

**D.A.B. Scaffolding LTD**  
Derby Street,Crewe,Cheshire,CW1 3ER  
[www.dabscaff.co.uk](http://www.dabscaff.co.uk)  
E-Mail [info@dabscaff.co.uk](mailto:info@dabscaff.co.uk)  
VAT Reg No. 736 836 794

## Health and Safety Policy

### 1. INTRODUCTION

As an organisation employing more than five persons, this written health, safety and welfare policy is in compliance with Section 2(3) of the Health & Safety at Work etc Act 1974.

As a responsible employer it is our duty to bring this policy and any revisions made to this document, to the attention of all the employees.

All employees will receive a personal copy of this Health Safety and Welfare Policy. However employees are reminded that their copy of this Policy remains the property of the employer and will be returned immediately on request.

The signed Health Safety & Welfare Policy of D.A.B. Scaffolding Services is displayed on the company premises and submitted to clients on request.

### 2. STATEMENT OF POLICY

It's the policy of DAB Scaffolding Services to provide and maintain safe and healthy working conditions, equipment and safe systems of work for all our employees and to provide such information, training and supervision as they need for this purpose. We accept our responsibility for the health and safety of other people who may be affected by our activities.

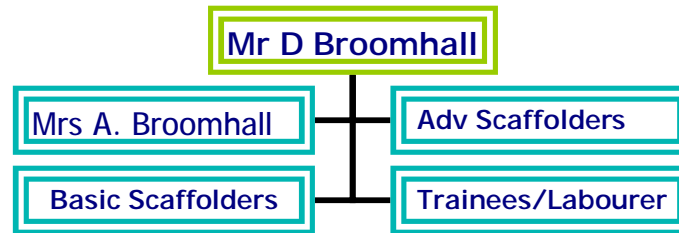
The allocations of duties for safety matters and the particular arrangements that we will make to implement the policy are contained within the arrangement section of this document. The policy will be kept up to date, particularly as the business changes in nature and size. To assure this, the policy and the way in which it has operated will be reviewed at the beginning of each Financial Year.

Signed. Mr D Broomhall (Managing Director)

Thursday, 01 November 2007

### 3. ORGANISATION

Organisation Chart



### 4. RESPONSIBILITIES

4.1. **Partner**, Mr D Broomhall has overall and final responsibility for the health and safety performance in the company. He is responsible for:

- Providing sufficient resources to enable arrangements within the Health, Safety and Welfare Policy to be implemented
- Ensuring that appropriate insurance cover is maintained to satisfy both statutory and business needs
- Supporting management and employees in the implementation of all aspects of this Health, Safety and Welfare Policy and supplementary safe systems of work
- Ensuring that trained, competent persons only are employed by the Company

4. 2. **Partner**, Mrs. A Broomhall is responsible for:

- Ensuring that the objectives of this Health Safety and welfare policy are fully understood and implemented by all employees of the Company.
- Ensuring that sufficient supplies of suitable safety equipment are available
- Ensuring that Health Safety & Welfare is the first priority on all development sites
- Ensuring that by inspection, statutory records in relation to weekly inspection of Scaffold, Lifting Gear, Harnesses and other equipment (including hired) subject to mandatory Company inspections are maintained
- Ensuring that site arrangements exist via site management for the executive communication to all site employees in all matters pertaining to health safety and welfare

- Ensuring that effective systems are in place for the communication to all site employees in relation to COSHH, Risk, Manual Handling Assessments, CDM requirements and other matters relating to safety i.e. results of safety audits and inspections
- Giving full support to Mr. Darren Broomhall, Partner, in all matters relating to health safety and welfare to allow Mr. Darren Broomhall, Partner, to discharge his statutory duties
- Ensuring that injuries sustained to persons under her control receive prompt first aid, entries are recorded in the Accident Book and that Mr. Broomhall is informed, in all cases other than minor.

#### **4.3. Independent Health & Safety Consultants**

- D.A.B Scaffolding Ltd employs the services of Safety & Access limited as independent health and safety consultants to provide professional assistance and guidance to support the line-management. They are appointed as D.A.B's competent advisors and help discharge the Company's duty under regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- The Health & Safety Consultants are responsible for keeping the Company up to date with occupational health and safety: new and changing health and safety legislation, case law, and best practice.

#### **4. 4. Employees**

- The Employees of the company consist of office staff, Scaffolders and labourers. All employees are responsible for:
  - Their own safety and the safety of others who may be affected by their acts or omissions
  - Wearing provided personal hearing and respiratory protective equipment
  - co-operating with their employer in the discharge of his legal duties under the Health and Safety at Work Act and supporting regulations
  - Reporting accidents, injuries, defective equipment and understanding that they must not interfere with any item provided for safety purposes.

## 5. ARRANGEMENTS

The Company's established 'arrangements' for ensuring the health Safety and welfare of employees are augmented by 'safe systems of work' which detail Company policy in regard to particular hazards i.e. working at heights, noise etc.

### 5.1 Risk Assessment

The identification of hazards, assessment of risk, establishing and enforcing of control measures to eliminate or control risk, are the cornerstones of effective safety management.

The Management of Health and Safety at Work Regulations 1999, Regulation 3, requires employers to make suitable and sufficient assessment of the risks to health and safety and to keep records of the significant findings. The Company has developed risk assessment processes to comply with this statutory requirement.

The two risk assessment processes used are known as **Generic Risk Assessment** and **Specific Risk Assessment**. Both processes use a qualitative technique, which relies upon the judgement of a competent person (or Risk Assessor). The Risk Assessor must be appointed by Management having been deemed competent and received training in the particular techniques used.

#### Generic Risk Assessment

A suite of Generic Risk Assessments have been prepared and implemented for all of the routine operations undertaken by D.A.B Scaffolding Ltd. However they do not take account of the specific environmental conditions at the particular workplace, which is why they must always be supplemented by a specific risk assessment.

#### Specific Risk Assessment

A specific risk assessment must be carried before each job commences (Scaffolding operations only). The assessment processes is similar to the Generic, however it is simplified using checklist type proforma to assist the Risk Assessor to identify the hazards on Form Reference SRA 1

#### Method Statements / Scaffold Plan

Method Statements are a traditional form of risk assessment used generally throughout the construction industry. At D.A.B Scaffolding Limited they are prepared:

- i) for all complex or high risk operations where the preventative and protective control measures and require more explicit detail than provided in the specific risk assessment (SRA1); and/or

ii) at the request of our client's.

All method statements should include the following:

- q The clients details
- q Details of the location
- q Description of the activities to be undertaken
- q Specific equipment to be used
- q Drawing Register
- q Sequence of events or work method
- q Significant hazards identified through the risk assessment
- q Specific control measures to be adopted
- q Specific details on how the scaffold will be Erected and Dismantled
- q Details of the Rescue plan

The standard Company method statement format should be used (Form reference MS1).

The method statement, once submitted and approved by the client, must be formally communicated to all employees involved in the operation before commencing.

## 5.1 Working at Height

Under the Work at Height Regulations 2005 DAB Scaffolding Services will comply with the hierarchy to avoid, prevent and mitigate the need to work at height at all times and will always consider collective protection over personal where applicable.

Work at Height is deemed under these regulations as any place from which if measures required by these regulations were not taken a person could fall a distance liable to cause personal injury including below ground.

DAB Scaffolding Services will also use at all times competent personnel to organise and plan work at height and competent personnel to erect, dismantle and modify scaffolding as required. Environmental conditions need to be considered at all times that may adversely affect health and safety during scaffolding operations.

DAB Scaffolding Services will ensure that working platforms used for construction from which a person could fall a distance of 2 metre's will be under an inspection schedule by themselves or the user.

Scaffold should be erected to strength and stability calculations unless erected to a recognised standard.

Top Guardrail heights will now be 950mm and the maximum gap should not exceed 470mm. Working platforms should have no gaps where people or objects can fall.

Signs and Barriers must be in place on working platforms showing areas where access is not permitted.

Employers should also make provision for inspection of equipment used in Work at Height and Regulation

## 5.2 Health & Safety in Scaffold Work

Scaffold work is dangerous. Almost one in five deaths is caused by falls from Scaffold. There are also many serious injuries, often resulting in permanent disabilities. These accidents occur across the whole range of Scaffold work from the simplest Towers to large-scale construction projects.

For all Scaffold work, whatever its nature or extent, a safe place of work will be provided, a safety method statement will identify working positions, access routes and show:

- How falls are to be prevented;
- How danger to those at work below and to the public from falling materials is to be controlled;
- How risk to health will be controlled;
- How other risks, identified at planning and survey stages, are to be controlled;
- What equipment will be needed;
- What competence/training is needed;
- Who will supervise the job on site;
- How changes in the work will be dealt with without prejudicing safe working; and
- Who will check that the system is effectively controlling risk.

There is a hierarchy of different safeguards. The most effective precaution is to provide a safe place of work. This can be in the form of a safe working platform with physical safeguards such as guardrails, toe board and barriers. Only if this first level of protection cannot be achieved in practice are lower levels such as fall arrest systems acceptable. Fall arrest systems do not prevent falls, but can reduce injury once a fall has happened. There are two basic types:

- Those that give general protection e.g. safety nets.
- Those giving individual protection, e.g. safety harness attached to a suitable anchorage point.

All fall arrest system must be properly installed and maintained by a competent person every three months as per SG16. Safe access to the Scaffold requires careful planning particularly where work progresses along the scaffold. Typical methods are:

- Use of ladders or staircases for loading scaffold
- Use of gin wheels when scaffold reaches above 7 meters;

Planning must include how to escape from the scaffold in case of an accident. An accident could result from:

- Improper handling of scaffold equipment;
- Scaffolds modified by persons other than qualified Scaffolders
- Activities inside a building including those under refurbishment.

In either case the means of escape must be adequate. How complex this need be depends on the risk. It could be as simple as the provision of additional (tied) ladders. This would be identified in the risk assessment.

Materials handling has a significant impact on scaffold work safety. For example it can:

- Minimise the amount of time spent working at height;
- Reduce the amount of travelling around to collect materials;
- Reduce injuries caused by handling heavy or unwieldy components.
- It can also increase productivity.

Weather Conditions.

Adverse weather conditions need to be anticipated and suitable precautions taken. Rain ice or snow can turn a secure footing into a skating rink. A gust of wind can cause loss of balance.

When deciding whether to continue or suspend work consider:

- Wind speed

What measures will prevent fall and loose material being blown off.

### **5.3 The Control of Substances Hazardous to Health Regulations 1994.(COSHH)**

The object of the COSHH Regulations made under the Health and Safety at work act 1974 is to protect the health and safety of persons exposed to substances hazardous to health in the work place. Assessments prescribed under Section 6 of the Regulations are to be completed in respect of the scope of the Company's operations.

### **5.4 The Noise at Work Regulations 1989.**

The object of the Noise at Work Regulations is the preservation of persons hearing by the assessment of noise exposure. Resulting from assessment of noise emitting tools and equipment, findings of up to 85 dbA will be interpreted as 'optional' wearing.

Over 85 dbA will be 'recommended'.

Findings of 90 dbA will necessitate mandatory wearing of issued protection, the display of approved warning sign and initiating procedures to attempt to eliminate noise hazards at source.

### **5.5 The Management of Health and Safety at Work Regulations 1992.**

The Management of Health and Safety at Work Regulations 1992 require employers to protect anyone from harm as a result of anything which is done in connection with their business. For each site, areas of risk will be identified as an action plan developed by the Clerical Staff. Such plans, on completion, will be recorded and findings will be communicated to employees.

### **5.6 The Manual Handling Operations Regulations 1992.**

Manual handling operations which may cause injury at work will be identified by the risk assessment carried out under the Management of Health and Safety at Work Regulations 1992. They will include not only the lifting of loads, but also lowering, pushing, pulling, carrying or moving them, whether by hand or other bodily force. The Company will record such assessments where applicable.

### **5.7 The Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Equipment Regulations 1998 (LOLER).**

Under the regulations the Company will:

- Take into account the working conditions and hazards in the work place when selecting equipment;
- Make sure that equipment is suitable for the use that will be made of it and that it is properly maintained; and
- Give adequate information, instruction and training.

### **5.8 Electrical Equipment.**

In compliance with the Electricity at Work Regulations 1989, a competent person will carry out electrical inspection and testing of all electrical equipment owned by the Company. Such equipment will be tagged to indicate when its next test is due. A register will be kept recording date, results of test and any maintenance carried out. Equipment failing electrical test will be immediately removed from service.

### **5.9 The Personal Protective Equipment at Work Regulations (PPE)**



These Regulations set out sound principles for selecting, providing maintaining and using PPE. Under these regulations, the Company will:

- Give adequate information, instruction and training on its use.
- Provide storage for PPE. When not in use.
- Ensure that PPE is properly used.

Suitable and sufficient PPE and RPE is stored and is free issue to employees, i.e.:

- Disposable dust masks
- Abrasive protection gloves
- Impact resistant goggles
- Safety helmets
- Harness, boots and hi-vis

### **5.10 First Aid**

First Aid boxes will be carried in all Company vehicles. The location of First Aid boxes on sites will be by notice prominently displayed. Employees will be encouraged to take First Aid Training.

### **5.11 Fire Protection**

Fire extinguishers to suit the material at risk will be positioned at the exit and emergency exit point of the premises. All Company vehicles will carry a suitable extinguisher; the Clerical Staff will arrange suitable training for employees to enable them to use the equipment in an efficient manner to meet the risk.

### **5.12 Construction (Design and Management) Regulation (CDM)**

If DAB were Principal Contractor under the regulations, the Company will take account of the specific requirements of a project when preparing and presenting tenders or similar documents. Take over and develop the health and safety plan, co-ordinate the activities relevant contractors and sub-contractors and ensure they comply with relevant health and safety legislation and with the developed health and safety plan. In addition they will ensure the provision of information, training and consultation with employees including the self employed.

### **5.13 Health and Safety Executive**

The Health and Safety Executive (HSE) have the role of monitoring the industry for compliance with current legislation. The visit to site of and Inspector must be reported to the Clerical Staff. An Inspector has the power to serve a notice which prohibits any work continuing, the advice given by an Inspector should be respected. A Health and Safety information poster complete with the name and the address of the Enforcing Authority is

displayed in the office for information.

Mandatory posters, Employer's Liability Certificate should be displayed in a conspicuous position.

#### **5.14 Safety Induction and Subsequent Training.**

- All employees shall be inducted on the dangers that apply to that particular place of work, the site rules will be discussed, and agreed Fire procedure, escape routes, location of extinguishers and Fire Assembly Point will be established.  
All site employees will sign the register on completion of the induction programme.

#### **5.15 House Keeping - Access/Egress.**

In compliance with the Health, Safety and Welfare Regulations 1996, it is essential that all employees keep their workplace in a safe and clean condition. All waste material must be removed from the workplace to prevent it becoming an additional hazard. The disposal will be subjected to environmental awareness.

#### **5.16 Contracts and Visitors.**

All sub-contractors and visitors are required to wear the appropriate protective clothing, i.e. substantial footwear and safety helmets. All visitors are accompanied on site and contractors are obliged to work to SITE RULES.

#### **5.17 Environmental Awareness**

It is the intention of the Company to manage carefully all activities to reduce any potential environmental effect to a practical minimum. All staff are encouraged to demonstrate a continuing commitment to environmental performance as well as compliance with all statutory requirements for environmental protection

#### **5.18 Masonry Anchor Testing**

The testing of masonry anchors used as scaffold ties is an essential element of the scaffold commissioning and handover process. The preliminary and proof testing should be in line with Technical Guidance 4 from the NASC. The manufacturer instructions must be followed for the specific type and make of anchor used. The frequency of testing must be carried out in accordance with the following table: -

<i>No. of Ties per Structure</i>	<i>No. of Pullout Tests required</i>
Up to 20	Minimum of 3
More than 20	1 in 20 (5%)

The results of the pullout testing should be recorded on the handover certificate (No. of ties tested and results in failures or KN's), unless a specific report is prepared.

## **5.19 Protection of the Public and Others**

All reasonably practicable measures must be taken to secure the workplace to prevent the public and others (such as fellow workers, visitors, trespassers etc.), especially children being at risk of an injury.

Each location must be assessed considering the nature of the work and the location of the workplace and its environment, to establish the necessary control measures.

## **5.20 Young Persons at Work**

A young person at work is a person under the age of eighteen (18) years and can be an employee, visitor or student on work experience.

A young person is not permitted to operate/drive plant equipment or work at height where they are exposed to a risk of a fall greater than 2m unless they are in training under direct supervision.

Before a young person starts work e.g. trainee, apprentice etc. a suitable and sufficient risk assessment must be carried out on all their activities. Any residual risk that remains that can not be eliminated and has been controlled so far as is reasonably practicable must be communicated to their parents/guardian and written consent obtained.

## **6.0 Measuring Performance**

### **6.1 Reactive Monitoring**

#### **6.1.1 Accident Reporting & Investigation**

Certain injuries, ill health and dangerous occurrences are required by law to be reported to the enforcing authority (usually the Health & Safety Executive), under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).

However it is the policy of D.A.B to investigate all accidents and incidents, including near misses. The purpose of the investigation is to identify the causation and to establish and enforce measures to prevent reoccurrence and not to apportion blame.

Some organisations claim to have a 'no blame culture' for accident reporting and investigation to ensure that every employee feels that they can report accidents and co-operate with any investigation without fear of retribution. However, we promote a 'just and fair culture' which is similar to 'no blame', but there may be some apportionment of personal responsibility. Investigations must not lay blame indiscriminately; all accident investigations shall be objective, open and fair.

All employees are encouraged to report all accidents or incidents no matter how minor. The reporting of accidents by employees to the Company shall always remain a high profile topic e.g. regularly repeated toolbox talks, notices etc...

Any employee who fails to report a work-related accident or fails to co-operate with or deliberately misleads an investigation will be referred for disciplinary action.

All injuries must be reported to the immediate line-manager who will ensure that the appropriate level of investigation is undertaken and the records kept.

There is no longer the requirement to maintain a BI150 accident book as the same information is captured in the Company Accident Report (Form reference ARF1).

The ARF1 must be completed for all accidents. The individual completing the form keeps a copy and the other copy is entered into head office accident file once all the remedial actions are complete and closed out.

In addition to the ARF1 a full investigation report should be prepared for more serious incidents.

All line-management who lead accident investigations will receive formal investigation training.

It is the responsibility of the relevant Contracts Manager to ensure that RIDDOR injuries, ill health and dangerous occurrences are reported. However this duty may be performed by others (e.g. H&S Consultants). If the RIDDOR telephone, facsimile or electronic mail service is solely used to report, then the RIDDOR reference number must be recorded on the ARF1. The Health and Safety Executive's RIDDOR report details are listed below:

Telephone 0845 300 99 23  
Fax 0845 300 99 24  
Email [riddor@natbrit.com](mailto:riddor@natbrit.com)

## 6.2 Proactive Monitoring

The purpose of proactive monitoring is ensure that the established performance standards are being adhered to and to help prevent an accident or ill health. The primary objective of the hierarchy monitoring is not just to identify failure in the form of unsafe acts or conditions, but to measure success and recognise positive good behaviour.

### 6.2.1 Hierarchy Monitoring

Each member of the line-management within the operational hierarchy of the organisation (Director through to first line Supervisors) shall undertake health and Safety inspections at a predetermined frequency. Hence the term '*Hierarchy Monitoring*'. The inspection shall observe workplace operations and be carried out using a checklist style proforma to record the findings

Copies of the monitoring report are sent to the immediate direct line-manager. Where appropriate copies will be issued to the individual responsible for completing a specific action. All corrective remedial actions remain open until closed out as complete.

### 6.2.2 Independent Monitoring

Independent Monitoring is similar to the Hierarchy Monitoring but is carried out by the Independent Health and Safety Consultants. This monitoring is carried out on a regular basis and reported directly to the Managing Director.

## 7.0 Review Meetings

### 7.1 Review Meetings

An annual Safety Management review meeting should be held with the Managing Director and Safety Consultants to monitor implementation and development of the Health and safety policy and overall safety performance.

This commitment by **D.A.B. Scaffolding Services** to health, safety and welfare will be updated on a regular basis not exceeding 12 months on or before JANUARY 2007.