

HEALTH AND SAFETY RISK MANAGEMENT PROCESS.

Overall Responsibility.

The Managing Director is ultimately responsible for ensuring that a positive Health and Safety culture is created in the business. He will be responsible for ensuring that Policies are set, Organised, Planned and Implemented, Performance is measured and reviewed.

The objective is the continuous and infinitesimal improvement of Health and Safety management.

Ethos

The co operation of every employee is to be encouraged in the creation of a positive Health and Safety Culture.

All employees are encouraged to be involved in the identification of hazards, the management of risk and the monitoring of solutions.

Communication.

A communication process is to be implemented, monitored and developed.

Regular Newsletters focusing on Health and Safety issues are to be distributed to the whole workforce. The newsletters are to identify performance achieved to Health and Safety objectives as well as new legislation and policies.

Company and Team Meetings are a vital element of seeking the involvement of all staff in the creation of positive Health and Safety culture.

Company meetings are to be held annually. Attendance by all employees.

Monthly Team Leader Meetings. The objective of meetings is that Health and Safety performance is analysed, new legislation requirements are communicated, new policy requirements are communicated and ideas on Health and Safety improvements and management are sought and discussed.

Following the Team Leader meeting a Team Brief will be performed by team leaders advising their staff of the outcomes of the team leader meeting.

All meetings will have an agenda prepared. The minutes of the meetings will be distributed to all attendees and reported on within Team Briefing and Newsletters.

Board Meetings.

The Board is responsible for the creation of a Business Plan that has adequate resources allocated for the creation of a positive Health and Safety Culture.

Information from the Risk Management and communication Process will be reviewed. New policies will be set as appropriate.

The Managing Director is responsible for ensuring that Health and Safety and Human Resource policies are reviewed annually as a minimum or as necessary to ensure that they comply with current regulatory requirements and the policies and ethos of the company.

Business Planning.

Business Planning. An element of the business planning process is the provision of resources to achieve Health and Safety Objectives.

The organisation chart is to be reviewed.

Setting of Team Objectives. The forum of the company meeting is to be used to identify and agree annual Team Objectives pertinent to Health and Safety.

Human Resources

Job Descriptions

Recruitment and Selection. A Recruitment and Selection process is to be monitored and reviewed annually.

The objectives of the Recruitment and Selection process is to ensure that the company recruits and selects individuals with the necessary competence to meet the objectives of the business.

Job Descriptions will be used to focus employee responsibilities and competence requirements to the creation of a positive health and safety culture.

Induction. The objective of the process is to underpin the importance of Health and Safety policies and procedures and to identify and address with positive action any gaps in the competence of the post holder.

Staff Development Process. Used to encourage post holders to participate in the creation of a positive health and Safety culture and monitor individual development, competence and training needs.

Training Policies and Plans. Training policies and are reviewed annually, training completed is reviewed and an annual training plan is developed as an element of the Business Planning process.

Individual Training Plans

The objective is that the training plans addresses competencies required to achieve business objectives and gaps in knowledge and skills identified in the Staff Development Process and company meetings.

Health and Safety Policy.

The underpinning policy document within the organisation. The document is to be reviewed on an annual basis or as necessary as new legislation or company policies are developed.

The Policy will identify how Policy is to be Organised, Planned and implemented.

Review timescales

Risk Assessment.

A general Risk Assessment, an integral element and reviewed as part of this document. The Risk Assessment is to be carried out and reviewed annually.

Risk assessment is to be carried out on company premises and reviewed on an annual basis.

Job Specific Risk Assessment is to be carried out before scaffolding operations are carried out on new contracts. The outcomes and control measures identified in Risk Assessments are to be reflected within job specific Method Statements.

Method Statements

Scaffold Plan

Standards

Legislation
TG and SGs

Communication

Tool Box Talks

Weekly Tool Box Talks focusing on current Health and Safety issues. To be utilised where immediate training or to address a Health and Safety issue, delivered in support of a continuous improvement process.

Occupational Health Monitoring.

Staff are required to confirm the reasons for sickness or absence on their time sheets. The data is recorded and reviewed to identify any trends or re occurrences of Health Problems.

Annual Assessment

Recording of Accidents and Incidents.

All accidents are recorded in the company accident book. Staff are to be encouraged to report and record near misses at all opportunities as an element of the company communication process.

Data relating to Occupational Health and Sickness of individuals will be monitored and recorded during three monthly inspections.

Incident book

Statutory Inspection and Testing

Electrical Tools

Portable electrical equipment ("Electricity at Work Regulations 1989") and fire protection equipment ("The Regulatory Reform (Fire Safety) Order 2005) are also operated by the company and are subject to statutory inspections.

The company will keep a register of all electrical equipment that is to be inspected under the regulations.

The register will identify the date of the last and next inspection.

Equipment used on site will be inspected every 6 months.

Vehicles

Regulation 9 of the "Provision and Use of Work Equipment Regulations 1998" will be complied with. Employees must be provided with the necessary Information Training Instruction and Supervision in the operation and use of all vehicles plant and equipment before use.

Company vehicles have to be maintained to the manufacturers recommendations and inspected as directed by VOSA and the terms of the company operators licence.

Drivers of a vehicle are responsible to ensure routine maintenance is undertaken. Tyre condition and pressure, water and oil levels must be checked daily. Vehicles must be kept clean and tidy. Any defects identified must be reported immediately.

Users of vehicles must confirm that they have been appropriately maintained on their time sheet weekly.

LGV vehicles will be subject to daily pre use inspections and statutory 12 weekly inspections.

A schedule identifying all vehicles will be kept.

The schedule will identify the vehicle, the user, registration, Inspection frequency that will comply too manufacturer and statutory requirements, the date of the last inspection, the date

of the next inspection, the date of the last and next service, the MOT or Plating date and identify when the tax is due.

Lifting Equipment

The company operates lifting equipment that has to be used, maintained and inspected to comply with the requirements of the Lifting operations and lifting equipment regulations 1998.

The company will keep a register of all lifting equipment that is to be inspected under the regulations including Hoists, lifting straps and Gin Wheels.

The register will identify the type of equipment, the user, unique reference numbers, Inspection frequency that will comply too manufacturer and statutory requirements, the date of the last inspection and the date of the next inspection.

Inspections are to be carried out by a competent supplier.

The register will also identify the company who carried out the inspection.

Lorry Mounted Crane

The company operates lifting equipment that has to be used, maintained and inspected to comply with the requirements of the Lifting operations and lifting equipment regulations 1998.

Users are to carry pre use inspections of cranes.

The crane will be greased weekly.

Cranes are to be serviced 12 weekly.

A statutory inspection will be carried out annually.

A register will be kept.

The register will identify the type of equipment, unique reference numbers, Inspection frequency that will comply too manufacturer and statutory requirements, the date of the last inspection and the date of the next inspection.

Three Monthly Inspections

A safety inspection of PPE including the inspection of harnesses, Vehicles and Premises will be carried out by the Contracts Manager every three months. The outcomes will be recorded on the appropriate documentation and reported to the Board for appropriate action. Any action identified will be communicated to staff through appropriate communication channels.

Data relating to Occupational Health and Sickness of individuals will be monitored and recorded during three monthly inspections.

Supervisor Reports

Personal Protective Equipment

Staff will be issued with appropriate storage bags for all personal protection equipment issued.

Levels of inspection.

Pre-use check by the user.

Interim inspections, as identified through risk assessment e.g. arduous work environment.

Fall Protection Equipment

Personal fall protection equipment is to be inspected to comply with the requirements of Schedule 7 / Regulation 12 (7) of the Work at Height Regulations 2005. The features of an effective management process are identified within NASC SG16:08.

Staff will be issued with appropriate storage bags for all fall protection equipment issued.

Three levels of inspection.

Pre-use check by the user.

Detailed inspection at least every 3 months, by a competent person.

Interim inspections, as identified through risk assessment e.g. arduous work environment.

Specialist equipment, such as inertia reels or rescue kits are stored, maintained and inspected in accordance with the manufacturer's recommendations.

If any defects or concerns are identified as a result of a pre-use check or detailed inspection then the equipment will be withdrawn from use and destroyed.

Any lanyard or harness that has been used to arrest a fall will be destroyed.

The company will keep a register of all equipment that is to be inspected under the regulations including harnesses, lanyards, rescue kits, safety lines and inertia blocks.

The register will clearly identify the type of equipment, the user, unique reference numbers, inspection frequency that will comply too manufacturer and statutory requirements, identify the person who carried out the inspection, the date of the last inspection and the date of the next inspection.

Site Inspections.

Site inspections will take place at a frequency of no more than every two weeks. A safety inspection of the site will take place each visit by the contracts manager. Where defects or hazards are identified they will be recorded on the Scaffolding Inspection Form.

The manager will discuss health and safety standards of work procedures, scaffolding structures and the site with the Team Leader each visit to site.

The customer will be advised of any matters identified and issues will be resolved.

Supervisors Weekly Report Site Report.

The outcome of daily pre use inspections including Harnesses, associated safety equipment, lifting equipment and rescue equipment are to be recorded by the Team Leader on the supervisors report and submitted weekly to the principal contractor.

The report will confirm that pre use checks have been undertaken.

Customer Safety Policies and Records

The safety record and policies of our clients with regard to their overall record and record pertinent to individual sites is to be evaluated. Concerns are to be discussed with the client. If it is not possible to resolve issues then work will be declined from clients with a poor safety record.

Scaffolding Structures.

Scaffolding “not to be used signs” are to be fixed to a scaffolding structure during erection, dismantle and adaption.

Handover Procedure.

On completion of the scaffolding structure an inspection will take place on the completed area by the Team Leader to ensure that it complies with the specification.

When the “not to be used sign” is removed by the scaffolder the structure is complete and complies with the current regulations and specification.

The purpose and loading of each structure will be as the specification identified in the Quotation

It is the responsibility of the user to inspect the scaffolding structure before allowing access to that structure by his employees or agents.

The Handover Certificate

The purpose and loading of each structure will be as the specification identified in the Quotation and will be referenced or confirmed on the “Handover Certificate”.

The Handover Certificate will be issued by Magnum Scaffolding on completion of statutory pre use inspection by the user.

When the Site Manager does not sign the Handover Certificate the scaffolding representatives signature will be binding that at the time of the issue of the handover certificate, the scaffolding was in good order and that the certificate is accurate with regard to on hire dates.

Tagging

A tagging system is available at additional cost to assist users with the handover process if required by the customer.

The tag will be attached to the scaffolding structure and displayed prominently adjacent to the ladder access.

The tag will confirm the location of the structure, load class, date of handover and tie locations.

The above process will be repeated for each section of the scaffolding structure as completed, where the scaffolding is of a progressive nature.

Statutory Inspections.

Further inspections as required by the Working at Height Regulations 2005 (as amended 2007) are to be carried out by a competent person employed by the Principal Contractor. The outcome of that inspection is to be provided to a responsible person employed by the Principal Contractor.

Where defects affecting the Health and Safety of users are identified during an inspection a "Scaffolding not to be used" sign is to be attached to the scaffolding. Where a tag has been attached to the scaffolding structure it is to be removed.

The Scaffolding contractor is to be advised of any defects identified during the inspection at the earliest opportunity. Any defects identified are to be rectified at the earliest opportunity by the scaffolding contractor.

Confirmation that the defects have been rectified will be confirmed by the scaffolding by issue of a further Handover Certificate.

Design Structures.

The customer will be advised of any scaffolding requirements that are beyond the scope of TG20:20. The WHR 2005 require such scaffolding is subject to the production of strength and stability calculations.

The Scaffolding Contractor will endeavour to establish the customers Temporary Works Policy and implement those requirements.

Non complying scaffolding will be subject to Engineering Design, Drawing and Design Risk Assessment. The design information will be submitted to the user for approval.

The integrity of minor scaffolds built beyond the scope of scaffolding standards or minor adaptations to existing scaffolding applicable to the project, may at the discretion of the user be confirmed in writing by the Scaffolding Engineer only, without the need for Engineering Drawings and Design Risk Assessment.

The inspection of a Design structure before handover is to be carried out by an advanced scaffolder or the holder of an Advanced Inspection Certificate.

The Handover certificate will not be issued to the user until the Principal Contractors Temporary Works coordinator has inspected the structure, confirmed it is fit for use and conforms to the Design.

The statutory inspection of a Design scaffolding structure should be completed by a competent person.

Ties.

It is recommended that the Principal contractor maintains a record of scaffolding tie locations.

Scaffolding ties will be tested with a suitable meter that has been satisfactorily calibrated and serviced annually.

Site Inspections.

Site inspections will take place each month by the scaffolding company Contract Manager. Where defects or hazards are identified they will be recorded on the Scaffolding Inspection Form.

The manager will discuss health and safety standards, work procedures, scaffolding structures and the safety of the site environment with the scaffolding Team Leader each visit to site.

The customer will be advised of any matters identified and issues will be resolved to the satisfaction of the Principal Contractor and Magnum Scaffolding.

Documentation.

The following documentation will be maintained and reviewed.

Handover Certificate

Scaffolding Tags and Holders

Statutory Scaffolding Inspection Form

Tie Testing Certificate

Site Inspection Record

Contracts

Policies and Procedures are to be developed for Estimating, Quotations and Technical Specifications that support the company Health and Safety Ethos.

Terms and Conditions are to be reviewed to ensure they address current Health and Safety regulations and standards.



Steven Wayne Phillips
Managing Director

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