



**R. C. CUTTING & CO. LTD**

*Lightning Protection Engineers*

**HEALTH**

**AND**

**SAFETY**

**POLICY**

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Members of ATLAS - Membership no. 4603



# ***HEALTH & SAFETY POLICY***

## ***GENERAL POLICY STATEMENT***

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

The allocation of duties for safety matters and the particular actions that we take to implement our policy are set out within the policy itself.

The policy is kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way it has operated are reviewed every year.

The intent of the policy is to reduce the risk of accidents occurring to employees and members of the public and in recognition of the companies obligations under, but not limited to, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work regulations 1999, the Construction (Design and Management) Regulations and Construction (Health & Safety and Welfare) Regulations 1996.

It is a requirement that all employees conform fully to the policy and contraventions shall result in disciplinary procedures being followed.

Signed :



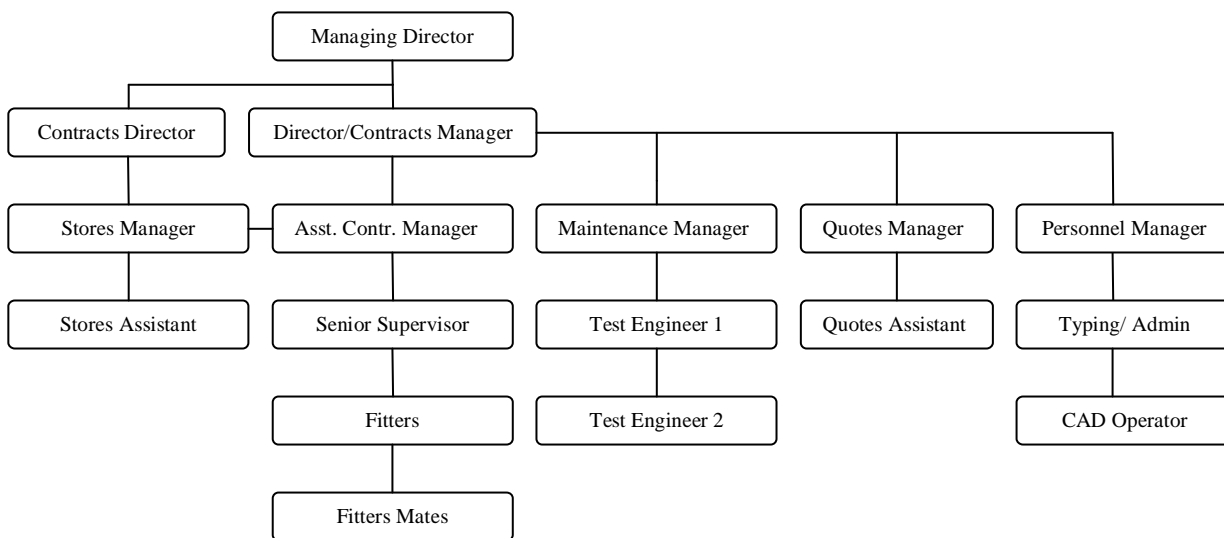
**R. G. Hiscock**

**Managing Director**

Date : 4<sup>th</sup> May 2005

## ORGANISATION

- 1) Overall and final responsibility for Health & Safety in the company is that of Mr. R. G. Hiscock – Managing Director.
- 2) Mr. J. D. Jolly – Director – is responsible for this policy being carried out on site.
- 3) Mr. J. Blanks is the Company Safety Officer who shall report to the Directors where necessary on any action required.
- 4) Site Chargehands shall be responsible for checking that suitable working conditions exist.
- 5) All employees have the responsibility to co-operate with the Safety Officer and Directors and with Safety Supervisors appointed by others to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 6) A layout of the company organisational structure is shown below;



- 7) The responsibility for training stems from the Directors. Ultimate responsibility is that of the Managing Director with the Contracts Manager responsible for the on-site training of employees.

Regular monitoring is carried out by the Contracts manager of all new operatives with progress records being kept to show levels achieved of routine activities including safety matters.

The Safety Officer makes routine visits to sites both before our operatives commence and during our activities. Levels of safety requirements are vetted and necessary actions taken.

8) Advise and consultancy are available from the following;

|                                       |   |     |               |
|---------------------------------------|---|-----|---------------|
| Health & Safety Executive             | - | tel | 020 8594-5522 |
| Construction Health & Safety Group    | - | tel | 01932 561 871 |
| Construction Industry Training Board- |   | tel | 01159 610 266 |
| ASTLAS Training Group Ass.            | - | tel | 01159 506 836 |

9) Financial provision is made to ensure that adequate funds are available for training equipment, and documentation in respect of Health & Safety matters.

### **GENERAL ARRANGEMENTS**

#### **ACCIDENT REPORTING & FIRST-AID**

On arrival at site, all employees should report to the Site Management. All employees should make themselves aware of the location of the nearest First Aid box or point and of the registered First-Aider for the premises. The First-Aider shall be responsible for administering any basic treatment necessary and shall advise on further action to be taken including the calling of emergency services.

Any accidents on site must be reported immediately to the Site Manger or Safety Supervisor for inclusion in the Site Accident Book.

All accidents must be recorded in the Company Accident Book, located at the Registered Office, by the Safety Officer or Director.

#### **EMERGENCY & EVACUATION PROCEDURES**

Upon entering a new workplace employees shall make themselves aware of the following items:

- i) Location of escape routes and fire exits.
- ii) Location of Fire Alarm button.
- iii) Location of fire extinguishers and the type available.
- iv) Location of nearest telephones.
- v) Location of collection point following evacuation.

All employees shall ensure that they are conversant with the safety precautions necessary when carrying out hot works.

In the event of an emergency, e.g. fire/explosion/road spills/scaffold collapse etc., the following basic procedure shall be adopted:

- 1) Sound the Alarm to inform others.
- 2) Evacuate the area and do not return
- 3) Call the Emergency Services

## **TRAINING**

Safety Training will form part of the general training programme; such training shall include the implementation of the Construction Regulations and other relevant statutory requirements and Company policies and methods of preventing injury, disease, damage and wastage. First day induction of new employees shall include health and safety information, instructions, training and the identification of training needs.

All employees shall be advised as to any possible dangers which may exist at their place of work and shall receive such training as deemed necessary to enable them to do their job satisfactorily and safely.

## **SUB-CONTRACTORS & VISITORS**

All Sub-Contractors and visitors when carrying out works on behalf of, or visiting the premises of, the Company shall comply with this Safety Policy.

## **CODES OF PRACTICE**

The company shall comply with all relevant Codes of Practices and with all legal requirements.

## **NEW SUBSTANCES, MACHINERY OR PROCESSES**

In all cases it is standard procedure to obtain all available hazard data sheets, training and operation & maintenance information. The hazards shall be identified and appropriate action taken prior to engaging the new function.

## **COMMUNICATION**

Prior to the commencement of works the following actions shall be taken where deemed necessary:

- i) Preparation and issue of method statements.
- ii) Risk Assessment and associated action.
- iii) Notification of any particular emergency/evacuation procedure.
- iv) Agreement of commencement and completion date.
- v) Obtaining of Permits to Work if applicable.

## **WELFARE FACILITIES**

In all places of work it shall be a requirement that adequate facilities are available in accordance with the Workplace Regulations 1992.

In the case of a construction site these facilities are to be provided by the Main Contractor and the associated Shared Welfare Certificate shall be obtained. Where no Main Contractor is present arrangements shall be made with the Client for appropriate Welfare Facilities either shared or own.

## **PUBLIC SAFETY**

All due care shall be taken to prevent the public entering the workplace. Signs and barriers shall be erected where necessary.

## DIRECTIVES

|   | Page No. |
|---|----------|
| 1 – Employees under 18 years old                                | 6        |
| 2 – General safety requirements                                 | 6        |
| 3 – Vehicles, plant & machinery                                 | 7        |
| 4 – Electrical appliances                                       | 8        |
| 5 – Scaffolding and ladders                                     | 8        |
| 6 – Roofwork  | 8        |
| 7 – Abrasive wheels   | 9        |
| 8 – Hard Hats   | 9        |
| 9 – Gas   | 9        |
| 10 – Weils disease  | 9        |
| 11 – Asbestos   | 10       |
| 12 – Eye protection   | 12       |
| 13 – Control of substances hazardous to health regulations 2002 | 10       |
| 14 – Cutting, welding   | 12       |
| 15 – Manual handling of loads                                   | 12       |
| 16 – Personal protective clothing                               | 13       |
| 17 – Work Equipment (Testing & Maintenance)                     | 13       |
| 18 – Workshop Practice  | 13       |

### 1. EMPLOYEES UNDER 18 YEARS

Only authorized persons over the age of 18 years shall operate any item of plant or machinery unless under close supervision for purpose of training.

### 2. GENERAL SAFETY REQUIREMENT

- (a) Every person is issued with a Safety Helmet which must be worn at all times on site. Helmets more than three years old are not to be used. The date of manufacture is stamped on the inside of the helmet and each man is responsible for requesting replacement before the three year limit is reached.

Each person is responsible for inspecting his hard hat daily for signs of wear, cracking or deterioration, this inspection including also the helmet liner and chin strap, and he must request a replacement if in doubt.

- (b) If you are aware of any hazardous situation on site, do not wait for an accident to occur – **REPORT IT** to the Safety Supervisor (Site Manger).
- (c) At all times every effort must be made to keep the site and workplace clean and tidy.
- (d) Do not take short cuts, either in methods of work or in the accesses to site. Follow the work procedures given to you and use only the official site access routes. Never climb over or under barriers specifically erected to prevent accidents.
- (e) It is forbidden intentionally or recklessly to interfere with or misuse anything

provided in the interests of health, safety and welfare.

- (f) Instructions on all warning signs and notices must be followed.
- (g) Lifting heavy objects or materials can cause injury. Obtain assistance when necessary.
- (h) Never attempt operate a machine unless trained and authorized to do so.
- (i) Always keep alert if you are working in the vicinity of mobile plant.
- (j) Safety equipment such as helmets, goggles, safety harnesses, masks, ear defenders, boots, gloves etc., are available and must be used where necessary.
- (k) Every effort must be made to reduce noise to a minimum.
- (l) If in the opinion of the Chargehand weather conditions are creating a safety hazard, work should cease and the Company's Office should be advised.
- (m) All accidents and any dangerous occurrences (whether anyone is injured or not) MUST be reported to the Safety Supervisor.
- (n) Cartridge operated tools must only be only be operated by competent staff who have been trained and authorized in their use, e.g. Biccon/Hilti type tools. **IF IN DOUBT, ASK THE SAFETY OFFICER.**

### 3. VEHICLES, PLANT AND MACHINERY

- (a) Only drivers and operator authorized by the Safety Officer or Plant Hire Company may operate any vehicles, plant or machinery.
- (b) Drivers of vans, forklifts, etc., must ensure that their machines are in good working order and well maintained. Weekly inspections appropriate to each machine must be made and defects brought to the attention of the Safety officer.
- (c) Unsafe, faulty or unsuitable vehicles, plant or machinery must not be used and should be removed or immobilized until made safe.
- (d) Official notices or instructions on vehicles, plant and machinery must be obeyed.
- (e) Vehicles and machinery must not be left running whilst unattended and if unattended must be left in a safe place to prevent unauthorized operation.
- (f) All guards must be kept in position at all times whilst machinery is being operated.
- (g) No equipment must be used beyond the marked safe working load, except for the purposes of testing which must be supervised by competent personnel.
- (h) It is forbidden for any person to ride on hoists not constructed for the carriage of passengers.
- (i) Fork lift trucks must not be used to lift personnel.
- (j) On the completion of work for the day all practical steps must be taken to secure

all plant (see (e) above).

- (k) Hired plant must be checked to be safe and, where appropriate, copies of current test certificates and calibration certificates with expiry dated etc., are available.

#### 4. ELECTRICAL APPLIANCES

- (a) Only competent persons must carry out repairs of fit any plug to an electrical appliance.
- (b) No appliance may be connected to an electrical system by any means other than the correct plus or connection.
- (c) It is forbidden to interfere with any electrical appliances.
- (d) If any electrical appliance whilst in use is found to be faulty it must be reported immediately to the Safety Officer.
- (e) All electrical tools, leads, plus and the like must be checked by the user before bringing into use.
- (f) No power tool may be investigated unless the mains have been disconnected.
- (g) All hand tools are to be operated through 110 volt transformers.
- (h) Only tested and tagged equipment shall be used. A register is to be kept of all testing carried out, and this shall be carried out by a trained and competent person.

#### 5. SCAFFOLDING AND LADDERS

- (a) It is forbidden to alter, adapt, or remove any scaffolding or part thereof such as ties, bracing guardrails, toe boards, planks etc.
- (b) It is forbidden to misuse or overload scaffolding or any part thereof.
- (c) No ladder may be used unless it is of sound construction, of the correct length, and tied to both stiles at the top. Defective ladders must be reported immediately to the safety Officer.
- (d) Never throw anything from scaffolding of any weight – lower if carefully.

#### 6. ROOFWORK

Roofwork has the second highest accident rate in the Construction Industry and frequently these accidents are fatal. The following are minimum requirements;

- (a) Crawling boards must be used on any fragile roof materials.
- (b) Do not leave any opening uncovered.
- (c) Do not enter upon existing roof until authorized to do so by the Safety Officer.

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- (d) Ensure you have safe access to the roof area with ladders, scaffold or mobile platforms.
- (e) Only suitable trained and experienced operatives shall use Bosun's Seats.
- (f) Always wear safety harnesses and rig up tie-offs wherever possible.

## 7. ABRASIVE WHEELS

- (a) Do not change or adapt any abrasive wheels unless you are trained and have a certificate to do so.
- (b) Obtain any necessary protective equipment that you need for the Safety Officer whilst using this type of equipment.
- (c) Abrasive wheel cutters and the cutting discs used with them must not be used for Surface Grinding.

## 8. HARD HATS

These are provided free of charge to all personnel along with training and guidance their use. It is the responsibility of the user to check the equipment before use, and it is their duty to wear the equipment where required either by the site directives and at other times where there is deemed to be the risk of falling objects.

## 9. GAS

- (a) All LPG , propane or similar gas bottles must not be used inside any hut, store or vehicle. Spare gas cylinders must be stored in separate area away from ones currently in use.
- (b) If a smell of gas is detected, open all doors and windows immediately and report the occurrence to your Site Safety Supervisor.

**DO NOT USE A NAKED FLAME**

- (c) Allow a period of at least 20 minutes for the gas to disperse and check for leakage.
- (d) Finally, check that the gas has completely cleared at both head AND floor level.
- (e) Do not enter a confined space where dangerous sewer or explosive gases may be present until proved safe to do so. If in doubt, consult the Safety Officer.

## 10. WEILS DISEASE

When working in contact with raw sewage there is a possibility of catching Weils Disease which can be fatal. Strict observance of the following precautions considerably reduces the risk of infection.

- (a) After working in contact with sewage or handling equipment contaminated with sewage, the hands and forearms should be thoroughly washed with soap and warm water.



- (b) Any scratch or abrasion should be thoroughly washed and covered by a water-proof dressing.
- (c) Should the eyes be affected by accidental contact with sewage do not rub them with your hands but seek first aid treatment.
- (d) All site personnel who may come into contact with sewage will have a letter which should be given to their doctor explaining that they may contract Weils Disease due to their occupation.

## 11. ASBESTOS

Asbestos dust can kill. It can cause lung damage and cancer. The dust particles that harm are too small to see with the naked eye and the diseases that develop take many years. There is no cure.

ASBESTOS CAN BE FOUND IN:

Most buildings and is used in asbestos cement products such as sheets, tiles tanks, gutters, down pipes, decorative finishes, insulation board, fire doors, ceiling tiles, sprayed coatings, insulation and lagging to pipework and plant, caulking materials, fire protection.

IF YOU DISCOVER OR ENCOUNTER ASBESTOS

If you suspect or think you have disturbed asbestos based materials, STOP WORK, inform your Safety Offices and do not recommence work until instructed by him. Make sure your workmates know of the hazard of asbestos.

## 12. EYE PROTECTION

Eye protection MUST be used by operatives engaged in the following operations:

- (a) Work carried out using an abrasive wheel/cutting disc.
- (b) Chipping of scuffing paint, sealer, rust etc.
- (c) Mixing and applying solutions containing dangerous substances.
- (d) Breaking, cutting, dressing materials where particles or fragments thrown off could foreseeably injure a persons eyes.
- (e) Cutting, welding or burning.

## 13. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002.

In order to comply with the above regulations each employee and Sub-Contractor will:

- (a) Take all reasonable care of their own health whilst at work.



- (b) Comply with all directions and instructions regarding safe systems or working, the use of protection clothing, etc.
- (c) Seek guidance and approval from the Safety Officer before using any substance or process about which he is unfamiliar or has any doubt.



***The following general precautions apply to the handling, transportation and use of all substances.***

Almost all chemical materials are potentially dangerous, although they may find their way into day-to-day use, it is usually in a very diluted or otherwise modified form, the following general rules apply:

- (a) Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
- (b) Do not swallow materials or use in areas where food is being consumed, smoking is also prohibited during application and curing.
- (c) Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided if appropriate.
- (d) Facilities for the washing and cleansing of the skin will be made available with the necessary cleaners and barrier creams.
- (e) Store all products in ventilated areas away from extremes of temperature and environment.
- (f) Clean all spillages instantly and dispose of waste and used containers properly.
- (g) Except for closed packages, materials must be handled only by authorized personnel.
- (h) Ensure the correct equipment for handling the products is available.
- (i) If any person handling the material shows the symptoms which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- (j) Read the data sheet, container labels and detailed health and safety information before using any products.
- (k) Health hazards from substances can be divided into the following categories:
  1. External Contact: Corrosive, skin absorption, Dermatitis. Etc. e.g. cement, acids
  2. Inhalation – gases, fumes, dust, vapour.
  3. Ingestion – swallowing.

## 1. Health Information

If you have not received the National Joint Council for the building Industry Booklet called “Site Safety and Your Health”, ask your Safety Officer for a copy.

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This booklet covers in easy terms all aspects relating to safe working practices and is a useful guide to what you can do to safeguard your health and that of your workmates. Sub Contractors.



- (a) Before commencing work, must provide lists of dangerous substances that they will be using and must produce a written method statement covering a safe system of working.
- (b) Ensure that they carry out close monitoring procedures when working on site and provide appropriate records.

#### 14. CUTTING, WELDING & BURNING

When using electricity or inflammable gases for welding, cutting or burning away from our own premises the following precautions must be taken.

- (a) Ensure that a person is made responsible for fore safety, and that the person using welding and cutting equipment is trained to do so.
- (b) All persons to be aware of location of alarms and fire fighting equipment.
- (c) Fire fighting equipment must include appropriate extinguishers of correct type AND where possible a hose connected to a charged water supply.
- (d) Erect adequate screening and where possible remove all combustible materials from the immediate area.
- (e) Remove all gas cylinders not required to a distance of at least 15 meters.
- (f) During the cutting or welding operation careful observation must be made of the surrounding area by a person other than the operator of the equipment to detect the possible outbreak of fire.
- (g) All equipment shall be used in accordance with the manufacturer's instructions.
- (h) Observe the surrounding area for at least one hour after the completion of welding or cutting operations to ensure that there is no risk.

#### 15. MANUAL HANDLING OF LOADS

The Manual Handling Operations Regulations 1992 came into force on 1<sup>st</sup> January 1993.

The object of these regulations is to reduce the risk of injury during any work which involves manual handling of materials of equipment.

It may be necessary, as a requirement of these Regulations, to assess some operations where manual handling is a requirement. In these cases guidance will be given on alternative methods or new procedures to be adopted.

It is important that you assess an object for size, shape and weight prior to lifting. Your posture is critical to the successful movement and lifting of objects. If in doubt refer to the Safety Officer and ask for assistance.

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## 16. PERSONAL PROTECTIVE EQUIPMENT

The Personal Protective Equipment at Work Regulations 1992 came into force on 1<sup>st</sup> January 1993

The object of these regulations is to ensure that all personnel use protective equipment if there is a risk to health and safety. This includes most types of head protection, safety harnesses, life jackets and high visibility clothing.

You will be instructed to use protection equipment in many of the operations associated with the work we undertake. It is imperative that this equipment is used to avoid risk to health and safety.

## 17. WORK EQUIPMENT (Testing & Maintenance of Work Equipment)

The Company must ensure:

- (a) That equipment provided for use is fit for purpose.
- (b) That the operative is trained and competent in the use of such equipment.
- (c) That suitable checks by a competent person are carried out at intervals to ensure that the equipment is in a usable condition.
- (d) That records are kept of these inspections.

## 18. WORKSHOP PRACTICE

**ROTATING MACHINERY :** The Company employee must ensure:

- (a) That guards are fitted and used and that machines are kept clean
- (b) That protective clothing and other equipment in good conditions is worn when required.
- (c) That eye protection is available and is worn when engaged in operations detailed in Section 12 of these directives.
- (d) That materials being drilled, sawn or shaped are secured by appropriate clamping devices before these operations are undertaken.

**WELDING, CUTTING AND BURNING :** The company employee must ensure:

- (a) That adequate screening is erected.
- (b) That full protective clothing and other equipment including eye protection is worn and is in good condition and that the area is kept clean.