

# Health and Safety Policy + Safety Management System

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## 1.0 Introduction

This Health & Safety Policy and Safety Management System has been prepared to comply with the statutory requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974. Contained within this document are Ideal Carl Hendy Ltd trading as ASW Scaffolding (referred to as ASW Scaffolding) policy, organisation and arrangements for occupational health, safety and welfare, for all our business activities in the UK.

At ASW Scaffolding health, safety and welfare issues rank equally with other business objectives and achieving good health and safety performance is recognised as being consistent with overall successful business performance. We also recognise that failure to integrate health and safety into our operations will result in harm to people and associated loss.

### 1.1 Revisions to System

#### Issue 1 12<sup>th</sup> August 2016

- Complete re-write of previous policy dated July 2016

## 2.0 Policy

### 2.1 Health & Safety Policy Statement

It is the policy of Carl Hendy Ltd (trading as ASW Scaffolding) to manage its activities without causing injury, ill health or other unnecessary and unacceptable risks, to the health, safety and welfare of its employees, customers, members of the public and others who may be affected by its activities; so far as reasonably practicable. It also recognises its responsibility for other persons when they are on our premises.

The Director of ASW Scaffolding are committed to ensuring so far as reasonably practicable, the health and safety at work of all its employees. This commitment extends to the provision of the human and material resources necessary for the proper discharge of its own statutory duties and for the proper discharge of the duties and responsibilities of its managers, supervisors and workforce in connection with health and safety at work. As well as complying with the Statutory requirements of the Health and Safety at Work etc Act 1974 and other Statutory Instruments, the Directors aim is to establish best practice and to use best, established methods of management within our operations as we seek to further develop this through a process of continual improvement.

Each employee will be given such information, instruction and training necessary to enable the safe performance of work activities.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate specialists from outside the organisation.

The Director of ASW Scaffolding expects that all its employees will act in a responsible manner and fully co-operate in the implementation of the Company Safety Policy and in ensuring that safe working is an integral part of each and every task. Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions.

The Director of the Company undertake to ensure that suitable and sufficient resources - in terms of time, finance and personnel are made available to carry this Policy to full effect

This policy will be regularly monitored, reviewed in the light of legislative or organisational changes and on an annual basis and updated as necessary.

Signed:



**Carl Hendy**  
**Managing Director and Director responsible for Health and Safety**

**Dated: 12<sup>th</sup> August 2016**

## 2.2 Arrangements for reviewing and updating Policy & SMS

The Director responsible for Health and Safety is Carl Hendy with the assistance of the Health & Safety Consultants are responsible for keeping the Company up to date with developments in occupational health and safety: new and changing health and safety legislation, case law, and best practice.

This Policy and associated procedures shall be revised in accordance with any significant changes identified above and at least reviewed every 12 months, to ensure that remains relevant to the business operations and up to date.

## 2.3 Statutory Regulations & Performance Standards

### List of relevant statutory Regulations

This is not an exhaustive list.

The Health and Safety at Work etc. Act 1974.  
The Work at Height Regulations 2005  
The Employers Liability (Compulsory Insurance) Regulations 1969.  
The Health and Safety (safety signs and signals) Regulations 1996.  
The Health and Safety Consultation with Employees Regulations 1996.  
The Management of Safety at Work Regulations 1999.  
The Personal Protective Equipment at Work Regulations 1992.  
The Manual Handling Operations Regulations 1992.  
The Provision and Use of Work Equipment Regulations 1998.  
The Workplace (Health, Safety and Welfare) Regulations 1992  
The Health & Safety (Display Screen Equipment) Regulations 1992  
The Construction (Design and Management) Regulations 2015.  
The Lifting Operations and Lifting Equipment Regulations 1998  
Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013  
The Noise at Work Regulations 2005.  
The Control of Vibration at Work Regulations 2005  
The Electricity at Work Regulations 1989.  
The Control of Substances Hazardous to Health Regulations 2002  
The Control of Asbestos Regulations 2012.  
The Health and Safety (First Aid) Regulations 1981.  
The Health and Safety (Information for Employees) Regulations 1989.  
The Smoke Free Premises Regulations 2006.  
The Regulatory Reform Fire Safety Act 2006.  
Health and Safety Offences Act 2008.

This document details performance standards for health, safety and welfare that must be adhered to. However a number of these arrangements are expanded upon in other documents including where relevant:

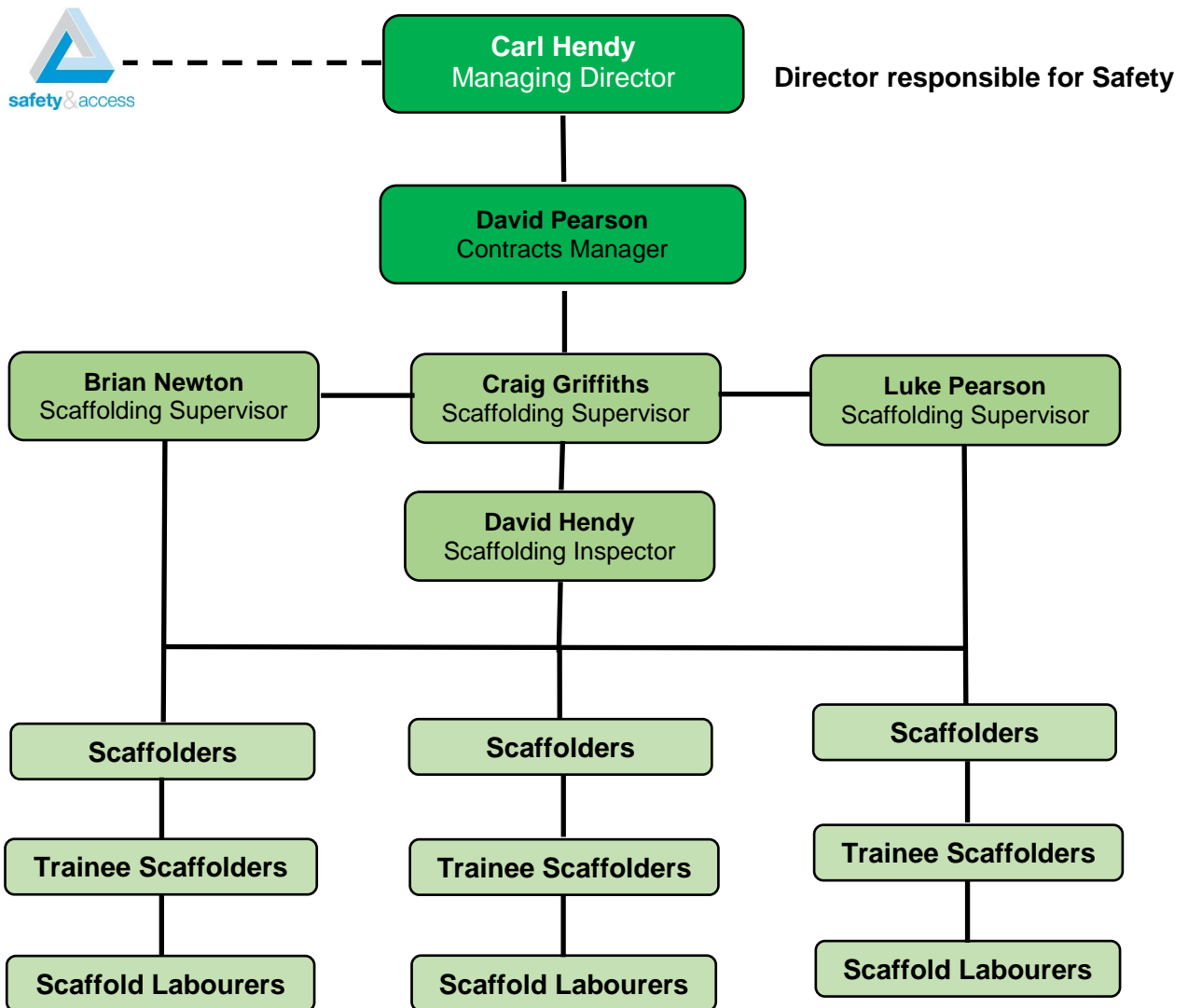
- ❑ TG20:13 A comprehensive Guide to Good Practice Tube & Fitting Scaffolding.
- ❑ BS EN 12811/1 The European Standards For Temporary Scaffolding Works.
- ❑ NASC SG4:15 Preventing Falls in Scaffolding Operations

- ❑ The National Access and Scaffolding Confederation (NASC) - Safety and Technical Guidance Notes (various).
- ❑ BS EN 1004: 2004 Aluminium Access Towers.
- ❑ BS EN 13374 Temporary Edge Protection code of practice.

### 3.0 Organisation

#### 3.1 Organisation Chart

As stated in the General Policy Statement the management of occupational health and safety at ASW Scaffolding is a line-management responsibility, as the line-management, from the Managing Directors - through to Supervisor, are charged with controlling the business operations. Health and safety is an integral part of all our operations, therefore each member of the line-management is charged with managing health and safety within their sphere of operation. The following organisation chart defines the hierarchy within the Company:



## 3.2 General Responsibilities for Managing Health & Safety

This section covers the basic general responsibilities for managing occupational health and safety at ASW Scaffolding.

### 3.2.1 Directors and Managers

The Managing Director, Mr Carl Hendy has ultimate responsibility for health safety and welfare at ASW Scaffolding.

He is responsible for bringing the policy to the attention of all employees and ensuring compliance through monitoring arrangements.

This Policy is a live document, which needs to be reviewed from time to time to ensure that it remains current with the Company's activities and changing legislation. It is the responsibility of the Managing Director, with the assistance of the Independent Safety Consultants, to assess the implications of new legislation and best practice, investigation/audit reports, monitoring systems etc... for the Company and to amend the Policy as necessary.

Throughout the organisation, the visible and active leadership of the Director, Managers and Supervisors is necessary to develop and maintain a culture supportive of health and safety management.

Line Managers and Supervisors have direct control and responsibility for health and safety management within their sphere of operation, for securing compliance with this Safety Policy and Management System. Throughout the organisation, the visible and active leadership of the Director, Managers and Supervisors is necessary to develop and maintain a culture supportive of health and safety management.

### 3.2.2 Contracts Manager

At Manager Level, there is accountability to the Director for the installation, enforcement and practical implementation of the company safety policy, the health and safety requirements of relevant regulations and codes of practice.

Integral with, and as part of, their general managerial responsibilities, is the responsibility to set and monitor safety standards, raise and control safety performance, influence safety attitudes and awareness. To communicate safety by meetings, to report record and investigate accidents and initiate corrective action, and to assess the training needs for all their subordinates.

### 3.2.3 Scaffolding Supervisor

At Supervisor level, there is accountability to the Contracts Manager to ensure, by direct supervision, that all aspects of safe working are practised at all times.

Their supervisory responsibilities include the practical implementation of safety standards, control of material and work quality; monitoring and correcting work systems.



The Supervisor shall ensure that before allocating any work to be undertaken that due consideration has been given to; the risk of injury or loss involved. Also, to the necessary competence of the employees involved, as required by this Policy. They must co-operate and assist the Senior Management in securing compliance with this Policy.

### 3.2.4 General Duties of Employees

All members of the Scaffolding workforce carry individual responsibilities and these are outlined in the Health and Safety at Work etc. Act 1974, as follows: -

- ❑ To take reasonable care of themselves and others who may be affected by their acts or omissions.
- ❑ To co-operate with the employer so far as is necessary to enable the employer to comply with his statutory duties.
- ❑ Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.
- ❑ To refrain from “horseplay” and/or abuse of Company or clients facilities and property.
- ❑ To know and to obey safety rules.
- ❑ To report all accidents and incidents.
- ❑ To provide high quality workmanship.

The Company requires the full support and co-operation of all employees to achieve effective accident prevention.

### 3.2.5 Independent Health & Safety Consultants

ASW Scaffolding employs the services of Safety & Access Limited as independent health and safety consultants to provide professional assistance and guidance to support the line-management. They are appointed as ASW Scaffolding’s competent advisors and help discharge the Company’s duty under regulation 7 of the Management of Health and Safety at Work Regulations 1999, regarding competent advisors.

The Consultants main responsibilities are to: -

- Advise the Director for Safety and senior management of any new safety legislation or changes in existing legislation.
- Provide an interpretation of safety legislation so that the management fully understands the actions required in order complying with legislation.
- Assist with initial implementation of the changes in safety legislation.
- Suggest suitable training for all levels of employees, posters, slides, films etc to provide awareness of accident prevention and hazards to health.

- Recommend to senior management ways to improve working conditions.
- Investigate notifiable accidents or dangerous occurrences and submit to the company a written confidential report.
- Carry out pre-arranged site audit visits.

### 3.3 Training & Competence

ASW Scaffolding recognises its general duty to employees under section 2(2) c of the Health and Safety at Work etc. Act 1974, to provide all necessary information, instruction, training and supervision. To this end the company continuously assesses the competency level of all employees and where applicable sub-contractors.

#### 3.3.1 Training Records

ASW Scaffolding shall maintain training records in the personnel files with copies of certification.

#### 3.3.2 Induction Training

Every new employee shall receive induction training, before commencing work, which includes health and safety, to ensure that they are not exposed to unfamiliar hazards.

The induction is recognised as an opportunity to convey the management beliefs and company values for health and safety management and to help influence the attitudes of all new starters.

A record of induction must be kept, signed by the inductee as an acknowledgement that they have understood the content.

#### 3.3.3 Modular Training (Tool Box Talks)

Modular training in the form of toolbox talks is used to help increase and maintain general levels of health and safety awareness.

The Managers or Supervisors can establish their own frequency of toolbox talks, as necessary (e.g. weekly, fortnightly). However, every operative must receive at least one toolbox talk per calendar month, covering a specific topic, as a minimum.

A schedule of monthly toolbox talk topics must be prepared for a six-month period.

Additional general toolbox talks are a useful medium for general day to day communication of information such as sharing accident learning or introducing best practice.

A record of attendance must be kept, with the signature of each attendee.

### 3.4 Communication of Information

#### 3.4.1 Essential Information & Feedback

The 'toolbox talk' medium can be used to help disseminate essential health and safety information throughout the organisation.

It is important to solicit information from the workforce and receive feedback on health and safety issues. A few moments should be taken at the end of each toolbox talk giving the opportunity to raise and discuss such issues.

#### 3.4.2 Formal Communications

To ensure the effective communication of important information ASW Scaffolding uses the following formal systems: -

- Work Instructions
- Memorandums & General Notices
- Guidance Notes
- Safety Bulletins

Safety Bulletins are a system for communicating up-to-date health and safety information. Important issues, such as accident / incident learning to be shared will be compiled and issued to all employees, as necessary.

Copies of such written information should also be posted on the notice boards. Personnel with access to the Company's computer network may be sent this information electronically.

Certain formal communications may require the recipient to sign and return an acknowledgement slip accepting that they have received, read and understood the communication.

### 3.5 Effective Supervision & Control

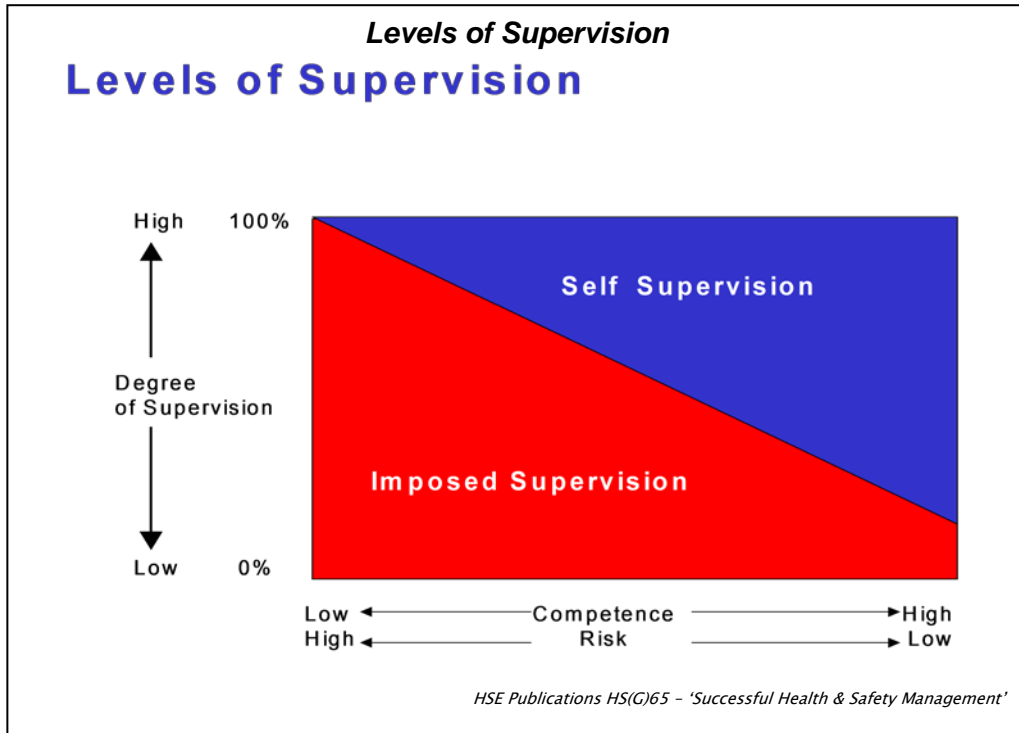
At ASW Scaffolding we have established four general principles for effective supervision to help ensure control of our core operations, due to the mainly peripatetic nature of the work, and compliance with the established performance standards - for all elements of the business – not just health and safety.

The four general principles for effective Supervision are: -

1. Every job should be surveyed and a suitable and sufficient **risk assessment** carried out.
2. Ensure the correct **competence** levels of those allocated duties, in relation to the task(s) to be undertaken and the work equipment to be used.
3. Ensure the effective **communication** of the required performance standards and essential information. E.g. Control measures
4. Establish and implement the appropriate levels of imposed and self-supervision depending upon the degree of risk and the competence levels of the operatives

involved. Always ensure a minimum level of **imposed supervision**. This also includes the commissioning of work and handover by a competent person.

The following illustration is a guide to establishing the suitable levels of imposed supervision:



### 3.6 Consultation with Employees

Legislation requires employers to hold consultation with employees and to recognise the rights of employee and union safety representatives and safety committees. ASW Scaffolding will comply with the relevant legislation as a minimum standard.

Toolbox talks will to be used as a medium for consultation. Management will always be approachable on all health and safety matters.

*'Involvement and participation by individuals so that health and safety becomes a collaborative effort. Soliciting the opinion of the workforce in health, safety & welfare issues.'*

### 3.7 Liaison with Fellow Employers

ASW Scaffolding recognises its duty under the Management of Health and Safety at Work Regulations 1999, to communicate with employers to ensure information about hazards and control measures is shared. This will enable suitable arrangements to be made

### 3.8 Control & Co-ordination of Contractors

It is the general policy of ASW Scaffolding where practicable not to employ sub-contractors. If at any time Sub Contractors work for the company they will, for Health, Safety and Welfare purposes be treated as being employees.

However, when specialist sub-contractors are employed the control of Contractors activities must be strictly covered by the terms of their contract.

A formal vetting process for health and safety will be carried out for the assessment of Suppliers, Vendors and Contractors to make reasonable enquiries of the competence and performance standards prior to their appointment. This initial vetting procedure requires all contractors to complete a vetting questionnaire. Their answers will form the basis of the assessment. The results will be kept on record and the exercise repeated, as necessary.

Following the assessment of the vetting questionnaire, a further assessment of the contractor may be required in the form of an audit by the Safety Consultant.

All contractors will be subject to the Company's monitoring arrangements, to ensure compliance with the relevant policies, procedures etc

## 4.0 Arrangements

### 4.1 Risk Assessment

Identification of hazards, assessment of risk and the establishing and enforcing of control measures to eliminate or control risk, are the cornerstones of effective safety management.

The Management of Health and Safety at Work Regulations 1999, Regulation 3, requires employers to make suitable and sufficient assessment of the risks to the health and safety of employees and to keep records of the significant findings. The Company will develop risk assessments to comply with this statutory requirement.

The two risk assessment processes used are known as **Generic Risk Assessment** and **Specific Risk Assessment**. Both processes use a quantitative technique, which relies upon the judgement of a competent person (or Risk Assessor). The Risk Assessor must be appointed by Management having been deemed competent and received training in the particular techniques used.

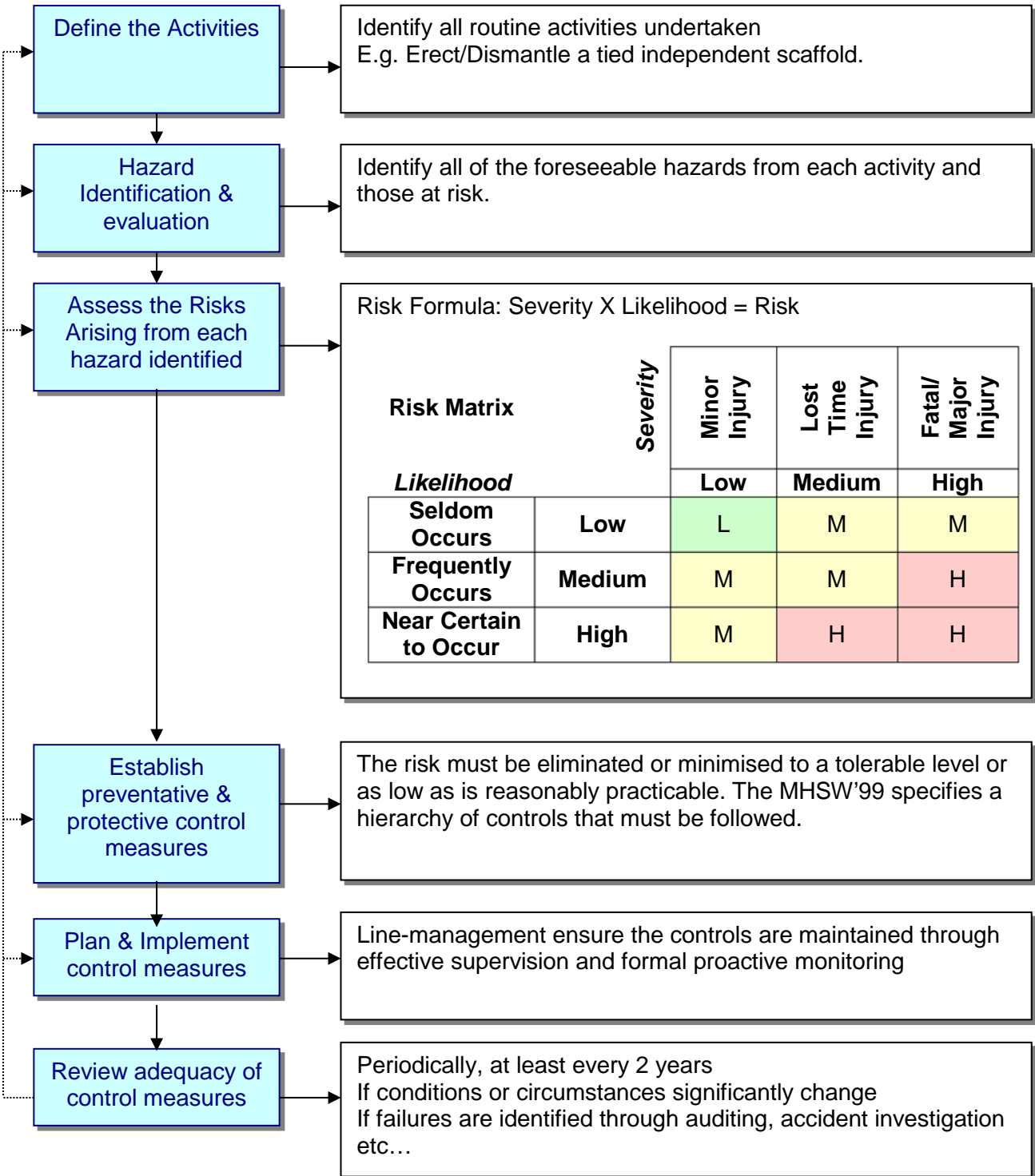
Certain other pieces of legislation require specific risk assessment such as the Manual Handling Operations Regulations 1992, for which arrangements are made within further sections of this policy.

#### 4.2.1 Generic Risk Assessment

A suite of Generic Risk Assessments have been prepared and implemented for all of the routine operations undertaken by ASW Scaffolding. However they do not take account of the specific environmental conditions at the particular workplace, which is why they must always be supplemented by a specific risk assessment.

This flowchart illustrates (next page) the key steps taken in the Generic Risk Assessment process: -

**Generic Risk Assessment Process**



The Generic Risk Assessment must be recorded on the Generic Risk Assessment form.

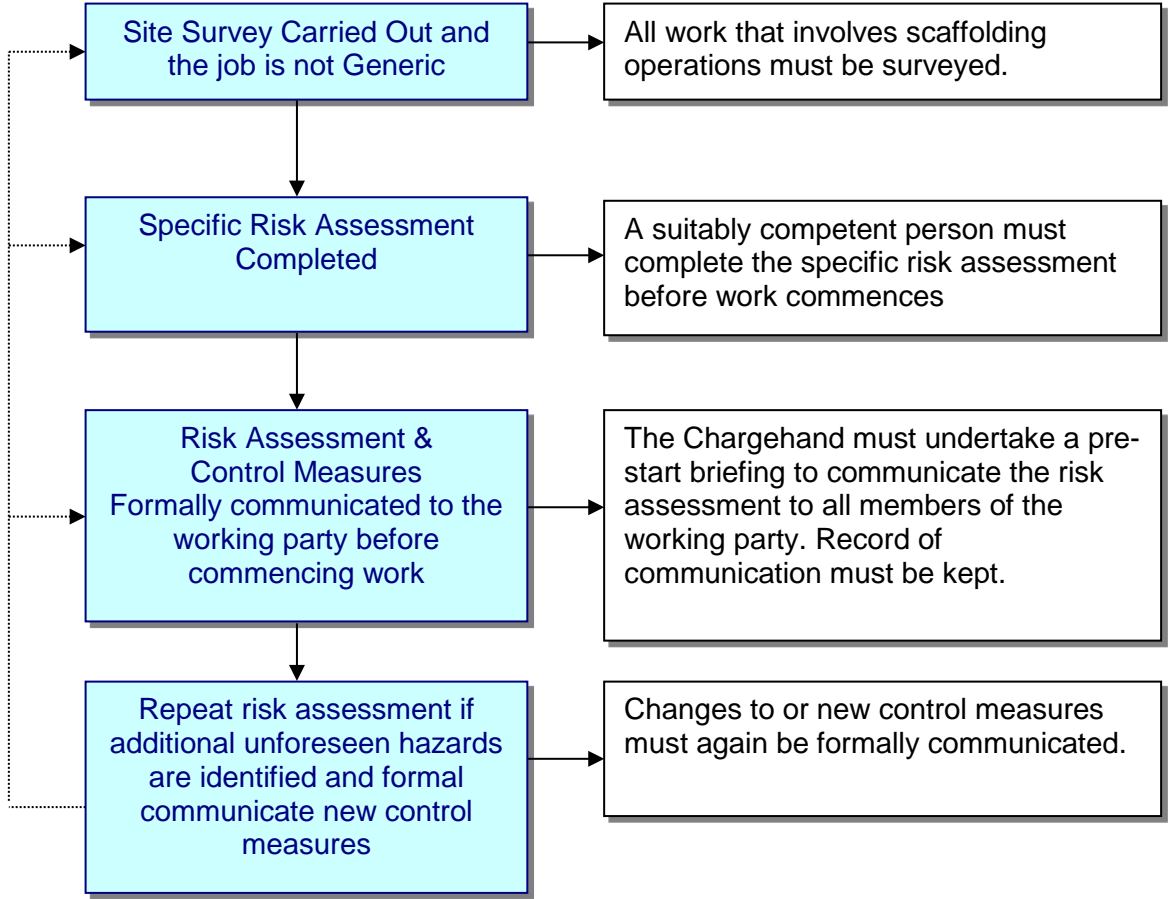
**4.2.2 Specific Risk Assessment**

A specific risk assessment (SRA) must be carried before each job commences (Scaffolding operations only). The assessment processes is similar to the Generic, however it is simplified using a checklist type proforma to assist the Risk Assessor to identify the hazards.

The SRA must be formally communicated to and signed by all employees/sub contract operatives involved in the operation before commencing.

This flowchart illustrates the basic principles required for the Specific Risk Assessment process: -

***Specific Risk Assessment Process***



### 4.3 Method Statements/Scaffold Plans

It is a requirement of the Work at Height Regulations 2005 (Schedule 3 part 2) that a scaffolding plan is needed prior to the erection, use or dismantling of Scaffolding. This statutory requirement is undertaken by ASW Scaffolding by the production of method statements. It is noted that much of the work undertaken is of a standard nature and as such generic method statements are produced for this regular work and are part of the Companies standard operating procedures. Where work is non-standard a specific method statement will be produced.

Method Statements are prepared by a competent person and formally communicated to the Operatives by way of a method statement briefing which the operatives sign, date and record time to confirm that they have understood the briefing and agree to work in accordance with the method statement.

All method statements should include the following:

- The clients details
- Details of the location
- Description of the activities to be undertaken
- Specific equipment to be used
- TG20:13 "compliance sheet" and/or Scaffold Design Drawing
- Sequence of events or work method
- Significant hazards identified through the risk assessment
- Specific control measures to be adopted
- Specific details of how the Scaffold will be Erected and Dismantled
- Details of Rescue

The standard Company method statement format should be used.

The method statement, once submitted and approved by the client, must be formally communicated to all employees/sub contract operatives involved in the operation before commencing.

### 4.4 Preventing Falls

All Scaffolding Operatives shall be equipped with the suitable and approved fall arrest equipment for the task, before commencing work at height.

All fall arrest equipment provided must conform to the relevant British and European Standards. Each Scaffolding Operative shall be issued with the following fall arrest equipment, as a minimum and records of issue kept: -

- Full body harness complete with rear dorsal ring to BS EN 361.
- 1.75m fixed length lanyard complete with shock absorbing device to BS EN 355.
- Scaffold hook with 55mm opening to BS EN 362.

All scaffolding operations shall be carried out in compliance with the National Access and Scaffolding Confederation (NASC) Guidance Note SG4:15, 'Preventing Falls in Scaffolding Operations', as a minimum safe system of work. In addition other



measures may be specified for fall prevention and protection within the risk assessment and/or method statement.

ASW Scaffolding use the “Scaffold Step” in order to provide collective protection to Scaffolders whilst erecting and dismantling Scaffolding. All Scaffolding Operatives and management have received training on the use of “Scaffold Steps”.

Where a client has established local rules that exceed the requirements of this procedure they must be adhered to and adopted and enforced as a local policy

Each member of the operational line-management with supervisory responsibility for scaffolding operations and all scaffolding operatives must receive a copy of the NASC Guidance Note SG4: 15.

All scaffolding operatives involved in the erection, alteration and dismantling of scaffolding, shall receive appropriate training in the established control measures to prevent and protect against falls from height in line with SG4:You 15

All line-management with managerial and supervisory responsibility for scaffolding operations shall attend such training.

All line-management with managerial and supervisory responsibility for scaffolding operations shall ensure compliance through effective monitoring (formal and informal) and enforcement, as necessary.

All fall arrest equipment must be subject to a thorough examination and servicing inline with the manufacturer recommendations, NASC guidance note 16 and the Work at Height Regulations 2005 every 3 months. Records of thorough examination must be maintained.

The user is required to carry out a pre-use inspection of their fall arrest equipment. The requirements of the pre-user inspections are covered in the SG4:15 training package.

#### **4.5 Working at Height**

Under the Work at Height Regulations 2005 ASW Scaffolding will comply with the hierarchy of control to avoid, prevent and mitigate the need to work at height at all times and will always consider collective protection over personal where applicable.

Work at Height is deemed as any place from which, if measures required by these regulations were not taken, a person could fall a distance liable to cause personal injury including below ground.

ASW Scaffolding will at all times use competent personnel to organise and plan work at height and competent personnel to erect, dismantle and modify scaffolding as required.

Environmental conditions need to be considered at all times that may adversely affect health and safety during scaffolding operations.

ASW Scaffolding will ensure that working platforms used for construction from which a person could fall more than 2 metres will be under an inspection schedule by themselves or the user.

Scaffold should be erected to strength and stability calculations unless erected to a recognised standard.

Top Guardrail heights will be a minimum of 950mm and the maximum gap should not exceed 470mm. Working platforms should have no gaps where people or objects can fall.

Signs and Barriers must be in place on working platforms showing areas where access is not permitted.

Employers should also make provision for inspection of equipment used in Work at Height and Regulation

#### **4.5.1 Work Equipment**

All work equipment (including hand tools, appliances, lift trucks, computers scaffolding materials etc.) must be designed and suitable for the purpose for which it is to be used and only use for operations for which it is designed.

The use of work equipment is restricted to those persons appointed to do so and must only be repaired and maintained by nominated competent persons. A service log recording all repairs and maintenance must be kept for all plant equipment and vehicles.

Line-management must ensure that all employee receive all necessary information, instruction and training in the use of work equipment, including where appropriate written instructions.

Any work equipment found to be defective must be reported to the immediate Supervisor who will arrange for the equipment to taken out of use and clearly marked as defective

#### **4.5.2 Scaffolding Materials**

All scaffolding components and associated materials such as ladders etc. must be subject to a material control procedure, which ensures so far as is reasonably practicable the inspection and where appropriate the testing of all materials periodically. An appointed person will carry out inspections of materials and must ensure the segregation of defective material for destruction or repair, to prevent use.

The appointed person must be deemed competent by his Manager and has received appropriate training and instruction.

All operatives who handle scaffolding materials must not use defective materials. Any defective materials must be segregated and returned to the yard for quarantine.

All scaffolding materials must be handled in a controlled manner (e.g. hand to hand) and NEVER thrown or allowed to drop – Any Scaffolder found bombing material will be referred for disciplinary action.

### 4.5.3 Mobile Plant & Vehicles

All mobile plant and commercial vehicles must be subject to regular maintenance and servicing in accordance with the manufacturer instructions and statutory provisions e.g. Lifting Operations and Equipment Regulations 1998. In addition all mobile plant and commercial vehicles must be subject to weekly formal inspections by the operator.

Any defects identified must be reported to the Supervisor and the findings and remedial action recorded in the report.

All mobile plant with a risk of rolling over must be fitted with an appropriate rollover protection system (ROPS) and seatbelt(s).

### 4.5.4 Mobile Elevating Work Platforms (MEWP's)

All MEWP operators must hold a current IPAF Operators Certificate or equivalent, the MEWP must be operated in strict compliance to IPAF training and guidance including the requirements for Daily, weekly and statutory inspections.

All employees using "Cherry picker" type MEWP's at shall be subject to the wearing and use of a fixed length safety lanyard with their safety harness (without a shock absorber). All MEWP's shall have a clearly designated anchor point within the platform that is capable of sustaining the likely forces imposed.

### 4.5.5 Portable Electrical Equipment

It is Company policy to use 110v or low voltage battery operated hand tools wherever possible. Where 240v hand tools are to be used they must be used in conjunction with a residual current device (RCD).

All site portable electrical equipment must be inspected and portable appliance tested (PAT) every 3 months, by a competent engineer.

All RCD's must be tested every 6 months. An inventory of all equipment must be maintained and all new equipment is added to the list. Each piece of equipment must be clearly marked with the date of the test and the date of re-testing.

The electrical installations to all company buildings will be tested at least every 5 years, by a competent engineer.

### 4.5.6 Lifting Operations & Lifting Equipment

This will apply to ASW Scaffolding when they are responsible for their lifting equipment e.g. Gin Wheels and ropes.

A person who has received specific training to be deemed competent shall be appointed to visually inspect all lifting equipment before each use. Any defects identified must be reported to the immediate Supervisor, with the equipment removed from use and clearly marked as defective.

The appointed person shall be responsible for the storage, maintenance and inspection of all lifting equipment and accessories owned and controlled by

ASW Scaffolding as required by the Lifting Operations & Lifting Equipment Regulations 1998 (LOLER'98).

All lifting equipment shall be inspected and thoroughly examined, as required by Regulation 9 of LOLER'98. Copies of all inspection reports and certificates shall be kept at ASW Scaffolding offices and made available for examination when required.

All lifting equipment must have the Safe Working Load (SWL) clearly marked on it, with the required Safe Working Load established before use.

Suitable storage accommodation must be provided to prevent physical damage or deterioration.

## 4.6 Occupational Health

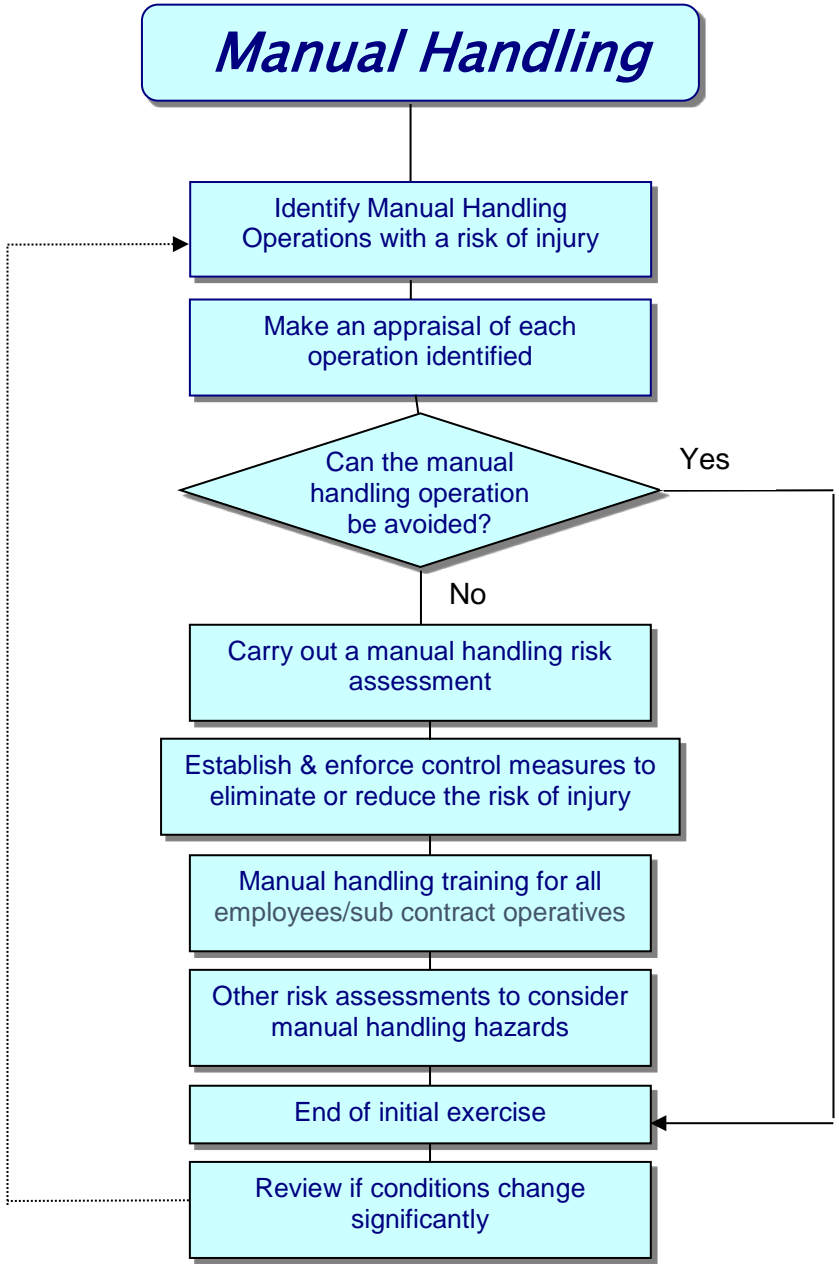
### 4.6.1 Manual Handling

The Manual Handling Operations Regulations 1992 requires employers to avoid manual handling operations and where they can not be avoided to make an assessment of the risk of injury to establish control measures to reduce that risk as low as reasonably practicable.

ASW Scaffolding recognises that manual handling is an inherent part of the scaffolder's trade and that the special handling techniques used in scaffolding are essential enabling skills. These skills are taught as part of the current Construction Industry Scaffolders Record Scheme (CISRS).

CISRS trained scaffolders and other operatives who are required to carry out manual handling operations will require guidance and training in the correct handling techniques.

Please see chart on next page:



**4.6.2 Hazardous Substances**

Arrangements are being developed to assess the effects of any substances identified as hazardous to health and the adoption of relevant control measures, as required by the Control of Substances Hazardous to Health Regulations 2002 (COSHH) as amended.

All suppliers of materials are required to provide all relevant health and safety information about their products to form the basis of the COSHH risk assessment. This information is to be requested for each product before procurement stage, so that consideration can be made for the use, handling and storage of that substance as per COSHH.

The COSHH assessment must be carried out by an appointed competent person, usually the Safety Consultant.

#### 4.6.3 Asbestos

ASW Scaffolding does not currently undertake scaffolding operations that would require a license under the Asbestos Licensing Regulations.

If necessary, arrangements will be developed to enable the Company to apply for an ancillary license in order to undertake such work.

The Company will provide basic asbestos awareness training to all site Operatives and Managers and Supervision who attend site or manage or supervise other who do attend site. The purpose of the training is to increase awareness so that materials containing asbestos can be identified, to reduce the risk of accidental exposure and establish suitable contingency measures should asbestos materials be accidentally disturbed.

#### 4.6.4 Noise

Similar to other pieces of legislation, the Noise at Work Regulations 2005 requires a risk assessment to be made, to ascertain the noise levels employees are exposed to, establishing and implementing precautions to avoid or protect against excessive noise levels.

The regulations require all exposure to noise to be reduced so far as is reasonably practicable and specifies the following action levels: -

- First Action Level 80 dB (A), exposure should be reduced below this level and hearing protection must be provided if requested.
- Second Action Level 85 dB(A), exposure must be reduced below this level and hearing protection zones created where hearing protection must be worn.
- Peak Action Level 200pc, is used for peak sound levels such as explosions or impact noise.

As part of the assessment, a competent person using specialist equipment, usually the Safety Consultant must measure noise exposure. The noise exposure is calculated over an equivalent eight-hour shift.

Engineering solutions must be considered as the first line of control. When the adoption of reasonable engineering or management control fails to reduce the exposure to an acceptable level, only then will resources be made for the use of Personal Protective Equipment.

All noise assessments will be reviewed periodically and if the process changes (i.e. new plant and equipment). Noise exposure shall be considered during the selection of new plant and equipment.

#### 4.6.5 Health Surveillance & Screening

Exposure to certain substances requires regular health surveillance to be carried out, to identify any hazardous effects. Health surveillance will be undertaken where identified in the COSHH risk assessment. In addition certain pieces of legislation also require health surveillance i.e. the Control of Asbestos at Work Regulations and the Control of Lead at Work Regulations.

All new employees must complete a pre-employment medical questionnaire, which is contained in the application form.

The Director or Manager must vet the medical questionnaire. Any medical conditions identified should be referred to the Safety Consultant for advice.

Driver/Plant Operator medical checks to be carried out as recommended by the Ministry of Transport for Large Goods Vehicle drivers.

#### 4.6.6 Vibration

Vibration exposure from prolonged work with powered hand held tools or equipment can have an adverse effect on the hands and arms of the user. Various forms of injury can be caused by not effectively controlling vibrating equipment, collectively known as hand arm vibration syndrome (HAVS). The best known condition is vibration white finger (VWF), which is a reportable disease.

The Management of ASW Scaffolding must consider the risks of health from vibrating work equipment as part of the risk assessment process.

All controls established must as a minimum requirement be provided in accordance with those specified in the Health and Safety Executive's guidance booklets HS(G)88 Hand arm vibration and HS(G)170 vibration solutions.

#### 4.7 Overhead Power lines.

All scaffolding contracts undertaken for the provision of overhead line protection scaffolds for the National Grid and local electricity authorities shall be carried out strictly in accordance with HSE's Guidance note 6, Avoidance of danger from overhead power lines.

#### 4.8 Scaffold Inspection, Commissioning & Handover

Complete or partially completed scaffold structures must be inspected and commissioned by a nominated competent person (usually the Supervisor or other nominated competent person), to ensure that it has been erected to the required standards and is safe to use, prior to handover.

If the structure is a designed scaffold then the inspector must ensure that the structure has been erected as per the drawings, without significant deviation.

The handover certificate shall be used to formally handover the structure or part structure and should be signed by the client's representative. If this is not possible then it should be faxed or posted registered mail with the transmittal sheet or receipt retained on the contract file.



Where ASW Scaffolding is contractually required to undertake statutory inspections of a scaffold structure or part thereof, in pursuit of Regulation 12 and 13 of the Work at Height Regulations 2005 and schedule 7 on behalf of a client, then such inspections shall include and be limited to the following:

- a) Before being taken into use for the first time; and
- b) After any substantial addition, dismantling or other alteration; and
- c) At regular intervals not exceeding 7 days since the last inspection.

However in addition to a), b) and c) above, should a client require ASW Scaffolding to inspect a scaffold structure or part thereof after any event likely to have affected its strength or stability, then the client shall give reasonable notice to ASW Scaffolding to carry out an inspection after such an event. Such an inspection would be considered extra and a variation to the contract requiring a specific written instruction.

#### 4.9 Masonry Anchor Testing

The testing of masonry anchors used as scaffold ties is an essential element of the scaffold commissioning and handover process. The preliminary and proof testing should be in line with NASC TG4:11 and TG20:13. The manufacturer instructions must be followed for the specific type and make of anchor used. The frequency of testing must be carried out in accordance with the following table: -

<b>No. of Ties per Structure</b>	<b>No. of Pullout Tests required</b>
Up to 20	Minimum of 3
More than 20	1 in 20 (5%), 1 in 10 (10%) in Brickwork

The results of the pull out testing should be recorded on the handover certificate (No. of ties tested and results of failures in KN's), unless a specific report is prepared.

Anchors must be tested to a load of 1.25 times the working load eg:

Working load of 3.5Kn means a test load of 4.4kN

Working load of 6.1kN means a test load of 7.6Kn

Working load of 12.2kN test load of 15.3kN

Pass criterion is that no significant movement of the anchor is apparent, visual check only is sufficient.

After any failure the test frequency should be increased as follows:

- 1 Failure – double to 1 in 10, min of 6
- 2 failures – double again to 1 in 5, min of 12
- More than 3 failures – test 100% of ties

A sketch of the tie pattern should be drawn on the back of the handover certificate where the scaffold is not designed.

Note that Hilti HKD and other types of drop in anchor are not to be used in brickwork.



#### 4.10 Protection of the Public and Others

All reasonably practicable measures must be taken to secure the workplace to prevent the public and others (such as fellow workers, visitors, trespassers etc.), especially children being at risk of an injury.

Each location must be assessed considering the nature of the work and the location of the workplace and its environment, to establish the necessary control measures.

#### 4.11 Personal Protective Equipment

All Personal Protective Equipment purchased must meet the necessary European Standards and carry the CE Mark.

The risk assessment process together with our client arrangements (i.e. Site Rules, Permit-To-Work Systems etc...) should identify a requirement for PPE. Personal Protective Equipment will only be specified as a last resort in the hierarchy of controls.

An assessment of the PPE must be carried out as required by the Personal Protective Equipment Regulations 1992, to ensure the correct selection and suitability for the user.

Employees have a statutory duty to use PPE provided as part of a safe system of work and not misuse or interfere with it.

All new employees receive a full issue of PPE when they commence employment. If any item of PPE required is missing, expired, damaged or defective then it shall be replaced upon request. A record of all PPE issued must be maintained, signed for by the recipient.

No charge can be made to employees for the issue of PPE.

#### 4.12 Scaffold Design

All scaffolding will be provided in compliance with the relevant British and European Standards (including NASC TG20:13), the Work at Height Regulations 2005 and the Construction (Design and Management) Regulations 2015.

Any scaffold structure requiring design input (e.g. Scaffolds that do not comply with a TG20:13 Compliance sheet) will be subject to a design risk assessment. Calculations will be made by a suitably competent Design Engineer and drawings produced. Any significant hazards or hazardous work sequences that can not be designed out shall be detailed on the drawing in text, also where appropriate within the specific method statement.

Anticipated significant deviations from the original design criteria, revealed during the execution of the work needs to be communicated to the Design Engineer to ensure structural integrity is maintained.

An aide memoir checklist has been prepared as a guide to all Operational Managers and Supervisors to help identify when Design input is required. This document is known as the Design Matrix (see appendix A).

#### 4.13 First Aid & Emergency Arrangements

An assessment will be made of the risk of serious and imminent danger at the workplace and ASW Scaffolding will ensure that control measures for dealing with emergencies are established.

The arrangements at each workplace include: -

- Raising the alarm and communication with the emergency services.
- First aid.
- Firefighting capabilities.
- Emergency Evacuation.
- Assembly.
- Appointed persons, training, drills and exercises.

First aid equipment and trained personnel to administer first aid will be provided and maintained in accordance with the Health and Safety (First Aid) Regulations 1981, Approved Code of Practice and Guidance L74 (as amended in December 2013), as a minimum standard.

It is the intention of ASW Scaffolding to comply with the site-specific arrangements made by our Clients. However, in such circumstances where the Client makes total arrangements for first aid the Company will ensure that employees have basic knowledge to administer immediate aid.

#### 4.14 Welfare Facilities

Welfare facilities will be provided in compliance with the Workplace (Health, Safety & Welfare) Regulations 1992, the Construction (Design and Management) Regulations 2015 and their relevant Approved Codes of Practice and Guidance, as a minimum standard.

Welfare facilities on-site are usually provided by the Companies client as part of the site set up. Where ASW Scaffolding's operatives are to attend site before the site set up is complete other transient site arrangements will be made.

An employee found to be defacing or misusing the Welfare Facilities will face the disciplinary action.

#### 4.15 Housekeeping

Housekeeping is an essential feature of accident prevention e.g. trip hazards, fire hazards etc.

The subject of housekeeping must be integrated into all monitoring and auditing arrangements to ensure high standards of housekeeping are maintained.

#### 4.16 Smoking at Work

The Smoke Free Premises etc Regulations 2006 came into effect on 1<sup>st</sup> July 2007. The law was introduced to save lives and prevent diseases caused by second hand smoke.

The effect of the law will be that ASW Scaffolding staff, clients and visitors will not be able to smoke in the business premises if they are enclosed or substantially enclosed; this includes previously designated smoke areas.

A No Smoking sign will be placed in a prominent position at or near each entrance so that people entering can see it. The sign will clearly state on it `It is against the law to smoke on these premises.

The legislation also covers company vehicles which are used to transport clients, visitors or which are used but more than one employee in the carrying out of work duties even if this use is intermittently.

The company are required by law to display a No Smoking sign in all company vehicles covered by the legislation.

#### 4.17 Safe use of Mobile Phones

Employees must not use mobile phones whilst operating any vehicle unless that vehicle is fitted with an integrated hands free system (and then keep such calls as short as possible, ringing back when parked in a safe place; never send or read text messages unless vehicle is parked in a safe place).

Employees must have mobile phones (either Company or privately owned) turned off at all times whilst working on or near scaffolding on site.

#### 4.18 Stress

Stress can become a significant problem for individuals and can be a contributory factor to ill health such as heart disease or to accidents by reducing concentration. Individuals are affected by stress in different ways and many sources of stress are not related to work. However the following guidelines should be applied

- Directors and managers must monitor workloads of employees/sub contract operatives to ensure that loadings do not exceed reasonable levels
- Personnel facing difficulties outside work, which may affect their ability to deal with the work effectively, should discuss their working arrangements with the Managing Directors or Office Manager, giving as much notice as possible
- The Directors and/or Managers must maintain regular contact with all staff under his/her control.

#### 4.19 Drugs & Alcohol at Work

Alcohol or drug abusers can adversely affect the safety of themselves and fellow workers whilst at work. Therefore if any employee/sub contract operative is known to be, or strongly suspected of being affected by alcohol or drugs they are to be referred to their immediate supervisor who must arrange for their removal from the workplace.

Employees are not permitted to bring prohibited substances onto company premises or to work.

Any employee who is required to take prescription substances that may affect their performance at work must inform their immediate Supervisor. Alternative duties may be allocated to these employees and they must be prohibited from driving/operating plant equipment and working at height.

The Company practices Zero tolerance for drug and alcohol consumption during working hours and reserves the right to test any employee it suspects of any such abuse. The company also has the right to dismiss any employee who is found to be positive or who refuses to comply with the request for a test to be undertaken.

#### **4.20 Young Persons at Work**

A young person at work is a person under the age of eighteen (18) and can be an employee, visitor or student on work experience.

Before a young person starts work e.g. trainee, apprentice etc. a suitable and sufficient risk assessment must be carried out on all their activities. Any residual risk that remains that cannot be eliminated and has been controlled so far as is reasonably practicable must be communicated to the young person (and in the case of a young person under 16 their parents/guardian and written consent obtained).

Special supervision arrangements must be made for young persons at work and the Company will ensure that they will always work under the direct and immediate supervision of a Scaffolder or Advanced Scaffolder (in the case of a Trainee Scaffolder) who has been formally nominated as the Trainees mentor.

#### **4.21 Dealing with the Enforcing Authorities**

The Managing Director will meet any representative of an Enforcing Authority e.g. the Health and Safety Executive, Local Authority, Environment Agency, Police etc., unless this responsibility has been delegated to another appointed person. The visiting officer must be directed to the Manager/Supervisor or if they wish to proceed unaccompanied the Manager/Supervisor must be notified directly.

Full co-operation must be given to assist them in the execution of their duties.

If enforcement action is taken such as a Prohibition Notice or Improvement Notice issued, then the Manager/Supervisor to whom it is issued must comply with any immediate requirements and contact the Managing Director and the Health & Safety Consultants directly.

The Health & Safety Consultant will be able to provide the Manager/Supervisor with any practical interpretation and advice on the necessary corrective action required to comply with the Notice.

The Managing Directors will liaise with the relevant inspector and inform him/her of corrective action taken and confirm this in writing.

If as part of an investigation by the enforcing authorities, any employee is required to make a statement or interview under caution, then the company appointed solicitor should be present.

If as part of an investigation by the enforcing authorities, any employee is required to make a statement or interview under caution and the Police and Criminal Evidence Act (PACE), then the company appointed solicitor should be present.

#### **4.22 Work on or near the railway**

At present no work is undertaken by ASW Scaffolding. But if this should happen then the projects undertaken for the rail authority or a rail authority approved contractor on or near the railway must be carried out in strict compliance with the rail authority's safety standards.

#### **4.23 Records Management**

All records of formal monitoring and auditing, accident investigation reports, training records, PPE registers, records of inspection and testing, minutes from review meetings, risk assessments and medical reports shall be kept for a minimum of five years.

Accident statistics and details of enforcement action should be indefinitely.

All records should be kept in such a manner that they are ready retrievable and protected where practicable from damage, deterioration or loss.

#### **4.24 Office Safety**

All clerical and administration employees are required to receive general office safety instruction and training, as appropriate.

##### **4.24.1 DSE User & Operator**

The Health & Safety (Display Screen Equipment) Regulations 1992, requires employers to identify Users and Operators (operators are the self-employed, agency workers and contractors) of display screen equipment and to carry out an assessment of their work activities and workstation.

A User (or Operator) is defined as a person dependent on using a display screen, who is required to use equipment every day for a minimum of one (1) hour. Once Users (or Operators) have been identified, a competent assessor must undertake the risk assessment. Following the assessment the control measures established as reasonably practicable will be implemented and could include: -

- Redesigning tasks and work routines to include regular breaks.
- Provide correct workplace equipment to improve ergonomics.
- Make changes to the environment e.g. lighting, ventilation, temperature etc.
- Provide User/Operator training and instruction.

#### 4.24.2 Eye Tests & Corrective Devices

All employees, who have been identified as DSE Users and use corrective devices for sight (glasses or contact lenses) for close work, are required to wear them when operating DSE.

The Company will make reasonable contributions for sight tests and corrective devices to employees who have been identified as users after an appropriate test has been carried out.

Monies are redeemed through personal expenses upon the provision of a receipt.

Employees who wear corrective devices and are required to use light eye protection (LEP) are entitled to prescription safety glasses free of charge.

#### 4.25 Construction (Design and Management) Regulations 2015

ASW Scaffolding understands the duties of:

- The Client
- Principal Designer
- The Principal Contractor
- Designer
- Contractor
- Worker

ASW Scaffolding is often engaged as contractors as defined by the Construction (Design and Management) Regulations 2015 and as such will comply with the Regulations as applicable, in particular we will:

- Plan, manage and monitor our work to ensure that it is carried out without risks to health and safety.
- Co-ordinate our work with others in the project team and comply with any reasonable directions issued by the Principal Designer or Principal Contractor, and with any rules in the Construction Phase Health and Safety Plan that are relevant.
- Submit any relevant risk assessments and method statements as required.
- All scaffold designs take into account risks to those erecting, altering, using and dismantling scaffolds with risks that can't be designed out highlighted for separate risk assessments and method statements at all stages.
- Ensure that all operatives are trained and competent to carry out the tasks to which they are assigned and are suitably managed and supervised.
- No operatives will begin work until they have received basic information, such as the site induction from the Principal Contractor, and the contents of relevant sections of the Construction Phase Health and Safety Plan and details of our risk assessments and method statement.

- Consult with our employees on all Health and Safety issues to ensure that hazards are highlighted and reported to improve health and safety.

## 5.0 Measuring Performance

### 5.1 Reactive Monitoring

#### 5.1.1 Accident Reporting & Investigation

Certain injuries, ill health and dangerous occurrences are required by law to be reported to the enforcing authority (usually the Health & Safety Executive), under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR), reported as follows:

- Work-related fatalities (Reg 6), Non-fatal (specified injury) to workers (as in Reg 4) notified to enforcing authority by quickest practical means and send report within 10 days.
- Non-fatal injury to a worker (but not a specified injury) who is incapacitated from routine work for more than 7 days, notified to enforcing authority by quickest practical means and send report within 15 days.
- Dangerous Occurrences (Reg 7) reported as in reporting procedures in Schedule 1.
- Occupational diseases (Reg 8) and reporting reported as in Schedule 1.

Exposure to carcinogens, mutagens & biological agents (Reg 9) and reported as in Schedule 1.

Incapacitation means that the worker is absent, or is unable to do work that they would reasonably be expected to do as part of their normal work. You must still keep a record of the accident if the worker has been incapacitated for more than 3 consecutive days.

As an employer we keep an accident book as required under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

However it is the policy of ASW Scaffolding to investigate all accidents and incidents, including near misses. The purpose of the investigation is to identify the causation and to establish and enforce measures to prevent reoccurrence and not to apportion blame.

Some organisations claim to have a 'no blame culture' for accident reporting and investigation to ensure that every employee feels that they can report accidents and co-operate with any investigation without fear of retribution. However, we promote a 'just and fair culture' which is similar to 'no blame', but there may be some apportionment of personal responsibility. Investigations must not lay blame indiscriminately; all accident investigations shall be objective, open and fair.



All employees are encouraged to report all accidents or incidents no matter how minor. The reporting of accidents by employees to the Company shall always remain a high profile topic e.g. regularly repeated toolbox talk, notices etc...

Any employee who fails to report a work-related accident or fails to co-operate with or deliberately misleads an investigation will be referred for disciplinary action. All injuries must be reported to the immediate line-manager who will ensure that the appropriate level of investigation is undertaken and the records kept. The following matrix is a guide to the appropriate level of investigation required: -

**Level of Accident Investigation**

	Fatality*	RIDDOR Major Injury*	RIDDOR OZH Injury*	RIDDOR Dangerous Occurrence*	RIDDOR Disease*	3-7 Day Injury	1-3 Day Injury	Minor Injury	Significant Near Miss	Near Miss
<b>Director</b>	X	X	X	X	X	X			X	
<b>Contracts Manager</b>	X	X	X	X	X	X	X		X	
<b>H&amp;S Consultant</b>	X	X	X	X	X	X			X	
<b>Supervisor</b>	X	X	X	X	X	X	X	X	X	X

\*Full written investigation report required in addition to the accident report form

The Company Accident Report Form (ARF) must be completed for all accidents. The individual completing the form keeps a copy and the other copy is entered into head office accident file once all the remedial actions are complete and closed out.

In addition to the ARF a full investigation report should be prepared for more serious incidents.

All line-management that lead accident investigations will receive formal investigation training.

It is the responsibility of The Director responsible for safety to ensure that RIDDOR injuries, ill health and dangerous occurrences are reported. However others (e.g. H&S Consultant) may perform this duty if so directed by the Company.

You can make a report:

**Online**

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.



## Telephone

All incidents can be reported online but a telephone service remains for reporting **fatal and major injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

## Post

RIDDOR Reports, Health and Safety Executive, Redgrave Court, Merton Road, BOOTLE, Merseyside, L20 7HS.

## RIDDOR ADVICE

Advice and guidance about what must and does not have to be reported can be found at [www.hse.gov.uk/riddor/what-must-i-report.htm](http://www.hse.gov.uk/riddor/what-must-i-report.htm) or contact the Company Health and Safety Consultants (Safety and Access Ltd) on 0115 979 4523.

## 5.2 Proactive Monitoring

The purpose of proactive monitoring is ensure that the established performance standards are being adhered to and to help prevent an accident or ill health. The primary objective of the hierarchy monitoring is not just to identify failure in the form of unsafe acts or conditions, but to measure success and recognise positive good behaviour.

### 5.2.1 Hierarchy Monitoring

Each member of the line-management within the operational hierarchy of the organisation (Managing Directors, Managers through to first line Supervisor) shall undertake health and Safety inspections at a predetermined frequency. Hence the term '*Hierarchy Monitoring*'. The inspection shall observe workplace operations and be carried out using a checklist style proforma to record the findings

Copies of the monitoring report are sent to the immediate direct line-supervisor. Where appropriate copies will be issued to the individual responsible for completing a specific action. All corrective remedial actions remain open until closed out as complete

### 5.2.2 Independent Monitoring

Independent Monitoring is similar to the Hierarchy Monitoring but is carried out by the Independent Health and Safety Consultants. This monitoring is carried out on a regular basis (as requested by the Company) and reported directly to the Managing Directors.

## 6.0 Reviewing Performance

### 6.1 Review Meetings

Health and safety is integrated into all formal review meetings.

A dedicated health and safety review meeting will be held between the Director responsible for safety and the Safety Consultants at least annually.

An agenda must be set and minutes of the meeting taken to record findings and actions.

The agenda of each meeting must include

- a) Significant Issues raised from formal monitoring and auditing.
- b) In-company communications and consultations
- c) Information received from external parties (HSE, NASC, complaints)
- d) Health and Safety performance
- e) Review of Health and Safety objectives
- f) Accident/incidents (including actions taken)
- g) Follow up actions from previous review

New or forth coming legislation, codes of practice or best practice advice

## 7.0 Other Policies

### 7.1 Environmental Policy.

ASW Scaffolding supplies access scaffolding services and scaffold inspections to National and Regional contractors throughout South Wales.

The company attaches great importance to protecting the environment and will continue to work towards introducing procedures and the use of materials to help to minimize any potential adverse effect on the environment caused by the carrying out of our and our clients day to day operations.

ASW Scaffolding will therefore:

- Comply with all applicable environmental legislation and codes of practice.
- Take positive action to minimize waste and encourage recycling for the company and its clients.
- Maintain management controls and procedures to implement environmental objectives.
- Work with suppliers and clients to encourage the sourcing of materials from sustainable resources.
- Improve efficiency in the use of fuel, water and raw materials.
- Raise company and client's awareness of and commitment to maximizing environmental performance.
- Review the Company environmental policy annually to take account of legislative and organizational changes.



**Signed:**

**Carl Hendy**  
**Managing Director and Director responsible for the Environment**

**Dated: 12<sup>th</sup> August 2016**

**7.2 Equal Opportunities Policy**

**Statement of Policy**

It is the policy of ASW Scaffolding to give equal opportunity regardless of sex, sexual orientation, marital status, race, age, disability, religion or ethnic origin or in relation to any protected characteristic as defined by the Equality Act 2010. This applies to recruitment, training, pay, conditions of employment, allocation of work and promotion.

As an equal opportunity employer our key criterion for selection, promotion, training and reward is the ability to do the job to the required standard. For this reason we will not discriminate on any grounds unrelated to performance, regardless of whether these are prohibited by law.

To ensure that this policy is operating effectively (and for no other purpose) ASW Scaffolding maintains records of employees and applicants racial origins, gender and disability.

On-going monitoring and regular analysis of such records provide the basis for an appropriate action to eliminate unlawful direct/indirect discrimination and promote equality of opportunity.

This policy applies not only to our staff but also to our relationships with our customers and suppliers.

It is your personal responsibility as an employee or sub-contractor operatives to ensure that this policy is adhered to. Any questions or doubts about the application of the policy should be directed to your line Manager.

The Director responsible for Equal Opportunities is responsible for the effective implementation of the policy.



**Signed:**

**Carl Hendy**  
**Managing Director and Director responsible for Equal Opportunities**

**Dated: 12<sup>th</sup> August 2016**

### 7.3 Appendix A - Scaffold Design Matrix

Additional bespoke Scaffold Designer input is required on any scaffold or element of a scaffold that is not classed as “TG20 Compliant” by use of “Compliance Sheets” printed in the TG20:13 “Management Guide” or as printed out by use of the TG20:13 “eGuide”

The following scaffold structures normally require bespoke Scaffolding Designs.

1. Scaffolds for which a “TG20 Compliance Sheet” can’t be produced
2. All shoring scaffolds (Dead, Raking and Flying)
3. Cantilevered scaffolds (if a “TG20 Compliance Sheet” can’t be produced)
4. Truss-out Scaffolds
5. Façade retention
6. Access scaffolds with more than the 2 working lifts
7. Buttressed free-standing scaffolds
8. Temporary roofs and temporary buildings
9. Support scaffolds
10. Complex Loading bays (if a “TG20 Compliance Sheet” can’t be produced)
11. Mobile Towers
12. Temporary ramps and elevated roadways
13. Tube & Fittings Staircases and fire escapes
14. Spectator Terraces and Seating Stands
15. Bridge scaffolds (if a “TG20 Compliance Sheet” can’t be produced)
16. Towers requiring guys or ground anchors
17. Offshore scaffolds
18. Pedestrian footbridges or walkways
19. Slung and Suspended scaffolds
20. Protection fans (if a “TG20 Compliance Sheet” can’t be produced)
21. Pavement gantries
22. Marine scaffolds
23. Boiler scaffolds
24. Power line crossings
25. Lifting gantries and towers
26. Steeple scaffolds
27. Sign board supports
28. Sealing end structures and temporary screens
29. Temporary Storage on Site
30. Masts, Lighting Towers and Transmission Towers
31. Advertising hoardings/banners
32. Rubbish chute

Note 1: The above list is not exhaustive and any system scaffold and/or system component that does not comply with manufacturer’s guidelines (including system scaffolding staircases) as published in handbooks will require a specific design produced by a competent person.

Note 2: The note above (if a “TG20 Compliance Sheet” can’t be produced) indicates that simple versions of this scaffold can be erected without bespoke design if a “TG20 Compliance Sheet” can be produced.