



Harrison Preservation Limited

Health Safety and Environment Handbook

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1. Health & Safety Policy

1.1 Objectives

The Directors and Management of Harrison Preservation Ltd. regard safety as a high priority within its operations, as such we are committed to working to prevent any accidental occurrence which may directly or indirectly result in physical or psychological injury to any person. Harrison Preservation Ltd's goal is to be an accident free company. The company will provide reasonable funds to ensure the measures detailed in this policy are implemented.

1.2 Scope

This Policy applies to all persons employed for and on behalf of Harrison Preservation Limited. These persons include all Directors and Employees of Harrison Preservation Ltd., Employees of: Sub-Contractors, Consulting Practices, Clients, Customers, People engaged by Clients or Customers and Self-Employed persons.

The Harrison Preservation Limited. Health & Safety policy shall be applied to all operations undertaken by the Company and shall be the basis of any specific instructions, methods or systems of work that may be necessary in order to achieve the Policy objective.

1.3 Responsibilities

The directors and management of Harrison Preservation Limited accept their responsibilities and work to discharge their duties to employees and others affected by the companies operations as defined within the Health and Safety at Work Act 1974 (HASAWA) and other legislation applicable to the companies operations.

The managing director understands and accepts that whilst duties and tasks may be delegated, the overall accountability remains that of the Managing Director.

The safety manager or in their absence the director with primary responsibility for safety will organise all required training to allow employees to carry out their duties competently and safely.

Company managers will take instruction from the Director with responsibility for safety, the Safety Manager, Health and Safety Professionals as may be appointed from time to time, and enforcement officers in all matters relating to health and safety procedures and policy.

Site managers as appointed will ensure all safety and environmental measures required and determined through risk assessment, survey, and company procedure are executed and informed to site operatives.

Site operatives will comply with any instruction, procedure and process implemented for health and safety reasons. They will ensure the safety of themselves and other affected by their actions, and report and health and safety issues, concerns and shortcomings promptly to site, company or safety managers.

All company employees are responsible for prompt and accurate accident, incident and near miss reporting. No employee will use damaged, or faulty equipment and will report any equipment that is outside of it's current inspection period.

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1.4 Employee Obligations

Employees have a duty to take care of their own safety and the safety of others who may be affected by their actions or omissions. Additionally under Construction Regulations they have a duty to co-operate with Employer and Site Controllers by reporting any observed safety shortcomings and not interfering or misusing anything provided in the interests of health, safety and welfare.

Harrison Preservation Limited will inform, instruct and train employees to be competent in their roles and able to perform their duties safely. The company places a duty on all employees to work in such a way so as to prevent accidents, incidents and near miss incidents occurring.

1.5 Safe systems of work and Risk assessment

Harrison Preservation Limited will undertake to assess all risks associated with its activities, and implement safe systems of work as far as reasonably practicable to safeguard any persons, plant, equipment, property, material or product involved in its operations. The Company will take into account at tendering stage, those factors that help to eliminate injury, damage and waste.

1.6 Training & Instruction

Employees will receive suitable and sufficient training to carry out their duties safely and further shall be made aware any known or suspected hazards associated with or arising out of the work or duties assigned to them.

On site, on the job, and other site related training in safe methods of working and use of plant and equipment will be carried out by the Company's Site Managers or Supervisors overseen by the Company's Safety Manager, Safety Consultant, or Director with responsibility for safety.

Where required employees will receive training in the safe use of plant/equipment which they will be using for their work, training will take the form of the appropriate CITB Plant Operators course.

Where there are changes in legislation the impacts will be assessed and training updates undertaken as appropriate. The company maintains a library of up to date Codes of practice and guidance for this purpose.

1.7 Planning & Control

All activities shall be conducted in a responsible manner and so planned and controlled that the possibility of unplanned events occurring is reduced to the practicable minimum. It is recognised that accident prevention is a joint responsibility of all those mentioned in the Scope section of this Policy and that to understand their joint responsibilities, joint consultation will be necessary.

1.8 Review

The Harrison Preservation Ltd. Health & Safety Policy shall be reviewed annually by the Directors.



Simon Harrison
Managing Director
9th July 2010



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2 Environmental Policy

Harrison Preservation Ltd. respects the environment and is committed to conscientious environmental practices across all areas in which we operate. Responsibility for the environment is an integral part of every managerial task and a concern of each Employee. The application and promotion of the Harrison Preservation Ltd. Environmental Policy is the responsibility of all Directors and Managers of the Company.

Objectives

Harrison Preservation Ltd. will comply with all applicable environmental legislation and strive to be a good neighbour in all those communities where we operate. To fulfil this commitment the Harrison Preservation Ltd Environmental Manager will ensure the Company:

- Integrates environmental principles and practices across our business,
- Strives for continuous improvement of environmental performance through training, information and the application of the Harrison Preservation Ltd. Environmental check system,
- Continues to actively encourage waste minimisation and, whenever possible, use recycled materials,
- Does not allow waste to escape from our premises or to be stored in a way that might cause a nuisance to others,
- Seeks to select Suppliers who are committed to introducing and maintaining an Environmental Management System according to ISO 14001, e.g. Sika, Jewson.
- Gives preference to products, organisations and practices favourable to the environment,
- Works with our Contractors and Sub-Contractors to ensure that their environmental practices are compatible with our own,
- Seeks to reduce packaging, wherever practicable, and assist the UK to achieve national recovery targets,
- Proactively monitors and seeks to optimise the performance of all vehicles,
- Seeks to reduce noise, generated by Harrison Preservation Ltd. activities, wherever practicable.

In addition it should be noted that Harrison Preservation Ltd;

- Operates from ecologically commended offices in a completely wooden structure,
- Does not produce any 'special' waste,
- Is a negligible user of water or natural resources,
- Does not burn or incinerate any waste or cause any form of emission,
- Does not use or dispose of any radioactive substance or equipment,
- Does not generate greenhouse gases or air acidification,
- Does not use refrigerants that cause ozone depletion,
- Has never had any civil or criminal environmental issues raised against it.

Waste

Within England and Wales the Environment Agency are responsible for ensuring waste produced is disposed of correctly. Harrison Preservation Ltd. are a Registered Carrier of controlled waste with the East Anglian area, Registration No. AEA/793035.

As such Harrison Preservation Ltd are affected by, and strive to conform to, the Control of Pollution Act 1974, the Registration of Carriers and the Seizure of Vehicles Act 1991 and The Environmental Protection (Duty of Care) Regulations 1991.

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As a result Harrison Preservation Ltd. has a duty of care to ensure that any waste produced is handled safely and in accordance with the law. The Company are also responsible for ensuring the safe and proper disposal or recovery of waste produced, even after it has been passed on to another party such as a waste contractor, scrap metal merchant, recycler, local council or skip hire company.

The Duty of Care has no time limit and extends until the waste has either been finally and properly disposed of or fully recovered. It places the onus on Harrison Preservation Ltd. to take all reasonable measures to:

- Prevent anyone keeping, depositing, disposing of or recovering Company 'controlled waste' without a waste management licence or an exemption from the need for a licence.
- Ensure that their waste management licence has not been suspended or partially revoked and that they are not in breach of the conditions of that licence or exemption.
- Stop materials escaping from Company control or the control of anyone else by packaging it appropriately and robustly and using bunds on site.
- Ensure that waste is only transferred to an authorised person. Make sure that a person or business is authorised to deal with Harrison Preservation Ltd's particular type of waste.
- Ensure that the waste being transferred is accompanied by a written description that will enable anyone receiving it to dispose of it or handle it in accordance with his or her own Duty of Care. This will be a Waste Transfer Note (WTN) which must be completed and accompany any transfer of waste between different holders.
- The WTN should contain enough information about the waste to enable anyone coming into contact with it to handle it safely and either dispose of it or allow it to be recovered within the law. Failure to give enough information may result in prosecution. The WTN should be annotated, both in words and by reference to the appropriate codes in the European Waste Catalogue (EWC), with both the quantity and types of each different waste being transferred.

Responsibility

Environment legislation places a number of legal duties on people at work. Although this affects everyone the prime responsibility and the application and promotion of the Harrison Preservation Ltd. Environmental Policy is the responsibility of the Management of this Company. However, whilst duties and tasks may be delegated, the overall accountability remains that of the Managing Director.

Review

The Harrison Preservation Ltd. Environmental Policy shall be reviewed annually by the Directors.



Simon Harrison
Managing Director.
9th July 2010



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3 Implementation of the Health & Safety at Work Act 1974

3.1 Positioning

Under the Act, the Secretary of State is empowered to make Regulation for a number of purposes which are listed in a Schedule to the Act. The Health & Safety Executive may approve and issue Codes of Practice and although failure to observe such a code would not in itself be illegal, it may be referred to in criminal proceedings to show that the failure to comply with the code or any provision of it, constitutes a contravention of any particular requirement or prohibition of the Act.

3.2 Enforcement

Enforcement of the Act is the responsibility of the Health & Safety Executive with the proviso that responsibility may be transferred in certain cases to local authorities. Obstructing an Enforcement Officer is a serious offence that often results in prosecution.

An Officer may:

- Visit premises without an appointment,
- Carry out tests,
- Take measures, photographs, recordings or samples,
- Remove, immobilise or impound equipment, articles and substances,
- Interview any Employee,
- Inspect and remove records, documents, etc.
- Issue improvement and enforcement notices to restrict or prevent activities that in the officers view present a serious or imminent danger to health or a contravention of health and safety regulation (a breach)

It is imperative that the Harrison Preservation Ltd. Safety Director be advised immediately if an Enforcement Officer visits any premises and that prompt action is taken to deal effectively with any faults or defects noted by him.

For serious breaches of the Health & Safety law or if an Improvement Notice or Prohibition Notice is not complied with, both individuals and the Company can be Prosecuted.

4 Detailed Responsibilities & Duties

4.1 Directors

Will understand the statutory requirements affecting the company's operations including ensuring the appropriate insurances are in place. Will appoint a director with responsibility for safety who will be responsible for the overall effectiveness of the Company's Health, Safety and Environmental Policies and the periodic review and amendment of these as may be necessary in the light of legislative changes. The Safety Director will ensure that regular reports, of the Company's safety performance, accident record, insurance status and significant events such as injury, loss, damage, risks and liabilities relating to the Company's operations, are made to the Board of Directors. Responsible for ensuring adequate and appropriate funds are made available from the Board of Directors for effective safety measures.

Directors Report: should include prescribed information about the arrangements in force for securing the Health, Safety and Welfare of Employees, and minimising the environmental impact of the Company and its Subsidiaries, and for protecting other persons against risk connected with the activities of Employees at work. The Safety and Environmental Performance will be reviewed annually and modified etc. as required.

4.2 Safety Manager

The Harrison Preservation Ltd. Safety Manager is responsible for effective management and implementation of the companies Health, Safety and Environmental Policies throughout the Companies operations and ensuring correct, safe application of the principles of the Policy to the operations under the companies control. Co-operate with resident or visiting Safety Officers/Consultants/Health & Safety Executive etc., and ensure that any defects or faults brought to their notice are suitably corrected.

Additionally the Safety Manager or other appointed persons have the following responsibilities:

- ensuring that the Company's Health, Safety and Environment Policies are current, comprehensive and living documents which define current best practice;
- are familiar with and observe all Regulations, Codes of Practices and British Standards applicable to the industry and related industries;
- are responsible for providing adequate provisions within the Company for the assessment of risk, implementation of preventive measures, protection, emergency procedures, and adequate safety surveillance;
- ensure the Head Office library of safety information are in order and current and that all employees are carrying out their safety duties in a proper manner;
- ensure all premises, vehicles, and equipment are suitable and safe for their intended use. Regularly maintained suitably marked and labelled, and used only by appropriately instructed personnel.
- ensure that fire precautions, emergency evacuation procedures, First Aid and Welfare arrangements for the Company premises are in order;
- discharge responsibilities under the CDM Contractor (Construction [Design & Management] Regulations 2007
- ensure that statutory records and reports procedures are carried out, i.e., F91 Registers for Scaffolding, Excavations, Lifting Appliances, Lifting Gear etc
- ensure that all statutory information is appropriately displayed
- provide arrangements for consulting with employees and any appointed safety representatives.
- Ensure all accidents and incidents are reported in an accurate and timely manner.
- Maintain the company accident book
- Implement a health and safety audit schedule



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4.3 Company Managers (Excepting Site Managers)

General Requirements: All Harrison Preservation Ltd. Managers are responsible for the effectiveness of incorporating the Health, Safety and Environmental Policies and Procedures throughout the Company's operations to ensure correct safe development. They are to apply the principles of the Policy to the operations under their control and ensure that any defects or faults brought to their notice are suitably corrected.

They are to co-operate and liaise with the Director of Safety, Company's Safety Manager, Safety Consultants and advisors, Planning Supervisors and enforcement officers etc., with regards to safety and environmental measures. They are required to have joint Health & Safety consultation with Employees.

Awareness of Safety Standards: They are to be familiar with and to observe all Regulations, Codes of Practices and British Standards applicable to their industry and related industries.

Protecting the General Public: Ensure the general public are not put at any unforeseen risk from the Company's operations and that security arrangements are kept in order at all times.

Fire: To ensure that fire precautions and emergency evacuation procedures for the Company's premises and places of work are maintained in order and complied with.

Health & Safety (First Aid) regulations 1981: They are to ensure that First Aid and Welfare arrangements for the Company's premises and places of work are maintained in order and complied with.

Client's Safety Requirements: Ensure Company Personnel are aware of the Client's Safety Policy, Conditions of Contract and Safety Procedures.

Discipline: Reprimand and discipline any Employees and Sub-Contractors who are careless in regard to their own safety and that of others after consultation with the Safety Director

Visitors, including suppliers, delivery drivers, representatives, etc: Ensure Visitors, etc., are made aware of and comply with safety requirements.

Personal Protective Equipment at Work Regulations 1992: The company will provide appropriate clothing and safety equipment as required. Managers shall ensure that Employees use both clothing and equipment as and when required, and that damaged or end of life PPE is removed from service and replaced. PPE should always be regarded as the 'last resort' to protect against risks to safety and health, collective measures such as engineering controls and safe systems of work should always be considered first.

Site Safety: They are responsible for ensuring that all possible hazards in the workplace are identified, that risks are assessed and that appropriate action is taken.

Site Safety Induction: They are responsible for ensuring that all Staff and Sub-Contractors receive Site Safety Induction where appropriate before starting work.

Competency of Personnel: They are responsible for ensuring that Company personnel, including Sub-Contractors and Self-employed persons under their control, are adequately competent to carry out the work required of them.



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COSHH Assessments and Risk Assessments: They are responsible for ensuring that the content of COSHH and Risk Assessments are communicated to employees. These Assessments shall be the basis of a Safe Method of Work Statement.

Safe Method of Work Statements, Safety Data Sheets, Engineering Designs and Drawings etc: To instruct Employees in precise terms as to work methods, this should outline the hazards associated with the job and detail any safety provisions required.

Manual Handling Regulations 1992: Assess the loads required to be lifted and where reasonably practicable, provide mechanical aids or reduce loads that are required to be lifted manually.

Site Welfare: Ensure canteen, toilets/washing and drying facilities are adequate and available to site operatives. If provided by the Client, principle contractor a Shared Welfare form should be completed.

4.4 Site Managers & Supervisors

General Requirements: They are to organise works under their control so that it is carried out to the required standard with minimum risk to the workforce, equipment and materials. To be familiar with the Regulations and Codes of Practice applicable to the work on which their operatives are engaged and insist those Regulations and Codes of Practices are observed. They are to co-operate and liaise with the Company's Safety Manager, Safety Consultants, Planning Supervisors and The Health & Safety Executive etc., with regards to safety measures ensuring that any defects or faults brought to their notice are suitably corrected.

To commend operatives who, by their action or initiative, eliminate hazards. Incorporate safety instructions in routine orders and see that those instructions are carried out. Ensure adequate welfare arrangements are in order for the following, First Aid, toilets/washing and canteen facilities, etc. To set a good personal example.

Site Safety: To identify all possible hazards in the workplace, assessing the risks and ensuring appropriate action is taken place.

Company Safety Induction/Safety Awareness Training: To ensure that all Site operatives under their control receive Site Safety Induction and Safety Tool Box Talks as work progresses.

Site Safety Induction: To ensure that all Site Operatives under their control receive Site Safety Induction before they start work on site and Safety Tool Box Talks as work progresses

A Safe Method of Work Statement: To instruct Operative under their control in precise terms as to work methods in accordance with Safe Method of Work Statements, COSHH and risk assessment for the site detailing the hazards and safety provisions

Discipline: Restrain persons from taking unsafe risks, discourage horseplay and reprimand those who fail to consider their own well being and that of others around them.

Competency of Site Personnel: To ensure personnel under their control are adequately competent to carry out the work required of them.

Personal Protective Equipment and Clothing: To ensure that all site operatives under their supervision wear all appropriate safety clothing and equipment where and when required.



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Plant, Equipment & Tool Safety: To ensure that all plant, equipment and tools supplied to operatives are safe and fully efficient are guarded and equipped with safety devices and tested in accordance with all the current Regulations. To make certain that all plant operators and banks men are only employed on equipment for which they have been thoroughly trained.

Note: Applicable Construction Industry Training Board Courses. To check that periodic tests, inspections and maintenance has been carried out for plant/equipment supplied to operatives. To ensure that all unsafe plant defects noticed or brought to their attention are dealt with promptly, dangerous plant should be put out of service until it can be properly repaired.

Reporting Defects: To report any defects in plant/equipment or any other health risk to their Superior where required.

CDM Contractor (Construction [Design & Management] Regulations 2007): To ensure responsibilities, as defined within this H&S Master Policy Section 15.2, are in effect.

The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 1995 (R.I.D.D.O.R.): To ensure details of accidents that may occur are entered in the respective Company's Accident Books/Safety File regardless of whether or not such accidents involve sub-contractors, Employees, visitors or members of the general public and to complete any further documents as may be required by the Regulations and forward such documents to the relevant Authority in accordance with the Regulations.

They are to ensure that all accidents, dangerous occurrences, are investigated thoroughly and that suitable remedial measures are taken to prevent re-occurrence. For guidance on action to be taken in the event of an accident, contact the Safety Manager immediately.

4.5 Employed & Self-Employed Persons

Company Safety Policy: To have read and understood the Company Health & Safety Policy and be able to carry out work in accordance with its requirements.

Company Safety Induction: To have received Company Safety Induction before starting work for the Company. This should be delivered by the immediate Line Manager and will include details of the Company Safety Policy and details regarding the Health & Safety requirements of your job.

Safe Method of Work Statement: To clearly understand the Safe Method of Work for the tasks you undertake and be able to carry out the work in the correct designated area. Whenever not sure of particular safety requirements, to seek advice from the immediate Line Manager.

Control of Substances Hazardous to Health: Before using substances that could be hazardous to health, ensure understanding of the safety data sheets and COSHH Assessments, which will be provided by the immediate Line Manager.

Plant/Equipment and Tools: Only operate Plant/Equipment for which appropriate training has been undertaken. Only use the correct tools and equipment for the job. Ensure tools and equipment supplied is/are accompanied with the operators instruction. Check tools and equipment are safe and fully efficient, that they are guarded and equipped with safety devices where required and tested in accordance with all the current Regulations. Immediately report defects, in plant/equipment and tools, to your immediate Line Manager. Do not use unsafe defective plant/equipment until it has been put back in good safe condition. Do not attempt to repair or maintain plant and equipment properly trained to do so, particularly when it may involve the removal of safety guards or live electrics. Ensure that guard protection is always in place where required. Ensure the working environment meets the safety requirements for operating plant/equipment and tools, i.e., adequate space and lighting etc.



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Reporting Hazards: Report hazards to the immediate Line Manager immediately and warn any other persons that could be at risk.

Injuries: Any injury received must be reported to the Line Manager immediately.

Work in a Safe Manner at All Times: Do not take risks, which could cause injury or discomfort. Do not play potentially dangerous practical jokes, do not interfere with anything provided for health and safety reasons.

Personal Protective Equipment (PPE): Employees are to wear all appropriate safety clothing/equipment as and when required by Law. Employees must maintain PPE such that it continues to provide the degree of protection for which it is designed. Therefore, the manufacturer's maintenance schedule (including recommended replacement periods and shelf lives) must always be followed. Maintenance may include; cleaning, examination, replacement, repair and testing. The wearer may be able carry out simple maintenance, e.g. cleaning, but more intricate repairs must only be carried out by competent personnel. The costs associated with the maintenance of PPE are the responsibility of Harrison Preservation Ltd.

When not in use Employees must store PPE such that it is protected from contamination, loss, damage, damp or sunlight. Where PPE may become contaminated during use, storage should be separate from any storage provided for ordinary clothing. Harrison Preservation Ltd. will ensure adequate storage facilities for PPE are provided for, unless the Employee prefers to take PPE away from the workplace, e.g. footwear or clothing. Storage may be simple, e.g. pegs for waterproof clothing or safety helmets, and it need not be fixed, e.g. a case for safety glasses or a container in a vehicle.

4.6 Sub-Contractors

General Requirements: To carry out works efficiently and safely and to produce safety procedures for their operations incorporating their own Company's Safety Policy.

Carry out a Risk Assessment: For the works that they will be engaged in outlining the hazards associated with the works and detailing the safety provisions required.

Safe Method of Work Statements: Are required to be produced and submitted to the Harrison Preservation Ltd. contract management team detailing the Method of Work and the Safety Precautions that will be required to be taken in accordance with the Risk Assessment.

C.O.S.H.H.: Provide full C.O.S.H.H. assessment information on any hazards associated with substances and materials they use before starting work for the Company.

Appoint a Safety Supervisor: Who will ensure that works are carried out in accordance with the works safety procedures and to observe all Harrison Preservation Ltd. rules and regulations and encourage good safety practice when undertaking their works.

First Aid and Welfare Facilities: To set-up and maintain an efficient and adequate system of first aid and welfare facilities for their Employees unless shared welfare facilities are provided by others.

Working Relationship: To maintain good and safe working relationships with Harrison Preservation Ltd. Employees, Clients and fellow Sub- Contractors. To ensure that their actions do not result in hazard conditions for other persons who may be working in the same area.



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Co-operation: To co-operate with Harrison Preservation Ltd. Management, Safety Manager and the Client's personnel in the furtherance of their duties. To maintain good working relationship with safety representatives and safety committees established in accordance with current legislation.

Competency of Personnel: To ensure that work is carried out by suitable and competent operatives and to ensure that they are properly supervised and trained.

Site Safety Induction: Harrison Preservation Ltd. requires all Employees of Sub-Contractors to receive Safety Induction before they start work.

Discipline: To reprimand and discipline any of their Employees who are careless in regard to their own or others safety. (Note: Harrison Preservation Ltd. will not hesitate to instruct the removal of offenders from works).

Statutory Registers and Forms: To complete all statutory registers and forms.

Reporting Hazards and Accidents: To report all hazards to Harrison Preservation Ltd. Management and to report all accidents encountered by their Employees in conjunction the requirements of RIDDOR.

Work in a Safe Manner at All Times: Do not take risks, which could cause injury or discomfort. Do not play potentially dangerous practical jokes.

Personal Protective Equipment and Clothing: To provide appropriate protective clothing and safety equipment and to ensure that their Employees use both clothing and equipment at all times when required by law.

Sub-Contractors must ensure the bespoke Method Statement for a job is always followed. Their Employees must maintain PPE such that it continues to provide the degree of protection for which it is designed. Therefore, the manufacturer's maintenance schedule (including recommended replacement periods and shelf lives) must always be followed. Maintenance may include; cleaning, examination, replacement, repair and testing. The wearer may be able carry out simple maintenance, e.g. cleaning, but more intricate repairs must only be carried out by competent personnel. The costs associated with the maintenance of PPE are the responsibility of The Sub-Contractor.

When not in use Sub-Contractor Employees must store PPE such that it is protected from contamination, loss, damage, damp or sunlight. Where PPE may become contaminated during use, storage should be separate from any storage provided for ordinary clothing. The Sub-Contractor will ensure adequate storage facilities for their PPE are provided, unless their Employee prefers to take PPE away from the workplace, e.g. footwear or clothing. Storage may be simple, e.g. pegs for waterproof clothing or safety helmets, and it need not be fixed, e.g. a case for safety glasses or a container in a vehicle.

4.7 External Safety Advice

Axiom Safety are Safety Advisors engaged by Harrison Preservation Ltd. to advise Management, when requested, on general matters relating to safety and health, i.e., relevant legislation, Codes of Practices and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures. Their contact information is: Axiom Safety 96 St. Benedicts Road, Brandon, Suffolk, IP27 0UW Telephone 08450703836



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4.8 Others

Definition of Others: All persons not previously defined having responsibilities which relate to and necessitate their presence within the areas Harrison Preservation Ltd. works/ premises.

Observing Safety Rules: All persons must observe the Company safety rules and the instructions given by persons enforcing the Company Health & Safety Policy.

Starting Works on Company Premises: Work on Company premises must not be started until all relevant safety rules are read, understood and accepted. Before starting work on Company premises show proof of full insurance cover for all risks.

Notification of Hazards: Notify the Company of any processes or materials which will be used that may present a hazard to the Health & Safety of Company's Employees etc.

Safe Means of Access: Notify the Company of any hazards that may be encountered in obtaining a safe means of access and egress whilst on any of the Company's premises. Do not interfere with or mis-use anything provided in the interest of health, safety and welfare.

Alcohol, Drugs, Smoking: Anyone found under the influence of or in possession of alcohol or narcotics will be removed from company premises and/or areas of work. Anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately.

5 Code of Practice

All Contractors and Sub-Contractors required by Harrison Preservation Ltd. will be engaged following consideration of:

- Their previous work,
- Their safety policy and any arrangements they have for safety, including properly trained and experienced people,
- Details of any improvement or prohibition notices that they have been served with,
- Their record on accidents and dangerous occurrences,
- Their Risk Assessment and Method Statement describing how the work will be carried out,
- Their systems to carry out any obligations under Health & Safety law.

6 COSHH Policy

6.1 Legal Principles

All Managers of Harrison Preservation Ltd. are responsible, under the Control of Substances Hazardous to Health (COSHH) regulations, for ensuring that they and their Employees do not use substances in any form, e.g. solid, liquid, gas, fume or vapour, in a way that could cause harm to their own or other peoples health.

All substances used by Harrison Preservation Ltd. must be assessed before they are used. The purpose of the assessment is to identify the ways in which the use of substances can present risks to health, so that these risks are controlled to an acceptable level. Acceptable levels, where inhalation and skin absorption of hazardous substances is concerned, are set by the Health & Safety Executive and are detailed in the EH40 listing.



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6.2 COSHH Management

- a) Unattended hazardous materials must be locked away. All hazardous materials transferred from stores to vans or client premises/site must be recorded by type, batch number and quantity. Any discrepancies must be immediately reported to the Harrison Preservation Ltd. Safety Manager / Safety Director.
- b) Complete sets of materials safety data sheets and COSHH assessments must be kept by:
 - a) The Director in charge of health and safety matters,
 - b) All Surveyors,
 - c) All Operatives and Sub-Contractors,
 - d) All Clients sent hazardous products specified by Harrison Preservation Ltd.
- c) Emergency procedures to be followed are set out in data sheets. All accidents, spillages etc. must be immediately reported to the Company Safety Manager.
- d) Pumps and fluids being used or transported must be placed in plastic boxes or trays. Hazard warning signs must be displayed in the stores, vans and on site. Absorbent material must be available on vans at all times.
- e) Stores and vans must be kept neat and tidy at all times in order that any leakage or stock discrepancies can be readily detected.
- f) Fire extinguishers must be readily available in stores and the stores must be properly ventilated by a positive pressure inward-blowing fan. Stores must also be equipped with 24-hour smoke and flame alarms.
- g) Barrier cream, gloves, hand and face cleaning wipes and eyewash must be available in stores and vans and used when required.
- h) Fire extinguishers must be readily available in van and the vans cabs must be separated by sealed bulkheads.
- i) No smoking applies to all chemical storage or usage areas and warning notices must be displayed in stores detailing hazards and re-entry times.



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7 Risk Assessment

7.1 Legal Principles

It is an absolute requirement of the Health & Safety at work Act 1974 (HASAWA) that a method of work is safe and without risk to health. It is also a requirement of the Management of Health and Safety at Works Regulation 1999 that Employers assess the risks to their Employees.

7.2 Safety Principles

A Risk Assessment is a planned procedure in which all hazards in a workplace are identified and their risk potential evaluated. The risk potential is a combination of the probability (when could an accident happen) with the severity (what could result) if an accident did happen. Once the risk potential has been established an informed decision can be made as to the precautions required for the workplace or whether additional measures are required.

Harrison Preservation Ltd. will carry out and record an assessment of all work activities. The company will implement reasonably practicable measures to mitigate minimise and remove risks to employees and others. The findings of risk assessments and the controls to be implemented will form part of the safe system of work for the activity assessed. To achieve this everyone involved in the activity must be aware of the associated risks and controls, i.e. they must be aware of the safe system of work.

Harrison Preservation Ltd. will follow the following five steps to Risk Assessment:

1. **Identify the hazards**, i.e. anything that can cause harm e.g. chemicals, electricity, ladder work, etc. Look at the workplace as if it's the first time visited. Concentrate on identifying hazards which could cause 'real' harm. However, also be aware of more subtle hazards such as slippery surfaces or poor light. To ensure varying perspectives are considered, Harrison Preservation Ltd. Employees will be asked for their observations.
2. **Consider who may be harmed and how**. Give thought to young people, who will not be experienced and occasional visitors who will not be familiar with the environment.
3. **Evaluate the risks**. What are the chances, high or low, that someone will be harmed by the hazard. How effective are existing controls and how likely it is that each hazard could cause harm.

This will determine whether or not you need to do more to reduce the risk. Where it's concluded that action is required question;

- Can the hazard be removed altogether?
- If not, how can the risks be controlled so that harm is unlikely?

In controlling the risks the principles below should be applied, in the following order:

- a) Remove the hazard (use a non-hazardous material / substance / process),
 - b) Reduce the hazard (use a less hazardous material / substance / method),
 - c) Remove the person from the hazard (install machine guards)
 - d) contain the hazard (implement work barriers / sound proof equipment)
 - e) Reduce the exposure (take regular breaks / swap tasks with other employees)
 - f) Issue Personal Protective Equipment (gloves / goggles / overalls / footwear)
4. **Record Findings**. As Harrison Preservation Ltd. employ more than five people the significant hazards and conclusions established through the Company Risk Assessment must be recorded. Employees will also be informed of the findings.



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Risk assessments will be suitable and sufficient and show that:

- A thorough check was made,
 - The views of people who would potentially be affected were sought,
 - All the obvious significant hazards, taking into account the number of people who could be involved, were addressed,
 - The precautions taken are reasonable and the remaining risk is low,
 - That written record have been kept for future reference or use.
5. **Review.** It is good practice to review the Risk Assessment regularly to ensure precautions are still working effectively. This may be because new machines, substances or procedures may have been adopted which have lead to new hazards. If any significant change is identified the assessment should be added to take account of the new hazard. The Risk Assessment should not be amended for every trivial change or for each new job. However, if a new job introduces significant new hazards of its own, they should be considered anew in their own right.

Harrison Preservation Ltd. will follow a hierarchy of control measures that strive to eliminate the risks entirely. If this is not achievable then the objective will be to reduce the risk with passive systems that are not reliant on persons using Personal Protection Equipment or reliant only on the skill of the person.

Welfare and first aid facilities will be provided for use in the event of an accident, or incident, and the allow employees to clean up at the end of working periods and before eating.



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7.3 Company Risk Assessment Example

Risk Assessment: Use of electricity and small power tools

Project name:	
Client:	
Assessment author:	
Date of assessment:	

Persons at risk:	
------------------	--

Probability factors: 1-unlikely to occur, 5-likely to occur.

Risk factors: 1-low, 25 high risk of accident or injury occurring:

Severity factors: 1-minor injury, 5-Death.

Action	Potential Risk	Probability	x	Severity	=	RISK
1	Electrocution / Electric Shock	2	x	4	=	8
2	Hand injuries due to tool slippage	2	x	2	=	4
3	Eye damage from drill / grinder/ hammer activities	2	X	4	=	8
4	Hearing damage from drill /grinder/hammer activities	3	x	3	=	9
5	Hand Arm Vibration	2	x	3	=	6

Action	Measures / Factors To Reduce Risk	Probability	x	Severity	=	RISK
1	Use 110V equipment / Portable appliance testing	1	x	2	=	2
2	Wear PPE, gloves etc	2	x	1	=	2
3	Wear eye protection	2	x	1	=	2
4	Wear ear protection	1	x	1	=	1
5	Use of gloves / regular changes in activity	2	x	1	=	2

<p>Other Relevant Factors / Measures Taken</p> <p>Electrical equipment must be tested to ensure safe working conditions. Operatives must visually inspect all tools prior to using. Main Contractor to provide 110V supply local to working area. Low vibration tools to be used as far as possible</p>

<p>Conclusions</p> <p>SERVICEABLE TOOLS AND USE OF PROTECTIVE EQUIPMENT AS A MANDATORY MEASURE SHOULD MINIMISE RISK OF INJURY SO THAT IT IS A LOW AS REASONABLY PRACTICABLE</p>



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8 Method Statements

8.1 Underlying Principles

When the Risk Assessment has been undertaken a Method Statement can be created. This utilises the information identified by the Risk Assessment to provide the basis for a safe method of working which must be formalised clearly within a Method Statement.

Method Statements are used extensively in the Construction industry to show that Contractors will perform their activities using a safe system of work. This will show compliance with the Health & Safety Act 1974. The Method Statement should be simple and unambiguous. Terms like where necessary, as appropriate should not be included as this relies on Employees having to make judgements that could go wrong.

Method Statements have to be clearly understood by everyone affected by site activities. This includes everyone from Project Directors through to Operatives exposed to the risks.

The Method Statement must be with all concerned parties at least seven days before work is scheduled to commence on site. All concerned parties must review the Method Statement and commit to the approach BEFORE work commences. There should be clear indication that all concerned parties have reviewed it and accepted the statement, for example, revision numbers on the Method Statement.

8.2 Safety Principles

The person responsible for site safety will incorporate the Method Statement into an Activity Plan and this will form part of the briefing of all Operatives at the start of the job. Where this responsibility is with Harrison Preservation Ltd., a briefing register will be appended to the document which Operatives will sign to provide confirmation they have received instruction and understood the proposed safe system of work.

Significant information within the method statement:-

Contact and contract information;

General information on communications, deliveries, safe working, and welfare provision.

Scope of works

Resources

Assessment of risk

Control measures

Applicable PPE

Emergency arrangements

Temporary and amended systems (eg Fire alarms)

Details of who has received this information

Monitoring and compliance

Pre-start information

Sequence of works

Controls

Tools

COSHH Information

Environmental issues

Completion arrangements

Statement author details

Employee sign off sheet.



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8.3 Company Example

Method Statement

Address for correspondence	Contacts	
Harrison Preservation Limited Springfield Golden Lane Thorpe Le Soken Essex CO16 0LD 0800 028 4229	Contract Manager for Harrison Preservation Ltd	
	Name:	
	Tel:	
	e-mail:	
	Supervising operative:	
	Name:	
	Tel:	
	Additional contact (Role):	
	Name:	
Tel:		

Client		
Address for correspondence	Contact	
	Name:	
	Tel:	
	e-mail:	

Contract Information:

This method statement forms part of the Harrison Preservation Methods and Risks document presented to the client.

Documents included in the Methods and Risks pack are:

- This Method Statement;
- Risk assessments relevant to activities being undertaken;
- COSHH Assessments relevant to substances being used.



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GENERAL INFORMATION

Access / Egress to the Work Area

Access to and egress from the site is as determined by the client:

The access and egress arrangements for this work package are:

Communication & Safety Inspections

All day to day communication on site should be to the supervising operative in the first instance. Any issue that requires the involvement of a senior company representative should first be directed to the Contract Manager. The Contract Manager will visit the site periodically (minimum weekly). Random and planned safety tours will be undertaken.

Method Statement Briefing / Induction

This method statement will be communicated to the workforce prior to commencement by the Harrison Preservation Contract Manager and significant risks associated with the task will be highlighted. The client will undertake their own induction / briefing, highlighting specific hazards associated with the site and other contractors' activities.

Waste Disposal

Waste will be removed from site in line with the clients requirements. All waste will be transported to the either the designated waste collection area, or to a Harrison Preservation vehicle as is appropriate using suitable manual handling activities as assessed, and detailed in the Manual Handling Risk Assessment included in this methods and risks document. Where waste is removed from site and disposed of by Harrison Preservation Limited an appropriate waste transfer notice will be issued.

Safe working

All work to be carried out in a safe manner, with regard to personal and third party safety, and any associated fire risk or hazard. Harrison Preservation operatives will attend site induction and follow the principal contractor's / clients safety requirements & instructions and ensure that they visit the on-site safety notice board for a daily update upon site hazards (where present). Harrison Preservation operatives shall be briefed with the method statement prior to commencement of work on-site.

Delivery of Materials to Site

Scheduled delivery of materials and any plant will be delivered to site by either Harrison Preservation operatives, or one of our supplier companies. Deliveries will be made to a client / principle designated area for onward movement to the designated storage area as advised by the principle contractor / client. Trolleys and other manual handling aids may be utilised to distribute materials to the work area(s) as dictated by the manual handling risk assessment included in this pack. Correct manual handling procedures are be followed at all times.

Delivered materials are to be stored so as not to present a hazard to others.



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Welfare arrangements:

Welfare facilities will be provided by the Principle contractor / client for the use of operatives on site

Welfare arrangements for this work package are:

1. SCOPE OF WORKS:

The scope of works being carried out by Harrison Preservation Limited in brief are:
Area(s) of work:

2. RESOURCES:

Operatives On Site

Men on site = unless workload or situation requires.

Visiting: Contract Manager & or assistant

Safety Manager or advisor

Sub-Contractors

Working Hours

Site working __: __am. Through to __: __pm. Monday to Friday. Weekend working (where required) by agreement.

Programme

Harrison Preservation to follow Client / Principle contractor main programme, subject to unhindered access to the work areas and / or the progress of other trades.

Plant / Equipment

Typical equipment used by Harrison Preservation are;

Cement mixer

Drills

Hammer drills

Abrasive wheels

Access Towers

Low Level Hop Up platforms



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Additional Plant / Equipment to be used in connection with this work package:

--

All tools/plant/equipment are to be maintained to an acceptable standard and used strictly in accordance with the manufacturer's recommendations. All items shall be regularly checked for damage and repaired or replaced as necessary. All electrical items will be in good order and have been Portable Appliance Tested. Any mechanical lifting equipment hired in or utilised will be supported by a schedule of inspection. All small hand tools, fixings, hazardous items (such as gas fuel cells, cartridge pins, etc.) are to be stored in a locked site box / removed from site daily as appropriate.

Additional information regarding Access Equipment:

Mobile / podium towers will be erected by competent trained individuals or erected under the supervision of a competent trained person; Scaffold tag system to be operated for mobile towers and register of inspection to be completed;

Steps (where all other forms of access have been considered and dismissed) will be inspected before each use, and have a full inspection and maintenance record available for inspection on request.

Hop-ups may be used for low level works, these will be clean, in good condition, and inspected before each use. A record of periodic inspections will be made available on request..

Competency

Training certificates for activities and or plant are appended to this document as appropriate (where personnel have already been identified) or, before commencement. As a minimum these certificates will comprise of CSCS and Safe use of mobile towers (PASMA)

3. ASSESSMENT OF RISKS FOR ALL TASKS

All site specific risk assessments are enclosed, in the appropriate part of this plan.

4. ADDITIONAL CONTROL MEASURES TO BE USED

Harrison Preservation Limited operatives shall observe and respect Clients own on-site safety controls / procedures.

No smoking;

Permit to work

The principle contractor / Client are to identify any areas or elements of work that require permits to work to be issued to Harrison Preservation Limited. Where it has been deemed appropriate to make use of steps, this may be under a permit to work system as directed by the client / principle contractor.

Security

Harrison Preservation will rely upon the on-site security arrangements, whilst materials / equipment are stored within the complex. Valuable personal items shall not be brought onto site.

Protection of works

On completion of works Harrison Preservation will request that work areas are signed off as complete.

5. PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

The following items are always carried; please see also, the associated risk assessments, which may identify more specialist equipment:

Safety footwear – EN ISO 20345:2004

Goggles suitable for task – EN 166

Hard Hat – EN 397



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Reflective Waistcoat – EN471
Ear Defenders – EN 352
Suitable for task safety gloves- EN 420

Please note: Where the main contractor specifies a minimum requirement for the use of gloves, or safety glasses etc. this MUST be observed regardless of the direction of a risk assessment.
Please see Risk Assessments (appended) for standard / type of PPE where different from above.

6. EMERGENCY ARRANGEMENTS

The principle contractor / Client are to provide any site induction necessary, to ensure our operatives are fully aware of all emergency procedures necessary for escape in case of fire, first aid, welfare and specific site hazards. Harrison Preservation Ltd, (in agreement with the principal contractor) will utilise existing site first aid arrangements.

7. TEMPORARY AMENDED SYSTEMS

The Principle contractor / Client are to advise any site changes relating to:
Traffic re-routing / fire arrangements / access restrictions etc.

8. TO WHOM THIS INFORMATION HAS BEEN SUBMITTED

- | | |
|------------------------------------------|--------------------------|
| Harrison Preservation Limited Operatives | <input type="checkbox"/> |
| Principle Contractor / Other | <input type="checkbox"/> |
| Client | <input type="checkbox"/> |
| Third Party / Project Manager | <input type="checkbox"/> |
| Harrison Preservation Limited file copy | <input type="checkbox"/> |

In the event of changes to this safety method statement, it shall be revised and re-issued to the above recipients.

9. MONITORING & COMPLIANCE

The Site Supervisor / Contract Manager shall undertake day-to-day monitoring of this task. Exchange of information and liaison with the principle contractor / client and other trades must be maintained.

10. BEFORE COMMENCEMENT

Other trades should be complete in our immediate working area, and debris cleared (to prevent slips, trips and falls) prior to commencement.

Harrison Preservation Limited Site Supervisor / Contract Manager should ensure that all additional equipment required to safely execute the works (as identified at Plant/Equipment above) has been delivered and installed in accordance with manufacturer's recommendations. He is also to ensure the relevant inspection registers (where applicable) are opened and completed and the statutory intervals for written inspection are adhered to.

11. SEQUENCE OF WORKS

Induction

Harrison Preservation Ltd. personnel will be briefed, prior to arrival on site, of the Findings of the Risk Assessment and resultant Method Statement. On arrival all Harrison Preservation Ltd. people will receive site induction from The Client and sign-off this has been completed.



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Set Up

Consult with the Owner/Client to remove all items that could be affected by the process/es

Explain to Owner/Client the work to be undertaken and likely time it will take.

Transport tools and materials to and from vehicle to site, ensuring tools and materials are not left in any area where they are likely to cause an obstruction.

All electrical leads in public areas must be taped down with black/yellow hazard warning tape.

Whilst working store tools and materials as neatly as possible.

The area where Sika/cement mixing is to take place will be established in consultation with the Client.

However, this must provide a practical solution that does not increase the time-line or resource requirement or increase the Health & Safety risk.

Make ready bags for debris from process/es.

Familiarise with the sections of the Harrison Preservation Ltd. Health & Safety Master Policy document appertaining to COSHH and the associated risks and guidelines for working with the Tanking materials.

A complete sets of hazardous data sheets, defining the Emergency procedures for all hazardous materials used are available in each Harrison Preservation Ltd. vehicle Health & Safety file.

A first aid kit containing plasters, bandages, barrier cream, gloves, hand and face cleaning wipes and eyewash must be available in stores and vans and used when required.

Description of work procedure 1:

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Description of work procedure 2:

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Description of work procedure 3:

--

Description of work procedure 4:

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CONTROLS

CONTROL OF RISKS ASSOCIATED WITH THE WORK ACTIVITIES:

Monitoring of all for compliance, by Site Supervisor and Contract Manager

DISTRIBUTION OF MATERIALS

Where materials are delivered by distributor (timed deliveries) and off-loaded from a vehicle the load will be divided into transportable proportions, good manual handling practice will apply and mechanical aids where provided by Harrison Preservation Limited, or the client will be used to move the materials as close to the work / storage area(s) as possible.

Materials will then be manually handled to the work area.

Waste materials will be collected in bags provided by ourselves on the working floor and moved to the awaiting vehicle for removal.

Strike by Moving Vehicles: Physical barrier demarcation (vehicle / pedestrians) and clear warning signage; pre-scheduled deliveries; clear instructions to workforce; appropriate signage; High visibility clothing, compliance with controls for the separation of pedestrians & vehicles; Banksman to guide the reversing vehicle.

Manual Handling Injury: Harrison Preservation operatives are prohibited from mounting the delivery / collection vehicle unless it is the property of the company;

Appropriate training in use of PPE, MH & on board plant.

Loads palletised for mechanical movement to workspaces mindful of maximum loadings; pallets broken down for manual movement of bags and containers;

Kinetic lifting training for workforce and coordinated two man lifting;

Hoisting operations will be under control of the client / principle contractor and Harrison Preservation Limited on site personnel will follow their procedures;

METHODS OF ACCESS: Mobile scaffold towers. MEWPS; low level hop-ups / steps may be used.

Towers:

Risk assessment:

A pre-use risk assessment will take place considering the local conditions, overhead obstructions, clearance distances, and activities being undertaken, all controls and actions defined in the assessment shall be complied with;

Environment:

Pre-survey to ascertain conditions (completed) / height restrictions / obstructions /overhead services; good housekeeping - keep area clear from debris etc; level ground; select equipment suitable for work area / task; take special care not to damage finished works when moving equipment;

Injury of Persons:

Training in safe use (PASMA); Manufacturer's recommendations for persons / maximum loadings to be observed; wheels to be braked / locked when in use; stabilisers to be used when tower is in use;

Tower to be tied in to solid structures where possible;

No over-reaching; faulty and damaged towers shall be taken out of service immediately; NO horseplay; NO movement by others when someone is on the platform; guardrails and toes boards must be in place when in use; remove materials from tower and floor obstructions before moving; team pull / push in favour of single person; NO DECK SURFING persons -MUST always dismount before movement; PPE identified by risk assessment must be worn;

Equipment:

Assembly / modification by competent trained persons; visual inspection prior to use; formal inspection by competent person; scaff-tag system to be used; register to be maintained; equipment selected to meet minimum standards; assembly / modification by trained and competent persons only;

Hop-ups:

Risk assessment:

A working at height risk assessment will take place before the start of works, this will account for prevailing local conditions, materials being handled, and condition of equipment, all actions defined in the assessment shall be complied with.

Environment:



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Pre-survey to ascertain conditions; keep area clear from debris etc; level ground; no loose floor covering e.g. plastic film / dust sheets etc; for use where a mobile tower is not practicable, or for short duration working;

Injury of Persons:

Ensure equipment is assembled, used and moved safely; one person on platform only; ensure level/stable ground conditions and capable of reaching the height required without over-reaching; do not use on top of any other access platform to gain 'extra' height; Follow manufacturers instruction for use; inspection before each use; restrict others from working too close to the platform in use; do not lift unwieldy equipment or materials on to the platform which may cause loss of balance;

Equipment:

Use genuine parts to replace faulty or worn components;

Follow manufacturer's instruction for safe use; inspection before each use; ensure all components are in good order (hinges, loose or missing bolts, screws etc); all welds, joints are free from defect; do not use hop-up that has been painted; faulty equipment to be taken out of service;

Use of Steps:

Steps shall be used in circumstances where other means of access have first been eliminated due to space, or other significant restrictions. A pre-start risk assessment will be undertaken and all actions and controls defined shall be complied with;

Injury of Persons:

Overturning:

Level, firm ground; One person on steps only; maximum loadings to be observed; No heavy work from steps; Braces/locks to be engaged when in use; No movement of steps whilst person still mounted; No over-reaching; Damaged steps to be taken out of service immediately; correct ppe; good housekeeping; short duration tasks only; maintain hand contact; Must be of sufficient length.

Collapse / Slipping:

Correct assembly; visual inspection prior to use; Damaged steps to be taken out of service immediately; correct PPE; Steps to be sited on suitable firm & level surface (do not site on protective sheeting or inclining floors); short duration task only; No heavy work from steps; No leaning of closed steps against a wall.

Poor Condition: Equipment selected will meet minimum standards; assembly by competent person; Painted steps are not acceptable as paint may hide defects; visual inspection for loose bolts, rivets or other signs of deterioration or other damage; Damaged steps to be taken out of use immediately.

Incorrect Use: Consider alternative means of access first; No horseplay; No movement of steps whilst person mounted; Training in safe use; ppe; no spanning of boards between two sets of steps to create work platform; Not suitable for tasks expected to take over 15 minutes. No heavy work from steps; Must be of correct length; Maintain hand contact.

Unauthorised Use: Only authorised persons to use steps; use by others without prior consent is prohibited; visitors (esp. children) to be prohibited from entering work areas.

Associated Risk Assessments:

Mobile Towers; Stilts; Hop-ups; Steps;

TOOLS IN USE:

Hand Tools:

Environment:

COSHH for medium being worked; when using close to electricity, ensure power is isolated; do not leave tools lying on floor, or any place where they may present a hazard; clear to safekeeping on completion of works (either to lockable toolbox or remove from site); store carefully during work process, e.g. in purpose made tool belts and tool boxes; do not leave tool boxes in the middle of a walkway or escape route;

Injury of Persons:

Correct PPE (eye protection); do not use hand tools as levers; do not throw hand tools to colleagues; suitable PPE (see risk assessment); open bladed knives, screwdrivers and other sharp tools are to be carried and used so as not to cause injury (e.g. not to be stored in pockets); ensure hand tools are picked up (and checked for damage) when dropped; store so as not to present a hazard to others; ensure hand tools are picked up (and checked for damage) when dropped; do not set down (even temporarily) where they may accidentally be stepped or leant upon; store so as not to present a hazard to others;

Equipment:



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Equipment is selected to meet minimum standards and of a range to suit usual activities; visually inspect for damage or deterioration; any movable / adjustable / metal parts should be lightly oiled, especially before storage; check chisels for mushroom heads, hammers for loose or damaged handles, open ended spanners for splayed jaws; ensure blades and cutting edges are sharp and free from defect; Select equipment SUITABLE for the task; replace all faulty hand tools; use sheaths where supplied on bladed tools.

Hand held electrical tools:

Environment:

Independent assessment required for unstable (gaseous/explosive) atmospheres; do not use in wet conditions; leads and extension cables are to be routed or secured at high level where possible, or laid neatly around perimeters to minimise the likelihood of damage and trip hazards; remove leads that are not in use; good housekeeping;

Injury of Persons:

Do not use in wet conditions; follow all manufacturers instructions; do not overheat; right tool for job; visual inspection for faults; uncoil cables & leads; dust masks to be used where the process generates dust; where dust generated is likely to be significant, suitable extraction will be used, eg. dust bags fitted to equipment; ensure good ventilation; hazard warning if the process is likely to generate excessive dust; goggles must be worn if drilling, sanding, cutting etc; hazard warning signage and verbal warning if process is likely to affect others in close proximity; suitable hearing protection must be used; noise levels must be assessed where the process is likely to reach exposure limits and monitored to ensure operative and others are not at risk of damage to hearing - hazard signage (mandatory hearing protection) in work area as deemed appropriate; select equipment with low vibration; consult HAVS calculator & manufacturers real-life test data; consider alternative method for carrying the task; ensure good posture / implement work rotation to avoid prolonged use; limit duration of use; suitable hand protection must be used; highlight risks to users by training / instructions for use/ toolbox talks; see RA for vibrating tools where necessary; trained first aider(s) will be available; fire fighting equipment readily available;

Equipment:

Select equipment with low vibration; equipment supplied to site will be fit for purpose; selection process to focus on safety features; electrical tools (including associated leads and transformers) shall be subject to periodic Portable Appliance Testing with results recorded throughout the life of the equipment, visual checks shall take place before each use; all equipment found to be defective will be removed from use; only competent persons shall test, repair and maintain portable electrical equipment and records; any movable / adjustable parts should be lightly oiled to protect against corrosion and to reduce wear where appropriate; power supply must be isolated before repair or replacement of parts or accessories.

Associated Risk Assessments:

Hand Tools; Electrical Tools;

MANUAL HANDLING:

Environment:

Routes that materials will be carried over are to be checked prior to the lifting to remove any obstacles and to assess where the load is going to be placed. Debris should be kept clear of working areas to prevent trip hazards. Bagged / containerised materials will be manually handled on to trolleys for movement to work areas. Materials will be manually lifted to the installation area, team lifting for heavy or unwieldy materials. Supervisors will oversee manual handling.

Injury of Persons:

Where mechanical aids cannot be used, loads are to be broken down to smaller loads 25kgs or under; Company will ensure loads coming onto site are pre-advised to Harrison Preservation and agreed; individual operatives are only to lift loads up to 25kgs, loads over this will team lifted; Operatives will wear suitable safety foot and hand wear; *Large items need not be heavy to pose a hazard. The size and shape can also be hazardous. Any large bulky items will be lifted in teams.*

Equipment:



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In addition to lifting equipment, mechanical aids are to be used wherever possible, (e.g. sack barrows / trolleys)

Associated Risk Assessments:

Manual Handling

12. COSHH INFORMATION

Products that may present a hazard to health are identified below and COSHH Assessments are appended at the rear of this document.

CONTROL OF RISKS ASSOCIATED WITH THE MATERIALS:

MATERIALS:

(Not an exhaustive list, but identifying those which have an association with risk in use and for which an independent risk assessment has been made and included in the pack)

Product	Significant hazards from COSHH assessment

Associated COSHH Assessments:

[OVERTYPE DETAILS HERE]



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13. ENVIRONMENTAL ISSUES

The execution of our trade results minimal waste and we endeavour to ensure noise levels are kept as low as is practicable.

Our estimating teams take care to order *sufficient* materials, resulting in minimum wastage.

Harrison Preservation do not carry large volumes of materials these large volumes are delivered to site by distributors and manufacturers direct to site, involving us in less handling and movement of the components.

We are sensitive to protection of our environment and adopt the policies of material providers where appropriate.

We endeavour to reduce paper communication by fully utilising electronic mail whenever possible.

Levels of noise and waste generation, including the use of substances which may have an adverse effect on health or the environment will be monitored to ensure compliance with legislation.

The Company will promote awareness to the workforce regarding their environmental responsibilities and ensure they participate in the prevention of incidents and accidents and co-operate fully with controls to prevent the release of harmful substances to the environment; this may include the delivery of associated toolbox talks.

Waste Management

We recognise our duty in respect of the control and management of waste and will co-operate fully with the main contractor to address the shared responsibility of the management of waste on site and in particular, that waste which is classified hazardous or harmful to the environment.; to meet this responsibility, Harrison Preservation are licensed waste carriers and manage the removal of waste we generate from site.

14. UPON COMPLETION

Harrison Preservation debris to be cleared to skips provided by main contractor, and working areas left swept and tidy.

Handover to principle contractor / client as appropriate

SAFETY METHOD STATEMENT PREPARED BY:

NAME:

SIGNATURE:

DATE:



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EMPLOYEE SIGN OFF

All employees of Harrison Preservation Limited working on the work package must sign to confirm they have received, read, and understood the contents of the Method Statement and Risk Assessment document pack. By signing off this document they recognise and acknowledge its importance and its relevance to the activities they will be undertaking during this work package.

Employees are reminded of their duty to comply with all control measures laid down in this document, that failure to do so could create a breach of health and safety law and could be a prosecutable offence.

Name	Date	Signature	Position



Harrison Preservation Limited

9 Reporting Accidents, Incidents Diseases & Dangerous Occurrences

9.1 Parameters

All **accidents** incidents and **dangerous occurrences** involving or as a result of actions or consequences of actions by any Employee of Harrison Preservation Ltd., must be entered in the Company's Accident Books, regardless of whether or not such accidents involve sub-contractors, Employees, visitors or members of the general public.

9.2 Dangerous Occurrences

A dangerous occurrences may or may not include any injury. A dangerous occurrences can be considered to have occurred if the possibility of injury has been identified by an action or occurrence. Examples would include situations such as scaffold collapse or explosion.

9.3 Accident Book Completion

Accident Books must comply with the Data Protection Act 1998 which seeks to ensure confidentiality of personal details. In accordance with the Act, completed accident records will be detached from the Accident book and stored in a locked cupboard.

The Act also states that an Employee must inform their Employer of any **injuries** they have received as soon as they can. This should be done by completing the Accident Book. Anyone can do this on behalf of an Employee.

All sections of the accident report must be completed by the Employee **EXCEPT** Section four which is for the Employer to complete. When the report is completed it should be torn from the book and handed to the person named on the cover of the book as responsible for storing accident book records. It may also be sensible for the person completing the form to take a copy of the form for personal reference. The number at the top of the page and the number on the front cover of the book should also be noted.

The Harrison Preservation Ltd. Director for safety or their representative will investigate all accidents, recorded in the Harrison Preservation Ltd. Accident book, thoroughly where appropriate instigate remedial measures to prevent re-occurrence. The Director will also complete Section four of the Accident form.

9.4 Death, Major Injury, Disease & Dangerous Occurrences

In addition to recording incidents in the Accident Book, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), 1995, mandate affected companies to inform the Health & Safety Executive or local authority, of certain situations arising as a result of incidents or accidents at work. In these circumstances affected companies must also file a report within clearly defined timescales.

The area of inherent responsibility for Harrison Preservation Ltd. applies to both Employees and anyone that has been affected by something that 'arose out of or in connection with Harrison Preservation Ltd. work', e.g. to a member of public or a Sub-Contractor or area or surrounding area of work, e.g. as a result of an item falling on someone or something outside of a direct area of work.



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Incidents to be reported under RIDDOR include:

Death - where someone is killed as a result of an accident related to work including work-related deaths as a result of physical violence. **Report to HSE without delay either on-line or by phone to 0845 3009923**

Major injury:

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Report to HSE without delay either on-line or by phone to 0845 3009923

Reportable over-three-day injuries

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-three-day injury you must report it to the enforcing authority within ten days.

An over-3-day injury is one which is not major but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days. You can notify the enforcing authority by telephoning the Incident Contact Centre on 0845 300 99 23 or completing the appropriate [online form \(F2508\)](#)

Reportable disease

If a doctor notifies you that your employee suffers from a reportable work-related disease, then you must report it to the enforcing authority.

Reportable diseases include:

certain poisonings; some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne; lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma; infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus; other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

You can notify the enforcing authority by telephoning the Incident Contact Centre on 0845 300 99 23 or completing the appropriate [online form \(F2508A\)](#)

Reportable dangerous occurrences (near misses)

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately. Just call the Incident Contact Centre on 0845 300 99 23 or complete the appropriate [online form^{\[6\]}](#).



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Reportable dangerous occurrences are:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipework;
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- injury caused by an explosion; Accidental release of a biological agent likely to cause severe human illness;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- unintended collision of a train with any vehicle;
- dangerous occurrence at a well (other than a water well);
- the following dangerous occurrences are reportable except in relation to offshore workplaces:
unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
- explosion or fire causing suspension of normal work for over 24 hours;
- accidental release of any substance which may damage health.

Gas incidents - where a person dies or suffers a major injury as a result of gas that Harrison Preservation Ltd. distributed, filled, imported or supplied.

9.5 Investigating Accidents & Dangerous Occurrences

The main reason for investigating accidents and dangerous occurrences is to help prevent further similar occurrences, to improve safety standards in general and to gather facts for any future legal action.

The following defines the steps that the Harrison Preservation Ltd. Safety Manager will follow for a successful investigation:

- Investigate as soon as possible after the event,
- Visit the scene,
- Talk to the people involved and any witnesses with patience, sensitivity and courtesy. Remember they may be reluctant to talk to you freely because they may feel this indicates they've done something wrong,
- Establish facts rather than opinions,
- Check and where possible obtain copies of relevant job instructions, safe working practices, Method Statements, Risk Assessments, etc,
- Check the Site attendance (if appropriate),
- Consider the knowledge of those involved,
- Consider the environment and weather conditions,
- Look for all things that are not as they should be, even those they may not suggest they contributed to this particular incident,

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- Clearly identify plant and equipment using name, any reference number, date of inspection, etc,
- Retain or impound equipment or other articles that contributed to the incident,
- Seek further information from technical experts if necessary,
- Concentrate on the cause of the incident rather than the cause of the injury. The distinction can be understood in the following example: a knife is being used to strip sheath from a cable, slips and cuts the user. The injury is caused by the knife slipping and contacting the flesh, whereas the cause of the incident could be the incorrect use of the knife instead of sheaf strippers, a lack of supervision or training or a combination of both and/or others,
- Use sketches, photographs or diagrams to help,
- Make concise, positive recommendations to prevent any reoccurrence,
- Contact the Safety manager for further guidance or assistance if you need help to carry out an investigation.

9.6 Diseases

Harrison Preservation Ltd. must also notify the enforcing authorities when an Employee suffers from certain diseases resulting from work activities. These diseases include conditions such as leptospirosis (Weil's disease which can result from rat contamination) and poisonings. Such diseases must be diagnosed by a doctor. As soon as any Employee is aware they may be suffering from a disease related to work activity, they should inform their Manager and the Company safety Manager.

10 Display Screen Equipment

10.1 Legal

The law relating to the use of DSE equipment, such as computers, is covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (DSE Regulations). These regulations set down minimum standards for the workstation used by DSE users. DSE Regulations define a 'user' as someone who uses a computer for continuous spells of more than an hour at a time on a more or less daily basis. The DSE Regulations also includes lighting levels and workstation layout. In developing Company DSE policies and procedures, Harrison Preservation Ltd. have included the amendments made to the regulations 2002.

10.2 Company Display Screen Equipment Policy

In order to comply with DSE regulations, Harrison Preservation Ltd. utilise the following procedures:

- All **new** potential computer users will be given a basic workstation set up training and a self-assessment DSE questionnaire to complete within 14 days of starting work with Harrison Preservation Ltd. This will be the responsibility of the Line Manager.
- All **existing** Employees who believe their role falls within DSE regulations should request a self-assessment DSE questionnaire from their Line Manager.
- Following a change in workstation, office environment or DSE equipment the user should reassess their area and notify their line manager of any issues.
- Where the questionnaire identifies issues, it is the responsibility of the Line Manager to ensure the issues are rectified.

To avoid unnecessary eye-strain, Employees are encouraged to take a few minutes an hour away from the DSE screen. This time should be engaged in work activity such as phone calls and admin. Any Employees who feel their work does not facilitate such breaks, should bring this to the attention of their Line Manager.

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10.3 Employees Responsibilities

Employees are expected to complete the self-assessment DSE questionnaire in a timely manner. They are also required to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, Employees should bring this to the attention of their Line Manager as soon as possible. Each Employee is also expected to abide by the DSE policy laid down in this document.

10.4 Keyboard Operation Injuries

Repetitive keyboard work and poor workstation design may result in Repetitive Strain Injury (RSI). Otherwise known as tenosynovitis, the likelihood of RSI developing can usually be avoided by good ergonomic factors.

10.5 Eye Tests

Any Employee who has been designated a DSE user has the right to request an eye test. This will be organised through an optician of the Company's choice. However, it is the Employees responsibility to make arrangements to have the eye test carried out. Following the initial eye test, the frequency of any follow-up tests will be decided by the Optician. Harrison Preservation Ltd. do not offer the option of paid leave for eye tests and wherever possible Employees are expected to arrange test to take place outside working hours.

10.6 Glasses

When the Optician has confirmed in writing that glasses are needed exclusively for DSE use, Harrison Preservation Ltd. will contribute £50 towards the cost. This figure will be reviewed annually and will be set to reflect the cost of a basic pair of glasses. Employees wishing to purchase a more expensive pair are welcome to fund the balance themselves.

11 Hand Arm Vibration

11.1 Legal

The Control of Vibration at Work Regulations came into effect July 2005. The Regulations stipulate:

- Exposure Action Values (EAV), i.e. the level above which the Employer must take measures to control the vibration risk This level will be set at 2.5 m/s².
- Exposure Limit Values (ELV), i.e. the level at which further daily exposure must be prevented. This level will be set at 5 m/s².

However, there is a transitional period for the exposure limit values through to 2010 which, allows work activities to continue for equipment in use before 2007 where exposures are above the exposure limit value.

The Regulations specify that Employers must:

- Assess the vibration risk to Employees
- Decide if they are likely to be above the daily Exposure Action Value (EAV). If they are the Employer must introduce a programme of controls to eliminate risk or reduce exposure to as low level as reasonably practicable. In addition the Employer must provide regular health checks for those Employees who continue to be regularly exposed above the EAVs or continue to be at risk.
- Decide if they are likely to be above the daily Exposure Limit Value (ELV). If they are the Employer must introduce a programme of controls to eliminate risk or reduce exposure to as low level as reasonably practicable. In addition the Employer must provide regular health checks for those Employees who continue to be regularly exposed above the EAVs or continue to be at risk.

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- Decide if they are likely to be above the daily Exposure Limit Values. If they are the Employer must take immediate action to reduce their exposure below the ELV.
- Provide regular instruction training and information to Employees at risk
- Complete and keep a record of risk assessment and control actions on all equipment or activities that produce vibration values and limit values as per the regulation 5.
- Keep a record of Employees affected by vibration at work
- Review and update the risk assessment regularly

11.2 Company Hand Arm Vibration Policy

Hand Arm Vibration (HAV) is a major cause of occupational ill health and each year generates approximately 3,000 new claims for Industrial Injury Disability Benefit. It's estimated around five million workers are exposed to HAV in the UK workplace. The risks to Operatives from regular, frequent or continued exposure to vibration are impaired blood circulation and damage to nerves and muscles in the arms. The most commonly known conditions are vibration white finger and vibration related carpal tunnel syndrome.

In recognition of the potential seriousness of this medical condition, Harrison Preservation Ltd. have registered with and received training from the Mansell/Hilti HAV initiative. Thereafter, to ensure the wellbeing of Employees and to comply with HAV regulations, Harrison Preservation Ltd. utilise the following procedures:

- All Harrison Preservation Ltd. activities with the potential to contravene the stipulated EAV level will be assessed by the Safety Manager. Records of these risk assessment and control actions will be maintained.
- Where activities in excess of the stipulated EAV level are identified, actions will be set to either eliminate the risk or to reduce the exposure to as low level as reasonably practicable.
- Any Employee likely to be exposed to activities identified above the EAVs will be required to undergo regular health checks and records of these checks will be maintained.
- Management will always consider alternative methods of undertaking the work
- Formal Health & Safety checks will ensure adherence to the guidance provided by The Mansell/Hilti HAV initiative:
 - Low-vibration tools are used wherever practical
 - The right tool for the job is used
 - Tools are maintained and repaired to avoid vibration caused by faults and general wear
 - Cutting tools are kept sharp
 - The amount of time the tool is used in one go is minimised by doing other jobs in between
 - Tools are not gripped or forced more than necessary
 - Tools are stored correctly so that they do not have very cold handles when next used
- Harrison Preservation Ltd. management will also ensure Employees are briefed on The Mansell/Hilti HAV initiative advice to encourage good blood circulation by keeping warm, giving up or reducing smoking, and massaging and exercising finger during breaks.

11.3 H&S Executive Ready-Reckoner

Recognising that it may be difficult for Employers to assess Exposure Action Values in m/s² A(8), the UK H&S Executive has authorised the use of a simple ready-reckoner chart for calculating daily vibration exposures, see below. The chart uses a system where the exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of Exposure Action Values.

Exposure points change simply with time, i.e. twice the exposure time, twice the number of points. Exposure points can also be added together, e.g. where a worker is exposed to two or more different sources of vibration in a day.



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The Exposure Action Value (2.5 m/s² A(8)) is equal to 100 points and the Exposure Limit Value (5 m/s² A(8)) is equal to 400 points.

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

The ready-reckoner is utilised as follows:

1. Find the vibration magnitude (level) for the tool or process (or the nearest value) on the grey scale on the left of the table.
2. Find the exposure time (or the nearest value) on the grey scale across the bottom of the table.
3. Find the value in the table that lines up with the magnitude and time. Therefore a magnitude of 5 m/s² and an exposure time of 3 hours would result in 150 exposure points.
4. Compare the points value with the exposure action and limit values (100 and 400 points respectively). In this example the score of 150 points lies above the exposure action value. The colour of the square containing the exposure points value defines whether the exposure exceeds, or is likely to exceed, the exposure action or limit value:



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Above limit value
Likely to be above limit value
Above action value
Likely to be above action value
Below action value

5. If a worker is exposed to more than one tool or process during the day, repeat steps 1 – 3 for each one, add the points, and compare the total with the exposure action value (100) and the exposure limit value (400).

12 Noise

12.1 Legal

The Control of Noise at Work Regulations 2005 arise from an increasing knowledge about noise levels that cause hearing damage, e.g. that regular exposure above the revised upper exposure action value can pose a risk of hearing damage. The Regulations supersede The Noise at Work Regulations 1989 and introduce new, lower levels at which employers must control noise exposure and include a new limit value, above which employers are required to take immediate action to reduce exposure.

The Regulations do not apply to members of the public exposed to noise from non-work activities, or who choose to enter noisy places. Nor do the Regulations apply to noise 'nuisance', which causes no risk to health.

12.1.1 Definitions of Noise, Exposure Limits and Action Values

Noise is measured in decibels (dB). The annotation dB(A) means 'A-weighted', a measure of noise levels in the audible range for humans. A 'C-weighting', written as dB(C), is used to measure peak, impact or explosive noises. Both measures are important in relation to the exposure limits and action values.

The Regulations require action at specific values relating to the levels of noise exposure averaged over a working day or week, and the maximum noise (peak sound pressure) to which Employees are exposed over a working day.

- (a) Lower exposure action values are:
 - (i) daily or weekly exposure of 80dB (A), (previously 85)
 - (ii) peak sound pressure of 135dB(C)
- (b) Upper exposure action values are:
 - (i) daily or weekly exposure of 85dB(A), (previously 90)
 - (ii) peak sound pressure of 137dB(C)

Use of a weekly exposure, rather than a daily exposure, may be appropriate where exposure to noise varies from day to day (e.g. the use of power tools on one day but not on others). No allowance should be made for the effects of hearing protection when determining an Employee's noise exposure in relation to the upper or lower action values.

- (c) Exposure limits have also been set which must not be exceeded:
 - (i) daily or weekly exposure of 87dB(A)
 - (ii) peak sound pressure of 140dB(C)

In this case, account may be taken of the reduction in noise exposure afforded by hearing protection. However if an Employee is exposed to noise at or above the exposure limit values then Employers must take immediate action to bring exposure down below this level.



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12.1.2 Assessment of Exposure

"Noisy" areas, work activities or processes where there is likely to be risk from noise exposure must be assessed and the findings compared to the action and exposure limit values detailed in section 12.1.1.

Examples of areas and work activities that may require assessment include Bush Hammering, Hacking-off, drilling and areas such as machinery or plant rooms.

An assessment will also be required where noise becomes intrusive for most of the working day, for example where a compressor runs continuously throughout the day, or where Employees have to raise their voices to hold a normal conversation 2m away from each other.

In many cases noise measurements will not be necessary and sufficient information about noise emissions may be obtained from equipment manufacturers and suppliers.

Some examples of typical noise levels are given below.

Activity	dB(A)
Normal Conversation	50-60
Loud Radio	65-70
Tractor Cab	75-85
Busy Street	78-85
Power Drill	90-100
Heavy Lorry (7m away)	95-100
Road Drill	100-110
Chain Saw	115-120
Jet Aircraft Taking Off 25m Away	140+

If the assessment indicates that noise levels are below the first action value of 80dB(A) this should be recorded and no further action is required, other than to ensure that there are no changes to the area, process or activity (and then to take action if changes do arise).

Where estimates approach the action values or exposure limit, noise measurements may be required to determine the specific Employer duties under the Regulations. In all cases the assessment should be recorded and reviewed at least every two years, or when there is a significant change that may invalidate the original assessment.

12.1.3 Control of Exposure

Where necessary Employers must put in place appropriate noise control measures, which should eliminate the risks, where this is reasonably practicable. Where this is not possible then risks should be reduced to as low as reasonably practical by engineering means and management controls. Control of exposure to noise must not be via hearing protection alone.

Where Employees or Others are exposed at or above the second action value, i.e. 85dB(A), Employers must draw up a planned programme of noise control measures. The immediate risk can be managed by the provision of hearing protection. However departments should identify short and long term targets to reduce noise exposure, draft a timetable for implementation of the noise control measures and assign responsibilities to individuals to deliver relevant parts of the plan.

12.1.4 Hearing Protection

Exposure to noise levels at or above 80db(A), but below 85db(A).

At this level of exposure Employees are they are entitled to request ear protection. Employers must provide this free of charge. Information, instruction and training on the risk to hearing from



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the equipment, process or activity should also be provided by Employers. This should include information about any hearing protection provided, where and how it should be used and the proper way to clean, store and maintain it.

Exposure to noise levels at or above 85db(A).

If this level of exposure is identified Employers must devise, implement and maintain a noise control programme (Section 12.3), in addition to providing ear protection and information, instruction and training. Where ear protection is provided the department must enforce its use and those exposed must use it.

In addition, careful consideration must also be given to the selection of hearing protection such that noise levels at the ear must be attenuated to less than 85dB(A). The hearing protectors must be suitable for the environment, comfortable for the wearer and compatible with other personal protective equipment such as hard hats, respirators or eye protection.

Hearing Protection Zones

Hearing protection zones should be designated in any area for which hearing protection is required, i.e. in areas where exposure to noise is above the upper action value of 85dB(A). The area must be clearly marked "Ear Protection Zone" and suitable signs posted to indicate that hearing protection is mandatory in these areas.

12.1.5 Use & Maintenance of Noise Control Equipment

Employers should check regularly that noise control equipment is being properly used, with suitable instructions and adequate supervision to ensure that this is the case. Noise mitigation equipment, e.g. silencers and attenuating enclosures, should be checked at least annually, and maintained in good condition to ensure continued effectiveness.

Re-usable ear protection should also be inspected periodically and replaced when necessary. Records of these checks and any maintenance should be kept by The Employer.

12.1.6 Labelling Noisy Tools, Equipment, Plant and Machines

Where machine operators are required to wear ear protection because noise exposure is at or above 85db(A), a sign must be posted on the machine. Appropriate signs can be obtained from the Safety Office.

12.1.7 New Tools, Equipment, Plant and Machines

All new machinery, equipment or plant should have been designed and constructed to ensure that the noise produced is as low as possible. They must have a 'Declaration of Conformity' to show they meet the required health and safety requirements and data sheets that provide information about noise emissions under actual working conditions, as well as any specific instructions for installation and assembly that reduce noise.

12.1.8 Health Surveillance

Employees regularly exposed to noise levels at or above the second action value, that is 85d(A), must be included in a health surveillance programme. Where exposure is between the first and second action value, i.e. 80dB(A) and 85dB(A); or where Employees are only exposed occasionally to noise levels above 85dB(A), then surveillance will be required only if information comes to light that the Employee is particularly sensitive to noise induced hearing loss.

12.2 Company Noise Policy

Exposure to noise in the workplace is a major cause of Noise Induced Hearing Loss (NIHL). Its progression is insidious, in that it usually develops slowly over a long period of time, and the impairment can reach the handicapping stage before an individual is aware of what has happened. Noise affects the cochlea, a chamber in the inner ear filled with fluid and lined with thousands of tiny hair cells. The hair cells signal the auditory nerve to send electrical impulses to the brain. The brain interprets these impulses as sound.

When exposed to loud or prolonged noise, the hair cells are damaged and the transmission of sound is permanently altered. While the losses are temporary at first, they become permanent after continued exposure, and there is no medical treatment to counteract the effect.

To ensure the wellbeing of Employees and prevent the development of Noise Induced Hearing Loss (NIHL) due to occupational exposure; and to comply with Control of Noise at Work Regulations 2005, Harrison Preservation Ltd. utilise the following procedures:

- All Employees will be briefed on the risk to their health of exposure to noise, the control measures in place to control exposure and the importance of using these appropriately. This will include suitable information, instruction and training about noise risks, any control measures in place, safe working practices and hearing protection
- All Harrison Preservation Ltd. activities with the potential to contravene the stipulated noise levels will be assessed by the Safety Manager. Records of these risk assessment and control actions will be maintained. Where information suggests potential contravention, Harrison Preservation Ltd. will obtain a reliable estimate of noise exposure (e.g. from manufacturers' and suppliers data) and compare the exposure to the action values and limit value. If the first action value is being exceeded Harrison Preservation Ltd. will arrange for daily personal noise exposure levels to be measured. If the second action value is being exceeded, Harrison Preservation Ltd. will identify the controls necessary to eliminate or reduce noise exposure using recognised noise control solutions, management control measures, good practice, and hearing protection. The assessment will be reviewed every two years to ensure that the findings remain valid, or when changes are introduced, to take action where required
- Any Employee likely to be exposed to activities identified above the noise levels will be required to undergo regular hearing checks and records of these checks will be maintained. This will also include any Employees whose health may be at particular risk from noise exposure, e.g. pregnant or young workers.
- Employees found with evidence of NIHL will be offered counsel and the cause investigated. They will be subject to more frequent surveillance and told of any progression. The level of NIHL which places the Employee in a position where it is unsafe to continue in that position should be determined based on individual risk and not numerically. Where it is deemed that further noise exposure places the Employee at unacceptable risk, Harrison Preservation Ltd. may consider redeployment to an area of acceptable risk.
- Formal Health & Safety checks will ensure adherence to mandatory working practices by ensuring:
 - Low-noise tools are used wherever practical
 - The right tool for the job is used
 - Tools are maintained and repaired to avoid increased noise caused by faults and general wear
 - Cutting tools are kept sharp
 - The amount of time the tool is used in one go is minimised by doing other jobs in between
 - Make hearing protection available to exposed Employees
 - Where appropriate, designate hearing protection zones and ensure that hearing protection is used and maintained



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12.3 H&S Executive Ready Reckoner

Recognising that it may be difficult for Employers to assess exposure levels in dB, the UK H&S Executive has authorised the use of a simple ready-reckoner chart for calculating daily noise exposures, see below. The chart uses a system where the exposures for different combinations of noise magnitude and exposure time are given in exposure points.

Exposure points change simply with time: twice the exposure time, twice the number of points. Exposure points can also be added together, for example where a worker is exposed to two or more different sources of noise in a day.

Sound Pressure Level dB	Duration in minutes								Total Exposure Points	Noise Exposure dB
	15	30	60	120	300	400	600	720		
95	32	65	125	270	500	1000			800	94
94	25	50	100	200	400	800			630	93
93	20	40	80	160	320	630			500	92
92	16	32	65	125	250	500	625		400	91
91	12	25	50	100	200	400	500	600	320	90
90	10	20	40	80	160	320	400	470	250	89
89	8	16	32	65	130	250	310	380	200	88
88	6	12	25	50	100	200	250	300	160	87
87	5	10	20	40	80	160	200	240	130	86
86	4	8	16	32	65	130	160	190	100	85
85		6	12	25	50	100	125	150	80	84
84		5	10	20	40	80	100	120	65	83
83		4	8	16	32	65	80	95	50	82
82			6	12	25	50	65	75	40	81
81			5	10	20	40	50	60	32	80
80			4	8	16	32	40	48	25	79
79				6	13	25	32	38	20	78
78				5	10	20	25	30	16	77
75					5	10	13	15		

The ready reckoner is utilised as follows:

- Find the noise level for the tool or process (or the nearest value) on the blue scale on the left of the table.
- Find the exposure points from the main body of the chart.
- Add any multiple tasks assessed
 - From the chart to the right. Identify Total noise exposure points
- Compare the points value with the exposure action and limit values (80 and 85 dB respectively).

An example would be where an employee has the following work pattern.

- 5 hours working on a tool where the noise level is around 80 dB
- 2 hours on a tool where the noise level is stated as 86 dB
- 45 minutes on a task where noise measurements 95 dB

For item 1 Noise Level Duration Notes Exposure Points

80 @ 5 hrs (No Column for 5 Hours so add together Values from 4 and 1 hour columns in row corresponding to 80 dB) $16 + 4 = 20$ Exposure Points

For item 2 Noise Level Duration Notes Exposure Points

86 @ 2 hrs Directly from table is 32 Exposure Points

95 @ 45 mins No column for 45 minutes so add together values from 30 + 15 minute columns in row corresponding to 95 dB $65 + 32 = 97$ Exposure Points

- From the chart to the right.



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Total noise exposure points 149

Noise exposure dB 86 to 87

In this example the score of 150 points lies above the exposure action value. The colour of the square containing the exposure points value defines whether the exposure exceeds, or is likely to exceed, the exposure action or limit value:

Where the exposure of an employee to noise varies from day to day, and employer may use weekly personal noise exposure in place of daily personal noise exposure.

13 Vehicular

13.1 Legal

Where a vehicle is supplied by the Company for the use of an Employee, in addition to non-health and safety items, the following conditions are contracted:-

1. Harrison Preservation Ltd. has a fully comprehensive insurance policy including third-party risks. Where Harrison Preservation Ltd. is obliged under the terms of such policy to bear the risk of the first part of any expense or damage it reserves the right to claim reimbursement from the Employee should he be involved in an accident for which he is to blame.
2. The vehicle will be driven exclusively by the Employee and may not be driven by any other driver without the permission of Harrison Preservation Ltd.
3. Harrison Preservation Ltd. will arrange for the vehicle to be serviced.
4. The Employee should immediately report in writing to Harrison Preservation Ltd. any accident or damage to the vehicle.
5. The Employee will regularly check the oil, water, anti-freeze, battery, steering, braking and lightening systems, tyres and tyre pressures and will ensure that all fluids and pressures are kept at the proper level.
6. The Employee will keep the vehicle washed, cleaned and polished both inside and out.
7. The vehicle may be used by other members of staff, BUT ONLY if permission is first obtained from Harrison Preservation Ltd., and providing always that the vehicle is only used in connection with Harrison Preservation Ltd's business.
8. The vehicle may only be used in connection with non- Harrison Preservation Ltd. business, if permission is first obtained from the Company.

13.2 Driving Policy

Harrison Preservation Ltd. recognises it is a criminal offence to use a hand held mobile phone whilst driving a motor vehicle. In addition Harrison Preservation Ltd. has a responsibility for the health, safety and welfare of all Employees. Therefore the following rules are contracted to be observed by every Employee when driving a Harrison Preservation Ltd. vehicle or when driving a vehicle during a period of employment with Harrison Preservation Ltd. N.B. The term 'driving' includes any time when the vehicle engine is running even when stationary.

1. A hand held mobile phone must never be used whilst driving.
2. If an incoming call is received on a hand held mobile phone whilst a vehicle is being driven, the driver must not answer the call but should allow the call to be recorded by the phones missed call facilities. The driver should then park the vehicle safely as soon as possible, and turn off the engine before returning the call.
3. If a driver wishes to make an outgoing call and the vehicle is not fitted with a hands free mobile phone capability then the driver must park the vehicle safely and turn off the engine before using the phone.



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4. If an incoming call is received on a hands free mobile phone whilst a vehicle is being driven, the driver must consider whether it is safe, in regard to the traffic and road conditions, to answer the call. If in doubt the driver should not answer the call but should allow the call to be recorded by the phones missed call facilities. The driver should then park the vehicle safely, as soon as possible, and turn off the engine before returning the call.
5. If a driver wishes to make an outgoing call and the vehicle is fitted with a hands free mobile phone capability the driver must park the vehicle safely and turn off the engine before initiating the call.
6. A driver must never continue a call if they suspect that their driving safety may be impaired.

14 Substance Abuse

Harrison Preservation Ltd. has a responsibility for the health, safety and welfare of all Employees. As a consequence Harrison Preservation Ltd. has a responsibility to employ rules that seek to ensure that Employees are not detrimentally effected by the physical or psychological effects of alcohol or drugs. Therefore the following rules are contracted to all people during any period of work employed by Harrison Preservation Ltd., including meal breaks and travelling to and from Harrison Preservation Ltd. business in any Harrison Preservation Ltd. vehicle.

1. The use or misuse of alcohol or drugs is prohibited.
2. Harrison Preservation Ltd. premises will be alcohol and illegal drug free zones. This includes all Harrison Preservation Ltd. vehicles.
3. Employees will be expected to be in a fit condition, free from traces of illegal drugs and below a blood alcohol concentration of 0.8%.
4. Any Employee smelling of alcohol could face disciplinary action which may result in the Employee's employment with Harrison Preservation Ltd. being terminated.
5. Any Employee causing a reason to believe that the Employees may be under the influence of illegal drugs could face disciplinary action which may result in the Employee's employment with Harrison Preservation Ltd. being terminated.
6. Any Employee involved in an accident, where it is thought that alcohol or illegal drugs may have been a contributing factor, could face disciplinary action which may result in the Employee's employment with Harrison Preservation Ltd. being terminated.
7. Harrison Preservation Ltd. may, given an indication that an Employee may be under the influence of alcohol or an illegal drug, carry out alcohol or drug testing on that Employee.
8. Harrison Preservation Ltd. may, should Harrison Preservation Ltd. believe it is necessary to do so, carry out random alcohol or drug testing of Employees.
9. Harrison Preservation Ltd. reserve the right to immediately remove from site any Employee who is considered by Harrison Preservation Ltd. to be under the influence of either alcohol or illegal drugs.

If an Employee is aware they have may have a problem with either alcohol or illegal drug abuse they are encouraged to inform their designated Manager. Harrison Preservation Ltd. will try and assist the Employee as far as it is reasonably possible to overcome the problem by encouraging their seeking assistance through an appropriate agency. However, where considered appropriate, Harrison Preservation Ltd. reserves the right to take disciplinary action which may result in the Employee's employment with Harrison Preservation Ltd. being terminated.

15 Construction (Design & Management) Regulations 2007

15.1 Dutyholders

Construction (Design & Management) Regulations 2007 places legal duties on virtually everyone involved in construction work. Those with legal duties are commonly known as 'dutyholders'.

Dutyholders under CDM 2007 are:

Clients - A 'client' is anyone having construction or building work carried out as part of their business. This could be an individual, partnership or company and includes property developers or management companies for domestic properties.

CDM Co-ordinators - A 'CDM co-ordinator' has to be appointed to advise the client on projects that last more than 30 days or involve 500 person days of construction work. The CDM co-ordinator's role is to advise the client on health and safety issues during the design and planning phases of construction work.

Designers - The term 'designer' has a broad meaning and relates to the function performed, rather than the profession or job title. Designers are those who, as part of their work, prepare design drawings, specifications, bills of quantities and the specification of articles and substances. This could include architects, engineers and quantity surveyors.

Principal Contractors - A 'principal contractor' has to be appointed for projects which last more than 30 days or involve 500 person days of construction work. The principal contractor's role is to plan, manage and co-ordinate health and safety while construction work is being undertaken. The principal contractor is usually the main or managing contractor for the work.

Contractors - A 'contractor' is a business who is involved in construction, alteration, maintenance or demolition work. This could involve building, civil engineering, mechanical, electrical, demolition and maintenance companies, partnerships and the self-employed.

Workers - A 'worker' is anyone who carries out work during the construction, alteration, maintenance or demolition of a building or structure. A worker could be, for example, a plumber, electrician, scaffolder, painter, decorator, steel erector, as well as those supervising the work, such as foreman and chargehands.

15.2 Dutyholder Responsibilities

Harrison Preservation Ltd. do not operate at Client, CDM Co-ordinator, Designer or Principal Contractors level. Harrison Preservation Ltd. do routinely deliver construction services on operational building sites and therefore have responsibilities at both Contractor and Worker level. These responsibilities are defined below. Harrison Preservation Ltd. will ensure all Operatives are aware of these responsibilities.

15.2.1 Contractor Responsibilities

Part 2 of the CDM Regulations states that the Contractor has the following responsibilities for all construction projects they are involved with.

- Be satisfied that they and any Employee or sub-contractor engaged, is competent and adequately resourced to deal with health and safety risks
- To plan, manage and monitor their own work to make sure that health is protected from the outset,
- To ensure that each subcontractor is informed of the minimum amount of time that is available to plan and mobilise work,
- To provide workers who are under their control (whether employed or self-employed) with information on relevant health risks (including those that may arise from other contractors' work)



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and a site induction (where not provided by a principal contractor), which they need to work safely, report problems or respond appropriately in an emergency,

- To cooperate with others who are involved with the project and coordinate activity,
- To obtain specialist advice (e.g. from an occupational hygienist) when planning high-risk work (e.g. work on contaminated land).

Part 3 of the CDM Regulations states that for notifiable (N.B. notifiable to the HSE if the construction phase will be longer than 30 days or 500 person days of construction work), construction projects they are involved with, the Contractor has the following additional responsibilities.

- Check client is aware of duties and a CDM co-ordinator has been appointed and HSE notified before starting work,
- Co-operate with principal contractor in planning and managing work, including reasonable directions and site rules,
- Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work,
- Provide any information needed for the health and safety file,
- Inform principal contractor of problems with the plan,
- Inform principal contractor of reportable accidents, diseases and dangerous occurrences.

15.2.2 Worker Responsibilities

The CDM Regulations states that the Worker has the following responsibilities for all construction projects they are involved with:

- Check own competence
- Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work
- Report obvious risks

16 Health, Safety, Quality & Environment Audit Checklists

16.1 Operatives Individual Checks

* ITEMS ARE ALSO ENVIRONMENTAL CHECKS	✓/X	Comment
Vehicle		
Driving Licence valid		
Vehicle Parked safely and courteously		
* Exterior Clean		
Interior Clean & Tidy		
All mirrors intact		
All light housings intact		
All tyres with reasonable tread		
Any equipment on roof rack safely secured		
No dents or scratches		
Spare tyre serviceable and inflated		
Control Of Substances Hazardous to Health COSHH		
* Data Sheets available for all COSHH listed substances carried		
* Emergency procedures are clearly set out on COSHH data sheets		
* All COSHH listed substances securely carried		
* All Pumps and fluids effected by COSHH listed substances are placed in plastic boxes or trays within the van		
* Unattended COSHH listed substances are locked away in van or client premises/site		
* All COSHH listed substances transferred from van to client premises/site are recorded by type, batch number and quantity		
* Hazard warning signs are displayed on the van and on site		
* Van is neat and tidy in order that any COSHH listed substances leakage or stock discrepancies can be readily detected		
* Van cab is separated by sealed bulkhead		
* Fire extinguisher is readily available in van		
* The van fire test certificate is up to date		
* The van is clearly marked as a No smoking area as it is a chemical storage area		
* Protective boots, overalls, hard hats, goggles and respirators are stored in van cab not in the equipment and chemical area.		
* First Aid kit is readily available and sealed		

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* Eyewash is available in first aid kit.		
* Barrier cream, gloves, hand and face cleaning wipes are available and used when required		
Health & Safety		
Certificate that has read and been briefed on Harrison Preservation H&S policy		
Aware of Harrison Preservation First Aid and Welfare Facilities		
* Aware of and understand how to report Injuries, Disease and Dangerous Occurrences (RIDDOR) : i.e. Accident procedure (Who, how, what, when, where, when)		
Aware of Harrison Preservation Safety Manager		
Health & Safety on Site		
Site Attendance Signed		
Aware of site H&S Regulations		
Certificate of attendance at Initial site H&S induction		
Aware of site Accident procedure (Who, what, when, where)		
Certificate of attendance at site Safety Tool Box Talks		
Aware of site Emergency procedure		
* Aware of site COSHH procedure		
Safe Method of Work Statements for current tasks		
Risk Assessment for current tasks		
Aware of Site Safety Supervisor		
Aware of Site First Aid and Welfare Facilities		
* Waste stored safely and securely		
* No discharge of contaminated water		
* Hazardous substances properly disposed of or properly stored		
* Waste packaging properly disposed of or properly stored		
* Resources such as raw materials, water and energy used as efficiently as possible		
* Emissions such as dust and noise minimised		
Personal Protective Equipment		
Steel-toed Boots worn and in good order		
Hearing defenders available and in good order		
Protective Gloves available and in good order		
High-Visibility Jacket available and in good order		
Hard-Hat available and in good order		
Protective goggles available and in good order		
Protective gas/dust-mask available and in good order		
Protective gas/dust-mask filters available and in good		



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order		
Electrical Equipment		
Angle Grinder in good order and within test date		
Bosch Road-Breaker in good order and within test date		
Cement Mixer in good order and within test date		
Cutter Tile in good order and within test date		
DPC Machine in good order and within test date		
Drill De Walt in good order and within test date		
Drill Diamond in good order and within test date		
Drill Hammer in good order and within test date		
Drill Makita in good order and within test date		
Drill Mixing Bosch in good order and within test date		
Hilti 505 Te in good order and within test date		
Hilti 705 Te in good order and within test date		
Hilti 805 Te in good order and within test date		
Hilti Te 5 in good order and within test date		
Hilti Te 6 in good order and within test date		
Hoover in good order and within test date		
Kango in good order and within test date		
Leads 110v in good order and within test date		
Leads 240v in good order and within test date		
Lights 110v in good order and within test date		
Pump Electric is in good order and within test date		
Saw Chop in good order and within test date		
Saw Flip in good order and within test date		
Saw Jig in good order and within test date		
Saw Reciprocating in good order and within test date		
Saw Skill in good order and within test date		
Transformer in good order and within test date		
Mechanical Equipment		
* Petrol Grinder in good order and within service date		
* Petrol Compressor in good order and within service date		
* Petrol Generator in good order and within service date		
* Gas-fired Nail Gun in good order and within service date		
Cordless Nail Gun in good order and within service date		
Climbing Equipment		
Access Platform (Tower) is in good order		
Band Stands are in good order		
Hop-up (feet, hinges & secure clasps) are in good order		
Ladder (feet, hinges, secure clasps & rungs) are in good order		
Scaffold Boards are in good order		

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Steps (feet, hinges, secure clasps & rungs) are in good order		
General Equipment		
* Brooms, Bucket and Hose are in good order		
* Chaser is in good order		
* Cutter Tile Manual in good order		
* Drill Cordless is in good order		
Feather Edge is in good order		
Gun Sika		
Gun Teraline		
* Gunite Machine		
Hilti Laser Level is in good order		
Plastering Ruler is in good order		
Pump Hand is in good order		
Rod DPC is in good order		
* Shovel is in good order		
* Spraying Lance is in good order		
* Wheel Barrow is in good order		
Quality - Image		
Company polo shirt worn and in good order		
Company fleece worn and in good order		
Company sweat shirt worn and in good order		
Trousers in acceptable condition		
General appearance acceptable		
Quality - Workmanship		
DPC installation		
Cavity Drain Membrane		
Two coat specialist Triton render		
Combiflexing application		
Sika 1 application		
Wall dressing e.g. Hacking-off, Bush Hammer		
Finish coat /Plastering		
Carpentry		
Timber treatment High Pressure		
Timber treatment Brush Application		
Any Other Work		
* Cleaning and Restoration		
Attitude/Approach		
Quality – Customer Opinion		
Workmanship, i.e. what the excellence of the work		
Approach to the job		
Approach to safety		
* Approach to the working environment		
Professionalism		



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Friendliness		
Responsiveness		

I(Name of Operative) understand that I have responsibility for my own health and safety and therefore the need to comply with the checks and conditions recorded above. This includes the duty to ensure that all my Personal Protective Equipment is clean, well maintained and worn by myself whilst on site during any work for Harrison Preservation Ltd. I also acknowledge responsibility for the good order of the vehicle, equipment and documentation listed above and that the check outcomes are accurate and fair. I am aware that in the event of an accident or ill health I must report this to the manager and ensure the incident is recorded in the accident book.

Operatives Name..... Checkers Name.....

Operatives Signature..... Checkers Signature.....

Date..... Date.....

17 Document History

Version	Date	Author	Comments
New doc Initiated	28 th September 05	John O'Sullivan	Peter Harrison commissioned a complete review of H&S
Draft 1.0	25 th September 05	John O'Sullivan	First Draft to Directors for comment
Issue 1.0	23 rd December 05	John O'Sullivan	Issued to all Company
Issue 1.1	3 rd January 06	John O'Sullivan	Minor grammatical changes and Section 4.7 Duplication removed
Issue 1.11	18 th May 06	John O'Sullivan	Section 11 reviewed
Issue 1.12	8 th September 06	John O'Sullivan	Sections 7.3 & 8.3 updated
Issue 1.13	2 nd April 07	John O'Sullivan	Section 11.2 updated
Issue 1.14	6 th June 07	John O'Sullivan	Annual Review
Issue 1.15	8 th February 08	John O'Sullivan	Section 7.3 under review
Issue 1.16	9 th June 08	John O'Sullivan	Annual Review
Issue 1.17	15 th Sept 08	John O'Sullivan	Addition of CDM section
Issue 1.18	18 th Nov 08	John O'Sullivan	Addition of Vehicle & Substance abuse sections and amendments to Environmental items
Issue 1.19	20 th Nov 08	John O'Sullivan	Addition of Noise section
Issue 1.20	3 rd Dec 08	John O'Sullivan	Section 4 Safety Consultants details included , RA amended
Issue 1.21	28 th Jan 09	John O'Sullivan	Deletion of reference to Factory Act, Enactment dates corrected.
Issue 1.22	19 th Feb 09	John O'Sullivan	Section 4.2 Additional detail on PUWER
Issue 2.00	29 th May 09	John O'Sullivan	Annual Review Completed
Issue 2.01	13 th July 09	John O'Sullivan	Sections 4.5 & 4.6 PPE Extended
Issue 3.01	14 th July 2010	Axiom Safety	Full review of document, limited (spelling and wording changes) to major rewrite of sections and embedded documents made. Document re-titled Health Safety and Environment Handbook.



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Version	Date	Author	Comments
Due	1 st July 2011		Annual Review

I(Name of Employee) have been comprehensively briefed on the content of this document. I understand that I have responsibility for my own health and safety and therefore the need to comply with the checks and conditions recorded above. This includes the duty to ensure that all my Personal Protective Equipment is clean, well maintained and worn by myself whilst on site during any work for Harrison Preservation Ltd. I am aware that in the event of an accident or ill health I must report this to the manager and ensure the incident is recorded in the accident book.

Employees Name..... Managers Name.....

Employees Signature..... Managers Signature.....

Date..... Date.....