

## **CASTLEBROOK DEVELOPMENTS LTD**

### **GENERAL HEALTH AND SAFETY ARRANGEMENTS**

1. Accident Reporting Procedure
2. Children on Construction Sites
3. Electrical Hazard
4. Fire Prevention
5. First Aid Arrangements
6. Powers and Procedures of H.M. Inspectors of Factories and Environmental Health Officers
7. Noise at Work
8. Protective Clothing and Equipment
9. Ladders
10. Statutory Notices and Information
11. Housekeeping
12. Abrasive Wheels
13. Health Hazards
14. Lifting Operations
15. Site Transport (Dumpers, Excavators, etc)
16. Confined Spaces
17. Excavations
18. Underground Services
19. Overhead Cables
20. Manual Handling
21. Welfare Facilities
22. Risk Assessments
23. Emergency Planning

24. Road Traffic Management
25. Liquid Petroleum Gases (LPG)

**CASTLEBROOK POLICY ON HEALTH AND SAFETY AT WORK**  
**GENERAL – ARRANGEMENTS**

**1. ACCIDENT REPORTING PROCEDURE**

1.1 Certain serious accidents, accidents involving people being off work for more than three working days, diseases and dangerous occurrences shall be reported to the Health and Safety Executive.

1.2 A full list of the criteria for reporting incidents is supplied in the information provided with the forms F2508, a copy of which is held in the Castlebrooks office and available for inspection by all employees.

1.3 All accidents, no matter how trivial must be reported to a Director and, if appropriate, the Site Management of any site being worked upon. The Director or his representative will, where appropriate, notify the enforcing authority on the F2508.

1.4 A copy of the accident book BI 510 will be kept at the company office and it is up to the individual to contact the office so that the BI 510 is completed. The injured person should then inspect the BI 510 book when next in the office.

**2. CHILDREN ON CONSTRUCTION SITES**

2.1 While it is accepted that the activities undertaken by the company do not place children at additional risk, the company accepts the further precautions required to prevent injury to children who may trespass onto any site where activity by the Castlebrook is taking place.

2.2 With this in mind the company accepts the requirements of secure fencing around sites and individual hazards, the safe stacking and storing of any materials and the securing of all working platforms at the end of any working day.

2.3 The company undertakes to bring to the attention of any supervising Contractor or the Castlebrook Directors any shortcomings in site procedures to reduce risk and prevent access and injury to children.

**3. ELECTRICAL HAZARDS**

3.1 All portable equipment, hand tools and temporary lighting shall be operated at a voltage not exceeding 110 volts.

3.2 Such a 110 volt supply may be operated from a double wound transformer, either single or three phase with a centre tap on earth. This effectively reduces the maximum potential voltage to 55 volts.

3.3 All portable generators shall only operate portable tools at 110 volts.

#### **4. FIRE PREVENTION**

4.1 Accepting the risks associated with timber as a ready source of fuel in the event of fire, the company undertakes to ensure good housekeeping to prevent the accumulation of combustible material.

4.2 Castlebrook will, when not provided by a main contractor, provide appropriate fire fighting equipment

4.3 Castlebrook will ensure that any fire extinguisher provided for this purpose is suitable, in good condition, fully charged and has been inspected within the last twelve months.

#### **5. FIRST AID ARRANGEMENTS**

5.1 Castlebrook accepts that the Health and Safety (First Aid) Regulations place a duty on all employers to ensure adequate first aid facilities for all employees.

5.2 Castlebrook will, when not provided by the main contractor, provide appropriate first aid kits and first aid training to employees. The company will ensure that such first aid kits are correctly stocked and refilled when necessary. The company will nominate an appointed person to carry out this procedure.

5.3 The company will acquaint itself with the location of first aid kits when provided by a main contractor as well as the location and identity of any appointed person if nominated.

#### **6. POWERS AND PROCEDURES OF BOTH H.M. INSPECTORS OF FACTORIES AND ENVIRONMENTAL HEALTH OFFICERS**

6.1 The company is aware of and appreciates the powers, duties and responsibilities of Enforcing Officers, and will undertake at all times to co-operate with them in all aspects of their duties.

#### **7. NOISE AT WORK**

7.1 Castlebrook is aware of the general requirements of the Noise at Work legislation. While accepting that individual activities undertaken by Castlebrook are unlikely in normal circumstances to breach the lower action level, should such activities ever be considered then appropriate competent assessments will be made.

7.2 If Castlebrook employees consider any noise level at work to be excessive, then a Director must be informed. Excessive noise levels can generally be estimated as:-

If people have to shout or have difficulty in being understood by someone 2.0 metres away, then the company accepts there might be a noise problem.

If the same difficulties persist at 1.0 metres then it is likely that the noise level is excessive and appropriate action will be taken.

7.3 Such action may include the reduction of the noise at source or the wearing of appropriate hearing protection.

7.4 If Castlebrook employees work within a designated ear protection zone then they must wear the appropriate hearing protection.

## **8 PROTECTIVE CLOTHING AND EQUIPMENT**

8.1 The company will carry out its duties under the Personal Protective Equipment at Work Regulations 1992.

8.2 Castlebrook employees will comply with any written assessments carried out by the company and the any main contractor.

8.3 Castlebrook accepts that the use of personal protective clothing is considered as a last resort to minimise the risks.

8.4 Head protection will be worn at all times when there is a foreseeable risk of head injury or when any Supervising Manager or a Castlebrook Director requests it to be worn. Head protection shall be in good condition, free from defects and external decoration, and changed when damaged or after a period of two years use.

8.5 At any time when head protection is not worn, it shall be readily to hand should circumstances change and the need for it to be worn arise.

8.6 Eye protection shall be worn at any time when there is a foreseeable risk of eye injury. Such risks may include:-

- Striking of masonry nails
- Use of cartridge operated tools
- Chipping of metal or masonry
- Chipping of paint or scale
- Use of abrasive wheels
- Use of compressed air to remove dusts or swarf
- Any other activity likely to cause eye injury

8.7 Only eye protection (goggles) to BS 2092 Grade One impact shall ever be worn.

8.8 Only appropriately recommended full ear defenders will be worn, following competent noise assessments of any activity arising from the company's activities or any work near where the Castlebrook employees are working.

8.9 Hand protection will be worn and selected on the basis of any risk likely to be encountered.

8.10 The appropriate respiratory protective equipment will be provided whenever there is a likelihood of toxic materials being present in the atmosphere that cannot be effectively controlled at source.

8.11 Foot protection. All company employees will wear robust and substantial footwear. The wearing of footwear with integral steel toe-caps and steel midsoles is encouraged.

8.12 Safety harnesses must be worn when it is not possible to provide a proper working platform or when the use of safety nets is impracticable.

8.13 At all times the type of protective clothing and the enforcement of wearing it rests with the Castlebrook Directors, their agent, or any senior representative of any main contractor including Foreman, Site Management, enforcement Officers and Health & Safety Advisor.

8.14 Where required high visibility clothing must be worn.

## **9. LADDERS**

9.1 Ladders must be sound and free from splits and broken rungs.

9.2 Ladders should be placed on a firm level base and set at an angle of 4 (vertical) to 1 (horizontal).

9.3 Ladders should be securely tied to scaffolds or footed and extend above the working platform if used for access.

9.4 Ladders can only be used to work from if the work is of light duty and short duration.

## **10. STATUTORY NOTICES AND INFORMATION**

10.1 The company shall display or ensure the display of statutory notices on any site on which it is working.

Such notices shall Include:-

- Health and Safety Law poster
- Copy of Employers Liability Insurance Certificate.
- F10 Notification of a Project.

10.2 For works of longer than six weeks duration the company shall satisfy itself that the main contractor has completed the Form F10 and that it has been forwarded to the Enforcing Authority and displayed on site.

## **11. HOUSEKEEPING**

11.1 All Castlebrook employees must keep their areas dean and should not allow rubbish and scrap etc to build up. They must make sure that they leave the working area in a tidy and safe condition.

## **12. ABRASIVE WHEELS**

12.1 All such machines shall comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998.

12.2 Eye protection in accordance with the Personal Protective Equipment at Work Regulations 1992 shall be provided and worn.

12.3 Operatives may only mount the wheels if they are properly trained in accordance with the PLAM 1998. The names of the trained persons shall be recorded in the register F2346, together with the date of appointment and the class of wheels for which the appointment has been made.

12.4 A certificate of training is to be issued to every trained person

## **13. HEALTH HAZARDS**

13.1 Castlebrook will endeavour at all times to comply with the Control of Substances Hazardous to Health Regulations (COSHH).

13.2 Castlebrook will provide written assessments for all hazardous substances used at work.

13.3 These assessments will be distributed to all personal/employees for their reference and compliance.

13.4 The company will try to eliminate the use of hazardous substances, or substitute the substance with one which is less hazardous.

13.5 The written assessments shall be brought to the attention of all employees.

13.6 All Castlebrook employees shall comply with these assessments.

13.7 If the assessment requires control measures these shall be made available to employees.

13.8 Employees will be put under health surveillance where there is a reasonable likelihood that they work with a hazardous substance which may result in an identifiable disease or an adverse health effect.

13.9 All operatives involved in sewer work or in areas where there is a possibility that rats may have been, must carry a warning card explaining what to do and the effects of Weils (Leptospirosis) disease.

## **14. LIFTING OPERATIONS**

14.1 Castlebrook recognises the need to comply with the Lifting Operations Lifting Equipment Regulations (LOLER) 1998, and any other relevant Codes of Practices.

14.2 Only trained and competent individuals over the age of eighteen years are allowed to carry out banksman / slinger duties.

14.3 If lifting operations are being carried out by other contractors, Castlebrook employees will keep out of the area while these operations are undertaken.

14.4 To comply with the BS 7121 Safe Use of Cranes, Castlebrook will need to enter into a contract with an Organisation or individual to undertake the work on their behalf.

## **15. SITE TRANSPORT (DUMPERS, EXCAVATORS, ETC)**

15.1 Only trained and authorised employees over the age of 18 years and holding a current driving licence are allowed to drive transport on site. Also, current plant certification will be held by all persons operating plant/machinery.

15.2 Castlebrook employees are aware of the hazards involved in the reversing of transport and must follow the Following procedures--

- . Wear high visibility jacket or vests.
- . Make themselves known to the driver that they will be giving the commands (Banksmen).
- . Ensure that the driver understands the signals involved in the reversing procedure.
- . Keep the reversing movement to the minimum.
- . Stay in full view of the driver at all times.
- . Ensure that the area being reversed into is clear of persons and plant etc.
- . Inform the driver that he/she must stop immediately if he/she loses sight of him/her.
- . Only the driver is allowed to undo the tailgate or back opening of the vehicle.

15.3 No passengers are allowed on any site transport unless the vehicle is designed for this purpose.

15.4 Castlebrook's mobile plant will carry all relevant certificates.

15.5 The operators will carry out daily checks of the mobile plant and inform the company of and defects that need rectifying.



15.6 All lifting appliances including excavators must be inspected weekly and a record/log must be maintained.

15.7 If an excavator is to be used as a crane there are certain safety features required which will be carried out

15.8 All operators of mobile plant must make themselves familiar with the reversing procedures laid out in Section 152 and, if different, the main contractor's procedures.

15.9 If excavators are being operated in a confined area or near site personnel, there shall be a distance of at least 600mm for "tail swing" or the danger area barricaded off.

15.10 If any site personnel enter into the working area of the excavator, the operator shall stop immediately. No person shall be permitted at any time to be within the machine's working radius without the driver's permission.

15.11 No excavator bucket or load should be slewed directly over personnel or vehicle cabins.

15.12 Dumper drivers shall not remain on the vehicle when it is being loaded, but shall stand well clear of the operation.

15.13 All mobile plant must be immobilised and made secure when left unattended, and any blade or bucket must be lowered to the ground.

15.14 Make sure machines are adequately guarded and that the guards are kept in position on all machines.

15.15 All machine operators shall comply with the site speed limits.

## **16. CONFINED SPACES**

16.1 A confined space can be defined as any area where there is poor ventilation or where there is a risk of dangerous fumes collecting.

16.2 No Castlebrook employee will enter into a confined space unless he/she has received proper and adequate training for this purpose.

16.3 No persons are permitted to enter sewers, manholes or other confined spaces (as designed in 16.1) without the necessary tests being carried out and the correct rescue equipment being available.

16.4 Any person entering a confined space should do so only after the atmosphere has been tested and confirmed as clear. Testing will continue when anyone is in the confined space.

16.5 The person entering the confined space shall wear an E type safety harness attached to a tripod and lifting winch. Emergency escape sets are also provided.

16.6 A person shall remain at the top at all times and shall keep in communication with the person in the confined space.

16.7 Only intrinsically safe equipment is allowed to be used in a confined space.

16.8 Copies of Confined Space Certificates for operatives will be made readily available to relevant parties.

## **17. EXCAVATIONS**

17.1 All excavations shall be adequately supported or battered back benched to a safe angle.

17.2 The Contracts Manager/Castlebrook's Senior Site Representative shall inspect the trench at the start of each shift and after adverse weather. If he/she is not competent then they must liaise with someone who is.

17.3 The weekly inspection of the excavation shall be entered in the form provided by the Contracts Manager or site foreman. The Castlebrook employees shall inspect this register before working in the excavation.

17.4 Proper means of access and egress shall be provided for those working in excavations.

17.5 Spoil heaps shall be kept away from the edge of the excavations.

17.6 Excavations shall be protected at the edges by a physical barrier.

17.7 Plant shall be positioned away from the edge of the excavations, or proper vehicle stops used.

17.8 Materials shall be kept at least 1 metre from the edge of the excavation.

17.9 A safe method of work shall be planned to ensure the safety of operatives installing the excavation supports. For deep excavations a written method statement shall be produced.

17.10 Excavations, to which members of the public could gain access, shall have a greater degree of protection. Special thought shall be given to blind persons.

17.11 If any work is carried out after dark all accesses and working areas shall be properly illuminated. Warning lamps, of an approved type, and signs, shall be fitted in all areas to which the public has access.

17.12 Walkways across excavations shall be sufficient width and fitted with guard rails and toe boards

17.13 Operatives shall not be permitted to work beyond the protected area of the excavation.

17.14 Only authorised persons are allowed to install the supports to the sides of the excavations.

17.15 Where plant is being used during excavation operations, a banksman shall be used also when reversing (see 15.2).

## **18. UNDERGROUND SERVICES**

18.1 Before any excavation work can commence the following procedure shall be adopted (reference made to HS(G) 47):-

- . Obtain the plans from the statutory authorities.
- . Use cable and pipe locating devices.
- . Mark and identify the route of services.
- . Dig carefully by hand to establish and confirm position of buried services.
- . Once the services have been exposed, they shall be properly supported.

## **19. OVERHEAD CABLES**

19.1 No work shall be carried out below overhead cables without consulting the site management to find out if the cables have been disconnected. Written permission to this effect will be gained.

19.2 If the overhead cables cannot be switched off or diverted then the following precautions shall be taken:-

Goal posts erected parallel to the overhead lines and not less than 6 metres from them.

The goal posts shall be rigid, of non-conductive material, and clearly identified.

The gap between the uprights of the goal posts where vehicles may need to travel shall be as small as possible, but not more than 10 metres wide.

Passage ways in which plant can travel shall be clearly marked.

The height of the crossbar on the goal posts shall be determined by the local Electricity Board.

19.3 “Danger Overhead Cable” signs shall be erected on each side of the approach to the cables.

Where work is undertaken beneath the cables, the local Electricity Board shall be consulted to determine safe clearance heights and restricting devices shall be fitted to plant to ensure compliance with these restrictions.

All work close to or underneath cables shall be supervised by a competent person.

## **20. MANUAL HANDLING**

All Castlebrook employees will avoid any hazardous manual handling operations by using mechanical means instead (where practicable).

## **21. WELFARE FACILITIES**

21.1 Prior to work commencing, the company will enter into a contract with the main contractor for providing welfare facilities.

21.2 Castlebrook employees will maintain these facilities in a clean and tidy condition.

21.3 Where facilities are not initially provided by the main contractor ie. on commencement of roads and sewers contracts Castlebrook will provide separate cabins/containers for welfare and storage facilities until the main contractor is established on site. In addition a mobile portaloo will be provided.

## **22. RISK ASSESSMENTS**

22.1 The Site Management will carry out risk assessments for any high risk work activity requiring them, in line with the HSE document five steps to risk assessment (INDG1 63). If these cannot be carried out by someone within the Castlebrook, then it will seek the services of an outside Organisation.

22.2 Castlebrook will put into practice the health and safety measures required to control the assessment.

22.3 Castlebrook employees will comply with any written assessment carried out by the company or by the main contractor.

## **23. EMERGENCY PLANNING**

23.1 Castlebrook employees will familiarise themselves with any emergency procedures formulated by the main contractor.

## **24. ROAD TRAFFIC MANAGEMENT**

24.1 All road works safety measures shall comply with Chapter 8 of the Traffic Signs Manual.

24.2 A Director shall be familiar with the Safety at Street Works and Road Works Manual (Maroon Book).

- 24.3 All road works shall be kept to a minimum and any obstructions shall be clearly marked by day and by night.
- 24.4 Local Authorities shall be consulted, eg. Police, Highways, Railways etc, and their recommendations complied with.
- 24.5 Anyone working on or visiting any road works shall wear the appropriate high visibility clothing at all times.
- 24.6 All vehicles employed on road works shall have prominent markings and shall display an amber rotating beam lamp.
- 24.7 Sufficient working space shall be allowed to ensure that the movement and operation of plant (eg. swinging of jibs and excavator arms) is clear of passing traffic and pedestrians.
- 24.8 Road users and pedestrians shall be warned of obstructions on the highway with the aid of signs that comply with the Traffic Signs Regulations.
- 24.9 All signs and barriers shall be secured to prevent them blowing over or being dislodged by passing traffic.
- 24.10 Any signs no longer required, either during or on completion of the works, shall be removed immediately.
- 24.11 Signage will be checked regularly to ensure that they have not been moved, damaged or become dirty.
- 24.12 All barriers to be red/white reflective type and maintained in good order.
- 24.13 At all times make sure that huts or structures are in such a position that they do not reduce driver's visibility at any road junction or bend in the road.
- 24.14 At least one operative in the gang will have been trained by the company in accordance with current Streetworks Accreditation requirements and possess the necessary certification (Operative/Supervisor).

## **25. LIQUID PETROLEUM GASES (LPG)**

25.1 LPG cylinders shall be stored in the open air, protected by a 2 metre high fence with access via lockable gates (not self locking). There shall be sufficient shelter to protect cylinders from extreme weather conditions. The floor shall be compacted, level or paved. The area shall be kept clear of all flammable materials and there shall be no adjacent drains, excavations, Cellars etc. Notices stating "LPG - Highly Flammable - No Smoking" shall be displayed. Dry powder fire extinguishers shall be available.

Cylinders, whether full or empty, shall be stored with the valve uppermost

Acetylene can be stored with LPG, but oxygen shall be store separately.

25.2 When using LPG to provide heat etc. to site huts, the cylinder and regulator shall be placed outside the hut The gas supply shall be taken In at low pressure through rigid piping, with a flexible connection to the appliance. Ensure that connections are secured by crimped fittings.

All piping shall be exposed so that any leakage can be quickly detected and a build up of gas prevented.