



Specialist Masonry Contractor

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ARRANGEMENTS AND PROCEDURES

1. Training and Supervision

It will be the policy of Amici Building Contractors Ltd (“the Company”) that health and safety information relevant to the activities at hand is given to both employees and any sub-contractors.

An initial assessment will be carried out followed by ongoing training where needed to ensure that employees at all levels are:

- Competent to carry out work safely, to operate standard and specialist tools, plant and work equipment.
- Aware of their health and safety responsibilities.

Decisions relating to ongoing training of employees will be reviewed on a regular basis. The designated Health and Safety person will be responsible for identifying and implementing health and safety training needs. Records of the training will be kept on each employee’s individual file.

Before any works are awarded to sub-contractors, checks will be made to ensure that they are competent to carry out the tasks applicable to their trade and that they have appropriate health and safety management systems in place.

2. Risk Assessments

(Reg. 3 Management of Health and Safety at Work Regulations, 1999)

The management teams involved in programming work and supervising it on site will ensure that all potentially hazardous work activities undergo a suitable and sufficient Risk Assessment. They will then ensure that control measures are implemented to prevent any injury, disease or dangerous occurrences arising and that these will be maintained and revised as needed.

Risk Assessments will always be carried out on:

- anything that involves working above ground level such as high level brickworks,
- roof work including cut timber and truss works, tiling and felting,
- high level maintenance works such as gutter fitting or clearing,
- Any activity that involves the use of mobile plant.
- All plant operatives to have passed a fit For Work Medical.



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3. **Workplace Safety and Welfare**

(The Workplace (Health, Safety and Welfare) Regulations 1992; Construction (Design & Management) Regulations 2015)

The management will work with the Principal Designer to ensure that the required pre-start safety protocols are in place before work begins. They will then insure that the staff involved in programming work and supervising it on site will ensure that at no time are any premises left with exposed edges, trailing leads or live cables, or anything that may present a hazard to anyone who uses the area. Where works are to take place where members of the public have access, the site supervisor will ensure that measures will be taken to ensure that they are not adversely affected.

The management will ensure that all the Company workplaces are provided with welfare facilities that meet the needs of all those who will use them including contractors and wherever appropriate, people with disabilities.

4. **Control of Substances Hazardous to Health**

(COSHH 2002)

Where needed, Risk Assessments and all Material Safety Data Sheets of substances used will be kept at the Company's offices. From the Risk Assessments the Management will instigate the principles of good practice for the control of exposure as detailed in Schedule 2A Regulation 7(7). No employee will introduce any substance without the specific consent of their Manager.

5. **Asbestos**

(Control of Asbestos at Work Regulations 2012)

In the event that any that a substance suspected to be containing asbestos is found during the course on any site, all works in the area will cease immediately to avoid any risk of exposure. Work will be suspended in that area until the substance has been identified and if appropriate made safe/removed by specialist contractors. No works will be carried out that may disturb suspect substances without a suitable Asbestos Survey having been done by a specialist contractor.

6. **Manual Handling**

(Manual Handling Operations Regulations, 1992.)

The designated H&S person will assess all manual handling operations within the work places, and where possible change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. They will ensure that adequate Risk Assessments are carried out to identify hazards associated with



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manual handling and ensure that where needed, lifting aids are provided. Sheet materials will be team handled wherever possible.

7. **First Aid**

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

The designated H&S person shall ensure that all employees have access to adequate First Aid provision at all times. The level of cover shall be determined by risk assessment. It will be the site supervisor's duty to ensure that every site has a first aid trained person.

8. **Accident Reporting**

(Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013)

All accidents will be recorded in an accident book at the site/location where it occurred. All personal details will be kept secure to comply with Data Protection legislation. Any reportable accidents, incidents, or dangerous occurrences will be reported to the HSE.

9. **Electricity**

(Electricity at Work Regulations, 1989)

It is the policy of the Company that wherever possible, all hand tools will be battery powered or 110v. Where this is not possible a Residual Current Device (RCD) will be used.

10. **Noise**

(Control of Noise at Work Regulations, 2005)

Noise is an unavoidable aspect of working in the building industry. The site supervisor will ensure that noisy works such as drilling, cutting or using a breaking tool etc. do not cause a nuisance to others. Where practicable noisy works will be screened. The site supervisor will ensure that occupants of any neighbouring properties who may be affected by noisy operations are informed prior to the works starting. All those who will be in the vicinity will be given suitable ear protection to wear.



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11. Vibration

(Control of Vibration at Work Regulations, 2005)

As with noise, vibration caused by holding cutting/drilling/breaking tools is an unavoidable aspect of working in the building industry. The management will ensure that where the use of vibration causing hand tools cannot be reduced, suitable safeguarding procedures are brought in, including where appropriate, anti-vibration gloves.

12. Working at Heights

(Work at Heights Regulations 2005)

Many activities in the building industry involve 'work at height'. The management teams involved in programming work and supervising it on site will assess the task beforehand and will consider the most suitable means of access. Wherever practicable mobile towers, 'podium hop ups', or similar will be used. Ladders and steps will only be used for short term access or where the use of mobile towers or 'podium hop ups' etc. is deemed unsuitable or unnecessary due to the duration of the works. Suitable control measures such as exclusion zones will be put in place to ensure the safety of any others who will be in the vicinity.

13. General Work Equipment

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

It will be the Directors'/Partners' responsibility to ensure that the Company:

- Provides suitable equipment for all work to be done (Reg 4)
- Ensures that equipment will be maintained, in working order and in good repair (Reg 5)
- Ensures that all equipment and plant shall be inspected as required by Regulation 6
- That all employees are competent to use the equipment (Regs 8 & 9)
- Checks the operating certificates of any employees or sub-contractors before they use any plant requiring them.

On occasion the Company may need to hire equipment due to either the specialised nature or quantity of work. The equipment will only be obtained from approved hire companies who supply the appropriate safety documentation and where necessary



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supply training to ensure all users are suitably trained in the use of the equipment.

14. **Fire**

(The Regulatory Reform (Fire Safety) Order 2005)

It will be the responsibility of the Directors/Partners and the site supervisor to ensure an adequate supply of fire extinguishers are available at all work locations. All fire extinguishers are to be checked annually by a specialist contractor.

Where any hot works are to take place the site supervisor will ensure that a suitable extinguisher is to hand at all times and that site procedures are in place to ensure checking for any smouldering once the works are complete.

The site supervisor will be responsible for ensuring that escape routes are maintained at all times.

15. **Computer screens**

(The Health and Safety (Display Screen Equipment) Regulations, 1992)

The Directors/Partners will ensure suitable assessments are carried out for all persons who use display screen equipment. The assessments will consider the amount of time a person uses a VDU and the work done, the usability of their workstation and general working environment.

16. **Personal Protective Equipment (PPE)**

(The Personal Protective Equipment at Work Regulations (PPE) 1992)

The Directors/Partners and the site supervisor will ensure that all employees and sub-contractors have access to a sufficient supply of PPE when required.

These arrangements and procedures will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Signed

A handwritten signature in black ink, appearing to read "A.R. Walker", followed by a dotted line indicating the signature area.

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A.R.Walker
Director/Partner



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Date: 10/11/2017