

Construction Helpline Ltd

02 – Health and Safety Policy

Version 4

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1) Policy Statement

Construction Helpline Ltd (CHL) recognises and accepts that, under the Health and Safety at Work Act 1974, it has a legal duty to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of all its employees and that it also has certain duties towards students, the public and people either on its own premises and the premises of its customers, these duties being explicit in the above Act.

This policy describes how the Construction Helpline Ltd (CHL) will ensure that no apprentice/learner/participant, associate, or employee is exposed to any environment or task that places him or her at a risk to his or her personal safety.

a) General

- i) It is the policy of the Company to conduct its undertaking in such a way, so as to ensure, as far as reasonably practicable, the Safety, Health, and Welfare of all its employees whilst at work, and also any other persons, not being in direct employment, including apprentice/learner/participant, associate and contractors that may be affected by its operations.
- ii) The Company recognises its statutory obligations, and is also aware of and fully accepts the responsibilities it has for the Safety and Health of all employees and other persons affected by its activities, e.g. contractors, members of the public, etc.
- iii) The Company recognises that to operate in a reasonably safe manner, risks will need to be minimised. Formal Risk Assessments will take place together with expert advice from competent persons. This will also include consultation with employees and contractors.

b) Reviewing of Policy

This Policy will, as appropriate, be revised, e.g. following new legal requirements changes in the type of work, etc.

c) Promoting and Informing Employees of the Health and Safety Policy

The Policy will be brought to the attention of all employees through: -

- i) Displaying the Policy on notice boards at the office or site facilities.
- ii) Explaining the policy to employees through inductions and briefings.
- iii) Issuing a copy of the policy to employees via Breath HR Portal
- iv) Published on CHL Website under policies

d) Implementation of Safety Policy

The implementation and any review of the Safety Policy is primarily controlled and overseen by the CEO of the Company.

e) Monitoring of the Health and Safety Policy

Monitoring of the implementation of the Health and Safety Policy is carried out annually

Part 2 – Responsibilities

Levels of Health and Safety Duties and Responsibilities

The Company has set three levels of responsibility under this part of the Policy.

They are:

Level

1. The Managing Director/CEO
2. Supervision/Administration (Management Team)
3. Employees/Operatives, Learners including Skills Bootcamps and Apprentices and Associates Sub-Contractors

Management Responsibilities

The CEO of Construction Helpline Ltd takes full responsibility for the Health and Safety within the organisation. They will monitor the effectiveness of the Health and Safety Policy and revise the policy when improvements are needed. All changes to the policy will be communicated to all staff, Learners including Skills Bootcamps and Apprentices and, and associate partners with immediate effect.

On a daily basis the CEO's responsibilities for Health and Safety will be devolved to the staff, Learners including Skills Bootcamps and Apprentices, and associate partners of Construction Helpline in the performance of their regular duties.

In the first instance the Training Manager will be notified of Health and Safety concern who will investigate and take appropriate action to alleviate the concern.

If learners/apprentices become ill whilst on training programmes or have an accident. This will be reported to the training manager who will investigate, seek further advice if required and take appropriate action.

Staff, Learners including Skills Bootcamps and Apprentices and, and Associate Responsibilities

The Health and Safety at Work etc., Act 1974, states: - "It shall be the duty of every employee while at work: -

- To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work and
- As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as it is necessary to enable that duty or requirement to be performed or complied with."

It is the responsibility of employees, apprentices/students, and associates to meet their duties for the practical application of the Health and Safety Procedure in addition to their requirements under the Health and Safety Act 1974 and associated legislation as amended by statute.

In accordance with the Worker Protection (Amendment of Equality Act 2010) Act 2023, we are committed to taking all reasonable steps to prevent sexual harassment in the workplace. This includes fostering a culture of respect, implementing proactive measures, and ensuring that all staff feel safe and supported. Construction Helpline reflects this legal duty by promoting a zero-tolerance approach to harassment and encouraging open communication and swift action when concerns arise.

Staff Responsibilities

In order that Construction Helpline will be able to comply with the law all employees will observe their responsibilities to fellow staff, students, public, and associate partners / employers whilst in their own and on employers premises and will be expected to: -

- To adopt and implement Construction Helpline Health and Safety Policy by signing a contract of employment with CHL
- To undertake all mandatory Health and Safety Training including regular updates
- To know and observe the special safety measures to be adopted in his/her area of work and ensure they are applied.
- To know and observe any special safety measures to be adopted in the current work locations where training and assessment activities are taking place
- Be familiar with Codes of Practice and other site-specific documentation appropriate to the work area/activity.
- Observe standards of dress consistent with safety and/or hygiene.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the emergency procedures in respect of evacuation and first aid for the site location they are working
- Report any defects in equipment or procedures noted.
- Use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.

- Co-operate with the management of the Construction Helpline in promoting improved safety measures and in receiving Safety training
- Immediately intervene to prevent students behaving in a manner likely to cause an accident to themselves or others.
- Make sure that any assessments and codes of practice that need to be followed to protect own personal safety are complied with. (i.e. Driving at work, lone working etc.)
- Promote health and safety in the work place at all times, including making practicable suggestions where they feel that standards could be improved.

A member of staff training and assessing students is expected to:

- Ensure that the employer premises at which the student is employed meets the health and safety requirements for the placement of an apprentice. This must be confirmed by a documented pre placement Health and Safety check
- Know the emergency procedures in respect of evacuation and first aid for the premises they are working in and to carry them out as necessary.
- Know any special safety measures to be adopted in the premises they are working and to ensure that they are applied, in particular to be familiar with risk assessments appropriate to the work activity (and the consequent protective and preventive measures). (NB in many cases the risk assessment will be implicit in the Codes of Practice or other documentation).
- Give clear instructions and warning as often as necessary (notices, posters, hand-outs, are not of themselves adequate)
- Integrate all relevant aspects of safety into the teaching/learning process and, if necessary, give special training on safety.
- Follow safe working procedures personally.
- To make recommendations to Construction Helpline management team and associate partners / employer management teams to improve Health and Safety systems.
- To wear or carry identification badges at all times
- To be aware of the equality and diversity, safeguarding and prevent legislation at all times making sure that your students are not exposed to situations that make them vulnerable and liable to make a claim against you or other parties covered by this legislation

Learners including Skills Bootcamps and Apprentices and **Responsibilities**

Learners are expected to:

- Exercise personal responsibility for safety of self and others
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the safety rules of Construction Helpline and the Employers and in particular the instructions by staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for his/her safety.
- Know and apply any special safety measures to be adopted in own learning areas.
- If an apprentice/student identifies any safety concerns to report them to their line manager or training staff immediately.
- Report any accidents to their line manager or training staff immediately.
- If an apprentice/student is feeling unwell whilst at work to report this to their line manager or training staff immediately.

Associate Partner / Employer Responsibilities

Associate Partners / Employers will ensure that their own Health and Safety policy and arrangements are compliant with the Law.

Associate Partners / Employers will collaborate with Construction Helpline in the implementation of the above Health and Safety policy where aspects of safety management fall on the associate partners / employers to implement

Assist Construction Helpline in completing pre placement checks before an apprentices is recruited and to allow regular checks to take place

To undertake the responsibilities of the employer but also the member of staff training students in the work place as identified above under staff responsibilities.

To report any accidents to the Construction Helpline immediately

Part 3 Management and audit requirements

Own Premises

A copy of the Construction Helpline Health and Safety policy will be distributed to all bodies and individuals to whom it affects via Breath HR and on CHL Website

A safety audit of Construction Helpline will be undertaken annually.

Construction Helpline will hold all insurances and licences require by law in order to operate its business

Provide all safety and lifting equipment for employees to perform their duties

All training venues will be visually checked for hazards before participants are admitted and delegates advised of evacuation procedures relating to the occupied rooms.

All risk assessments are in place and staff aware of control actions to follow in completion of task

All equipment owned or used by Construction Helpline Assessment centre will be checked for safety and serviceability.

If a member of personnel is confronted with a procedure, environment or item of equipment that fails to comply with this policy they are required to refrain from proceeding with its use and seek guidance from a nominated party or partner. All such occasions will be recorded.

All firefighting equipment and alarms are to be maintained by the landlord. All employees and associates are required to ensure that they are aware of the locations and how to utilise the specific appliances at all locations.

There are no substances hazardous to health in use at the assessment centre. In the event of such a substance being introduced, a COSHH audit will be implemented.

A qualified first aider is available on the premises of the assessment centre.

All accidents and dangerous occurrences should be notified to the designated Construction Helpline nominated party or partner for inclusion in the Accident Book.

Employees and associates are required to ensure that vehicles used in connection with our services are adequately maintained and insured including the carriage of clients if appropriate.

An annual report on Health and Safety is produced recording audit issues, accidents etc.

Associate Partner / Employer Premises / External Training Premises

All associate partner / employer premises have undergone a full Health and Safety check before an apprentice is placed at the premises

All employers will hold the appropriate insurances and licences required by law to carry out its business

When providing services on a client's own premises our personnel are required to abide by the policy and procedures of that organisation. Programme and Contract Co-ordinators are required to identify all relevant safety procedures.

All accidents and dangerous occurrences should be notified to the designated Independent Windscreen Academy nominated party or partner for inclusion in the Accident Book.

If a member of personnel is confronted with a procedure, environment or item of equipment that fails to comply with this policy they are required to refrain from proceeding with its use and seek guidance from a nominated party or partner. All such occasions will be recorded.

All risk assessments are in place and staff aware of control actions to follow in completion of tasks

Employees Health and Welfare

Construction Helpline Management will take responsibility for monitoring the health and welfare of employees ensuring that ill health/mental health issues are noted, and appropriate support provided

Construction Helpline Management to make their best efforts will ensure that working conditions are such that they do not contribute to health conditions due to increased pressure at work

Accident Reporting and Ill Health Monitoring

All accidents must be reported to: Umer Mansoor

All accidents will be investigated internally, and any mitigating actions require to prevent future accidents of this nature will be actioned

Management will monitor the Health of Employees through discussion when underlying health conditions are identified and agree additional safety/support arrangements on an individual basis so as not to disadvantage or contribute to further health conditions

Controls

The designated nominated party or partner will carry out an annual check to ensure that this procedure is being complied with.

Documentation

- Insurance Policies
- Employer Premises Health and Safety Audit List
- Candidate Induction Pack
- Staff Induction Pack
- Risk Assessments – including PREVENT
- COSHH Regulations
- Internal Audit Documents
- Document Car Insurance Policies, Driving Licence and MOT checks
- Accident Book
- VDU Assessments
- Staff Training Logs

Part 4 - Specific Controls

Section 1 - Risk assessment

- a) The Company will ensure that adequate and suitable Risk Assessments have taken place to cover all work activities. Advice and assistance will be gained where required from competent persons to complete Risk Assessments.
- b) The Risk Assessment(s) will assist in identifying all hazards and ensuring the risks from such hazards have been minimised or removed by suitable control/ precautionary/preventative measures such as, for example: -
 - i) Training, instructing, and informing employees and informing others affected by Company work.
 - ii) Supervision of the work activities/employees.
 - iii) Elimination of the activity (if possible)
 - iv) Maintenance of plant/equipment
 - v) Segregation from the work activity/process, e.g. keeping persons at distance from hazard by a fence or screen, etc.
 - vi) Substitution, e.g. use a water-based product.
 - vii) Safe systems of work.
- c) Where significant risks may arise then, Risk Assessments will be done in a written form using the Company's own Risk Assessment Form.
- d) Fire Risk Assessments will also be carried out for the Company's premises and where applicable on site.

Section 2 - Manual Handling Operations

- a) This Company undertakes many manual handling tasks involving pushing, pulling, lifting, putting down, carrying, moving, etc. by hand or bodily load, which could possibly result in significant injuries to employees and others.
The Company will give serious consideration to reduce such potential for injuries, particularly through basic

Risk Assessment, such as: -

- i) Does the task have to involve manual handling, and does it have to be done in the first instance.
 - ii) Does it have to be manual handling in that way, e.g. lifting from the floor instead of, say, from waist height, etc.
 - iii) Can such loads involved be substituted for lighter/less cumbersome loads
 - iv) Can the manual handling be carried out in more accommodating circumstances, e.g. not in cramped or awkward conditions, etc.
 - v) Can mechanical aids be used, e.g. trolleys, lifting appliances, etc.
 - vi) Will provision of personal protective equipment (PPE) assist in reducing injuries, e.g. gloves, footwear, etc.? Are the persons capable of manual handling the load/the tasks?
- b) Where there is a significant risk of injury to persons who have to carry out manual handling, then they will be suitably and adequately trained in manual handling.

Regular and known loads which have to be handled should have their weights informed to those persons carrying out the manual handling, either marked on the load or by other means, e.g. given in writing to them, a safety sign, or by being verbally briefed.

Other unusual make up of load(s) will also be informed to such persons, e.g. if centre of gravity of load is not in the centre of the load, such as one side heavier than the other.

Section 3 - Machinery, plant, and equipment

- a) Small machinery and plant will be checked periodically by a competent person on behalf of the Company.
- b) All operators of such equipment who have received the relevant training and/or information will be responsible for the daily visual check of such equipment and reporting any defects to the Site Supervision or Principal.
- c) Any modifications to any plant or machinery will only be carried out by competent person, not site operatives.
- d) Any machine/equipment having interlocking devices, etc., will have such devices checked on a regular basis, along with its repair and maintenance.
- e) All pressurised plant, such as air receivers, pressurised systems, etc., will be regularly inspected, maintained and, where required, tested, by a competent person.
- f) All lifting machines, cranes, tackle and equipment will have current certificates of thorough examination.
- g) All electrical equipment will be 110 volt or in certain cases where this is not possible then 240 volt may be used but only where electrical protection devices are incorporated, e.g. Residual Current Device (R.C.D.) etc.

All items of electrical equipment will be inspected and tested regularly by a competent person/company and records kept of such work.

Section 4 - Information To Employees And Others

- a) Information as to Health and Safety matters will be brought to the attention of employees and relevant contractors' employees by:
 - i) Personal letters.
 - ii) Displaying of the Health and Safety Law Poster.
 - iii) Articles from the Health and Safety Executive.
 - iv) Health and Safety Executive Publications, Guidance Notes, and Approved Codes of Practice.
 - v) Company Information Sheets.
 - vi) Displaying information at the Company office and site welfare facilities.
- b) The Company will ensure that the above information is brought to the notice of all. This may mean, in some cases, giving copies to those persons.
- c) The Company will ensure that, where identified, Risk Assessments are carried out. Such Risk Assessments may identify information needs for either employees or non-employees regarding significant risks to their health and safety. In these cases, such information will be given to those persons regarding those risks and the measures necessary to reduce them.
- d) Where information is given to employees in written form those persons will give a signature of receipt.
- e) Other persons (non-Company employees, e.g. other contractors, members of the public, etc.) will, where identified, be supplied with any information as to any significant risks to the health and safety of those employees/persons who may be as a result of Company activities, etc.

Section 5 - Training and instruction

- a) The Company will ensure that persons under its control are adequately trained and instructed in order to carry out their duties. It could possibly be that where such persons are not yet fully/adequately trained and/or instructed, then under adequate supervision, those persons may carry out their assigned duties.

The Training/Instruction requirement includes all employees, trainees, contractors, work experience persons, etc.

- b) Training and instruction needs may possibly be identified and considered through and by: -
 - i) Legal requirements, e.g. Noise at Work Regulations 1989, the Manual Handling Operation at Work Regulations 1992, The New Road and Street Works Act 1991.
 - ii) Formal Risk Assessments as carried out under the Management of Health and Safety at Work Regulations 1999.
 - iii) When employees are required to operate a new or unfamiliar piece of equipment/plant or machinery.
 - iv) The introduction of a Safe System of Work.
 - v) Through Contractual requirements/agreements.
 - vi) On the advice from Competent Health and Safety Consultants.
 - vii) The need for refresher/update training.

Section 6 - Controlling substances hazardous to health (coshh)

This Section is to assist in meeting the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 1999.

a) Substances Hazardous to Health will include: -

- i) All substances as specified under the COSHH Regulations (see regulations which gives extensive list).
- ii) All dusts having a substantial concentration in air, e.g. wood, dust, cement dust, etc.
- iii) Micro-organisms, legionella.

All other substances which MAY POSSIBLY CAUSE a hazard to health, e.g. solvents bitumen's, etc.

b) Assessments

The Company will ensure that formal assessments are carried out to cover every such substance/process/activity which is liable to expose any employee and/or other persons to any substance hazardous to health, e.g. a glue, paint, bitumen product, fumes, chemical etc., or a work task causing substantial amounts of dust, e.g. stone/material cutting, etc.

Where reasonably practicable, a less hazardous substances or work process will be adopted. (Substitution)

c) Control Measures

Where such substitution is not reasonably practicable or possible, then control measures will be provided where required, e.g. a Safe System of Work, Personal Protective Clothing (PPE), etc.

ONLY AS A LAST RESORT WILL PERSONAL PROTECTIVE EQUIPMENT BE UTILISED AS THE FORM OF CONTROL.

All such control measures will be maintained and documented as required by the COSHH Regulations. All employees must use any control measure provided and use it properly, e.g. use of PPE and/or Safe System of Work, etc.

d) Medical Surveillance

Medical surveillance will take place to cover certain employees who may be exposed to certain substances of a particularly hazardous nature. (These are documented in the COSHH Regulations 1999).

WHERE REQUIRED, AS UNDER THE COSHH REGULATIONS, medical records will be kept and will be available to the individuals affected.

e) Training/Instruction/Information

Where training, instruction or information is required, as identified under any Assessment, it will be given to all relevant persons who may be exposed to Substances Hazardous to Health. Any such training instruction and information will include potential hazards, precautions, control measures (wearing of PPE, etc.) results of monitoring will be included.

Section 7 - Emergency and fire procedures

The risk of serious fire on the majority of Company work is minimal due to the type of work's low use of flammable materials of heat producing processes.

However, the following will be adhered to and ensured to provide adequate arrangements for emergency procedures for fire.

- a) Where work takes place within or on other company premises, then arrangements will be made with that organisation for fire and other emergency procedures. These will normally be that company's established procedures.
- b) Where the Company needs to supply a fire emergency procedure, e.g. for construction projects being progressed, a temporary procedure may also be displayed.
- c) All employees, sub-contractors, trainees, etc., will be made aware of any such fire/emergency procedures/provision as under this section.
- d) Where heat producing equipment is used, e.g. L.P.G., etc., then a suitable fire extinguisher will be permanently available.
- e) Liquefied Petroleum Gases (L.P.G.), Highly Flammable Liquids, e.g. petrol, and other flammable fuels will either be:
 - i) only used in minimal/small quantities, e.g. 5 litre container liquids and one L.P.G. cylinder or;
 - ii) In larger quantities: then purpose provided storage will be ensured, e.g. secure store, ventilated, with warning signage and constructed of a non-flammable material.
- f) All such highly flammable substances and purpose heat producing plant and equipment will only be used by competent employees/persons and will be kept secure away from non-site persons when not in use.
- g) On company premises all fire arrangements will be provided, such as firefighting facilities, fire escape routes and exists, an emergency procedure and information and instruction to all company persons.

Section 8 - Noise at work

- a) The Noise at Work Regulations specify certain requirements as to the Control of Noise at Work, in particular, "Action Levels".
Action levels are levels of noise measured in decibels, and three levels are given in the Regulations as 85, 90 dB (A) and an impact Peak Action level of 140 dB (200 Pascal's).
- b) Amongst other things, at above 85 dB (A) and 90 dB (A) respectively, the Regulations cover the reducing of noise levels, and the issue and use of personal ear protectors.
- c) The only positive method of assessing noise levels is by measuring the levels with suitable instruments. However, an indication of noise levels around the action levels of 85/90 dB (A) is where two people have difficulty in hearing each other and have to shout to do so, when only one or two metres apart. Where identified the Company will commission Noise Surveys from a competent source.
- d) Through this policy the Company will ensure that suitable personal ear protectors are supplied to employees for use at any workplace where noise levels are high, even if they may be below the action levels. Where any work process creates high noise levels and where any Company site personnel are affected by that noise,

then they must wear the P.E.P.

- e) The Company will take into account Health and Safety Executive guidance and information as to potential noise levels and wearing of P.E.P.
- f) The Company will ensure that P.E.P. is used and used correctly, e.g. through supervision and instruction.

The Company will ensure provision of a suitable place to store the personal ear protectors.

- g) Where noise can be reduced at source, then the Company will make every effort to achieve this rather than initially enforcing the use of P.E.P.

Reducing noise at source may include:

- i) using equipment/plant which omits lower noise levels.
- ii) particular maintenance to plant and equipment to reduce noise levels, e.g. dampening materials securing loose/rattling components.
- iii) using a quieter work process locating plant away from the actual work location, e.g. compressor v) ensuring all plant inspection covers are closed.

Section 9 - First aid

- a) On all Company workplaces a fully stocked First Aid box will be available. This will usually be on the Company premises, company vehicles and or in the site welfare facilities.

The box will be maintained and replenished by the Company who will monitor the situation.

- b) A qualified First Aider may be available, but generally the Site Supervisor will act as the appointed person.

As the appointed person, the Site Supervisor will ensure availability of the First Aid box and should they be required, he will contact the emergency services.

- c) To assist in ensuring adequate arrangements are in place in the likely event of an accident, at all work sites a vehicle will be available. A mobile telephone will also be available at all sites.

The First Aid arrangements will be notified to all employees, trainees, etc., through information and tool box talks.

Section 10 - Accidents/incidents – reporting procedure

(Covers the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 – R.I.D.D.O.R.)

- a) Certain employee accidents for instance, resulting in over 3 days off from doing normal work duties, or being detained in hospital for more than 24 hours or involving certain major injuries, e.g. fractures, certain cases of electric shock etc., (see Appendix 5 for full list) have to be reported to the Health and Safety Executive (H.S.E.) within 10 days using the Form F2508. Major injuries must also be reported by telephone to the local Health and Safety Executive office as soon as possible.
- b) Certain, Dangerous Occurrences such as
Collapse overturning of lifts/lifting equipment

Plant, Equipment contacting overhead power lines
Collapse of scaffolding over 5 metres high or erected near water where risk of drowning, etc.
See Appendices for full list of Reportable Major Injuries and Dangerous Occurrences.

- c) Certain diseases will also be required to be reported to the Site Supervisor or Principal and will be entered in the Social Security Form B1 51- or similar document.
- d) All accidents, no matter how menial, must be reported to the Centre and will be entered in the Social Security Form B1 510 or similar document.
- e) Any accidents to other persons, non-employees, members of the public, must also be notified to the centre.
- f) Where non-employees as a result of Company activity have to visit hospital for treatment then this also will have to be reported to the H.S.E. using Form F2508.
- g) Any accidents, which are reportable, dangerous occurrences or diseases which are reportable, will be formally reported to the H.S.E. by the centre using the Form F 2508 (Form F 2508A for Diseases).

Section 11 - Personal protective equipment (ppe)

a) Types of PPE

PPE includes a range of items which will include such as protection for the:

Hands	Hearing Feet	Respiratory System
Head	Body	Eyes

b) PPE Last Form of Protection

PPE will always be the last form of control measure against hazards encountered at work, for example:

If an item of machinery is excessively noisy then initially consideration should be given to reducing the noise at source. This may not always be feasible, and consideration may then be given to PPE such as hearing protectors, etc.

c) Provision of PPE

The Company will ensure that employees are provided with the appropriate PPE to protect against hazards that they may encounter, i.e. gloves, goggles, mask, etc. It is the Company's policy that all employees wear at all times:

- i) Head Protection to BS/EN 5240
- ii) Foot Protection with steel toe caps to BS EN 345
- iii) High Visibility Waistcoat or Jacket if working on or adjacent to the Highway.

d) Use of PPE

The centre will ensure that all site person's use the PPE where required, use it properly and where possible provide separate storage for PPE. (The storage may not always be a purpose locker, in some cases, it may be a strong impermeable bag, etc., which may be stored within the site vehicle).

e) Employee Duties

Employees being supplied with PPE will wear it where required and instructed, wear it properly, and report any defects or losses to the site supervisor or the Principal.

Section 12 - Welfare

- a) Where company work is short duration at small sites, welfare facilities will consist of pre-identified toilet facilities; this may also include washing and eating facilities.
- b) Where work is undertaken on another organisation's premises, arrangements may be made with that company, to gain access to use their welfare facilities. Our Company premises will have all of the standard facilities.

Section 13 - Work at heights

a) Foreword

Various types of work will be required to be carried out at height and in such situations, control measures will have to be ensured to prevent persons or objects falling. Persons falling from height could injure themselves or injure others by falling onto them. Falling objects could injure site personnel or other persons such as member of the public or children.

b) Legal Requirements

The Construction (Health, Safety and Welfare) Regulations 1996 require that where a person could fall from a place work of a height of 2 metres or more, then suitable and sufficient guard rails and toe boards, barriers or other similar means of protection be provided, to prevent such falls.

Such guard rails/toe boards must meet the following:

- I. The main guard rail be 910 mm high from work platform/place
- II. The unprotected gap between top guardrail, toe board or barrier, etc. must not be greater than 470 mm.
- III. The toe board be not less than 150 mm high.

Any provision supplied to prevent persons falling must be capable of withstanding a person's fall, and if to prevent materials falling, capable of withstanding materials falling against them and through them.