taylor
Sam Mazlag
Ben Swiokio – Minutes

2.3 Communication

The management of MBC Timber Frame UK Ltd. will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. MBC Timber Frame UK Ltd. communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

Safety and Health Information

Copies of this policy are held by the Safety Director. Additional information is contained in the in the Construction site safety (GE700/17), which is available to all managers with site safety management responsibilities.

2.4 Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of MBC Timber Frame UK Ltd. that if a job is not done safely then it is not done effectively.

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the contents of all Risk Assessments and Safe Systems of Work and all attached COSHH data sheets together with formulation of emergency contingency plans.

Training sessions will be held every six months or as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

The personnel with the responsibility for safety training are detailed below:

Job Title	Name	Department
Director of Safety	Mr. Joe Blair	Management

Suitable training will be provided to ensure that employees at all levels are:

- Aware to their safety and health responsibilities
- Competent to carry out their duties
- Competent to operate specialist tools, plant and equipment

Training needs will be identified so as to arrange suitable induction training for new starters, to familiarise themselves with the hazards and precautions relevant to their work, and with this Policy.

2.5 Workplace Inspections

It is the policy of MBC Timber Frame UK Ltd. to comply with the:

Workplace (Health, Safety & Welfare) Regulations 1992.

Regular inspections of the workplace will be conducted by Mr. Joe Blair
Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary. CCS Organisation Limited are instructed to conduct a Site Safety Evaluations (SSE) workplace inspection on regular basis.

2.6 Working Time Regulations 1998 (as amended)

MBC Timber Frame UK Ltd. recognises that where employees work excessive hours, there is a risk to their health & safety.

Therefore, procedures will be instigated to ensure that these regulations are fully complied.

2.7 Work Equipment

It is the policy of MBC Timber Frame UK Ltd. to comply with the law as set out in the:

Provision and Use of Work Equipment Regulations 1998 (PUWER) **Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**

2.7.1 PUWER

These Regulations cover all kinds of work equipment from a handheld tool through to items of plant machinery. The use will include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

The Company will carry out the following duties:

- Make sure that equipment is suitable for the use that it is intended for, will take into account the working conditions and hazards in the workplace when selecting the equipment.
- We will ensure that equipment is used only for operations for which, and under conditions for which is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in good repair.

- We will provide adequate information, instruction and training, and will provide equipment that conforms to EC product safety directives.
- We will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.
- All workers will be provided with adequate information and training to enable them to use work equipment safely.
- The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.
- All work equipment will be maintained in good working order and repair.
- All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.
- All work equipment will be clearly marked with health and safety warnings where appropriate.
- All items covered under this Regulation shall be inspected every seven days and recorded in a register.

The specific requirements of this legislation will cover the following:

- The guarding of dangerous parts of machinery, protection against specified hazards, i.e. falling or ejected articles and substances, rupture or disintegration or work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances and protection against explosion.
- These requirements will cover work equipment parts and substances at high or very low temperatures. Control systems and control devices, isolation of equipment from sources of energy, stability of equipment, lighting maintenance operations, warnings and markings.

2.7.2 LOLER

These Regulations cover all lifting equipment (including work equipment for lifting or lowering loads, attachments for anchoring fixing, or supporting).

The Company will carry out the following duties:

- Ensure that all lifting equipment is of adequate strength and stability, and appropriately marked;
- Ensure that all lifting operations are properly planned by a competent person, appropriately supervised, and carried out in a safe manner;
- Ensure that all lifting equipment undergoes a thorough examination as required;
- Lifting appliances will be only operated by competent, certificated and authorised Personnel.
- Structures and ground surfaces from which Lifting Appliances will operate will be adequately constructed and prepared to ensure as far as practicable the stability of the appliance during use and monitored accordingly.
- Trained and authorised competent Slingers/Banksmen only will be permitted to carry out Slinging and Banksmen duties.
- Practical steps will be taken to prevent falling and spillage of materials.
- Where necessary barriers and fencing will be erected to protect operatives and members of the public during Lifting Operations.
- Safe working loads of appliance or equipment must not be exceeded.
- Sites will be checked for Proximity Hazards, Overhead Cables, Soft Ground etc, before use of any Lifting Appliances and necessary precautions taken in respect of Signs, Barriers, etc.
- Where necessary a Method Statement will be prepared before any Lifting Operations are commenced.
- [The Lifting Operations and Lifting Equipment Regulations 1998](#) will be complied with in all respects.

2.8 Personal Protective Equipment (PPE)

It is the policy of MBC Timber Frame UK Ltd. to comply with the law as set out in the **The Personal Protective Equipment at Work (Amendment) Regulations 2022**

The Personal Protective Equipment at Work Regulations 1992(1) are amended in accordance with regulations 3 to 7.

- All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.
- All personal protective equipment provided by MBC Timber Frame UK Ltd. will be properly assessed prior to its provision.
- All personal protective equipment provided by MBC Timber Frame UK Ltd. will be maintained in good working order.
- All workers provided with personal protective equipment by MBC Timber Frame UK Ltd. will receive comprehensive training and information on the use, maintenance and purpose of the equipment.
- MBC Timber Frame UK Ltd. will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.
- Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
- Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Director of Safety.

Safety Helmets

Safety helmets shall be worn at all times in compliance with sufficient helmets shall be provided on each site. Workers comply with the specific site rules laid down by the Main Contractor and/or the Operative in charge of site. Helmets which have been subjected to sharp blow or, cracks or deep scratches are evident in the shell are to be removed from use and destroyed immediately.

Eye Protection

Eye protection shall be worn wherever there is a foreseeable risk of eye injury, and in compliance with **The Personal Protective Equipment at Work (Amendment) Regulations 2022** Sufficient goggles and/or visors to the relevant standards shall be provided to each site and site workers comply with the specific rules laid down by the Operative in charge for work with abrasive wheels or discs, the striking of masonry nails, use of cartridge tools and welding etc. A system for inspection and replacement shall be established for each site.

Ear Protection

Hearing defenders shall be supplied and worn in accordance with the detailed arrangements for controlling noise, as required by [The Control of Noise at Work Regulations 2005](#). A system for inspection and maintenance shall be established for each site.

Gloves

Gloves shall be provided and worn to protect hands during the handling of abrasive, corrosive or other harmful skin agents. A system for inspection and replacement shall be established for each site.

Respiratory Protection

Respiratory Protection shall be worn whenever there is foreseeable risk of significant exposure to airborne harmful agents or the absence of adequate oxygen, and in compliance with the [Control of Substances Hazardous to Health Regulations 2002](#). Suitable equipment to the relevant British Standards shall be provided to each site and workers comply with the specific site rules laid down by the Operative in charge. Nuisance dust masks shall not be issued. Employees required to wear respiratory protection shall be trained in its use. For non-disposal items, a system for inspection and maintenance shall be established for each site.

Safety Harnesses

Where a safety harness is provided and worn. Such harness and associated equipment shall conform to the following standards - BSEN353 / 354 / 355 and BSEN 360 / 361 / 362 / 363 / 364 / 365 – depending on the type and use.

Harnesses shall be carefully inspected prior to each use by a competent person. Employees shall be instructed in the use of safety harnesses.

Protective Clothing

Suitable items of protective clothing shall be provided to employees as necessary. If such items are not disposable, arrangements shall be made for such items to be regularly laundered.

Footwear

All employees shall be provided with and required to wear suitable footwear at all times whilst on site.

2.9 Manual Handling Operations

It is the policy of MBC Timber Frame UK Ltd. to comply with the law as set out in the:

Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

2.10 Display Screen Equipment

It is the policy of MBC Timber Frame UK Ltd. to comply with the law as set out in the: **[Health and Safety \(Display Screen Equipment\) Regulations 1992.](#)**

MBC Timber Frame UK Ltd. will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request.

Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Visual Display Screens

Risk Assessments should be completed if applicable and should cover the following points: -

- Workstation must have adequate lighting.
- There must be no glare or distracting reflections.
- Distracting noise to be kept to a minimum.
- There must be adequate leg room.
- Adequate space to be maintained in the work station, to allow postural changes.
- Adequate shading of windows to be provided.
- Equipment provided must be appropriate to the task.
- Screen to have stable image, adjustable and readable.
- Keyboard to be useable, adjustable and readable.
- Work surfaces must allow for flexible arrangements.
- Work chair to be adjustable to cater for individual needs.
- Footrest to be provided.
- User to take frequent short breaks away from screen area.
- Eye sight test to be provided at request of user and to be carried out by competent person.
- Damaged or faulty equipment will be immediately taken out of use and details reported to management.

2.11 Control of Hazardous Substances

It is the policy of MBC Timber Frame UK Ltd. to comply with the law as set out in the:

Control of Substances Hazardous to Health Regulations 2002 (as amended).

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers and supplier's health and safety guidance and our own knowledge of the work process.

MBC Timber Frame UK Ltd. will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Substances

Any material purchased or otherwise encountered, which has the potential for harming health is included. Dust fumes, vapours, gases and micro-organisms. Whatever the route of entry to the body – eyes, skin, cuts and abrasions breathed in or swallowed.

Suppliers

The Buyer – or other employee ordering the material shall ensure that the suppliers of materials to the company provide full information on the hazards of use and the appropriate precautions to be taken, usually by means of a **safety data sheet**.

Assessments

If the material can harm health, it is classified as hazardous. The elimination of the use of the material or its substitution by a safer product shall be investigated. If use is confirmed, a COSHH assessment shall be used.

Tender Preparation

COSHH Assessments shall be taken into account when preparing tenders, to ensure that due allowance is made for control measures.

Pre-Contract

Clients and design teams shall be requested to preview materials and techniques, where specification conflict with best current practice concerning hazardous substances. If there is evidence of residual hazardous substances on site, as contaminants in the ground or in existing buildings, further information shall be sought.

Contract

Relevant assessments for purchased materials shall be provided to Operatives. For sites with hazardous substances present or suspected a formal site-specific procedure shall be drawn up. Operatives shall ensure that precautions outlined in the relevant assessments are implemented.

Equipment

Any equipment preventing or controlling exposures to hazardous substances shall be maintained and tested periodically, and as required. Employees are required to make appropriate use of such equipment and report any defects without delay.

Sub-Contractors

All sub-contractors provide valid assessments for substances hazardous to health, which are to be used. The implications shall be discussed, as necessary, at a pre-contract.

Where we provide materials or substances for the use of employees or other persons we shall provide risk assessments of the materials or substances to be used.

Staff and Employees

Employees shall be provided with information as to the hazards of materials to be used or encountered, instructed in safe working methods and be trained to be able to follow the instructions. Employees shall comply with the instructions issued and co-operate with any monitoring exercises.

Health Surveillance

Health surveillance may be undertaken for specified employees. The staff concerned shall co-operate.

Record keeping

Records shall be kept of:

- Assessments issued for specific contracts
- Information, instructions and training provided
- Employees trained
- Equipment maintenance and testing (minimum 5 years)
- Monitoring data (minimum 30 years)
- Health surveillance (minimum 30 years)

2.12 Control of Noise and Vibration at Work

Control of Noise at Work Regulations 2005

Work activities will be assessed for the exposure of people to noise. Any work liable to expose any employee to noise in excess of 80 dB (A) over a working day employees will be provided with information and training. Where the level is in excess of 85 db(A) hearing protection zones will be provided, and hearing protection will be provided and must be worn.

The Control of Vibration at Work Regulations 2005

MBC Timber Frame UK Ltd. will assess the vibration risk to employees to decide if they are likely to be exposed above the daily exposure action value (EAV), or the daily exposure limit value (ELV).

Where the assessment shows employees to be above the EAV MBC Timber Frame UK Ltd. will:

- introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;
- provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk;

Where the assessment shows employees to be above the ELV MBC Timber Frame UK Ltd. will:

- take immediate action to reduce their exposure below the limit value;
- provide information and training to employees on health risks and the actions that are being taken to control those risks;
- keep a record of the risk assessment and control actions;
- keep health records for employees under health surveillance;
- review and update the risk assessment regularly.

2.13 Ventilation

Workplace (Health, Safety & Welfare) Regulations 1992

MBC Timber Frame UK Ltd. will make effective and suitable provision to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh air or purified air.

2.14 Fire and Emergency

2.14.1 General

MBC Timber Frame UK Ltd.'s fire safety policy and procedures take account of special fire hazards in specific areas of the workplace in association the storage of hazardous products and petrol in the workshop.

The local fire service inspection staff are responsible for advising on safe practices and procedures. MBC Timber Frame UK Ltd. and their staff are responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures, inspecting and testing firefighting, prevention and protection equipment.

The company with responsibility for the maintenance and testing of fire alarms and firefighting equipment is: A&E Fire Equipment Ltd. Unit 4 Bamfurlong Ind. Park, Staverton, Cheltenham. GL51 6SX Tel :01452 712021

All workers within the firm have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999), and to the director of safety.

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Director of Safety is responsible for the provision and maintenance of fire prevention and detection equipment.

Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

2.14.2 Fire Detection Equipment

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds it is the responsibility of any employee present to activate the alarm and evacuate the building.

2.14.3 Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so, and where they have been appropriately trained. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

2.14.4 Fire Doors

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

2.14.5 Fire Exits

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

2.14.6 Smoking

Smoke-free Legislation

The smoke-free law has been introduced to protect employees and the public from the harmful effects of second-hand smoke.

Key points are:

- On July 1st, 2007, the smoke-free law was introduced. It is now against the law to smoke in virtually all 'enclosed' and 'substantially enclosed' public places and workplaces. See below for definitions.
- Public transport and work vehicles used by more than one person must be smoke-free at all times.
- No-smoking signs must be displayed in all smoke-free premises and vehicles.
- Staff smoking rooms and indoor smoking areas are no longer allowed, so anyone who wants to smoke has to go outside.
- Managers of smoke-free premises and vehicles have legal responsibilities to prevent people from smoking.

If you are uncertain where you can or can't smoke, just look for the no-smoking signs or ask someone in charge.

Penalties and fines for breaking the smoke-free law

Local councils are responsible for enforcing the new law in England. If you don't comply with the smoke-free law, you will be committing a criminal offence.

The fixed penalty notices and maximum fine for each offence are:

Smoking in smoke-free premises or work vehicles: a fixed penalty notices of £50 (reduced to £30 if paid in 15 days) imposed on the person smoking. Or a maximum fine of £200 if prosecuted and convicted by a court.

Failure to display no-smoking signs: a fixed penalty notices of £200 (reduced to £150 if paid in 15 days) imposed on whoever manages or occupies the smoke-free premises or vehicle. Or a maximum fine of £1000 if prosecuted and convicted by a court.

Failing to prevent smoking in a smoke-free place: a maximum fine of £2500 imposed on whoever manages or controls the smoke-free premises or vehicle if prosecuted and convicted by a court. There is no fixed penalty notice for this offence.

2.14.7 Duty to take general fire precautions

It is the policy of MBC Timber Frame UK Ltd. to comply with the law as set out in the:

The Regulatory Reform (Fire Safety) Order 2005

The responsible person must—

- (a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and
- (b) in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

Risk assessment

The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.

2.15 Emergency Evacuation Procedure

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

The designated assembly points for each department are:

Department	Assembly Point
All Area's / Departments	Outside to the front of the building
Site Locations	As defined by the site Fire Action Notice.

Practice fire drills will be conducted every 6 months to ensure employee familiarity with emergency evacuation procedures

2.16 First Aid

Health and Safety (First Aid) Regulations 1981 (amended)

First Aid regulatory change takes effect

As of 1 October 2013, the Health and Safety (First Aid) Regulations 1981 have been amended, removing the requirement for HSE to approve first aid training and qualifications. This means that businesses now have more flexibility in how they manage their provision of first aid in the workplace.

Legislative change will take effect at midnight on 30 September 2013 and HSE approval of first aid training and qualifications will cease.

For training providers currently approved by HSE, regardless of the date of expiry that appears on their approval certificate, their approval to undertake first training will expire and will no longer be valid.

An employer will still need to make an assessment of their first aid needs to establish what provision for first aid is required. This will depend upon the workplace, taking into account, among other things, the number of employees, size, location and work activity.

First aid stations are located in areas where personnel are concentrated around the workplace. All first aid stations are clearly marked and are easily accessible by all employees during all working hours.

One person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station.

First aid kits are position at each first aid station

A list of emergency telephone numbers of doctors and hospitals available to the work site is posted next to each first aid station.

Qualified First Aid Persons are:

Name	Department
<i>Zoe Radford</i>	<i>Office</i>
<i>Anna Czeladko</i>	<i>Office</i>
<i>Kevin Blair</i>	<i>Office / Factory</i>
<i>Mark Rodway</i>	<i>Factory</i>
<i>Sam Mazlag</i>	<i>Factory</i>
<i>Jaroslav Jantoska</i>	<i>Factory</i>

Each site/site office will have a first aid appointed person and an adequately stocked First Aid kit. The appointed person must be aware of all emergency procedures to be followed in the event of an incident occurring.

Accident records are compiled and stored by the Director of Safety.

The Director of Safety is responsible for reporting cases of accident and disease to the relevant Enforcing Authority under the:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Where applicable our Consultants CCS Organisation Limited would normally carry this out using their on-line Facility to the Health & Safety Executive.

2.17 Accident & Near Miss Investigation & Reporting

It is the policy of MBC Timber Frame UK Ltd. to comply with the:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

MBC Timber Frame UK Ltd. see Accident & Near Miss investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Director of Safety or MBC Timber Frame UK Ltd.'s Consultants CCS Organisation Limited detailing:

- The circumstances of the accident or evidence of any Near Miss situations, including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.

The completed report will then be submitted to and analysed by the Safety Committee and Consultants, CCS Organisation Limited who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

2.18 Confined Spaces Operations

- [**The Confined Spaces Regulations 1997**](#) and associated Approval of Practice will be complied with.
- An assessment of the work will be made.
- If necessary Permits to Work will be obtained and signed.
- Method Statements will be available on site.
- Appropriate protective clothing and Safety Equipment will be provided and available according to need.
- Trained personnel will be used in connection with the Safety Equipment and will not work alone.
- Warning Notices and Lock Off devices will be checked.
- Weather conditions, if relevant, will be considered and if necessary, forecasting for the surrounding district arranged during operations.
- Life supporting atmospheres will be constantly monitored and means of ventilation will be arranged to ensure the quality of respirable air.
- Where adequate quality of air cannot be guaranteed, breathing apparatus will be used by trained operatives only.
- Emergency procedures will be determined and maintained with a 'Top Man' maintaining contact at all times.
- An Appointed Person with First Aid equipment will be on site to ensure personnel are fit to undertake the work.
- Adequate Decontamination and washing facilities will be available, according to need.
- Constant and competent supervision will be on site.

2.19 Office Safety

All office staff have a duty to assist in minimising the risk of accidents, ill health and fire. The following rules shall be observed:

- Tripping hazards will be minimised by properly storing materials, limiting trailing electrical cables, closing filing cabinet drawers, keeping staircases and fire exits clear;
- Manual handling and other risks will be minimised by using safe methods of lifting, and for access, and avoiding opening more than one drawer of filing cabinets at a time;
- Chemical hazards will be minimised by correctly storing cleaning and other harmful materials;
- Fire hazards will be minimised by keeping fire doors closed, fire extinguishers in place, paper and other flammable materials tidy, use of ashtrays in smoking areas, and other control measures identified in the Fire Risk Assessment complied with.
- Electrical hazards will be minimised by ensuring that all cables and connections are sound, equipment earthed and correctly fused, sockets are not overloaded, and that water is kept away from all electrical installations. Electrical equipment shall be subject to regular checks, annually and taken out of service if a fault is identified or suspected. The inspection and servicing to be carried out by competent electrician and no unauthorised person will install, repair or tamper with electrical equipment. All such inspections shall be recorded.
- Risk Assessments are to be completed as appropriate.

2.20 Health Surveillance

MBC Timber Frame UK Ltd. will ensure that all employees receive the relevant health surveillance (from Noise, COSHH, Vibration and Skin exposure) as recommended as a result of the various risk assessments/surveys conducted. Any health surveillance screening will be conducted by a competent Occupational Health Service provider.

Access to collective results from any health surveillance will be made available to employees. This will be presented to ensure that they are not specific to any individual, (not named in person).

Employees must ensure that any signs and symptoms of work-related ill health issues are reported to management at the earliest opportunity to ensure a thorough investigation can be conducted and any relevant control methods implemented.

2.21 Welfare Facilities

Where practicable the following welfare facilities will be provided on site to ensure compliance with Schedule 2 of the [Construction \(Design and Management\) Regulations 2015](#)

Sanitary Conveniences

Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places. So far as is reasonably practicable, rooms containing sanitary conveniences shall be adequately ventilated and lit.

Washing Facilities

Suitable and sufficient washing facilities shall so far as is reasonably practicable be provided or made available at readily accessible places.

Washing facilities shall include:

a supply of clean hot and cold, or warm water (which shall be running water so far as is reasonably practical); and

soap or other suitable means of cleaning; and

towels or other suitable means of drying.

Drinking Water

An adequate supply of wholesome drinking water shall be provided or made available at readily accessible and suitable places.

Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.

Changing Rooms and Lockers

Suitable and sufficient changing rooms shall be provided or made available at readily accessible and suitable places if –

A worker has to wear special clothing for the purpose of his work, and he/she cannot, for reasons of health or propriety, be expected to change elsewhere.

Facilities for Rest

Where reasonably practicable suitable and sufficient rest rooms with seats with backs or rest areas shall be provided or made available at readily accessible and suitable places

3.0 Rules for Employees

3.1 General

3.1.1 All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.

3.1.2 All employees shall immediately report any unsafe practices or conditions to the relevant authority

3.1.3 Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.

3.1.4 Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.

3.1.5 Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed in the workplace if this might jeopardise the health and safety of that person or any other person.

3.1.6 Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.

3.1.7 All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.

3.1.8 No worker should undertake a job which appears to be unsafe.

3.1.9 No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.

3.1.10 All injuries must be reported to the Director of Safety or a delegated representative.

3.1.11 Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor or the Director of Safety.

3.1.12 Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.

3.1.13 No employees should use chemicals without the knowledge required to work with those chemicals safely.

3.1.14 Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

3.1.15 All employees are expected to attend departmental safety meetings.

3.2 Working Environment

3.2.1 Work sites must be kept clean and tidy.

3.2.2 Any spillage must be cleaned up immediately.

3.2.3 Waste materials and rubbish must be removed routinely.

3.2.4 All flammable waste materials must be discarded in sealed metal containers.

3.2.5 All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

3.3 Walkways, Slips, Trips & Falls

3.3.1 Walkways and passageways must be kept clear from obstructions at all times.

3.3.2 If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.

3.3.3 Trailing cables are a trip hazard and should not be left in any passageway.

3.3.4 Any change in the floor elevation of any walkway or passageway must be clearly marked.

3.3.5 Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

3.3.6 Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

3.4 Tool and Equipment Maintenance

3.4.1 Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.

3.4.2 It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.

3.4.3 All tools must be properly and safely stored when not in use.

3.4.4 No tool should be used without the manufacturers recommended shields, guards or attachments.

3.4.5 Approved personal protective equipment must be properly used where appropriate.

3.4.6 Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.

3.4.7 Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

3.5 Personal Protective Equipment

3.5.1 Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.

3.5.2 Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Director of Safety.

3.6 Manual Lifting and Moving

Manual Handling Operations Regulations 1992

3.6.1 Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.

3.6.2 The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.

3.6.3 When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.

3.6.4 The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.

3.6.5 Employees should not attempt to lift or move a load which is too heavy to manage comfortably.

3.6.6 Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.

3.6.7 When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

3.7 Abrasive Wheels

3.7.1 Abrasive wheels may be fitted to machines only by a competent person appointed in writing by the company to do so. The names of such person will be entered in the abrasive wheels register, individual site foreman who are identified as a competent person will be in possession of a copy of the Abrasive Wheels register.

3.7.2 Persons using abrasive wheels must wear appropriate eye protection at all times.

3.8 Plant Machinery & Vehicles

3.8.1 Kevin Blair is responsible for all Company transport, plant and machinery. In addition to statutory requirements, he will ensure that all vehicles and machines, etc. are inspected at set intervals to be determined by the type of vehicle or machine and the use to which it is subjected, records kept of all such inspections and necessary action to be remedy defects found.

3.8.2 Operators of machinery will be appointed by the person in charge, who will ensure that they are fully instructed in the safe operation of the equipment and competent in its use.

3.8.3 Drivers and operatives will inspect vehicles and machines before commencing each day's work and report defects to their immediate supervisor. Vehicles or machines considered to be unsafe must not be used until remedial action has been taken.

3.8.4 Drivers must ensure that vehicles are not overloaded, that loads are properly secured, that projections are properly marked and do not exceed legal limits.

3.8.5 Person in charge must ensure safe access for vehicles and take steps to prevent vehicles entering unsafe areas. They will, so far as possible, prevent Company vehicles operating in overloaded or dangerous conditions.

3.9 Fork Lift Trucks

Basic Forklift Categories:

- Rough terrain counterbalance lift truck
- Industrial counterbalance lift truck
- Industrial reach lift truck
- Telescopic materials handlers

3.9.1 No person may operate a fork lift unless they are over 18 years old, are trained in the operation of that category of lift truck and have been authorised by the plant manager or foreman in writing to operate that category of the truck lift.

3.9.2 Only authorised operators will be issued with keys. Keys will be removed, and machines immobilised when items of Plant machinery is unattended.

Under no circumstances will lift trucks be operated by unauthorised persons.

Attention must be given to terrain, load requirements, reach etc, when selecting lift trucks for use.

3.9.3 All overhead obstructions including power cables will be identified clearly marked and where necessary turned off, fenced and shrouded.

3.9.4 Operators will be provided with information with regard to the lift trucks capabilities and will ensure limits are not exceeded.

3.9.5 Loading will only be permitted onto structures or vehicles designed to accept such loads.

3.9.6 Access to all loading/off-loading points will be level, suitable and clear of obstructions.

3.9.7 Noise assessments will be made before lift trucks are taken into service with information and protective equipment issued to operators where necessary.

3.9.8 During refuelling and maintenance operatives will wear protective equipment as specified in the COSHH assessment manual.

3.9.9 Operators are responsible for daily maintenance, reporting of defects and accidents to the manager or foreman.

3.9.10 All forklifts will meet the requirements of the [Lifting Operations and Lifting Equipment Regulations 1998](#).

3.10 Carpenter Activities and Woodworking Machines

- Work in public places will be conducted safely and protective measures taken to ensure that members of the public are not exposed to hazards.
- Machinery will be guarded as laid down in the Provision and Use of Work Equipment Regulations 1998.
- Machinery should not be used unless operatives are competent and have been properly instructed and trained.
- Floor and working areas should be kept clear of debris and accumulation of flammable or combustible materials.
- Trestles, steps. Ladders etc. may be used to gain access to higher levels but a safe working platform must be provided.
- Tools and equipment will be kept in good condition as required this safety policy.
- Defective equipment should not be used and will be reported to supervisors to enable maintenance to be carried out immediately.
- Personal protective equipment e.g. dust masks and eye protection, to approved standards, will be supplied and must be worn.
- An assessment should be completed to ensure adequate fire precautions are taken to comply with [The Regulatory Reform \(Fire Safety\) Order 2005](#).
- First Aid arrangements will comply with [The Health and Safety \(First Aid\) Regulations 1981](#) and the Approved Code of Practice.

3.11 Road Safety

Driving Company Vehicles

- Where considered necessary, employees will be provided with company vehicles to allow them to travel to and from locations where they are required to undertake work on behalf of the Company and where agreed for their private use.
- Employees provided by the Company with vehicles for their use will at all times meet the requirements of the Road Traffic Act and follow the guidance detailed in the Highway Code.
- Employees will at all times drive courteously and in a non-aggressive manner. Employees will always plan their journeys to ensure that sufficient time is allowed for the journey taking into account prevailing weather and road conditions.
- Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual employee. Disciplinary action may be taken against employees who frequently or excessively incur penalties for breaches of road traffic legislation.

Vehicle Safety

- The Company will provide vehicles for use which are in road worthy condition, meet all current legislative requirements and fit for their intended use. Vehicles will be insured, taxed, serviced and maintained in a road worthy condition at no expense to the individual user.
- Employees provided with a company vehicle will ensure the vehicle remains in a safe and road worthy condition and servicing schedules, as recommended by the manufacturer, are adhered to. Defects are to be immediately reported to the Director responsible for safety and remedial action taken at the earliest opportunity.
- Employees will take reasonable care of the vehicle provided for their use and be responsible for its cosmetic appearance and upkeep.

Mobile Phones

- In the event of the mobile phone being activated by an incoming call or text, the Driver of the Company Vehicles is to pull over and park at a safe and convenient location and answer or return the missed call. When requiring to make a call or send a text message, the same procedures are to be adopted.

- These are strict company rules as even when driving and answering or making a call/text message, be the equipment Hands-free or not, the driver may be driving without undue care and attention, which is an unacceptable practice.

4.0 Specific Risks

4.1 Working with Lead Paint

- Lead is found in old paint work and is dangerous when heat or dry abrasive methods are used for paint stripping, as the lead in the fumes and dust is absorbed into the body of those exposed and can result in lead poisoning.
- The nature and degree of exposure to lead must be assessed before stripping of old paintwork commences.
- Where exposure to lead is unavoidable then [The Control of Lead at Work Regulations 2002](#) apply and the Approved Code of Practice must be complied with.
- All those engaged in working with lead will receive training, information and instructions as to the hazards of working with lead.
- Where lead is known to be in paintwork, required stripping, the method used to strip the paint should be such as to prevent dust or fumes being generated. (COSHH assessments will be required for chemical stripping).
- If hot work or abrasive methods are used for stripping paint, then the lead in air levels must be monitored and appropriate personal protective equipment issued and used.
- A written risk assessment should be completed and where necessary a 'Method Statement' produced.

4.2 Storage and Use of Highly Flammable Liquids (HFL)

- Containers of all highly flammable liquids will be properly identified and marked with fire hazard warning signs.
- Quantities of highly flammable liquids, less than 50 litres, may be stored in properly marked, lockable metal bins and kept locked when not in use.
- Bulk storage (more than 50 litres) of highly flammable liquids should be in securely locked cage or well ventilated, secured building, apart from other buildings and clearly marked with signs (HIGHLY FLAMMEBLE LIQUIDS), (NO SMOKING) displayed and suitable fire extinguishers provided.
- Where HFLs are used inside buildings no naked flames, spark-producing tools or smoking shall be permitted under any circumstances and suitable fire extinguishers will be provided. For further storage details see the attached leaflet INDG370 "Dangerous Substances and Explosive Atmospheres regulations 2002".
- HFL fumes and vapours must be dispersed by adequate ventilation. A flameproof motor must be used if mechanical ventilation is required to disperse fumes and vapours.
- Manufacturers, suppliers and COSHH information must always be followed when using HFLs.
- Warning notices and barriers should be used to prevent unauthorised entry into buildings or areas where HFLs are being used.

4.3 Storage and Use of Liquid Petroleum Gases (LPG)

- Liquid Petroleum Gases (Butane, Propane) are highly flammable gases that are heavier than air and when mixed with air form highly explosive mixtures. It is, therefore, essential that they are stored and used with great care.
- LPG cylinders must not be stored in buildings or shipping containers but in a compound or cage at least 4m from any building or other structures or sources of ignition. Signs must be displayed indicating the presence of LPG and prohibiting smoking. For further storage details see: - HSE Guidance Notes CHIS4 & 5, and INDG370 "Dangerous Substances and Explosive Atmospheres regulations 2002".
- LPG cylinders must always be used and stored upright and when stored they will always be segregated from oxygen cylinders, with used LPG cylinders kept separate from full LPG cylinders.
- After use, all LPG cylinders will be returned to the store.
- When being transported cylinders must be kept upright and secured. Vehicles must display warning notices, be equipped with fire extinguishers and the driver trained in emergency procedures.
- Hoses and connections between LPG cylinders and any tool or appliance will be inspected before use for leakage and comply with current safe standards.
- Under no circumstances will heat be applied to any LPG cylinder.
- When not in use gas must be turned off at the cylinder valve.

Where there is evidence of an LPG leakage the following action will be taken:

Turn off the gas at the cylinder valve.

Open all doors and windows.

Leave the area.

Inform the Site Supervisor.

DO NOT TOUCH ELECTRICAL SWITCHES OR TELEPHONES.

In the event of a cylinder catching fire DO NOT attempt to fight the fire.

EVACUATE THE AREA & CALL THE FIRE BRIGADE

4.4 Excavations and Earthworks

Excavations where necessary to prevent danger to any person will be:

- Properly supported to prevent collapse.
- Battered to the angle of repose.
- Inspected, before use, also after any event likely to have affected its strength or stability and after any accidental fall of materials, by a competent person, with entries being made in a register every 7 days.

Also

- Soil heaps should be kept low, 1.5m away from excavation, and battered to the angle of repose.
- Barriers will be fixed to prevent falls in the excavation and stop blocks used to prevent vehicles approaching too close.
- Tests will be carried out on landfill sites for gases and other contaminants.
- Safety helmets will be worn in and near excavations.
- Ladders will be available to provide access and egress. Such ladders to be secured to prevent slip or fall and inside the supported area of the excavation.
- Training on the use of laser devices will be given beforehand.
- A 'Method Statement' will be issued.
- Underground services should be traced and steps taken to protect them as advised in H.S.E. Guidance.
- The [Lifting Operations and Lifting Equipment Regulations of 1998](#) will be complied with in all respects.
- Any equipment used will comply the requirements of the [Provision and Use of Work Equipment Regulations 1998](#).

4.5 Work at Heights

Work at height will be undertaken in accordance with the **Work at Height Regulations 2005**
Citation and commencement

*1. These Regulations **may** be cited as the Work at Height (Amendment) Regulations 2007 and shall come into force on 6th April 2007*

Avoidance of risks from work at height

Regulation 6 of the Work at Height Regulations 2005

6. - (1) In identifying the measures required by this regulation, every employer shall take account of a risk assessment under regulation 3 of the Management Regulations.

(2) Every employer shall ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height.

(3) Where work is carried out at height, every employer shall take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

MBC Timber Frame UK Ltd will:

- Organise and plan work at height, ensuring that it is properly planned, appropriately supervised and carried out in a safe manner;
- Make effective provision for emergencies and rescue;
- Assess weather conditions;
- Use Competent persons;

In order to avoid risk from work at height, or prevent falls, or mitigate the consequences of a fall (using netting, airbags, fall arrest equipment, etc.)

MBC Timber Frame UK Ltd will:

- Select suitable work equipment for work at height;
- Use ladders only where justified for low-risk, short duration work (in conjunction with a management system for checking ladder integrity, managing stability, etc.) considering:
 - Working conditions
 - Distance to be negotiated
 - Distance and consequences of a fall
 - Duration and frequency of use
 - Rescue
 - Installation and removal risk

4.5.1 Roof work

Roof work is dangerous causing one in five construction deaths. All persons should therefore be aware of the guidance given by HSE in HSG33, which will be adhered to and in particular: -

- Crawling ladders. Boards or staging will be provided for roofs more 30-degree pitch to ensure a safe boot and hand hold if necessary.
- Edge protection will be fixed where falls can occur or deemed by the contents of the risk assessments.
- Fragile roofing i.e. cement asbestos and roof lights will be barriered off or covered over and warning notices fixed.
- If necessary, staging will be provided in advance of working edge, during sheeting operations.
- Precautions will be taken to prevent materials falling on people below, either by providing fencing, barriers, fans or prohibiting entry or use of nets.
- Access will be provided by secure ladders and if necessary, access towers and hoist towers for materials.
- Tar boilers will be situated safely with LPG gas cylinders at least 3m away.
- Fire extinguishers will be available to hand where tar boilers or hot work takes place.
- Portable electrical tools will run off 110-volt supply systems.
- Precautions will be taken during inclement weather and high winds, to prevent materials falling from roofs.
- Roof trusses to be erected by a crane or other mechanical means unless it is not reasonably practicable. A safe method using manual handling is described in detail in the Risk Assessment for each individual task of this nature. A safe method of working is required for all roof work and detailed guidance will be sought from HSG33. This may include controlling the risk by use of safety nets.
- A risk assessment must be carried out for proposed roof work and where necessary a detailed 'method statement' issued.

4.5.2 Scaffolds and Scaffold Towers

Hazards

The main hazards associated with the use of scaffolding include:

Falls from height
Falling material
Collapse of structure
Unsuitable base
Overloading
Unsound materials
Unsafe access
Untrained erectors
Adverse weather conditions
Overhead cables and other obstructions

Risk Controls

- Check location for overhead electric cable hazards and other obstructions.
- Towers should be erected on firm, level ground with metal base plates and adequate timber sole plates (unless ground is concrete or similar).
- Caster wheels, if fitted, should be used on level ground and be fitted with brakes.
- Components should be correctly fitted together, and the tower kept vertical.
- Manufacturer's instructions must be followed regarding erection, especially for bracing.
- Maximum height to least base width ratio must be established from the manufacturer. This may include an allowance of outriggers where fitted.
- Wherever possible, the tower should be tied to the structure using secure points. This applies especially in windy or exposed conditions.
- When moving a tower, no personnel or loose materials should be on the platform. Always apply pressure at or near the base of the tower.
- Ladder access must be inside the tower, either vertical or inclined stair types and fixed to the narrowest side. Use of the frame members (unless specifically designed as a ladder) for climbing the tower is not permitted.
- All ladder loadings must be carried by the tower i.e. free-standing ladders must not be used, unless the tower is firmly secured to the structure and the ladder is similarly secured.

- Platforms must be fully boarded, with guard rails and toeboards, and access provided by trapdoors.
- Towers should be loaded only in accordance with manufacturer's instructions.

Planning Procedures

All work involving mobile tower scaffolds will be tendered or negotiated for taking into account relevant standards.

Ensure that mobile towers can be used safely and efficiently on site taking into account floors, ceiling heights, roof members, type of work, etc. Where there is any doubt, the Director of Safety will be consulted for advice.

Training

Training is to be provided to Supervisory staff required to carry out inspections and operatives required to erect, alter or dismantle mobile towers.

Monitoring

- Ensure all mobile towers are erected by trained operatives under direct supervision of competent person, and that no person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorized.
- Check all mobile towers before use by employees, to ensure they are in accordance with relevant standards.
- Ensure all operatives required to use mobile tower scaffolds have been instructed in safe use and movement of scaffolds.
- Ensure all mobile tower scaffolds are inspected at 7-day intervals by a competent person, and a record of the inspection made in the register Under the [Provision and Use of Work Equipment Regulations 1998](#), which will kept on site.
- If handing-over certificates are dated and issued on completion, you must ensure that scaffold complies in all respects to the description content of the hand-over certificate. Under no circumstances should you sign the weekly site register of inspection as this is the duty of the user.
- Where applicable make sure that any safety equipment such as safety helmets or harnesses are worn or used.
- It is essential that suitable clothing and footwear are worn at all times when carrying out scaffold operations.

Operatives should be aware that it is their duty under the current [Health and Safety at Work etc. Act 1974](#) to maintain a safe manner of work at all times to ensure complete safety to themselves and other affected personnel.

Dismantling

- Inspect and record prior to dismantling.
- Check that ties are in position before dismantling and remove the ties progressively as the job is stripped.
- **Do NOT bomb materials.**
- **Do NOT over stack materials on scaffold.**
- **Do NOT leave materials where they can cause an accident.**

4.5.3 Scaffolds and Trestle Platforms

- Scaffolding and mobile towers will be erected to the manufacturers instructions before use and must conform to the European Standard BS EN12811-1:2003.

(The earlier British Standard BS 5973:1993 has been withdrawn and the Health and Safety Executive will no longer acknowledge BS5973:1993 as a recognised standard for the design of tube and fitting scaffolding structures.)

- Scaffolding and mobile towers will be inspected, by a competent person, before use.
- Bay width and loading tables will be strictly adhered to.
- Scaffold incomplete notices will be displayed as required.
- Access ladders will be secured to prevent unauthorised use after working hours.
- Sheeted scaffolds will comply with the amended standards to BS5973 with regards to tying in.
- Scaffolds will be secured against bad weather conditions and short boards secured down.
- Guard rails, toe boards will be maintained in good order.
- Entries in a register for all work platforms.
- A competent person will carry out inspections.
- Sole boards, less than 1,000 square cm, will be fitted under base plates, other than on concrete or steel surfaces.
- Design drawings must be available for special scaffolds.

- Mobile towers will be moved from the base, only when reduced in height as per the manufacturer's instructions.
- No persons permitted to remain on platforms during the moving and repositioning of the tower.
- For mobile towers, the height to base ratio must not exceed manufacturer's instructions or 3.5:1 inside buildings or 3:1 outside buildings.
- For static towers the height of base ratio should be 4:1 inside buildings and 3.5:1 outside buildings.

4.5.4 Control Measures using (MEWP's) Mobile Elevating Work Platforms

- Check location for overhead electric cable hazards and other obstructions.
- Not to use M.E.W.P. where it will be exposed to a wind speed of more than 30 mph.
- Ensure when used on an adjacent to a public highway that the area is coned off and traffic warning signs are in place together with any necessary traffic diversions.
- Keep the machine within the operating area or envelope.
- Ensure safety harnesses are attached to the fixed point of the equipment.
- Ensure that the ground is firm enough to support the item of plant and that the machine will not drive over any of the following obstacles or hazards:

Potholes
Open Drains
Lightweight inspection covers
Uncompacted drainage trenches
Differences in levels
Discarded waste timber with nails

- Always ensure that the machine is parked correctly after use and the keys are removed.
- **NEVER JUMP FROM THE MACHINE ALWAYS USE THE STEPS AND HANDRAILS PROVIDED.**
- Check correctly inflated tyres
- Fixed and adjustable guard rails are in position
- Correct operating oil and water levels

- Ensure a clear working area
- Always ensure that the operator is trained and competent to operated the item of plant provided

4.4.5 Safe Access

- Access will be provided to ensure that all personnel can reach their places of work safely.
- Walkways will be kept free from obstruction, including stairs, ramps, roadways and path.
- Edge protection will be provided where it is deemed necessary by a relevant risk assessment.
- Manholes, trenches and openings will be provided with covers or fenced off. Holes in floors will be securely covered with 'Hole Under' marked thereon.
- Public access will be clearly defined, and sign posted.

4.5.6 Ladders

- Class 1 Industrial Heavy Duty or Class 2 Light Trade Ladders and steps will be provided and be free from defect.
- Ladders must be secured at the top at each stile by lashing or proper clamps. If not practicable they can be staked at the base footed or weighted down.
- Ladders must be pitched out near to 1:4 angle as possible and must rise at least 1.05m above a place of landing or secured alongside an upright handhold.
- Ladders and steps should be free from obstruction at the base area and should be pitched plumb, either with a levelling device or a prepared base.
- One person at the time only should be allowed on a ladder.
- Heavy materials or tools will not be carried, either ascending or descending ladders.
- Ladders must be pitched with the reinforcement either under the rungs or facing the building.
- Overhead cables will be identified and rendered safe, when using ladders.
- Guidance contained in HSE publication INDG402 Ladders will be adhered to.

4.6 Asbestos

The Control of Asbestos Regulations 2012

- Care must be taken when on or adjacent to a heating equipment or pipework which may be insulated with Asbestos Containing Materials (ACM's) or any building material which may contain asbestos. No such known or suspected material is to be worked on, removed or dealt with in any way until an analysis of the materials has taken place and a specific assessment has been made to carry out the necessary work in safety.

The Company's policy is to engage the services of a licensed contractor for all work which relates to licensing operations concerning asbestos

4.7 Electrical Equipment and Work

- All electrical work will be carried out in compliance with current legislation and guidance given by The Health and Safety Executive.
- If C.D.M. Regulations are applicable then information in respect of Electrical Matters to be made available to Clients, Principal Designers, Designers and Principal Contractor. A channel of communication to be established to facilitate this in a positive and effective manner.
- In other cases, interested parties should be advised of any Electrical Activities which effect Health and Safety of any person. Before work is carried out on site the site management must be informed of any such activities.
- All electrical work is to be carefully planned. This is to ensure that only suitable equipment is selected and an adequate/safe power supply is provided.
- If existing power supplies are present they will be the subjects of any survey by a suitably qualified person to ensure they are safe before work commences.
- On larger sites any existing or new fixed supply is not to be used to supply contractor's equipment during construction work.
- All electrical work will be the subject of a Risk Assessment by a competent person who is aware of current legislation and advice on this subject and is familiar with the hierarchy of Risk Control, which underlies the modern approach of Health and Safety Management.

- This Risk Assessment will normally be recorded in writing and where necessary will specify the need for a Method Statement. This may include the provision of a Permit to Work System.
- Electrical installations will only be made by qualified and competent persons who will issue certificates on completion of work, which will remain on site.
- All electrical distribution systems on a construction site will be re-tested every 3 months or more often as experience dictates. This will, where possible, be done by an electrician other than those doing the construction work.
- All portable electrical equipment will be tested by qualified persons at yearly intervals and on site at 3 monthly intervals and certificates of test issued.
- Only electrical equipment which has been tested and for which certificates of test are in force as at the item identified above will be permitted to be used.
- Electrical equipment or supplies will not be used in such manner or misused so as to cause danger or injury.
- Electrical installations or equipment which may be exposed to mechanical damage, inclement weather or harmful conditions will be constructed and protected so as not to cause danger or injury to operatives or other persons.
- All persons who use electrical equipment should be given basic training to enable them to carry out visual inspection.
- Only 110-volt electrical equipment will be used so far as practicable on construction or civil engineering sites, unless requirements to further reduce equipment is specified.
- If main voltage equipment is to be used then the precautions shown in the current HSE guidance is to be strictly adhered to.
- Where overhead power lines are likely to cause a danger the area electrical authority will be consulted and their advice in compliance with the HSE guidance will be followed.

NB If necessary a Permit to Work system will be instigated.

4.9 Hot Work

- Hot work results from equipment utilising a naked flame or generating heat and sparks and all such work is to be the subject of an assessment. If it is considered foreseeable that accidental injury or damage is likely to occur as a result of the hot work, a hot work permit system will be employed.
- An appropriate fire extinguisher is always to be positioned adjacent to the area of any hot work.

5.0 Contractors

- All contractors working on Company premises or sites will be given a copy of this Health & Safety Policy Document and compliance with it shall become an integral part of their contract. They are bound by the provisions contained in it; especially the safety rules and they shall abide by it and undertake to make it known to all their employees working on our premises or plant.
- Other employees sharing our premises or sites will be made aware of this Policy document and relevant assessments.
- The company may request sub-contractors to provide it with copies of their current health & safety policies. Assessments, method statements, training records and insurances before contracts are awarded or as work progresses.
- Anyone known to be under the influence of alcohol and/or drugs shall not be allowed to work while in that condition. Persons found to be displaying symptoms of alcohol or drugs abuse will be suspended immediately and subject to further disciplinary procedures.
- The consumption of alcohol during working hours or on Company premises, sites or workplaces is not permitted.
- All employees must adhere to the smoking policy in force at their place of work.
- Employees shall not handle any electrical equipment or machinery in a manner not within the scope of their duties unless they have received specific instructions to do so. Electrical appliances and apparatus are only to be operated by those who have been trained in their use.
- Cartridge tools are provided by the Company and only authorised personnel are to operate them. No person under the age of 18 years is permitted to use any such tools.

- All electrically powered tools for use in installation work will be used with a low voltage (110 volts) transformer.
- Where mobile or heavy plant additional to the Company's own equipment is required, the policy is to engage the services of an approved contractor or operator.
- All work will be carried out so as not to endanger members of the public or visitors paying particular attention when working in occupied property and to the safety of children, the elderly, disabled or infirm.
- Equipment provided by the Company for working at heights (e.g. ladders, step ladders, trestles, mobile towers, scaffolding, mobile elevating platforms, etc.) MUST NOT be used without authority or without it being checked or inspected by the person in charge of the workplace or a competent person.

5.1 Information

The efficient gathering, evaluation and publication of information are a basic requirement for the safe operation of the Company.

Persons seeking information on established procedures and equipment or on new methods of equipment should initially consult the reference material located at Company Office.

Information and suggestions concerning any aspect of the company's safety performance gathered by personal observation, reports from outside bodies, manufacturers, publications, etc. coming to the possession of any employees should be communicated to the Director of Safety Mr. Joe Blair for evaluation, publication and inclusion in the Company reference collection.

Reports of such information should be passed through normal company channels. Urgent personal or confidential matters should be communicated to the Director of Safety.

Amendments or additions to the Company Safety Policy will be published by way of Memorandum issued by Mr. Joe Blair Director/Director of Safety, to all employees and others who are affected.

5.2 Design Safety

Those preparing designs on the company's behalf will alert clients to the duties they may have under the [Construction \(Design and Management\) Regulations 2015](#) and follow the designer's duties as defined within the Approved Code of Practice to the Regulations.

The guiding principles for designs prepared by the Company will be to design to avoid risks to health and safety so far as is reasonably practicable, to reduce risks at source where avoidance is not possible and to include relevant information with the design.

5.3 Sub- Contractors

5.3.1 All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out.

5.3.2 All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.

5.3.3 Scaffolding used by sub-contractor's employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.

5.3.4 Sub-contractor's employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised.

5.3.5 All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information on noise levels of plant, equipment or operations to be carried out by the Sub-Contractor must be provided to our Contracts Manager before work commences.

5.3.6 No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.

5.3.7 Any injury sustained, or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representative.

5.3.8 Sub-contractor's employees must comply with any safety instructions given by this Company's Site Representative.

5.3.9 Any material or substance brought to site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site. Assessment of

risk associated with any substance or process hazardous to health which will be used on the site must be provided by the Contract Management.

5.3.10 Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractor's employees to have the use of this company's facilities in which case a certificate will be issued detailing facilities provided.

5.3.11 Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.

6.0 CONSTRUCTION SITE ISSUES

6.1 The Contractors Duties

The [Construction \(Design and Management\) Regulations 2015](#)

Where the Company is to work as a Contractor under the Principal Contractor the following arrangements will apply to the operations/project for which the Company has been appointed as a Contractor. The Company will undertake to:

6.1.1 Comply with the Principal Contractors instructions and comply with the Construction Phase Plan.

6.1.2 Co-operate with the Principal Contractor and co-ordinate our activities with the Principal Contractor and other Contractors who may be affected by our operations.

6.1.3 Provide the Principal Contractor and other Contractors with assessments of risks, hazardous substances, noise and any other information concerning our activities that may have effect on their operations.

6.1.4 Inform all our Employees and Self-Employed Sub-contractors of those details in the safety plan that may affect their operations and any safety rules they are required to comply with whilst working on the construction site.

6.1.5 Provide the Principal Contractor with details of all health and safety training given to our Managers and Operatives and any other training information that the Principal Contractor may from time to time require.

6.1.6 Promptly provide the Principal Contractor with any information brought to our attention or discovered during construction work, that the Clients / Principal Designer may require for inclusion in the Health and Safety file.

6.1.7 Ensure that only authorised persons have access to the construction site and that effective measures are taken to prevent unauthorised entry to site during working hours and at any other time.

6.1.8 Ensure that our Managers attend regular site Health and Safety co-ordinating meetings during the project.

6.1.9 Ensure that all injuries, diseases and dangerous occurrences, that are reportable under RIDDOR 2013, are promptly reported to the Principal Contractors Site Management.

6.2 Employment

The company representative engaging a person for employment or having an existing employee under his supervision must ensure that:

6.2.1 The person does not suffer any illness, disability or is undergoing treatment or medication which could constitute a hazard to themselves or others when carrying out their work.

6.2.2 They are competent to carry out the work for which they are engaged or are placed under adequate supervision or given suitable training to enable their work to be safely carried out.

6.2.3 Every employee is fully conversant with the Company Health and Safety Policy and agrees to co-operate in the implementation of the Policy.

6.2.4 They are aware of first aid and emergency arrangements in their place of work.

6.2.5 All employees inform their immediate supervisor (or in the case of matters which they wish to treat as confidential, the Director of Safety) of any illness, disability or medication to which they are subject which may constitute a hazard to themselves or others in the course of their work.

6.2.6 It is a condition of employment by MBC Timber Frame UK Ltd. that all employees co-operate in the fulfilment of the Company Health and Safety Policy.

6.2.7 Alcohol and drugs must not be consumed during working hours. This includes prescription drugs that may affect an employee's perception of risk i.e. make an individual feel drowsy, any employee which is prescribed this type of drug MUST inform his foreman/management prior to commencing work. Failure to comply with this policy may be considered to be gross misconduct which could lead to an individual's dismissal.

6.3 Contracts Management

6.3.1 Understand, monitor and implementation the Health and Safety Policy of the Company and ensure that it is readily available on each site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.

6.3.2 2 Ensure that the Health and Safety Executive (HSE) is notified on Form F10 if site operations are expected to exceed 30 days and have more than 20 workers working simultaneously at any point in the project or exceed 500-man hours.

6.3.3 Ensure that CCS Organisation Limited (Health & Safety Consultants) are notified of such sites, or those of a special or particularly hazardous nature

6.3.4 The Health and Safety Policy will be reviewed by our Consultants CCS Organisation Limited on an annual basis. If the Policy requires updating or in the event of procedural changes and changes in current legislation.

6.3.5 Determine at planning stage:

- The most appropriate order and method of working.
- Provision of adequate lighting and safe method of electrical distribution.
- Allocation of responsibilities between this Company and others on site.
- Hazards arising from underground and overhead services.
- Welfare facilities required.
- Fire precautions.
- Any particular training or instruction required for site personnel.
- Temporary works provision (scaffolding, excavation support, etc.)
- Any assessment of the risk involved with the use of any substance or process hazardous to health.
- Operations which may result in noise levels where action is necessary.
- Areas on sites where safety helmets must be worn.

6.3.6 Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. Obtain Method Statements from sub-contractors carrying out high risk activities such as demolition, steel erection, asbestos removal, etc.

6.3.7 Obtain details from sub-contractors of assessments of risk associated with substances or processes hazardous to health the intended use and check that their planned control measures will provide protection to others on site.

6.3.8 Inform sub-contractors of the proposed areas on site where safety helmets will be worn.

6.3.9 Ensure, so far as reasonably practicable, that work once started is:

- Carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
- Carried out in accordance with the current legislation and other appropriate statutory requirements.
-

6.3.10 Reprimand any members of site supervisory staff for failing to discharge responsibilities satisfactorily.

6.3.11 Ensure that parents of young persons under 18 years of age are informed of the contents of this Health and Safety Policy and the contents of all Risk Assessments and Safe Systems of Work.

6.4 Site Supervision & Contract Supervisor's Duties

6.4.1 Read and understand the Company's Health & safety policy and ensure that it is brought to the notice of operatives under your control. Carry out all work in accordance with its requirements.

6.4.2 In possession of the required knowledge of current legislation applicable to the work on which your operatives are engaged and insist that these Regulations are observed.

6.4.3 Incorporate safety instructions in routine orders and see that they are obeyed.

6.4.4 Do not allow operatives to take unnecessary risks.

6.4.5 Ensure that new employees, particularly apprentices and young persons, are shown the correct method of working and all safety precautions.

6.4.6. Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment.

6.4.7 Commend operatives who, by action or initiative, eliminate hazards.

6.4.8 Do not allow 'Horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.

6.4.9 Report immediately any defects of plant or equipment.

6.4.10 Report any accident, however minor, to the Contracts manager Immediately.

6.4.11. Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner.

6.4.12 Look for and suggest ways of eliminating hazards. Bring to the notice of the Director of Safety any improvement or additions to the Company Safety policy which you feel should be made.

6.4.13 The Contract Supervisor's Duties

To monitor the implementation of the Company's Health and Safety Policy, the client's safety, method statements, risk assessments and any other statutory requirements.

6.4.12 To organise, programme and co-ordinate site work in order to minimise risks to the health and safety of site personnel, visitors to site and others who may be affected by the works, and to comply with the Company safety policy and all relevant Regulations.

6.4.13 To monitor the implementation of the Company's Health and Safety Policy, the client's safety, method statements, risk assessments and any other statutory requirements.

6.4.14 To organise, programme and co-ordinate site work in order to minimise risks to the health and safety of site personnel, visitors to site and others who may be affected by the works, and to comply with the Company safety policy and all relevant Regulations.

6.4.15 To pre-plan safe methods of work and ensure that adequate provision is made for health and safety.

6.4.16 To ensure that safe methods of work, Codes of Practice, control measures as detailed in risk assessments, method statements and all registers are agreed and in place prior to commencement of works and, if not, obtain same from the Contracts manager (commercial) or Operations Manager (Surfacing).

6.4.17 To ensure that all site records are kept up to date and accurate.
These records include :

- The Construction Phase Health & Safety plan
- Risk Assessments
- Method Statements
- Site safety Inspection Reports and Registers
- Accident Book
- Time sheets
- And any other records necessary

6.4.18 To set a good personal example to Foremen, operatives, sub-contractors and others by wearing the appropriate PPE.

6.4.19 To ensure that all Foremen and operatives are given precise instructions in respect of health and safety and safe working practices and ensure that all site personnel and sub-contractors fully understand the safe methods of work and that they are competent to carry out their given tasks.

Accident Records and any other relevant documentation.

6.4.20 To ensure that Statutory notices are displayed, or available, on site and that the Safety Policy, Construction Phase Plan, Risk Assessments, COSHH assessments, method statements, registers etc. are available.

6.4.22 To assess the risks to the health and safety of all site personnel and those who may be affected by their work, and ensure that adequate control measures are in place.

6.4.23 To ensure that members of the public who may be affected by the Company's operations are adequately protected

6.4.24 To ensure that all plant and equipment on site is safe to use and is properly Maintained.

6.4.25 To control and co-ordinate the actions of sub-contractors and others so as to avoid confusion with regard to the implementation of the Safety Policy and safe methods of working.

6.4.26 To ensure that all plant and equipment on site is safe to use and is properly Maintained.

6.4.27 To control and co-ordinate the actions of sub-contractors and others so as to avoid confusion with regard to the implementation of the Safety Policy and safe methods of working.

6.4.28 To ensure that accidents, incidents and dangerous occurrence are thoroughly investigated and reported to the Statutory Authorities within the prescribed timescale, and that those accidents/incidents etc are reported to the Contracts Director.

6.4.29 To monitor the maintenance of all relevant site safety records.

6.4.30 To ensure that all Foremen fully understand their duties and responsibilities

In respect of the organisation and co-ordination of safe methods of working, that They are provided with the necessary risk assessments, method statements, relevant Codes of Practice etc and that they enforce the recommended procedures on all site personnel, including operatives and sub-contractors.

6.4.29. To ensure that all Foremen carry out and administer their duties as detailed in The Site Foreman's Duties attached to the health and Safety policy.

6.4.30. To ensure that all site records and registers are completed fully and accurately on a daily basis, and that they are returned to the relevant Company staff/department as soon as practicable or within the prescribed timescale.

These records include:

- Time Sheets
- Day Sheets
- Variation orders
- Site Inspection Forms
- Completion Forms
- Remedial/Loss Reports
- Construction Phase Plan

6.4.31 To ensure that all plant, equipment and materials are placed on order in good time to facilitate the proper monitoring of supplies.

6.4.32 To programme and manage contracts to minimise disruption and loss due to bad weather, late deliveries, breakdowns or any other source.

6.4.33 To ensure that works are carried out in accordance with the Tender or Quotation allowance for plant, labour and materials and, where this is not possible, report this immediately to the Contracts Director, showing calculations as to the actual areas of deficiency.

6.4.34 To set a good example in respect of personal behaviour, and health, hygiene and safety practices.

6.4.35 To take disciplinary action against any Foreman who consistently fails to comply with the company's safety procedures and Policy, and to report this to the Contracts Manager (Commercial or operations manager (Surfacing)) for further action.

6.5 Sub-Contractors Duties

6.5.1 All sub-contractors will sign a declaration stating that they are conversant with the:

Health and Safety at Work etc. Act 1974, & **The Construction Design & Management Regulations 2015**

Management of Health and Safety at Work Regulations 1999, all relevant statutory provisions and **Approved Codes of Practice** that they will conduct their activities in accordance with the requirements of the Safety Policy.

6.5.2 The Special Regulations for persons under 18 years of age to all sub-contracting employees.

6.5.3 Sub-contractors will at pre-contract meetings submit Risk Assessments, Method Statements and Test Certificates to comply with Statutory requirements. No article or substance will be brought onto site, unless it is correctly labelled and in approved containers or packages.

6.5.4 Before work commences on hazardous operations a Permit to Work procedure will be adopted.

6.5.5 Operations specified at pre-contract meetings, as requiring Method Statements, will not commence until such time as the statements have been approved.

6.5.6 The Sub contractor and his representatives has the duty and the responsibility to ensure that all sub-contracting employees comply and co-operate with all Regulations and policies embodied in this Health & Safety Policy any amendments or appendices attached thereto.

6.5.7 Operators' certificates of competencies and test certificates for the various types of plant and equipment to be used will be presented to the site management before operation commences.

6.6 Special Regulations for Persons under 18 Years of Age

6.6.1 Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent person:

- 1) Mobile Plant
- 2) Lifting Appliances
- 3) Acting as slinger / banksman in lifting operation.

6.7 The Site Foreman's Duties

6.7.1 Organise and co-ordinate site work with minimum risk to health and safety, and comply with the Company Safety Policy, the Safety Plan, method statements and all relevant Regulations.

6.7.2 Ensure that methods of work, Codes of Practice, risk assessments, method statements and all registers are agreed and in place prior to commencement of works and, if not, obtain same from the Contracts Manager.

6.7.3 Ensure that all site records are kept up to date; these records to include the Construction Phase Plan, risk assessments, method statements, inspection reports and any other records necessary.

6.7.4 Ensure that all timesheets are up to date and accurate and are submitted to the office within the prescribed timescale.

6.7.5 Ensure that all operatives are given precise instructions in respect of health and safety and, further, to ensure that all operatives, site staff and sub contractors fully understand, and adhere to, safe methods of work and are competent to carry out their given tasks.

6.7.6 Ensure that the storage of plant, equipment, materials and substances is safe and complies with statutory requirements.

6.7.7 Maintain a tidy site access and egress and monitor site safety and procedures on an on-going basis.

6.7.8 Ensure that all plant and equipment on site is safe to use, properly maintained and is used for the purpose it was intended/supplied.

6.7.9 Ensure that all tools and plant issued to them are maintained in a serviceable condition and that items of small plant, e.g. disc cutters, are covered and secured inside their vehicles when not in use.

6.7.10 Control and co-ordinate the actions of sub-contractors and others to avoid confusion with regard to the implementation of the Safety Policy and safe methods of working.

6.7.11 Ensure the supply, maintenance and correct use of safety and personal protective equipment (PPE) by all operatives.

6.7.12 Ensure that all accidents are entered in the new type Data Protection Accident Book and implement the Company's reporting procedure.

6.7.13 Report all major accidents, incidents and 'near misses' to the Contracts Director or his nominated representative (RIDDOR 2013).

6.7.14 Meet and liaise with visitors and inspectors to the site and appoint a competent person to take charge during temporary absence and maintain a record of all site visitors.

6.7.15 Rectify, as a matter of high priority, all defects notified by the Safety Officer, HSE Inspector and clients' representatives.

6.7.16 Discuss with the Safety Officers any site problems in respect of health and safety.

6.7.17 Comply with Statutory Authorities.

6.7.18 Set a good example with regard to personal behaviour, and health, hygiene and safety practices.

6.7.19 Closely supervise young persons and new entrants, ensure that they have read and understood the contents of the risk assessments relevant to their tasks, and ensure that adequate induction training is given.

6.7.20 Ensure that all operatives are given information, instruction and proper supervision and to ensure the safe and correct use of plant and equipment they are operating.

6.7.21 Ensure that daily maintenance is carried out on all plant and equipment in accordance with the manufacturers' instructions.

6.7.22 Ensure that all operatives report all defects in plant, equipment, tools, PPE etc and report all injuries, accidents and damage to persons or property to the Contracts Manager.

6.7.23 Ensure that all Plant Operators have the necessary statutory registers, where required, and that these are kept up to date.

6.7.24 Take disciplinary action against operatives who consistently fail to comply with the Company's safety procedures and Policy and to report this to the Contracts Manager immediately for further action.

6.8 The Operative's Duties

6.8.1 Comply with the Company's Safety Policy, risk assessments & method statements.

6.8.2 Inform the Contracts Director, or his nominated representative, if they suffer from any allergy or other health problems which may affect their ability to carry out their given tasks, including manual handling.

6.8.3 Inform the Contracts Director, or his nominated representative, if they are receiving treatment or medication for an illness or disability which may affect their ability to carry out their given tasks, including manual handling.

6.8.4 Inform the Contracts Director, or his nominated representative, of any previous training undertaken and provide such proof as is necessary.

6.8.5 Ensure that their timesheets are up to date and accurate, and to report any discrepancies or entries which may result in overpayment to the Foreman or Contracts Manager immediately.

6.8.6 Be aware of notices displayed in the workplace which offers information and advice.

6.8.7 Use tools, equipment, materials, substances, safety and protective equipment correctly, and not misuse.

6.8.8 Use tools and equipment in good condition and report defects to the Foreman.

6.8.9 Ensure that all tools and plant issued to them are maintained in a serviceable condition and that items of small plant, e.g. disc cutters, are covered and secured inside their vehicles when not in use.

6.8.10 Report any accidents, injuries, dangerous occurrences or dangerous conditions to the Foreman.

6.8.11 Take care of their own health and safety and that of others who may be affected by their work.

6.8.12 Avoid improvised arrangements which may prejudice their own health and safety or that of others, and suggest safe ways of eliminating hazards.

6.8.13 Not to operate any plant or equipment unless authorised to do so.

6.8.14 Refrain from travelling as a passenger in or on a vehicle which has not been fitted with a passenger seat (s) and to wear seatbelts where fitted.

6.8.15 Observe, and comply with, all warning notices and instructions received in respect of the site and personal behaviour.

6.8.16 Ensure that guards are in position whilst plant and portable tools are in use.

6.8.17 Switch off, immobilise and secure unattended plant, and dismount from dumpers whilst loading is in progress.

6.8.18 Wear, maintain and use correctly appropriate clothing and personal protective equipment conducive to work, and report unserviceable items to the Foreman.

6.8.19 Report defective plan, vehicles and equipment to the Foreman, and do not use until repaired.

7.0 Protection of the Environment

- We will endeavour to conduct our undertaking in such a way that adverse effects to the environment will be avoided or minimised so far, as reasonably practicable.
- Employees will be informed on all environmental aspects and issues as they affect our undertaking, and standard operating practices will be employed to control the pollution of the working and general environmental from noise, dust and hazardous substances.
- Due care and attention will be given to the protection of all waste courses from spillage and wastes arising from our workplaces.
- All waste materials from site will be handled by registered waste carriers in accordance with the 'Duty of Care' Requirements contained in the [Environmental Protection Act](#).

8.0 Corporate Manslaughter and Corporate Homicide Act 2007

The offence

1. - (1) An organisation to which this section applies is guilty of an offence if the way in which its activities are managed or organised –
 - (a) causes a person's death, and
 - (b) amounts to a breach of a relevant duty of care owned by the organisation of the deceased
- (2) The organisation to which this section applies are
 - (a) a corporation
 - (b) a department or other body listed in Schedule 1
 - (c) a police force
 - (d) a partnership, or a trade union or employers' association, that is an employer
- (3) An organisation is guilty of an offence under this section only if the way in which its activities are managed or organised by its senior management is a substantial element in the breach referred to in subsection (1).
- (4) For the purpose of this Act –
 - (a) "relevant duty of care" has the meaning given by section 2, read with sections 3 to 7;
 - (b) a breach of a duty of care by an organisation is a "gross" breach if the conduct alleged to amount to a breach of that duty falls far below what can reasonably be expected of the organisation in the circumstances;
 - (c) "senior management", in relation to an organisation, means the persons who play significant roles in –
 - (i) the making of decisions about how the whole or a substantial part of its activities are to be managed or organised, or
 - (ii) the actual managing or organising of the whole or substantial part of those activities
- (5) The offence under this section is called;
 - (a) corporate manslaughter, in so far as it is an offence under the law of England and Wales or Northern Ireland;
 - (b) corporate homicide, in so far as it is an offence under the law of Scotland.
- (6) An organisation that is guilty of corporate manslaughter or corporate homicide is liable on conviction on indictment to a fine.
- (7) The offence of corporate homicide is indictable only in the High Court of Justiciary

Relevant duty of care

Meaning of “Relevant duty of care”

2-(1) A “relevant duty of care”, in the relation to an organisation, means any of the following duties owed by it under the law of negligence –

- (a) a duty owed to its employees or to other persons working for the organisation, or performing services for it;
- (b) a duty owed as occupier of premises
- (c) a duty owed in connection with –
 - (i) the supply by the organisation of goods or services (whether for consideration or not),
 - (ii) the carrying on of an organisation of any construction or maintenance operations,
 - (iii) the carrying on by the organisation of any other activity on a commercial basis, or
 - (iv) the use or keeping by the organisation of any plant, vehicle or other thing:
- (d) a duty owed to a person who, by reason of being a person within subsection (2), is someone for whose safety the organisation is responsible.

9.0 Health and Safety Offences Act 2008

The Health and Safety Offences Act 2008, a new piece of legislation that will give courts greater powers of sentencing and increase fines for those who breach health and safety legislation gained Royal Assent on 16th October. It will come into force in January 2009. The Act amends Section 33 of the Health and Safety at Work etc Act 1974 and raises the maximum penalties available to the courts in respect of certain health and safety offences.

The Act widens the range of offences for which an individual can be imprisoned and increases the maximum penalties that can be imposed for health and safety regulation breaches, from £5,000 to £20,000 in the lower courts. Sentences can now be more easily set at a level that will deter businesses that do not take their health and safety management responsibilities seriously and further encourage employers and others to comply with the law.

Furthermore, by extending the £20,000 maximum fine to the lower courts and making imprisonment an option, more cases will be resolved in the lower courts so that justice will be more expedient, less costly and more efficient. Whereas in the past there were more limited options, jail sentences for particularly blameworthy health and safety offences committed by individuals, can now be imposed reflecting the severity of such crimes.

There are no changes to the existing legal duties of businesses and the HSE have made it clear that their enforcement policy will target “those who cut corners, gain commercial advantage over competitors by failing to comply with health and safety law and who put workers and the public at risk.” Good employers and managers have nothing to fear.

Summary of New Penalties Under the Act:

Current Maxima:

£5k or £20k for summary offence in lower courts, depending on offence; **unlimited fine** for indictable offence;

imprisonment not available for most offences (but up to 6 months in magistrates court / 2 years in Crown Court for few offences e.g. failing to comply with a prohibition notice or breaching a licensing requirement).

New Maxima:

£20k fines in lower courts for nearly all summary offences, unlimited fines in higher courts;

Imprisonment for nearly all offences – up to 12 months [Footnote 1](#) in Magistrates Courts and 2 years in the Crown Court.

There are strict guidelines which are observed by the regulators in their approach to the prosecution of health and safety offences. The HSE Enforcement Policy Statement. makes it clear that prosecutions should be in the public interest and where one or more of a list of circumstances apply. These include:

- where, death was a result of a breach of the legislation;
- there has been reckless disregard of health and safety requirements;
- there have been repeated breaches which give rise to significant risk, or persistent and significant poor compliance; or
- false information has been supplied willfully, or there has been intent to deceive in relation to a matter which gives rise to significant risk.

Prosecutions of individuals by health and safety regulators are not undertaken lightly. Any prosecutions of individuals are subject to the same strict considerations set out above and are only taken if warranted, and not in lieu of a case against their employer.

1. To be read as a reference to a term not exceeding **6 months** until the coming into force of section 154(1) of the Criminal Justice Act 2003. At present, there are no Government plans to "switch on" this clause.

10.0 The Construction (Design and Management) Regulations 2015 (CDM 2015)

MBC Timber Frame UK Ltd. will comply with the Construction (Design and Management) Regulations 2015 (CDM 2015) came into force on 6 April 2015, replacing CDM 2007.

The Construction (Design and Management) Regulations 2015 (CDM 2015) came into force on 6 April 2015, replacing CDM 2007. The attached publication provides guidance on the legal requirements for CDM 2015 and is available to help anyone with duties under the Regulations.

It describes:

the law that applies to the whole construction process on all construction projects, from concept to completion

what each duty holder must or should do to comply with the law to ensure projects are carried out in a way that secures health and safety

CDM 2015 is subject to certain transitional provisions which apply to construction projects that start before the Regulations come into force and continue beyond that date.

11.0 The Waste (Meaning of Recovery) (Miscellaneous Amendments) Regulations 2016

MBC Timber Frame UK Ltd. will comply with the Waste (Meaning of Recovery) (Miscellaneous Amendments) Regulations 2016.

These Regulations may be cited as the Waste (Meaning of Recovery) (Miscellaneous Amendments) Regulations 2016 and come into force on 3rd August 2016.

12 CODE OF PRACTICE

12.1 Introduction

In addition to their statutory obligations MBC Timber Frame UK Ltd. has adopted a number of codes of practice in order to set and maintain a high standard of health and safety in its own undertakings.

- 12.1.1 The following Code of Practice (COP) has accordingly been drawn up by CCS Organisation Limited in order to provide instructions for contractors & employees undertaking work on site for MBC Timber Frame UK Ltd.
- 12.1.2 The main purpose of this COP is to ensure that all work is performed in such a manner as to be safe for all employees, contractor's employees, visitors to site and members of the public.
- 12.1.3 This COP is not to be regarded in anyway as relieving contractors & employees of their statutory responsibilities or their responsibility to avoid accidents. Neither is the COP intended to restrict or impede the way in which work is performed.

12.2 Consultation Prior to Commencement of Contract

- 12.2.1 Before any contract work begins, a responsible person representing the contractor shall discuss with a representative of MBC Timber Frame UK Ltd. the health and safety precautions necessary to ensure, so far as is reasonably practicable, that all works are undertaken safely.
- 12.2.2 No work of any kind is to be started until the Certificate of Acknowledgement (at the front of this document) has been completed and returned to the Principal Contractor MBC Timber Frame UK Ltd.
- 12.2.3 The Certificate of Acknowledgement ensures that the contractor agrees to work in accordance with the requirements of this COP, relevant legislation Approved Codes of Practice (ACOP), guidance notes and best practice

12.3 Responsibilities of Client / Principal Contractor

12.3.1 Client / Principal Contractor are to ensure that:

- a) The site where work is to be undertaken is clearly defined.
- b) Any information concerning significant hazards in the possession of Client / Principal Contractor is fully communicated to the contractor prior to work commencing.
- c) Additional copies of this COP are made available to the contractor.
- d) The precautions required in this COP and any additional control measures, which the contractor or his representatives are instructed by the Client / Principal Contractor to take, are fully observed
- e) All contractors are made aware of the fire and other emergency evacuation procedures relevant to the site being worked on
- f) Appropriate arrangements are in place to co-operate and co-ordinate with

contractors and affected occupiers of premises regarding welfare and First-aid facilities, emergency procedures and other health and safety matters affecting contract works.

- 12.3.2 If during the course of work, Client / Principal Contractor observes someone disregarding this COP, or circumstances which represent an unacceptable level of risk, they will inform the contractor. The contractor must comply with any instructions given, for the purpose of rectifying the situation.

12.4 Access to Site

- 12.4.1 Site access arrangements must be agreed with the Client / Principal Contractor prior to work commencing; site and operative's vehicles must be parked elsewhere as directed.
- 12.4.2 Careful consideration must be given to ensure the health and safety of visitors and customers etc. who may need to gain access to the site.
- 12.4.3 Contractors must adhere to all site rules of entry to and exit from MBC Timber Frame UK Ltd. sites.

12.5 Accident Reporting

- 12.5.1 Contractors shall comply with the requirements of the [Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013. \(RIDDOR\)](#)
- 12.5.2 Reportable accidents and dangerous occurrences are notified to the Health & Safety Executive by CCS Organisation Limited using their online facility, or direct by MBC Timber Frame UK Ltd.
- 12.5.3 Written notification must be made to the Health & Safety Executive, within 10 days, on the prescribed F2508 form, for all reportable accidents and dangerous occurrences.
- 12.5.4 All reportable accidents and dangerous occurrences under RIDDOR 2013 must also be brought to the attention of the Principal Contractor as soon as is practicable.
- 12.5.5 All accidents must be recorded in the site new type accident book which conforms with the data protection act

12.6 Asbestos

- 12.6.1 All contractors should have a general awareness of where asbestos is likely to be found in its various applications.
- 12.6.2 If the presence of asbestos is suspected the Principal Contractor must be informed without delay. If the suspected asbestos is going to be affected by the construction work all work in the vicinity must cease immediately.
- 12.6.3 Asbestos removal shall only be undertaken by a licensed contractor in accordance with [The Control of Asbestos Regulations 2012](#)

12.7 Cleanliness & Housekeeping

- 12.7.1 Contractors are expected to keep their areas of work as clean and tidy as practicable at all times.
- 12.7.2 Scrap, trash and other waste must be placed in appropriate containers.
- 12.7.3 Tools and work areas must be cleaned up as the job progresses and walkways kept clear and free of obstruction.
- 12.7.4 Materials, tools and equipment shall be either tied, stacked, chocked or stored in an appropriate manner to prevent rolling or falling etc. and causing injury. All hazardous substances must be stored in a safe and appropriate manner.
- 12.7.5 Clear access to work areas must be maintained at all times.

12.8 Confined Spaces

- 12.8.1 Any contractor proposing to work in a confined space, must inform the Principal Contractor and agree a method statement/risk assessment on how the health and safety precautions shall operate, prior to work commencing.
- 12.8.2 A 'Permit to Work System' shall be agreed, issued by the Principal Contractor and this system shall be used for all confined space work, as defined in the [Confined Spaces Regulations 1997](#).
- 12.8.3 Contractors must ensure that appropriate emergency procedures are in place for the immediate rescue of persons working in confined spaces.

12.9 Demolition

- 12.9.1 Contractors should note that demolition works may invoke the full requirements of the [Construction \(Design & Management\) Regulations 2015](#)
- 12.9.2 Prior to any demolition work the Client / Principal Contractor must be informed.
- 12.9.3 Adequate steps must be taken to plan the demolition or dismantling work to ensure the safety of all persons potentially affected.
- 12.9.4 Particular care and attention shall be given to the prevention of contact with or damage to underground or overhead services.
- 12.9.5 Suitable precautions shall be taken to prevent the accidental collapse of the structure or adjoining structures / buildings.
- 12.9.6 Unauthorised access to the site must be prevented by the erection of adequate barriers / fencing and the displaying of appropriate signage.

12.10 Electricity

- 12.10.1 Contractors performing electrical work must be registered with the N.I.C.E.I.C
- 12.10.2 All contractors must be competent to perform the electrical work which they undertake.
- 12.10.3 Standards of work must be in accordance with the latest edition of the IEE Regulations and comply with the requirements of the [Electricity at Work Regulations 1989](#). and the [Low Voltage Electrical Equipment \(Safety\) Regulations 1989 SI 1989/728 amended by SI 1994/3260](#) This includes temporary installations.
- 12.10.4 All hand tools should be 110v or 240v attached to a Residual Current Device (RCD) and regularly maintained to ensure they operate safely.
- 12.10.5 Where flexible cables and extension leads are used they shall be of an appropriate length. Additionally, they must be regularly checked for signs of damage and deterioration.
- 12.10.6 Cables and leads must be routed safely so as not to pose a tripping hazard.

12.11 Excavations

- 12.11.1 All excavation works shall be undertaken in a safe manner and in accordance with the relevant legislation and HSG47 "Avoiding danger from underground services" and HSG 185 "Health and safety in excavations"
- 12.11.2 Before any work involving excavations is performed every effort must be made to identify the presence of underground services. Where these are identified their location shall be clearly marked. (Underground services include electricity, gas, water, telecommunications cables & drains etc.)
- 12.11.3 To prevent persons, plant or materials from falling into excavations, shafts and pits etc. suitable fencing / barriers shall be provided. Traffic cones are not considered suitable barriers for guarding excavations and other openings.
- 12.11.4 During the hours of darkness, all excavations shall be suitably illuminated by a sufficient number of warning lamps. These lamps shall be maintained in working order and checked on a daily basis.
- 12.11.5 Areas surrounding excavations shall be kept clear of all debris and other waste materials.
- 12.11.6 Loose materials must not be allowed to obstruct roadways, paths, gangways or public open spaces.
- 12.11.7 Contractors shall ensure that excavations are inspected by a competent person prior to the start of each work period.

12.12 Fire Precautions

- 12.12.1 All contractors and their employees shall ensure they familiarise themselves with the fire procedures relevant to where they are working.
- 12.12.2 Means of escape in case of fire must be kept clear at all times
- 12.12.3 When "Hot Work" is being performed suitable precautions, including portable firefighting equipment must be provided by the contractor, in accordance with HSE Guidance.
- 12.12.4 There must be no smoking in areas where it is prohibited and must be observed at all times.

12.13 First – Aid

- 12.13.1 Contractors are responsible for providing their own first-aid equipment and facilities for use by their employees.

12.14 Gas

- 12.14.1 No contractor shall perform gas works or work on gas installations, fittings or storage vessels unless they are a member of a class of persons approved by the Health & Safety Executive. (i.e. GAS SAFE registered) or equivalent German registration.
- 12.14.2 Competence for all gas works shall be in accordance with the ACOP 'Standards of Training in Safe Gas Installation'.

12.15 Hazardous Substances

- 12.15.1 Appropriate control measures must be in place when working with substances hazardous to health. This includes strict adherence to manufacturer's data sheets and the producing of hazardous substances assessments.

12.16 Highly Flammable Liquids & Liquefied Petroleum Gas

- 12.16.1 Work with highly flammable liquids and liquefied petroleum gas (LPG) shall only be undertaken by suitably trained and competent personnel.
- 12.16.2 The necessary safety arrangements for work involving the use of LPG shall be agreed with the relevant Contracts Manager prior to work commencing.
- 12.16.3 Highly flammable liquids and LPG cylinders should always be handled with care and must not be misused or abused.
- 12.16.4 Oxygen and LPG cylinders must be stored separately. LPG cylinders must never be used or stored in a horizontal position. Cylinders should be chained in place on an appropriate trolley.
- 12.16.5 All gas cylinders must be correctly shut off and securely stored outdoors when not in use. Flexible hoses shall be regularly checked for signs of damage and wear.

- 17.16.6 LPG cylinders shall not be used below ground level as any leakage of gas will collect at the lowest point.

12.17 Lifting Operations

- 12.17.1 All lifting operations must be performed strictly in accordance with the provisions of [The Lifting Operations & Lifting Equipment Regulations 1998](#).
- 12.17.2 Contractors shall produce, if requested, the appropriate statutory inspection reports / certificates for lifting machinery.
- 12.17.3 Operators of cranes or lifting machinery shall be competent persons who have received appropriate training and certificates of proof.
- 12.17.4 Detailed information regarding how lifting operations are to be undertaken must be available and agreed before work commences.
- 12.17.5 The ground on which the crane or lifting machine is located shall be stable and suitable to withstand the weight imposed.
- 12.17.6 Contractors shall ensure that no part of the crane or lifting machine is liable to impinge upon or come into contact with overhead gantries, cables, pipelines or electrical conductors.
- 12.17.7 All chains, ropes or cables used for lifting operations shall be of adequate strength and properly maintained.
- 12.17.8 During lifting operations appropriate precautions, including the erection of barriers and signage, must be provided to ensure that unauthorised persons are prohibited from entering the work area.

12.18 Noise

- 12.18.1 Where ear protection zones have been identified on site, all contractors shall comply with the requirements to wear hearing protection. Attention is drawn to the Code of Practice and legislation [The Control of Noise at Work Regulations 2005](#)

12.19 Permits to Work

- 12.19.1 Permits to Work (PTW) are formal procedures put in place to ensure the safety of personnel performing hazardous operations or activities.
- 12.19.2 Where a requirement for a PTW has been identified for specific areas or operations, contractors shall ensure that they obtain the relevant PTW and comply with its conditions for the time it is in force.

12.20 Personal Protective Equipment

- 12.20.1 Contractors shall ensure that their employees are provided with and wear appropriate personal protective equipment (PPE) when this is required as set out in [The Personal Protection Equipment at Work Regulations 1992](#)
- 12.20.2 All sites require the mandatory wearing of certain PPE including safety helmets, safety shoes, hearing protection & high visibility jackets etc.
- 12. 20.3 Client / Principal Contractor reserves the right to insist on the removal from site of any individual not complying with site rules regarding the mandatory wearing of certain PPE

12.21 Site Security

- 12.21.1 All visitors to construction sites, including deliveries, must report to the site office. Clear instructions must be displayed requiring this action at the entrance to the site.
- 12.21.2 Fencing and barriers shall be erected, and adequate warning signage displayed to deter intruders from accessing the site.
- 12.21.3 Repairs to damaged fencing, barriers and signage must be carried out as soon as they are identified.
- 12.21.4 Construction sites shall be checked at the end of each working day and reasonable steps taken to ensure the site is safe and secure against unauthorised access.

12.22 Sub – Contractors

- 12.22.1 The contractor shall ensure that any sub-contractor appointed is made aware of the contents of this COP and complies fully with its requirements.

12.23 Training

- 12.23.1 Contractors must ensure that all their employees are competent to perform safely the work they have been contracted to undertake. Also that they have been trained in accordance with any relevant legislative requirements.

12.24 Vehicles and Traffic Routes

- 12.24.1 Contractors must adhere to specified site speed limits when driving MBC Timber Frame UK Ltd. 's sites
- 12.24.2 When on site all contractors must drive carefully and with due regard to the presence of members of the public especially children.
- 12.24.3 All contractors must strictly comply with any regulated access/egress routes or one way systems in force on or adjacent to the site.

12.25 Waste Disposal

- 12.25.1 All waste shall be disposed of in a controlled manner and in accordance with the [Environmental Protection Act 1990](#) and any other relevant legislation.
- 12.25.2 No waste or rubbish shall be permitted to be burnt on site.

12.26 Work at Heights

- 12.26.1 Scaffolding shall only be erected, modified or dismantled by competent personnel, under the supervision of an experienced and competent person, in compliance with the relevant legislation. [The Work at Height Regulations 2005](#)
- 12.26.2 All scaffolding used must provide adequate working space and be constructed from materials which are suitable and of appropriate strength.
- 12.26.3 Scaffolding must not be used until its construction is complete and it has been inspected and certificated by a competent person in accordance with the relevant legislation.
- 12.26.4 Incomplete scaffolding shall be clearly identified by the provision of appropriate warning signs displayed in a prominent position on the scaffold.
- 12.26.5 Scaffolding shall be inspected prior to use, after substantial addition, dismantling or alteration, at regular intervals not exceeding seven days and after any event likely to have affected its strength or stability e.g. high winds.
- 12.26.6 Particular attention must be given to the provision of guard rails and toe boards at working platforms, workplaces and gangways etc. so as to prevent falls of persons, objects, tools or materials.
- 12.26.7 Suitable edge protection shall be provided where a person can fall from a height. Where work is carried out at height, every employer shall take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.
- 12.26.8 No articles are to be thrown or dropped from heights, but must be lowered in an appropriate and safe manner or via a properly constructed chute.
- 12.26.9 Ladders shall be used in a safe manner and only for short-term work.
- 12.26.10 Contractors and their employees shall ensure ladders are adequately secured to prevent them from slipping.
- 12.26.11 Contractors must not overreach or carry excessive loads when using ladders.
- 12.26.12 Ladders must not be left unattended on site, where it is not practicable to remove them, suitable measures must be taken to prevent unauthorised persons from using them. e.g. removal to the first lift or boarding.
- 12.26.13 The presence and location of fragile roofs shall be clearly identified by suitable warning signs.
- 12.26.14 Access onto fragile roofs shall be strictly controlled and restricted to authorised personnel

only.

12.26.16 During the construction and maintenance of roofs, where there is a likelihood of persons falling, the Client / Principal Contractor would expect to see the use of safety nets where this is reasonably practicable or the introduction of Bean or Air Bag systems

NB: Fencing and barriers shall be erected, and adequate warning signage displayed to deter intruders, especially children, from accessing the site and ascending scaffolding.

These measures shall include, erection of 'Herras18' type or close board fencing and removal of ladders from the first lift of the scaffold as appropriate

13.0 Working safely during the coronavirus (COVID-19) outbreak

It is the policy of MBC Timber Frame UK Ltd. to comply with the guidance give by the government on Covid 19 safe working procedures, for both their construction sites and factory/offices. Risk Assessments are in place and have been circulated to the workforce, as is Covid 19 site inductions for returning to work

1. Overview

MBC Timber Frame UK Ltd acknowledges the guidance is for employers.

It's designed to help you make your work and workplace safe (be COVID-secure). It'll help you to manage the risk associated with re-starting or running your business during the outbreak. You should start by updating your risk assessment to manage the risk of coronavirus in your business. This will help you to understand what you should do to work safely and protect people. Follow this guide for an overview of practical measures you can take. It includes help with how to maintain social distancing in your workplace, staggering shifts, cleaning and how to talk with workers.

2. Risk assessment

MBC Timber Frame UK Ltd will protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a COVID-19 risk assessment and it'll help you manage risk and protect people, these risk assessments are in place.

You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

If you have fewer than five employees, you don't have to write anything down, but it might help if you do. Find out more about managing risk and risk assessment.

The Public Health England report Disparities in the risk and outcomes of COVID-19 shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected. You should consider this in your risk assessment.

We have produced guidance to help you work safely (be COVID-secure) and manage the risk associated with running your business at this time.

It includes practical measures you can take, for example:

- putting in place social distancing measures
- staggering shifts
- providing additional handwashing facilities

3. Talk to workers and provide information

By consulting and involving people in the steps you are taking to manage the risk of coronavirus in your workplace you can:

- explain the changes you are planning to work safely
- make sure changes will work and hear their ideas
- continue to operate your business safely during the outbreak

4. Work from home

Everyone who can work from home should do so.

To help your people work from home you should:

- provide the equipment they need, for example a computer, phone and videoconferencing facilities
- keep in regular contact with them, making sure you discuss their wellbeing

5. Make your workplace COVID-secure

If through your risk assessment you have identified people who cannot work from home (for example people who operate machinery or work on a construction site), then you should consider what changes you might need in your workplace to reduce risk and make it 'COVID-secure'.

Social distancing

Where possible you should keep people 2m apart. If this is not viable, keeping 1m apart with risk mitigation is acceptable.

These are some of the things you can do:

- use floor tape or paint to mark work areas
- provide signage to remind people to keep a 2 m distance
- use screens to create a physical barrier between people
- have people working side-by-side rather than face-to-face
- limit movement of people
 - rotating between jobs and equipment
 - using lifts and work vehicles
 - in high-traffic areas like corridors, turnstiles and walkways
 - allow only essential trips within buildings and between sites

Face covering and masks

Employers must protect workers from injury or harm to health which could happen as a result of work-related activity. This includes taking reasonable steps to protect your workers and others from coronavirus (COVID-19).

During the outbreak, HSE has worked with others to develop guidance about current issues with PPE (personal protective equipment).

6. Protect vulnerable workers

As an employer, you have a legal duty to protect workers from harm. You should make sure you consider the risk to workers who are particularly vulnerable to coronavirus and put controls in place to reduce that risk.

Supporting workers in higher-risk groups

The Public Health England report *Disparities in the risk and outcomes of COVID-19* shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected. The higher-risk groups include those who:

- are older males
- have a high body mass index (BMI)
- have health conditions such as diabetes
- are from some black, Asian or minority ethnicity (BAME) backgrounds

The full findings can be found in the report.

There are currently no expectations of additional controls for these groups. But make sure your existing controls (social distancing, good hygiene and cleaning, ventilation, supervision etc) are applied stringently.

MBC Timber Frame UK Ltd will support these individuals/groups in your workforce. You should support them by ensuring that:

- you emphasise the importance of individual and wider workforce engagement, buy-in and cooperation to ensure controls are applied stringently
- they have individual discussions with their managers around their particular concerns
- you/they discuss the risk management measures you have put in place to minimise transmission to keep them, and others, safe
- you explain the controls you will put/already have in place to protect them and other workers

Clinically extremely vulnerable workers

During the coronavirus (COVID-19) outbreak, the government has defined some people as clinically extremely vulnerable (previously described as shielded).

These workers are at increased risk of severe illness from coronavirus. They cannot return to workplaces before at least 31 July 2020 in Scotland, from 1 August 2020 in England and from 16 August 2020 in Wales. After those dates, shielding will be paused and clinically extremely vulnerable workers can go to work as long as their workplace is COVID-secure, but they should carry on working from home where possible.

You can find guidance on shielding and protecting workers, explaining who is clinically extremely vulnerable, from Public Health England

Supporting clinically extremely vulnerable workers returning to work

MBC Timber Frame UK Ltd will discuss with clinically extremely vulnerable workers about their working arrangements and take every possible step to enable your workers to work from home.

When shielding is paused, where it is not possible for workers to work from home, you must regularly review your risk assessment, and do everything 'reasonably practicable' to protect those workers from harm.

It is important to explain what will be done to protect them, in making the workplace safe and COVID-secure.

By consulting and involving clinically extremely vulnerable people in the steps you are taking to manage the risk of coronavirus in your workplace you can hear their ideas and make sure changes will work, for example doing tasks where stringent social distancing guidelines can be followed. This also applies to workers living with someone who is clinically extremely vulnerable.

More advice on shielding and protecting vulnerable people on [GOV.UK](https://www.gov.uk).

Pregnant workers

During the outbreak, pregnant workers have been advised to follow stringent social distancing to reduce the risk of severe illness from coronavirus.

There is a long-standing requirement for employers to put in place measures to ensure workplace safety where a significant health and safety risk is identified for a new or expectant mother.

Some pregnant workers will be at greater risk of severe illness from coronavirus. They are defined as clinically extremely vulnerable and should stay at home where possible.

MBC Timber Frame UK Ltd will take this into account in their risk assessment.

If you cannot put the necessary control measures in place, such as adjustments to the job or working from home, you should suspend the pregnant worker on paid leave. This is in line with regulation 16(3) of the Management of Health and Safety at Work Regulations 1999.

HSE has specific, non-COVID advice for new and expectant mothers.

7. Cleaning, hygiene and hand sanitiser

Coronavirus can transfer from people to surfaces. It can be passed on to others who touch the same surfaces. Keeping your workplace clean reduces the potential for coronavirus to spread and is a critical part of making and keeping your business 'COVID-secure'.

Use signs and posters to help your workers to practice good handwashing technique and to remind them to cough/sneeze into an arm and avoid touching their faces.

Handwashing

- provide handwashing facilities with running water, soap and paper towels
- provide hand sanitiser at locations in addition to washrooms
- provide hand sanitiser nearby for people getting in and out of vehicles or handling deliveries, if they are unable to wash their hands

Make sure that surfaces remain clean. This may mean increasing the level and frequency of cleaning as well as cleaning surfaces that you may not ordinarily clean.

Clean equipment frequently

- Set clear guidance for the use and cleaning of toilets, showers and changing facilities to make sure they are kept clean and social distancing is achieved as much as possible
- Clean work areas and equipment between uses
- Frequently clean and disinfect objects and surfaces that are touched regularly
- If equipment like tools or vehicles are shared then clean them after each use

Coronavirus can transfer from people to surfaces. It can be passed on to others who touch the same surfaces. Keeping your workplace clean reduces the potential for coronavirus to spread and is a critical part of making and keeping your business 'COVID-secure'.

This guidance will help you to clean your workplace to reduce risk. You may need to increase how often and how thoroughly you normally clean, as well as cleaning surfaces that you do not normally clean.

Clean to reduce risk from coronavirus

Identify frequently touched surfaces

Doors, bannisters, buttons and anything that is frequently touched, especially if it's touched by lots of people, will need more regular cleaning than normal. Examples of frequently touched objects include:

- work surfaces like desks, platforms and workstations
- handles on doors, windows, rails, dispensers and water coolers
- common areas like toilets, reception, changing rooms, corridors and lifts
- vehicle handles, steering wheel, seat belts and internal surfaces
- control panels for machinery, control pads and switches
- computer keyboards, printers, touch screens, monitors and phones
- taps, kettles, water heaters, fridges, microwaves and cupboards
- shared equipment like tools, machines, vehicles, pallet trucks and delivery boxes
- post and goods coming in or being shipped out

Put in place measures to clean surfaces and objects after each use where possible, for example phones and conferencing facilities in a meeting room. If it's not practical to clean after each use, for example lift buttons that are used continuously throughout the day, make sure they are cleaned often.

There are 2 components in adequate cleaning regimes.

Deep cleaning

Deep cleaning is a thorough clean of all frequently touched surfaces at least once per day.

Periodic cleaning

Periodic cleaning is cleaning at different times throughout the day. Periodic cleaning can include cleaning items immediately after use as well as cleaning surfaces on a regular basis throughout a single day.

Reduce the need for cleaning

Reducing people's contact with surfaces and objects is better than relying on cleaning once contact has taken place. Think about how you can change the way you work to:

- limit movement of people around your workplace as far as possible
- reduce people's need to touch surfaces or objects

Ways you could limit movement or reduce people's need to touch object that you can consider include:

- can you allocate specific work areas or vehicles to specific people?
- creating small groups that can work independently on tasks
- close off spare workstations and put away items are that you don't have to leave available for use
- prop open doors to avoid the need to touch handles (excluding fire doors or other doors that must be kept closed)
- can you fit automatic sensor operated doors or fit foot plates to doors so that they can be opened with feet rather than hands?
- issue door hooks to workers so they don't have to touch handles
- reduce equipment available to reduce the amount that needs to be cleaned

Cleaning staff

MBC Timber Frame UK Ltd have a full-time cleaning company contracted to clean the offices/canteens/toilets general area and factory, the company is : 360 Contract Services Limited Unit 1 Cotswold Edge Business Park, Hempsted Gloucester Gloucestershire GL2 5WZ. Other workers can also play a part. You should determine what is needed for your business based on your risk assessment.

Provide cleaning staff with their usual personal protection equipment (PPE) for cleaning where this is necessary. Additional PPE to protect against COVID-19 is not required.

Cleaners should maintain social distancing while cleaning and wash their hands with soap and water when they finish work. You should provide hand sanitiser when washing facilities aren't close by.

More information on how to wash your hands is available from [NHS.uk](https://www.nhs.uk)

Ensure cleaning staff receive good instructions and understand the importance of carrying out thorough cleaning properly.

Talk to your workers and provide information

MBC Timber Frame UK Ltd will talk to all your workers and encourage them to co-operate with cleaners. They can make sure that surfaces are left clear at the end of the day so that deep cleaning can be done more effectively. Papers or items left on surfaces might make cleaning less effective.

Keeping people informed about any changes to cleaning, and the reasons for it, reduces the chance of uncooperative staff. It may also reassure your workers that you are doing what you can to keep them safe.

Posters

MBC Timber Frame UK Ltd has positioned poster throughout the workplace to inform employees and others that regular cleaning will take place and that they should co-operate with cleaners.

Where you expect users to clean equipment after use as part of your cleaning regime, posters can help to remind people of their responsibilities.

Cleaning products

MBC Timber Frame UK Ltd usual cleaning products should be effective. If you change your usual regime then check that products are suitable for the surface and environment. Clean cloths and other reusable cleaning products in soap and water after use.

Store cleaning products safely and always use them at the concentration as directed by the manufacturer recommendations.

13.0 Building Safety Act 2022

It is the policy of MBC Timber Frame UK Ltd to comply with the law as set out in the **Building Safety Act 2022**

Overview of Act

(1) This Act has 6 Parts, and contains provisions intended to secure the safety of people in or about buildings and to improve the standard of buildings.

(2) [Part 2](#) contains provision about the building safety regulator and its functions in relation to buildings in England.

(3) [Part 3](#) amends the Building Act 1984.

(4) Amendments made by [Part 3](#)—

(a) provide that the regulator is the building control authority in relation to higher-risk buildings in England, and

(b) require the regulator (for England) and the Welsh Ministers (for Wales) to establish and maintain registers of building control approvers and building inspectors.

(5) [Part 4](#) is about occupied higher-risk buildings in England, and imposes duties on accountable persons.

(6) [Part 5](#) contains further provisions, including—

(a) provisions about remediation and redress;

(b) provision requiring a new homes ombudsman scheme to be established;

(c) powers to make provision about construction products;

(d) further provision about fire safety;

(e) provision about the regulation of architects;

(f) provision about housing complaints.

(7) [Part 6](#) contains general provisions.

Full version of the Act is supplied with this Health & Safety Policy review / update.

Notes / Amendments

Amendments

1. The policy has been formatted in line with changes in our policy layout. This leaves a more easily navigated document and fits particularly with electronic use. The content has received minor changes as a result of the re-formatting. If you have problems navigating the document, please contact us.
2. The format has left a document with an easy reference system. Portions can be sectioned out and printed for specific employees, contractors etc.

14.0 Amendments

The Building Safety Act Page 91

Re-issued on 25/09/2024

DETACH HERE AND RETAIN IN PERSONNEL FILE

Acceptance

I _____ sign to the effect I have read and understood the company Health & Safety Policy and further comply with the company's Code of Practice also contained within this document.

Signature:

OFFICE USE ONLY