



# 01 Health & Safety Manual 2021



# **Rapidfix Ceilings and Partitions Ltd HEALTH AND SAFETY** **POLICY DOCUMENT**

Revision 2, Issue Date 04/02/2021

Date of Next Planned Revision: 04/02/2022





## TABLE OF CONTENTS

### ITEM NO

- 1 HEALTH, SAFETY & WELFARE STATEMENT OF INTENT
- 2 PROCEDURES
- 3 OBJECTIVES & TARGETS
- 4 DOCUMENTATION
- 5 INTERNAL / EXTERNAL AUDITS
- 6 ROLES & RESPONSIBILITIES





## 1 - Health, Safety and Welfare Statement of Intent

It is **Rapidfix Ceilings and Partitions Ltd** intent within this policy to do all that is reasonably practicable to ensure a safe and healthy environment for all who work for us or who may be affected by our work and in so doing comply with all relevant legislation and approved codes of practice.

This policy is in accordance with the requirements of the Health and Safety at Work Act 1974.

We intend to ensure the highest standards of Health and Safety are inherent in our procurement and use of equipment, materials and services relating to all our activities.

We consider matters of Health and Safety to be of equal importance to fiscal concerns including productivity. We also recognise that injuries and ill health suffered through work can be prevented through effective planning, management control and action and **Rapidfix Ceilings and Partitions Ltd** are committed to doing everything that is reasonably possible to ensure that these are prevented.

We will provide suitable and sufficient information, instruction and training to our employees and where required to selected sub-contractors to enable them to discharge their duties under this policy and in doing so stay safe and work in a safe environment.

We will consult directly with employees on Health and Safety matters by means of planning and completing site safety inspections that will review the effectiveness of all site activities in conjunction with systems and procedures. Any gaps identified will be remedied via agreed actions to ensure that ongoing improvements are in place. Where necessary communications, toolbox talks, and short duration training will be carried out.

The intention throughout 202 is to improve the Auditing cloud-based system that has been in use for 1 year, which includes an RCP Ltd standalone portal that is branded, renew all current SSIPs and to gain Achilles accreditation.

Implementation of this policy will be achieved by compliance with the **Rapidfix Ceilings and Partitions Ltd** Health and Safety Management System which incorporates legal requirements; provision of sound advice; effective supervision; training programmes; adequate joint consultation and access to Health and Safety support from external sources.

---

Signed:

<b>Name:</b>	Mark Aylward
<b>Position:</b>	Director ( <b>Rapidfix Ceilings and Partitions Ltd</b> )
<b>Date:</b>	04/02/2021
<b>Next Review:</b>	04/02/2022

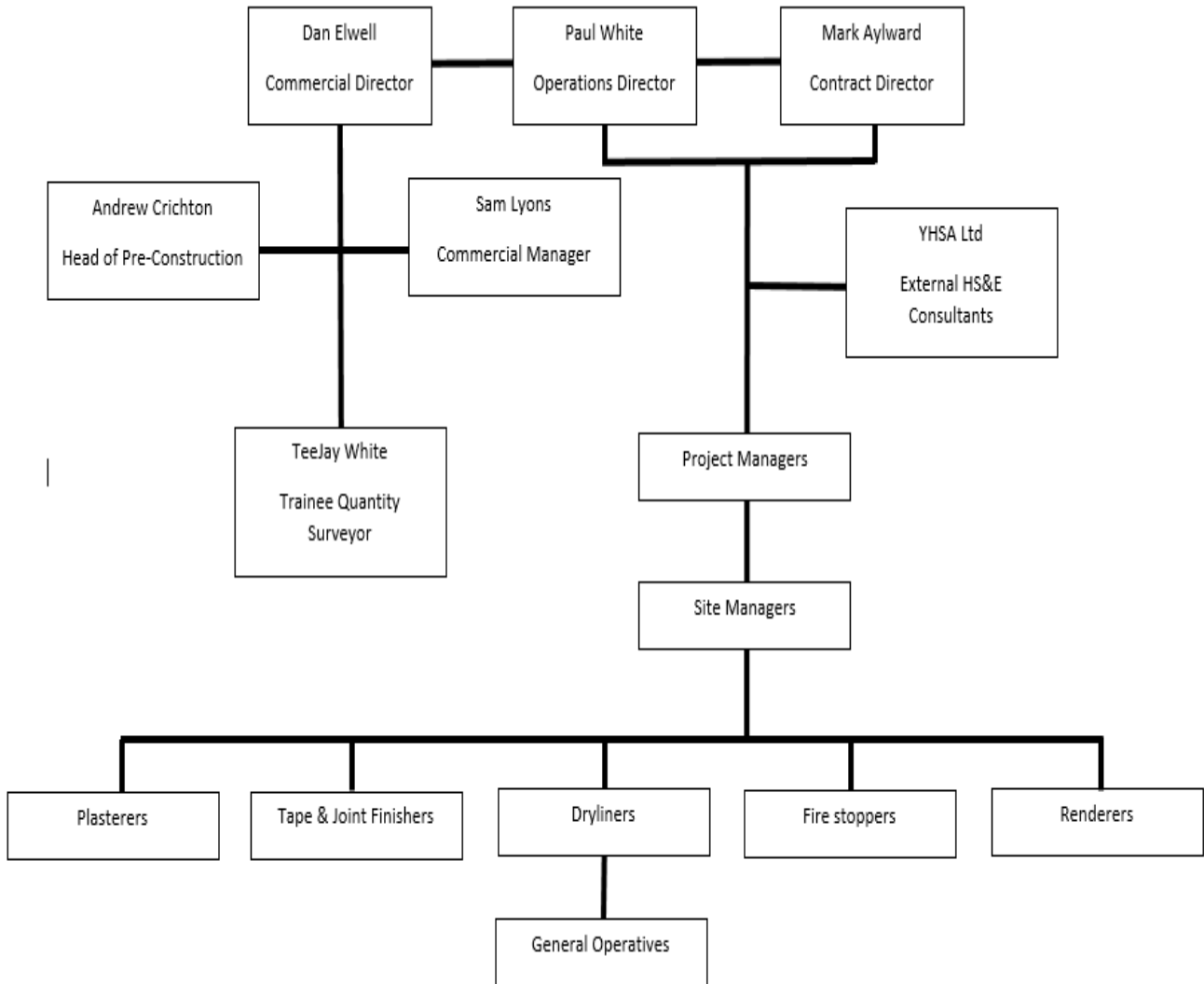
---





## 2 - COMPANY PROCEDURES

### RCP Ltd – Organogram





## 2.1 – Accident Reporting & Investigation inc RIDDOR –

Site Management / Supervision are responsible for informing Senior Management / Directors of any accidents as soon as reasonably practical, this is done by initially sending a text message to the following numbers: Also, in new cloud-based reporting system, the completion of the accident template shall create an automatic notification of any accident and shall be sent to these recipients with relevant actions/improvements completed.

The automatic notification will trigger completion of the relevant statutory forms for any relevant incidents that happens that fall within the responsibility of RCP Ltd or include sub-contractor personnel on any active projects.

- Paul White (Operations Director) – 07810350944
- Dan Elwell (Commercial Director) – 07393196762
- Mark Aylward (Construction Director) - 07539641192

The text must include as many details of the accident as reasonably practical but as a minimum:

- Name of injured person
- Time of accident
- Date of accident
- Details of injuries to injured person
- Cause if known
- First Aid given (if any)
- Expected return to work date

Throughout the recovery of the injured person, Site Management / Supervision must remain in contact with the injured person until they return to work. Should the injured person not return to work in 7 days the accident becomes reportable and Senior Management / Directors must be notified.

Following the initial notification of the accident, Site Management / Supervision must complete the online accident report form, where the information will be collated on the day of the accident where possible. A copy of any accident report must be sent to the Principal Contractor and Senior Management / Directors by the end of that working week for record purposes.

It should also be noted that it is the intention of Rapidfix Ltd to have an automated system that sends confirmation of any accident to delegate RCP Ltd recipients.

Where the accident is reportable under the Reporting of Injuries, Disease and Dangerous Occurrence Regulations (RIDDOR) 2013, this must be identified to the Principal Contractor and Senior Management / Directors immediately.

### Specified Major Injuries to Workers Reportable under RIDDOR

Under RIDDOR 2013, the following injuries must be reported to the HSE

- Fracture, other than to fingers, thumbs and toes;





- Amputation of an arm, hand, finger, thumb, leg, foot, or toe;
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes;
- Any crush injury to the head or torso, causing damage to the brain or internal organs;
- Any burn injury (including scalding) which: covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system, or other vital organs;
- Any degree of scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space Which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

If a fatal accident occurs, the company is to follow the Principal Contractor Accident Reporting Procedures, but in any event **The Project Manager / Project Manager** shall notify the Police, the Principal Contractor and then the Company Directors immediately. The Director shall notify the HSE.

In the interests of safety, no-one should be allowed to enter the incident scene except for those personnel who are required to enter the scene to make access safe for others.

Every person should be briefed not to touch anything when entering the scene or, where they do have to alter the scene, they must make a record of their works. Every person who accesses the scene must be recorded.

Under no circumstances should access be granted to the media or statements given to any persons other than the management team, Police or to the Health and Safety Executive. It is advisable to request the company's Legal Representative to attend the site to handle press enquiries and requests.

Only the HSE inspector or the Police shall have authority to return the site to the control of the Principal Contractor. Any requests for access should be passed to the official investigation team.

## **2.2 - Near Miss / Incident Reporting inc RIDDOR**

A Near Miss an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality, or damage; in other words, a close call.

In most instances the Principal Contractor will already have a near miss / do not walk by procedure in place in this instance this is the form to use in reporting near misses. They shall be completed and issued to Site Management / Supervision for review prior to issuing to the Principal Contractor.

In the absence of this operatives are encouraged to complete the **Rapidfix Ceilings and Partitions Ltd Near Miss Notification** (via auditor relevant template). These can be obtained from Site Management / Supervision. They shall be completed and issued to Site Management / Supervision for review prior to issuing to the Principal Contractor. Copies shall be recorded on the cloud-based system.

## **Reportable Dangerous Occurrences**





Dangerous occurrences are certain, specified near-miss events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example; the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment; plant or equipment encountering overhead power lines; explosions or fires causing work to be stopped for more than 24 hours.

### **Reportable occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include; carpal tunnel syndrome; severe cramp of the hand or forearm; occupational dermatitis; hand-arm vibration syndrome; occupational asthma; tendonitis or tenosynovitis of the hand or forearm; any occupational cancer; any disease attributed to an occupational exposure to a biological agent.

More information can be found from the HSE guidance on RIDDOR's

On the auditor template RIDDOR is explained and as previously stated if required an automatic email shall be sent to delegated recipients via the Accident Report Template on auditor.

### **2.3 - Risk Assessments & Method Statements**

Most regulations make a requirement for a risk assessment for the tasks they cover but the basic requirement is set down in the Management of Health and Safety at Work Regulations (1999) and the Health and Safety at Work etc. Act 1974.

### **Project Manager / Site Manager Duties**

**The Project Manager / Site Manager** must not allow any activity to commence on site before

1. The risks of that activity have been assessed and a safety method statement has been developed if necessary.
2. All operatives have been instructed in the risk assessment /method statement where appropriate.

### **Risk Assessments**

Where **the Project Manager / Site Manager** is required to provide the risk assessment then they should

- Have undergone suitable training and be competent to write and/or assist with the building specific risk assessments.
- Where this is not the case, he should contact the Directors or delegated Safety Consultant for advice as required.







- Complete a risk assessment blank form considering the task, personnel, equipment, and the location of the task. If available, an existing risk assessment can be tailored to fit the task, however this must be specific for the area, individuals, and type of work.
- Ensure that all those identified at risk are made aware of the contents of the risk assessments and any site-specific changes.

Once the risk assessment is carried out, RCP Ltd shall detail the controls necessary to protect those at risk. It is most important to ensure that all site personnel, managers, Site Managers, and operatives are made aware of the results of these assessments.

If an assessment shows that personal protective equipment, access equipment or other specialist work equipment is needed then plans for its use shall be provided.

All persons who come under the areas covered by the assessment must be adequately trained to use such equipment and carry out the work safely.

The Site Management / Supervision team and the associate Sub-Contractors should create and provide all Risk Assessments prior to the commencement of works. Risk assessments shall be recorded on the **Rapidfix Ceilings and Partitions Ltd Risk Assessment Form** (amended 2019 to trade based RAMS)

Risk Assessments and Methods Statements shall generally be reviewed at regular intervals no more than 3 months for any live projects. Where an addendum is required lauditor Template 017 shall be completed and reviewed at the 3-monthly interval.

### **Method Statements**

Task specific method statements are produced that are part of the Risk Assessment package. These are completed prior to works commencing using the risk assessments put together detailing the required control measures to ensure the task is carried out in a safe manner. These are task specific but are initially generated from a generic template.

Task specific method statements are to be completed by the Site Management / Supervision team prior to works commencing.

The MS should consider:

- A safe system of work.
- A safe place of work.
- Information, instruction, training, and supervision.
- Providing suitable and adequate Working Platforms and Access Equipment.
- Providing suitable and adequate general work equipment.
- Personal protective equipment.





If you do the same sort of task often, this will be quite easy, but if the job is more complicated or new to you, it will require more thought and advice Site Management / Supervision are to consult the company directors for advice.

ALL RAMS shall be signed for as required to recipients. All recipients shall then work in compliance with all RAMS and related procedures. If there are any changes or amendments to activities or equipment, then this shall be agreed with **Rapidfix Ltd** management prior to any changes. Where required this shall also be communicated to other contractors and the Principal Contractor.

### Young Persons

Whenever anyone under the age of 18 is employed on your site you must ensure that a Young Person's Risk Assessment and Method Statement is created for them.

### 2.4 – COSHH

Prior to works commencing on site **the Project Manager / Site Manager** shall list the materials required for the project and obtain the relevant COSHH assessments from the central library of COSHH assessments, this is monitored and managed by the Directors and reviewed annually or when changes occur. COSHH assessments shall be recorded and form part of planned appendix to site RAMS.

**The Project Manager / Site Manager** shall include the relevant COSHH assessments to the project within the site H&S file ensuring that the version is the most current in accordance with the Material Safety Datasheet for that product. Site Management / Supervision are to ensure all operatives are briefed on the assessments. A record of the COSHH assessment briefings shall be kept within the site H&S file.

Management should be aware that compliance with COSHH involves the following responsibilities:

- Identification of hazardous substances used in the workplace.
- Assessment of health risks created by work involving substances hazardous to health.
- Prevention or control of exposure to substances hazardous to health.
- Control of substances hazardous to health.
- Selection of alternatives where possible.
- Monitoring exposure at the workplace.
- Health surveillance.
- Provision of information, instruction and training for persons who may be exposed to substances hazardous to health.

Where assessments indicate that special precautions are required to protect staff, operatives and others in the vicinity who might also be affected. It is essential to ensure that:

- A safe system of work is agreed prior to commencement of the operation.
- The necessary protective clothing, and/or equipment is provided and used.
- The exhaust ventilation equipment when provided is properly used and maintained.





Any new materials or substances brought on to site will be checked against the COSHH Assessment section for that project; where the material or substance is not already covered by an existing COSHH Assessment **the Project Manager / Site Manager** will contact Senior Management / Directors and arrange for the necessary assessment to be carried out prior to the material/substance being used on site.

## **2.5 - Site Inductions**

The site induction shall be carried out by **the Project Manager / Site Manager** , following the Principal Contractors induction.

**The Project Manager / Site Manager** shall reiterate the site-specific information on the following:

- Stores.
- Offices.
- Kitchens / canteens.
- First aid / accident book.
- Fire exits / equipment.
- Welfare / toilets / washing facilities.
- Any "forbidden" areas where Young persons are not permitted to enter.

**The Project Manager / Site Manager** shall then brief the operatives on the task specific method statements relevant to their works including the relevant risk assessments and COSHH assessments, included in this briefing shall be emphasis on the following:

- Wearing the appropriate safety equipment for the task involved;
- Locations of / method of acquiring additional PPE.
- The correct care of the equipment to ensure maximum benefit;
- Why it should be worn i.e., risk to their health, both long term and short term.
- The requirements for CSCS, CPCS cards etc.
- Confirmation of PPE standards.
- The provision of training certificates.

The Manager or their assistant, having inducted the person, will obtain signatures from each operative on the **Rapidfix Ceilings and Partitions Ltd Receipt** of Induction form -DOC 006a which shall be fully completed including information about the role, position (sole trader etc) and any certification relating to the intended works. Signatures to acknowledge receipt and understanding of the site risk assessments, task specific method statements and COSHH assessments will also be obtained on the relevant forms.

Project Managers / Site Managers shall also ensure all training certificates and cards are copied and retained alongside the induction form for record purposes. This information shall be updated in the RCP Training Portal.

## **Responsibilities**

Rapidfix Ceilings and Partitions Ltd  
Review 04/02/2021

01 Health & Safety Manual  
Next review; 04/02/2022

Page 11 of 37





The induction process is a requirement placed upon us by the management of Health and Safety Regulations, which require all our employees and contractors to be adequately instructed, informed, and trained prior to commencing work.

It is the responsibility of the Project Manager to ensure that every operative on the RCP site is inducted and logged in the site file. They must also ensure that all staff who pass through the induction have read and understood the method statement pack for their tasks and have signed up to that also.

## **2.6 - Personal Protective Equipment (PPE)**

PPE is issued as part of the risk assessment process and must be appropriate to guard against the identified risk. It must always be considered as the last line of defence when all other steps have been considered to remove or reduce the risk.

Provision of PPE must be issued based on the specific risk assessments for that project. In all instances the Principal Contractors minimum standards must be adhered to.

Personal protective equipment applies to all areas of the body and includes such items as;

- high visibility clothing
- footwear
- wet weather gear
- helmets
- goggles
- glasses
- ear defenders, gloves etc.

PPE must be selected to suit the requirements of the work. Within construction the following types of PPE are recommended

### Goggles

- General usage EN 166 grade F (Glasses)
- Cutting / grinding EN 166 grade B (Goggles)

### Hearing Protection

- Cutting / Grinding EN 352:2
- Fixing gun use EN 352:2

### Dust masks

To be worn in accordance with Risk and COSHH assessments

- EN 149 FFP-2
- EN 149 FFP-3

### Gloves





- Handling Metal

EN420 / 388 Level 5 (min) cut resistance

#### Footwear

- EN345

The law requires that persons issued with PPE should receive training in its correct use. It is equally important to ensure that all users are made aware of the reasons for its issue and for selecting the PPE. This is in order that they fully appreciate the appropriateness of the PPE and do not substitute it for an inferior type that does not protect against the risk.

All PPE must be stored as recommended by the manufacturer's instructions.

### **2.7 - First Aid Provisions**

In most cases our company will be working as a sub-contractor and the bulk of our first aid provisions will be those provided by the Principal Contractor. However, even with this in mind **Rapidfix Ceilings and Partitions Ltd shall** provide at least one person who is suitably First Aid trained. RCP Ltd shall ensure that a suitable number of first aiders are available dependent upon the requirements within the Construction Phase (Health and Safety) Plan communicated by the Principal Contractor.

The Training Portal is also to be consulted with to ensure that planned provision are in place.

Each site will operate with at least one first aider on site. The HSE assess most construction sites as high risk, and therefore advise the following as the minimum number of first aiders on site.

- 5-50 - At least one first aider
- More than 50 - One additional first aider for every 50 employed

First Aid equipment shall be stored on site with adequate provisions based on the number of **Rapidfix Ceilings and Partitions Ltd operatives** on site.

The first aid equipment shall be in an area where it is easily accessible during the working day. The minimum level of first aid equipment is a suitably stocked and properly identified first aid container.

First aid containers should be easily accessible and placed, if possible, near to hand wash facilities. In assessing the need for First aid provisions on large sites it may be necessary to provide more than one container. Containers should protect first aid items from dust and damp and should only be stocked with items useful for giving aid in the event of an injury. Tablets and medications should not be kept within a container nor should they be issued as part of the first aid process by any member of staff.





No first aid equipment should be used after the “Use by date” printed on the item. It shall be responsibility of the site first aider to regularly check the first aid box and to ensure that replacement items are ordered. The Project Manager shall ensure these checks are performed where he himself is not the first aider.

Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for re-use.

At least one notice must be posted at each workplace giving the location of the first aid equipment and facilities and the name(s) and location(s) of the personnel concerned.

Details of the first aid provision on site should be discussed during the site health and safety inductions.

## **2.8 – Competency & Training**

### **Competency**

It will be the responsibility of the RCP Ltd Directors to ensure Project Managers / Site Managers and other members of the teams are competent and adequately trained to perform the tasks associated with their roles. As a minimum all Project Managers shall have a current SMSTS Card(SMSTS) Site Managers shall have SSSTS or equivalent.

It will be the responsibility of the Project Manager / Site Manager to ensure operatives are competent and adequately trained to perform the tasks associated with their roles, this will be assessed during the site induction process and any operatives deemed not competent or adequately trained to carry out the tasks that their role requires shall be refused entry to site.

Directors shall review and monitor training requirements of Project Manager / Site Manager and arrange for additional training where required.

### **Training – Toolbox talks (TBT)**

Toolbox Talks shall be presented to all operatives under the company’s control, both directly employed and sub-contract, on a weekly basis. Each session should have a duration of up to 30 minutes and can include a talk, a question and answer, feedback session and can also be used to pass over any additional information you are required to provide to the staff such as safety announcements and details of recent safety meetings. Literature and material can be gained from several sources for use within the talk. It is **the Project Manager / Site Manager** s discretion of what the subject shall be, however it is encouraged that the TBT is relevant to the current site activities.

There may be times when the Principal Contractor provides a talk which they feel needs to be given to the entire site staff.





Toolbox Talks should be undertaken at least weekly and be attended by all operatives under the control of the company. It is the responsibility of **the Project Manager / Site Manager** to ensure that these talks are completed on a weekly basis

Each session should be recorded on the **Rapidfix Ceilings and Partitions Ltd TBT Record Form**. Each form should be completed with the date, time and name of the training given and should be signed beach each operative.

Copies of these forms shall be added to cloud-based auditing system where it can be saved and returned to for reviewing purposes and also site related audits. The completion of these shall be monitored.

## **2.9 - Manual Handling**

The Manual Handling Operations Regulations require employers to avoid the need for manual handling if it creates a risk of injury. If avoidance of handling is not reasonably practicable, Project Managers/Site Managers must carry out an assessment to impose controls which will reduce the risk of injury as far as reasonably practicable. They must also, where possible, provide information about the weight of loads. The Site H&S File contains a risk assessment for generic manual handling duties, but this will require additional information if a significant manual handling risk is identified on your work site.

When you or your workers are involved in manual handling, you can prevent injury by:

- Avoiding unnecessary handling
- Identifying, before you start work, operations which involve lifting heavy or awkward loads or repetitive lifting operations.
- Find ways of either avoiding the handling altogether or using mechanical aids to minimise the amount of manual handling.
- Sharing heavy or awkward loads which must be lifted by hand. Remember, while some workers are stronger than others, no one is immune from injury.
- Positioning loads by machine and planning to reduce the height from which they must be lifted and the distance over which they must be carried.
- Training operatives in safe lifting techniques and sensible handling of loads.

Where materials are brought to site by sub-contractors, they must provide a copy of their manual handling risk assessment for the Project Managers reference and retained in the Site H&S File. The Project Manager must ensure all contractors are complying with the control measures identified in these risk assessments.

## **2.10 – Dust**

‘Construction Dust’ is a general term used to describe different dusts that can be found on a construction site. There are three main types:

- silica dust – created when working on silica containing materials like concrete, mortar, and sandstone (also known as respirable crystalline silica or RCS);





- wood dust – created when working on softwood, hardwood, and wood-based products like MDF and plywood;
- lower toxicity dusts – created when working on materials containing very little or no silica. The most common include gypsum (e.g., in plasterboard), limestone, marble and dolomite.

Construction dust is not just a nuisance; it can seriously damage your health and some types can eventually even kill. Regularly breathing these dusts over a long time can therefore cause life-changing lung diseases.

The procedure for the control of dust is as follows:

### **Assess (the risks)**

- task – the more energy the work involves, the bigger the risk. High-energy tools like cut-off saws, grinders and grit blasters produce a lot of dust in a very short time;
- work area – the more enclosed a space, the more the dust will build up. However, do not assume that dust levels will be low when working outside with high-energy tools;
- time – the longer the work takes the more dust there will be;
- frequency – regularly doing the same workday after day increases the risks.

### **Control (the risks)**

Stop or reduce the dust - before work starts, look at ways of stopping or reducing the amount of dust you might make. Use different materials, less powerful tools, or other work methods. For example, using the right size of building materials so less cutting is required, or preparation is needed.

### **Control the dust**

When dust generation cannot be avoided management must implement suitable dust control measures, these will primarily be in the form of on-tool extraction e.g., the use of vacuums fitted to saws, sanders etc. The type of vacuum selected is important, in all instances the unit used must be an industrial type of unit, Class M as a minimum.

Management must also consider how works are likely to affect third parties, wherever possible and practical, an exclusion zone should be established around the immediate work area to protect others from the risks associated with dust; this may be an excluded room dedicated to cutting. Any exclusion zone should display appropriate signage warning 3rd parties of the risks and of any PPE/RPE requirements.

As a secondary control measure management must ensure that suitable Respiratory Protective Equipment (RPE) is provided to the workforce exposed to dust. RPE must be adequate for the amount and type of dust and has an assigned protection factor (APF) which shows how much protection it gives the wearer. The general level for construction dust is an APF of 20. This means the wearer only breathes one twentieth of the amount of dust in the air.

RPE is the last line of protection.





## Examples

Task	Eliminate or limit the dust by:	Control the dust by using
Short-duration drilling totalling 15–30 minutes with hand-held rotary power tools	Limiting the number of holes during design/planning  Using direct fastening or screws	Where possible use equipment that stops dust getting into the air. The larger the holes the better this needs to be. Options range from: drilling through a dust 'collector' or using cordless extraction attached to the drill (for smaller drill bits) or on-tool extraction using an H or M Class extraction unit Otherwise use RPE with an APF of 20
Drilling holes with handheld rotary power tools as a 'main activity'	Limiting the number of holes during design/planning  Using direct fastening or screws	Where possible on-tool extraction using an H or M Class extraction unit and RPE with an APF of 20
Removing small rubble, dust and debris	Limiting waste materials during design/ planning Considering where waste material is created and how frequently it needs removing Using the correct dust controls when making rubble/debris	Damping down and using a brush, shovel, and bucket for minor/small 'one-off' amounts or for regular removal/site cleaning: Water spray for damping down rake, shovel, and bucket/wheelbarrow to remove larger pieces Covered chutes and skips where needed. Vacuum attachments fitted to an H or M Class extraction unit. RPE with an APF of 20 depending upon location, duration, and type of work
Cutting wood with power tools	Using a less toxic wood Ordering pre-cut materials Using dedicated cutting areas to minimise spread	On-tool extraction using an H or M Class extraction unit Longer duration work (i.e., over 15–30 minutes accumulated time over the day) will also need RPE suitable for the wood dust – particularly in enclosed spaces
Sanding wood with power tools	Using a less toxic wood Using 'pre-finished' materials	On-tool extraction using an H or M Class extraction unit and RPE suitable for the wood dust in most situations
Sanding plasterboard jointing	Using other finishes/systems	On-tool extraction using an H, M, or L Class extraction unit

The completion of Cloud Based 004 Template (weekly for Project Managers) includes provisions and proof of dust control observations and audits by the Project Manager or Site Manager. The completion of Template 001 also related where required to Power Tools and the reduction of dust creation. These audits shall be completed weekly.

A risk assessment and method statement for the works must be completed prior to the commencement of the works. COSHH assessments must be provided for the materials in use and referred to for specific dust control measures.

Site Management / Site Managers must ensure that this procedure is followed in all operations likely to generate dust regardless of how small the scope is.

It is the responsibility of the operative to ensure that they follow the procedure where they are undertaking works likely to generate dust, they must also ensure that where they see a task or area where this procedure should be applied but is not being that they stop the work and inform the Site Management / Supervision.



## 2.11 – Noise

It is the responsibility of **the Project Manager / Site Manager** to decide if a noise assessment is needed, an indication on whether a noise assessment is required would be if people have difficulty speaking to each other over approximately 2m distance.

The assessment should be made by a competent person appointed by the contractor carrying out the operation; they must be someone who understands the Control of Noise at Work Regulations (2005) and the Health and Safety Executive's (HSE) guidance on assessments and how to apply it. An initial, estimated assessment can be made either by using manufacturers' data or other reliable information which is available. This would be a 'first step' towards complying with the Control of Noise at Work Regulations (2005) and would enable you to identify workers who need personal protection straight away.

Where a site has multiple contractors working near each other, the Principal Contractor shall ensure that the various Sub-Contractors liaise with each other to allow all employees to be protected.

Action levels are values of daily personal exposure to noise – LEP,d which depend on working area noise levels and exposure times.

- The lower exposure action value is 80 dB(A) LEP,d and
- The upper exposure action value is 85 dB(A) LEP,d.

### Control Measures

There are several methods of reducing the potential for long term hearing damage. These are:

#### Noise Level Reduction

The most effective and reliable way of controlling exposure is by engineering measures at source. This can be achieved by making sure that noise reduction is built into machinery when you are buying it. Ask for information on machine noise levels before this equipment is purchased or hired.

#### Provide Hearing Protection

- Earmuffs or ear plugs should be worn by people as identified in the risk assessments for the task.
- That hearing protection is freely available;
- That people know that unless the protection is worn there is some risk to their hearing.
- Inform workers about the level of their personal LEP,d exposure.
- If your noise assessment shows personal exposure at or above any of the action levels inform your employees there is a noise hazard and tell them what you want them to do to minimise their risk of hearing damage.
- Mark ear protection zones - Zones should be marked wherever employees are likely to be exposed to the upper exposure action value or above.





- Ear protection is not mandatory below the upper exposure action value but must be worn when entering an ear protection zone.

It is the responsibility of the operatives to ensure they wear the ear protection provided as per the risk assessments states for an activity or when entering a zone which it is required in and / or use any other equipment provided under the CNAW Regulations 2005 e.g., machines fitted with silencers. Operatives must properly care and maintain the equipment provided and report any defects upon finding them.

## **2.12 - Vibration**

Various tools and operations within our industry can expose personnel to hazards from vibrations such as:

- Hammer drills.
- Screw guns.
- Cartridge / gas powered fixing guns.
- Angle grinders.
- Cut-off wheels.
- Woodworking machinery (handheld circular saws).

The risk of their causing vibration-related injury depends on several issues:

- The amount of vibration produced by the tool.
- How long the equipment is used and the conditions of use the posture of the operative.
- The temperature at which work is carried out.

Each of these will have impact on the long-term effects including bone and muscle damage.

## **Methods to Reduce Exposure**

Some of the more fundamental methods which are required to be implemented by employers to reduce hazards to employees from vibration are:

- The elimination, if possible, of the hazard through substitution of a less hazardous (reduced vibration) process or tool.
- The reduction of vibration at source by modifying or redesigning the equipment or process, along with regular maintenance of the tools.
- The reduction of vibration transmission in the path between the source and the handles or other surfaces gripped by operatives' hands.
- The minimisation of the amount of force required to apply and control the tools the reduction of the exposure period for the operative through a job rotation.
- Blocking the vibration path by inserting a vibration-absorbing resilient element between the source of the vibration and the operative.





A positive benefit gained because of controlling vibration will be the resultant reduction in noise levels, hence many noise control techniques involve techniques for controlling vibration.

### **Personal Protective Equipment**

The wearing of personal protective equipment specially designed to reduce the effects of vibration is essential, but these are not usually effective in reducing the amount of vibration reaching the operative's fingers.

Special anti-vibration gloves and high absorbency materials fitted around the handle of the tool will lessen the effects of the vibration but will not necessarily remove the whole problem.

Ear defenders should be worn to lessen the effects of the noise which is created by vibrating tools, and eye protection should be worn to avoid the chances of any dust or particles hitting the eyes.

### **Vibration Monitoring**

**The Project Manager / Site Manager** is to ensure that they are familiar with the tools in use on their site. The attachments to the Vibration risk assessment lists common tools in use on construction sites and their exposure levels and times for safe usage.

### **2.13 – Fire**

In the event of a fire the Principal Contractors emergency arrangements must be followed, where these are not in place then the following actions should be taken.

- In the event of hearing an alarm **the Project Manager / Site Manager** shall immediately stop works and, where safe, gather the daily register from the site office before proceeding to the site muster point.
- **The Project Manager / Site Manager** must perform the above task even when there are no obvious signs of fire such as smoke or flame.
- Once at the muster point **the Project Manager / Site Manager** shall perform a head count to ensure that everyone on the list has arrived. They should confirm with the site staff to that no-one is left on site that has not been called.
- **The Project Manager / Site Manager** must then inform the Principal Contractor's fire marshals of any missing personnel.
- **The Project Manager / Site Manager** must not allow any of their staff to leave the muster point until cleared to do so by a fire marshal. Under no circumstances should they allow staff to go for smoke breaks or to the local shops.





- Staff must, on hearing the alarm, stop all works and leave tools so that they do not pose a hazard to other evacuees or the emergency services. They should proceed to the muster point at once and await instruction from the Principal Contractor's fire marshals before re-entering the building or leaving the muster point.

➤ **Rapidfix Ltd responsible Fire Marshalls will be nominated as necessary on a site-by-site basis.**

## **2.14 - Work at Height**

The Work at Height Regulations 2005 set a range of requirements on companies as well as clarifying existing requirements from standing health and safety legislations. This procedure covers those items which company management must be aware of when planning and scheduling works at height.

Work at height must be controlled by a risk assessment which covers the key points of the task at hand. This risk assessment will determine the requirements for work equipment, PPE, and other control measures. This risk assessment must consider the following items

- Capabilities of the person performing the task (fear of heights etc).
- The task being performed.
- Equipment being used.
- Weight of men and materials required.
- Access space.
- Requirements for diversion of existing pedestrian or emergency routes.

It should be noted that work at height includes work on ground or slabs where the operative has the potential to fall into an excavation or opening.

When planning Work at Height, there is a hierarchy of systems which must be followed. Managers should start at the top of the list and work down until they find the system which is best for the task at hand and the work area.

- Perform the task at ground level.
- Work from an existing fixed structure.
- Fixed Scaffold.
- Scissor type MEWP.
- Cherry Picker type MEWP.
- Aluminium Tower.
- Podiums.
- Telescopic type Stepladder.
- Stepladder.
- Ladder (tied and footed).





The “Cost vs. Benefit” equation required for Reasonably Practicable” can be brought into play, it is not reasonably practicable to require someone to construct £20,000 of scaffolding to stop a fall of a few feet when an aluminium tower will perform the same task if built correctly.

There is also a hierarchy regarding the method of controlling falls, this is used when a system has no fixed system of fall prevention

- Collective Fall Prevention (Guard Rails).
- Collective Fall Reduction (Airbags, crash nets).
- Personal Fall Prevention (Fixed length lanyard).
- Personal Fall Reduction (Inertia Reel).

As above, the safety method must be selected working from the top of the list and stopping at the best option available.

Safe systems of work in the form of method statements and risk assessments must be developed and documented and be specific to the work at height activities. When planning works the following should be considered; why the work is being carried out, it may be avoidable, or possibly completed using alternative working methods; where are the risks of a fall; what specific precautions are required to reduce the risks where it is possible for anyone to fall a distance liable to cause personal injury.

The risk assessment must ensure:

- All work at height is properly planned and appropriately supervised
- Those working at height are competent
- The place where work at height is carried is safe
- The risks from fragile surfaces are properly controlled
- Equipment for work at height is suitable and properly inspected and maintained
- The weather conditions are considered, and all work is stopped if weather conditions endanger health or safety.
- Procedures in case of emergency are planned for

**The Project Manager / Site Manager** must ensure that before any work at height is permitted on site he has produced or obtained a documented method statement and risk assessment. They must also be in possession of the emergency rescue plan and, where required, the work at height permits from the Principal Contractor. The safe systems of work must be communicated to the operatives prior to works commencing and a record of the briefings within the site induction registers and method statement acknowledgment forms.

**Project Managers / Site Managers** are to ensure the most suitable form of access equipment is provided and complies with the arrangements of the method statement. The selection of the access equipment must consider the nature of works to be undertaken, the duration of the works, the risks to the safety of everyone where the work equipment will be used and the working conditions e.g., weather where applicable. Most importantly, the access equipment must be selected in accordance with the hierarchy of control.





**Project Managers / Site Managers** are to ensure that all operatives working on any form of access equipment are competent, have the relevant training certificate and follow the established code of practice or industry guidance for the item being used to maximise safety. Evidence of training must be obtained and validated as part of the induction process.

An inspection regime must be established in accordance with the Plant and Equipment Procedure. Management are to ensure that the relevant documents are made available and operatives are undertaking the inspections and completed documents and that they are retained in the site health and safety file. When applicable Statutory Test/Examination certificates are to be included within the inspection regime with copies of the certificates retained in the site safety file.

Operatives required to undertake works at height must familiarise themselves with the method statements and risk assessments pertaining to the task and provide evidence of any relevant training received. Users of access equipment are responsible for inspecting the equipment and must report any defects or damage noted to site management. Operatives will be expected to utilise the access equipment provided in a safe and correct manner incorporating and implementing the relevant control measures, failure to do so may result in their removal from site.

### **Types of Access Equipment**

**Aluminium Towers & Folding Base Units** – Only to be erected, altered, or dismantled by PASMA trained operatives. Platforms to be selected in accordance with the hierarchy of control and used in accordance with corresponding risk assessment. Daily visual inspections to be carried out by the operative and where applicable Scaff Tags completed. Weekly inspection records of access equipment are to be completed by the operatives and submitted to Site Management / Supervision at the end of each working week for record purposes (DOC-008) and weekly completion of Template 001 PUWER.

**Podiums, Delta Decks & Hop-Ups** – Low level access equipment used where or when a mobile tower is deemed inadequate or unsuitable for the task in hand or work environment. Selected in accordance with the hierarchy of control and used in accordance with corresponding risk assessment. Daily visual inspections to be carried out by the operative and where applicable Scaff Tags completed. No recognised training requirements. Weekly inspection records of access equipment are to be completed by the operatives and submitted to Site Management / Supervision at the end of each working week for record purposes.

**Step Ladders** – To be used only for short duration works and **as a last resort** once all other access options have been exhausted. The Project Manager must carry out a risk assessment and produce a ‘Task Specific’ method statement detailing the work to be undertaken, the precise work location and explanation for the selection of step ladders as opposed to more robust forms of access equipment. Step ladders must only be used for the purposes outlined within the method statement and by operatives approved by the Project Manager; step ladders must not be used for reasons of convenience. Weekly inspection records of access equipment are to be completed by the operatives and submitted to Site Management / Supervision at the end of each working week for record purposes.

The Principal Contractors arrangements in terms of permits to use step ladders will be adhered to always.





MEWPs (Scissor Lifts, Cherry Pickers & Pop-Ups) – To be used in accordance with the corresponding risk assessments and operated only by those holding the relevant IPAF certification as listed below:

Categories of MEWP equipment:

- Static Vertical (1a, 1a+)
- Static Boom (1b, 1b+)
- Mobile Vertical (3a, 3a+)
- Mobile Boom (3b, 3b+)
- Push Around Vertical (Pop-Up) – (PAV or Familiarisation Training)

All MEWPs are subject to both daily and weekly inspections which must be recorded within the corresponding registers retained in the site H&S files (DOC-009). In addition, copies of the 6-monthly thorough test and examination certificates must be made available.

Fixed Scaffold – Predominantly erected and managed on behalf of the Principal Contractor by a 3rd party Scaffolding Contractor; management are to ensure that an inspection regime is in place and evidence of routine inspections is made available before allowing works to commence. This will usually take the form of a Scaff Tag fixed to the access point of the scaffold. Under no circumstances shall operatives or management tamper with or attempt to alter the scaffold in anyway.

Mast Climbers – Erected by a 3rd party specialist contractor, generally on behalf of the Principal Contractor. Project Managers / Site Managers are to ensure that copies of the engineer's 'Handover Certificate' and where applicable copies of 6 monthly thorough test and examination certificates are made available before allowing operatives to use the mast climbers. Any operative using mast climbers must first receive formal 'Familiarisation Training' from a competent instructor who themselves have undergone formal 'Demonstrator Training' this is to be recorded on the **Rapidfix Ceilings and Partitions Ltd**, Mast Climber Familiarisation Record (DOC-010). Management are to request evidence of the 'Demonstrator's' training credentials and satisfy themselves that the content of the familiarisation training complies with the criteria set out in industry guidance.

Management are to ensure that arrangements for daily and weekly inspections of the mast climbers are in place and responsibilities are clearly defined. Operatives responsible for undertaking inspections must be competent and confident in what they are inspecting, and any records are to be retained in the site safety files.

### Work at Height Rescue Procedures

Under the Work at Height Regulations 2005 (WAHR 05) any company which undertakes work at height is required to have in place a procedure for acting in the event of an incident at height. This procedure should set down what actions are to be taken and by whom to bring the incident to a satisfactory conclusion.

It should be noted that within the Company, there are no personnel who are 'Specialist' trained to affect a ladder or harness rescue of staff trapped above (or below) ground level and this procedure has been written with this in mind.







## On discovering an incident

If you discover an incident at height you should alert the following groups

- The Emergency Services
- The Works Site Manager
- The Client
- Directors

When contacting the emergency services, you should inform them of the nature of the incident such as a fall, or a trapped worker which will allow them to summon suitable help. Ensure you provide the correct details e.g., exact location or address of the works, type of accident and extent of injuries.

Due to the nature of the works the only method of peer rescue available is from other workers to attempt to pull the fallen person into the building where they can be detached from the harness. The guideline maximum time between the fall and the rescue is no more than 20 minutes. However, rescues should be attempted as soon as possible after the fall and it is recommended to staff that rescue after 10 minutes should only be performed by a professional. The site first aider should administer first aid as far as possible, although in all cases, if you do recover the injured person you should ensure that they are taken to A&E regardless of how long they have been suspended.

### **2.15 - Plant and Equipment Inspections**

It is recommended that these inspections be performed by the operatives using the equipment as they have the competency and the working knowledge to identify defects and issues which **the Project Manager / Site Manager** might not. It is **the Project Manager / Site Manager**'s responsibility to ensure that these inspections are being recorded on the basis laid out below and that these records are held within the site H&S file until the end of the project after which they should be returned to the company office for archiving. As a recommendation the inspection forms should be kept for a minimum of three (3) years from the date of inspection to ensure that in the event of a legal claim for damages being sought the company holds the relevant inspection records.

### **Documents**

In this section each form shall be identified and the requirements for the inspection laid out.

#### **2.15.1 – MEWP Daily / Weekly Check Sheet (DOC-009)**

Every Mobile Elevating Work Platform (MEWP) on site must be checked daily by the user of the equipment. This inspection form is based on the daily checks recommended by IPAF which is the qualification which all site operatives must possess before being permitted to operate these pieces of equipment.

The checklist must be completed before the start of the shift and any items marked as defective must be repaired by a qualified fitter before being put back into service.





On a weekly basis, in addition to the daily checks on the MEWP the operative is required to perform a more detailed check to ensure that other safety critical items are working as intended. Again, the check sheet must be completed before works commence that week and any defects must be rectified by a fitter before the machine is used.

### 2.15.2 –Aluminium Towers, Podiums, Folding Base Units, Delta Decks etc (DOC-008)

Operatives using Aluminium Towers, Podiums, Folding Base Units and Delta Decks etc. are required to check each one before first use.

Operatives must ensure that all welds are in good condition, that all brakes fitted to the castors are functional and that the frames are free for cracks, holes, and significant dents (those with sharp edges or deeper than 5mm).

Aluminium Towers inspections should be performed by trained operatives only (PASMA).

Whenever a tower is built in a new location, or has been stripped completely and rebuilt, it shall be treated as a new tower and will require a “Before first use” inspection.

Pieces which are noted to be defective should be taken out of service and replaced by the hire company. Never allow damaged components to remain on site in case they are used by another operative without checking first.

On a weekly / regular basis **Rapidfix Ceilings and Partitions Ltd, shall complete** an Access Equipment Inspection shall be completed using auditor cloud-based template and is to be completed by a competent operative, Site Manager, manager or director as planned.

### 2.15.3 – PUWER Inspections

The Provision and Use of Work Equipment Regulations requires tools in use on site be inspected on a basis which reflects the danger of the tool and the conditions of the site. Below are the requirements within the company for the inspection of those tools commonly in use on site.

#### **110v power tools**

110v power tools must be visually inspected before each use focusing on damage to cables and the body of the tool which leaves bare wires or other components exposed. The inspection should also test the functionality of the tool ensuring that it still performs as intended.

**RCP Ltd** shall also ensure that the tools are PA Tested. Where No PAT test certificate exists, the tool should be tested as soon as possible.

#### **Battery Operated Power Tools**

Battery operated tools should be inspected monthly focusing on damage to the casing that leaves components exposed. It should also ensure that the tools are in good working order and that the batteries themselves are intact.





### **Abrasive Wheels**

Tools which use an abrasive wheel should be visually inspected before each regardless of how they are powered. This inspection should ensure that the tool functions as intended and that the currently fitted abrasive wheel is in good condition and suitable for the material being cut.

### **Pneumatic Tools**

Where used, these tools must be inspected before each use. The inspection should ensure that all hoses, seals, and connections are in good order and that the tool is in good working order.

### **Gas and Cartridge type fixing tools**

These tools should be inspected before each use. The inspection should ensure that the tools are functioning correctly, that gas is not leaking from the cans and that is no damage to the frame which makes it unsafe to handle

The multipurpose equipment inspection template for PUWER on the auditor platform is to be used.

### **2.15.4 – Telehandler**

On sites where the company has hired in their own Telehandler you must ensure that the trained driver completed the **Rapidfix Ceilings and Partitions Ltd**, Telehandler Inspection document is completed. Any items which are marked as defective must be repaired by a trained fitter before the machine is allowed back into service.

### **2.15.5 – Lifting and Handling Equipment Inspection**

Any lifting or handling equipment in use on site must be inspected on a weekly basis to ensure that it is in good working order. This includes

- Pallet Trucks (pump trucks)
- Board Lifters/Trolleys

They should be checked to ensure they are functional and have suffered no damage which reduces their strength.

### **2.15.6 – Harness Inspection**

It is recommended that each harness be inspected before each use to ensure that any defect in this safety critical item of PPE are identified. Each week a record of these inspections should be made using PUWER multipurpose template the 'Harness Inspection' shall be completed using PUWER / Work equipment multi template to confirm that these inspections are being undertaken.

Operatives should ensure that

- Non-metal parts are not; deformed, damaged, or cracked
- Webbing is free from wear, fraying or cuts
- Webbing is not contaminated by chemicals (including, paint, plaster etc)





- All clips / locks function as intended

All attached Lanyards to be inspected for the same defects.

Shock Absorbing Lanyards should also be checked to ensure that the shock absorbing coil is fully backed.

The partial deployment of any section of the absorber shall render the lanyard unfit for use.

Damaged or defective harnesses should be cut up or returned to the hire company. Defective harnesses or lanyards shall be removed from sites.

### **2.16 - Management / Supervision Inspections**

Project Managers are expected to complete a weekly inspection.

This will cover the key responsibilities they have to the site. The document is to be issued to the Principal Contractor on a weekly basis.

The purpose is to identify any areas in need of improvement or not in accordance with this set of procedures and to identify areas of concern to the Principal Contractor which are outside the control of **Rapidfix Ceilings and Partitions Ltd** but do have an effect on our operatives.

### **2.17 - Corrective Action / Disciplinary**

The person, who has identified the breach of Health and Safety, shall be responsible for initiating the form. They shall complete the site, date, manager name and operative name and decide on the level of action to be taken.

Action only, is to be used to record a verbal or written communication on matters of safety.

- Yellow cards would be issued when the person has carried out an action that falls outside 'Best Practice'. This could be unlocked wheels on Towers, Podiums etc, not wearing PPE, turning into work smelling of alcohol. This would require the person to be re-inducted by the Principal Contractor on the next working day.
- 2 yellow cards would result in a red card offence and the person would be removed from site for 2 working days and on their return, they would be required to attend the Principal Contractors induction before being allocated their daily tasks.
- The red card would be issued when the person has carried out an action which could endanger themselves or a 3rd party. This would include surfing, wilful disregard for any system put in place for safety (removal of a guard) and speaking back to the safety team. A red card would result in the operative being removed from the site for 2 days. On their return they are to attend a Principal Contractors induction before being allocated their daily tasks.





The person completing the form must now make a written description of the action/offence, and record what action was immediately taken to remove the hazard/danger. The form must now be completed with actions required to prevent reoccurrence and all parties involved are to sign to serve as a permanent record that action has been taken and acknowledged (DOC-016).

## **2.18 - CDM**

### **SUB CONTRACTOR ARRANGEMENTS FOR COMPLIANCE WITH CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015**

#### **General Duties**

In accordance with the Construction (Design and Management) Regulations 2015, **Rapidfix Ceilings and Partitions Ltd** will, as a Sub Contractor, comply with the provisions set out in the Regulations and L153 guidance document and cooperate with all duty holders as part of the CDM process as summarised at Appendix 1.

For all projects **Rapidfix Ceilings and Partitions Ltd** must:

- Check clients are aware of their duties.
- Satisfy themselves that they and anyone they employ are competent and adequately resourced.
- Plan, manage, and monitor their own work so that workers under their control are safe from the start of work on site.
- Ensure that any contractor he appoints or engages to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site.
- Co-operate with others and co-ordinate their work with others working on the project.
- Ensure that any design work they do comply with the regulations
- Provide information to their workers that will enable them to work safely
- Inform their sub-contractors of the mobilisation time
- Obtain specialist advice when planning high risk work- e.g., alterations that could result in structural collapse or construction on contaminated land
- Ensure workforce is properly consulted on matters affecting their health and safety

#### **Ensure that the client is aware of the client's duties**

**Rapidfix Ceilings and Partitions Ltd** must not carry out any construction work on a project unless they are satisfied that the client is aware of the duties the client has under CDM 2015

#### **Planning, managing, and monitoring construction work**

**Rapidfix Ceilings and Partitions Ltd** are required to plan, manage, and monitor the construction work under their control so it is carried out in a way that controls the risks to health and safety. The effort devoted to planning, managing, and monitoring should be proportionate to the size and complexity of the project and the nature of risks involved.





### **Planning**

In planning the work, **Rapidfix Ceilings and Partitions Ltd** must consider the risks to those who may be affected, e.g., members of the public and those carrying out the construction work. Planning should cover the same considerations as those for the principal contractor, including considering the risks and ensuring the measures needed to protect those affected are in place. On projects involving more than one contractor, each contractor must plan their own work, so it is consistent with the project-wide arrangements. Contractors should expect help from other duty holders, e.g., the client who must provide the pre-construction information.

### **Monitoring**

**Rapidfix Ceilings and Partitions Ltd** will monitor their work to ensure that the health and safety precautions are appropriate, remain in place and are followed in practice. Effective monitoring by **Rapidfix Ceilings and Partitions Ltd** management must address the same issues principal contractors must consider. This includes using a mix of measures to check performance and taking prompt action when issues arise. On projects involving more than one contractor, as part of the duty to cooperate with other duty holders, **Rapidfix Ceilings and Partitions Ltd** should provide the principal contractor with any relevant information that stems from their own monitoring, so the principal contractor can monitor the management of health and safety at a project-wide level.

### **Complying with directions and the construction phase plan**

For projects involving more than one contractor, **Rapidfix Ceilings and Partitions Ltd** is required to comply with any directions to secure health and safety given to them by the principal designer or principal contractor. They are also required to comply with the parts of the construction phase plan that are relevant to their work, including the site rules.

### **Appointing and employing workers**

When **Rapidfix Ceilings and Partitions Ltd** employs or appoints an individual to work on a construction site, they should make enquiries to make sure the individual:

- Has the skills, knowledge, training, and experience to carry out the work they will be employed to do in a way that secures health and safety for anyone working on the site or;
- Is in the process of obtaining them.

Sole reliance should not be placed on industry certification cards or similar being presented to them as evidence that a worker has the right qualities. Nationally recognised qualifications (such as National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)) can provide contractors with assurance that the holder has the skills, knowledge, training, and experience to carry out the task(s) for which they are appointed. Contractors should recognise that training on its own is not enough. Newly trained individuals need to be supervised and given the opportunity to gain positive experience of working in a range of conditions.

When appointing individuals who may be skilled but who do not have any formal qualifications, **Rapidfix Ceilings and Partitions Ltd** management may need to assess them in the working environment.

### **Training Operatives**

To establish whether training is necessary for any worker, **Rapidfix Ceilings and Partitions Ltd** should:





- assess the existing health and safety skills, knowledge, training, and experience of their workers;
- compare these existing attributes with the range of skills, knowledge, training and experience they will need for the job; and
- identify any shortfall between the above, the difference between the two will be the 'necessary training'.

As a rule, if the person being assessed demonstrates the required qualities, no further training should be needed.

This assessment should take account of the training required by other health and safety legislation (e.g., section 2 of HSWA) as well as that needed to meet the requirements of CDM 2015.

Assessing training needs should be an ongoing process throughout the project. Further training may be required if:

- the risks to which people are exposed alter due to a change in their working tasks;
- new technology or equipment is introduced; or
- the system of work changes.

Skills can also decline if they are not used regularly. Attention should be paid to people who deputise for others on an occasional basis – they may need more frequent further training than those who do the work regularly.

**Rapidfix Ceilings and Partitions Ltd** should also consider 'softer skills', such as the ability to foresee risk, maintain sensitivity to risk, anticipate mistakes others might make and to communicate clearly, as well as the more technical skills workers require for their work.

### Providing supervision

Where **Rapidfix Ceilings and Partitions Ltd** employs workers or manages workers under their control must ensure that appropriate supervision is provided. The level of supervision provided will depend on the risks to health and safety involved, and the skills, knowledge, training, and experience of the workers concerned.

Operatives will require closer supervision if they are young, inexperienced, or starting a new work activity. Other factors that should be considered when assessing the level of supervision needed include the level of individuals' safety awareness, education, physical agility, literacy, and attitude. Even experienced workers may need an appropriate level of supervision if they do not have some or all the skills, knowledge, training, and experience required for the job and the risks involved. Operatives should always know how to get Site Manager help, even when a Site Manager is not present.

Site Managers are a vital part of effective management arrangements. Effective Site Managers are those who have the skills, knowledge, training, experience, and leadership qualities to suit the job in hand.

Good communication and people management skills on site are important qualities for Site Managers.

Where site workers are promoted to a Site Manager role, they should be provided with nationally recognised site Manager training which includes leadership and communication skills.

The role of the Site Manager may include team leading, briefing, and carrying out toolbox talks. It may also include coaching and encouragement of individual workers and supporting other formal and informal means of engaging





with workers. The Site Manager has a particularly important part to play as a front-line decision maker in emergencies or when workers on site face immediate risks that may require work to stop.

### Providing information and instructions

**Rapidfix Ceilings and Partitions Ltd** should provide their employees and workers under their control with the information and instructions they need to carry out their work without risk to health and safety. This must include:

- suitable site induction in addition to that provided by the principal contractor.
- the procedures to be followed in the event of serious and imminent danger to health and safety. These should make clear that any worker exposed to any such danger should stop work immediately, report it to the Manager/Site Manager and go to a place of safety. The procedures should:
  - include details of the person to whom such instances should be reported and who has the authority to take whatever prompt action is needed;
  - take account of the relevant requirements which set out provisions relating to emergency procedures, emergency routes and exits and fire detection and firefighting;
  - information on the hazards on site relevant to their work (e.g., site traffic), the risks associated with those hazards and the control measures put in place (e.g., the arrangements for managing site traffic).

### Preventing unauthorised access to the site

**Rapidfix Ceilings and Partitions Ltd** must not begin work on a construction site unless reasonable steps have been taken to prevent unauthorised access to the site. For projects involving more than one contractor that are:

- small and straightforward, this can be carried out via a phone call or at an early meeting with the principal contractor (who is required to ensure reasonable steps are taken in this respect) before the contractor starts work on site;
- larger and more complex (e.g., where different contractors are authorised to access different parts of the site), **Rapidfix Ceilings and Partitions Ltd** should liaise with the principal contractor to make sure they understand which parts of the site they are authorised to access and when before they start work.

### Providing welfare facilities

**Rapidfix Ceilings and Partitions Ltd** are required to ensure welfare facilities are provided which meet the minimum requirements set out in CDM 2015. This duty only extends to the provision of welfare facilities for the contractor's own employees who are working on a construction site or anyone else working under their control. Facilities must be made available before any construction work starts and should be maintained until the end of the project.

The duty is as far as is reasonably practicable, so **Rapidfix Ceilings and Partitions Ltd** should do whatever is proportionate in providing the welfare facilities. In most instances **Rapidfix Ceilings and Partitions Ltd** will liaise with the principal contractor on welfare arrangements utilising the facilities provided on site.

### Communicate and co-operate

**Rapidfix Ceilings and Partitions Ltd** must communicate and co-operate with all duty holders under CDM 2015, the principal contractor and other contractors on all construction projects, and the principal designer and client when







required. As part of this requirement, **Rapidfix Ceilings and Partitions Ltd** must co-ordinate their activities with other contractors so that they do not cause unnecessary risks to each other.

**Rapidfix Ceilings and Partitions Ltd** must also co-operate with the principal contractor, follow their reasonable directions, and comply with the site rules and procedures, as contained within the construction phase plan. **Rapidfix Ceilings and Partitions Ltd** should also inform the principal contractor of any perceived problems with the construction phase plan.

### Project notification and appointments

**Rapidfix Ceilings and Partitions Ltd** must verify that the project has been notified and that the principal designer and principal contractor have been appointed before commencing any construction work, including site preparation.

### Health and Safety File information

**Rapidfix Ceilings and Partitions Ltd** shall promptly provide information regarding their own work that has been identified as necessary to be included within the health and safety file to the principal contractor. What is required, in what format and when should have been provided within the pre-construction information.

## 3 - OBJECTIVES AND TARGETS

It is the aim of **Rapidfix Ceilings and Partitions Ltd** to achieve the following before the next Policy Review:

- Achieve less than 1% lost hours due to accident / injury
- Renew Construction Line accreditation
- Renew CHAS accreditation
- Achieve Achilles accreditation





## **4 - DOCUMENTATION**

The documents listed below will be used by the **Rapidfix Ceilings and Partitions Ltd** Project Managers / Site Managers to ensure compliance of this policy. They will be reviewed at least annually.

### **Paper Documents**

- DOC-001 – Accident notification (Where possible use 003RCP on auditor)
- DOC-003 - Risk Assessment & Method Statement Template
- DOC-005 - COSHH Assessment template
- DOC-006 - Induction Receipt Acknowledgement
- DOC-007 - Toolbox Talk Receipt Acknowledgement (**Must be added to auditor – see 002RCP**)
- DOC-009 - MEWP / Boom Daily & Weekly Inspection
- DOC-010 - Mast Climber Familiarisation Acknowledgement
- DOC-011 - Sub Contractor PQQ
- DOC-012 - Telehandler Daily & Weekly Inspection
- DOC-015 – Face Fit Form
- DOC-016 – RCP employee induction

### **auditor Cloud Based Templates**

- 001RCP- PUWER Multi Checklist
- 002RCP- Toolbox Talk – Electronic record
- 003RCP- Accident Notification (Template auditor)
- 004RCP- Weekly/Monthly Site HS&E Audit
- 005RCP- Site Auditor Pro Replicated for misc. audits
- 006RCP- Near Miss Notification (Template auditor)
- 007 RCP- Corrective Action / Disciplinary Notification
- 008 RCP- Corrective Action / Disciplinary Notification (**Yellow/Red Cards**)
- 009 RCP- Contract reference form
- 010 RCP- Policies communication and signing
- 011 RCP- Non-conformance -corrective action





## **5 - INTERNAL / EXTERNAL AUDITS**

### Internal Inspection and Audits

The company will establish and maintain an inspection and audit programme to determine the level of implementation, adequacy, and effectiveness of the Safety Management System.

Internal inspection and audits will be conducted to assist Management in the control of all aspects of safety. These audits will be used to verify compliance with the Health and Safety Management System and to determine its effectiveness.

Formal inspections and audits will be conducted by staff from the external health and safety consultants in conjunction with the Project Manager concerned, on a detailed and documented basis against a defined schedule, usually the site file or this document.

Audits shall include an evaluation of: -

- Follow up actions from earlier inspections and audits.
- Activities, processes, work areas, products and services being produced.
- Safety practices, systems, procedures, and instructions.
- Certification documents and records.
- Any changes in legislation, work practices or organisation structure.

Appropriately trained, experienced personnel shall carry out formal inspections and any additional audits following an agreed timetable.

Results of any audit will be presented in a written report. Management responsible for the area audited shall review, agree, and correct deficiencies revealed by audit.

The Board of Directors or External Health and Safety Consultants may call for additional inspections to be carried out on a specific project.

## **6 - ROLES AND RESPONSIBILITIES**

This section describes the roles and responsibilities set by the company for each level within the organisation.

### **The Directors:**

*The Directors have responsibility for the health, safety, and welfare of employees and others affected by the Company's activities.*

This responsibility extends to the following:

Rapidfix Ceilings and Partitions Ltd  
Review 04/02/2021

01 Health & Safety Manual  
Next review; 04/02/2022

Page 35 of 37





- Ensuring that adequate resources are made available for the effective management of health and safety, both in terms of financial resources and personnel resources.
- Appointing competent persons to undertake delegated duties in relation to health and safety.
- Ensuring they are informed of and agrees with any correspondence to and from the HSE.
- Ensuring there is adequate health and safety advice and awareness at all levels of the company.
- Creating a positive health and safety culture throughout the company.
- Liaising with the company external safety advisers including reviewing site inspection reports and taking charge of problems which cannot be solved at site level, especially when this involves communication with any sub-contractors.
- Providing and maintaining the health and safety policy and supporting information.
- Ensure staff at all levels receives the training they need for the purposes of health and safety.
- Actively contribute towards a positive health and safety culture within the company and recognise the benefits of a healthy and safe working environment, including the financial aspects of accident prevention, as an example.

### **Project Managers / Site Managers**

Our Project Managers / Site Managers are responsible for the following:

- Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment, trained first aiders or appointed persons, and those procedures, to be followed in an emergency are all in place.
- Shall undertake site related SH&E Audits and inspection to ensure good standards of compliance. All audits are to be recorded on Cloud Based IAuditor System.
- Organise the site so that work is carried out to the correct standard with minimum risk to operatives and other persons, equipment, materials, and members of the public, both during and outside site hours. Encourage employees to be pro-active in developing a positive approach to health & safety performance.
- Understand the Company Health and Safety Policy and ensure it is brought to the attention of all employees, particularly new starters, through induction talks as required.
- Have adequate knowledge of, and observe the requirements of the construction regulations and other legislation and codes of practice; ensuring that all statutory registers and records are maintained and that persons under your control are adequately trained to enable them to carry out their duties
- Ensure that any tailoring of the risk assessments is been carried out and recorded and that detailed method statements are produced for our work on site.
- Take an active role in ensuring and improving our health and safety systems.
- Obtain risk assessments and method statements from any sub-contractors before work starts, to allow time to scrutinise these and suggest modifications where necessary.
- Ensure that concise instructions are given to operatives, detailing what precautions/actions must be taken to minimise risks to health or safety.
- Carry out site induction talks for new arrivals onto site.
- Ensure any accident/incident is reported in accordance with Company policy (described in this document)

### **Employees**





*Every employee must take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions at work. We regard employees as any person who is employed by us irrespective of the method of payment made to that person. This includes direct employees, labour-only people, and those holding a CIS tax certificate.*

All staff are responsible for the implementation of their part of this policy, and the procedures contained within. All staff should in particular:

- Be fully aware of the Company Safety Policy, its procedures and requirements
- Ensure that any persons under their control are adequately supervised, trained, or instructed with enough information in respect of any potential hazards,
- Observe all safety rules, requirements, and notices always.
- Ensure that appropriate protective equipment and clothing is selected, issued, and used.
- Ensure that all safety devices provided are fitted, properly adjusted, and used.
- Ensure that all accidents, incidents, injuries, damage, defects, or dangerous occurrences are reported promptly to either the Project Manager or Site Manager.
- Co-operate with the Company in complying with the Health and Safety requirements set out in legislation, guidance, and within this Policy.
- It is important that you feel able to ask questions about health and safety, and that you feel capable of doing the task you are doing in a safe manner. If in doubt, inform your immediate Site Manager.
- **DO NOT TAKE CHANCES.**



ACCEPTANCE OF POLICY BY RCP Personnel and Responsible Sub-contractors