



# Irish Fencing Services

SECURE • ENHANCE • PROTECT



## Safety Statement January 2025

Revision 11.

ONE COMPANY.

DESIGN | MANUFACTURE | INSTALL

## DOCUMENT OVERVIEW.

This document outlines the manner in which our Company will use our resources for maintaining and reviewing Safety, Health and Welfare standards necessary for a safe working environment. In this Safety Statement, the various hazards are listed and the necessary arrangements to avoid or reduce risk set out.

Irish Fencing Ltd recognises and accepts not only its statutory responsibilities but also its obligations as an employer to directly manage and achieve the Safety, Health and Welfare at Work of every employee, visitor and contractor. The Statutory responsibilities are as per Sections 8,9,10, 11 and 12, Part II of the Safety, Health and Welfare at Work Act, 2005 and the Safety, Health and Welfare at Work (General Applications) Regulations 2007-2016 will guide the company to ensure this happens. The Company also works to the Construction Regulations 2013-2020.

This Safety Statement will be reviewed regularly in accordance with the requirements of Section 20 of the 2005 Act and in any case whenever required by changes in production process, process materials, operating procedures, personnel or legislation. This then ensures that Safety, Health and Welfare at Work is dynamic and does not become a creature of routine.

## SCOPE.

This Safety Statement has been prepared for Irish Fencing Ltd, and includes the following:

- An identification of the main hazards presents in the workplace.
- An assessment of the risks arising from these main hazards.
- Controls associated with these hazards to reduce or eliminate risk.
- Specification of the manner in which Safety, Health and Welfare is to be secured.
- Details of the arrangements made, and the resources provided for compliance with the
- Safety, Health and Welfare at Work Act 2005, and all applicable legislation made thereunder.
- Specification of the co-operation required from employees in Safety, Health and Welfare at work.
- The arrangements for consultation with employees on safety and health issues.

Irish Fencing will make sure as far as reasonably practicable that all arrangements are in place to ensure the provisions of the following primary legislation and any other legislation that is identified to make compliant with our activities and operations.

- Safety, Health and Welfare at Work Act, 2005.
- Safety, Health and Welfare at Work (General Application) Regulations and amendments.
- Construction Regulations 2013-2019

**Note:** The above is not an exhaustive list, and all applicable legislation will be used to reference Safety and Health within the company. All of these can be found at [www.hsa.ie](http://www.hsa.ie)

All employees have a legal responsibility to take due care, for their own and that of other employee's safety. All employees must ensure that they are aware of safe working guidelines applicable in the company. They must observe and participate fully, with all the health and safety rules and procedures and understand that they have a legal obligation to do so. Every employee must ensure that they attend for work wearing suitable clothing and footwear. They must wear any safety or protective clothing, or equipment as specified by the Company.

Any unsafe practices or potential hazards should be reported to management immediately, so that the appropriate corrective action(s) may be taken. High standards of housekeeping ensure that risks are minimised; these must be maintained at all times. All employees must participate fully in training programmes and co-operate with all safety measures taken, which secure a safe and healthy workplace for all.

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**REVISIONS.**

The Safety & Policy Statement will be reviewed on an annual basis; the document will be updated when names of responsible persons change, as risks change, or as changes in legislation occur.

The revised document will be circulated to the relevant persons / sites.

Date	Reason	Revision
Jan 2017	Original Safety Statement Drafted	Rev 1
Jan 2017	Risk Assessments Completed	Rev 1
Jan 2018	Full Review of Safety Statement	Rev 2
March 2018	Additional Amendments Undertaken.	Rev 3
Jan 2019	<ul style="list-style-type: none"> <li>▪ Full review of Safety Statement</li> <li>▪ Inclusion of Register of Health and Safety Legislation (Page 3)</li> <li>▪ Alteration in Wording For Safety Representative (Page 47)</li> <li>▪ Inclusion of amended Company Management Structure (Page 37)</li> <li>▪ Inclusion of Safety responsibilities for Financial Director (Page 39)</li> <li>▪ Inclusion of Policy for Adverse Weather Working (Page 26)</li> <li>▪ Changes to wording for Method Statements (Page 82)</li> <li>▪ Implementation of procedures for the completion of the Risk Assessments (page 83)</li> <li>▪ Inclusion of Procedures for GDPR, in Respect of Health and Safety</li> </ul>	Rev 4
Jan 2020	<ul style="list-style-type: none"> <li>▪ Full review of Safety Statement</li> <li>▪ Inclusion of Policy for Slavery.</li> </ul>	Rev 5
April 2020	<ul style="list-style-type: none"> <li>▪ Inclusion of Covid-19 safety policy.</li> </ul>	Rev 6
Jan 2021	<ul style="list-style-type: none"> <li>▪ Review of full statement.</li> </ul>	Rev 7
Jan 2022	<ul style="list-style-type: none"> <li>▪ Full review of Safety Statement</li> <li>▪ Update of relevant legislation where applicable</li> </ul>	Rev 8
March 2022	<ul style="list-style-type: none"> <li>▪ Smoking &amp; Vaping section updated.</li> <li>▪ Designated smoking area set up outside of office.</li> </ul>	
Jan 2023	<ul style="list-style-type: none"> <li>▪ Full review of Safety Statement</li> <li>▪ Update of relevant legislation where applicable</li> </ul>	Rev 9
Jan 2024	<ul style="list-style-type: none"> <li>▪ Full review of Safety Statement including removal of sections not applicable &amp; New Layout.</li> </ul>	Rev 10
Jan 2025	<ul style="list-style-type: none"> <li>▪ Full review and minor updates to RA.</li> </ul>	Rev 11

**INTRODUCTION.**

This document has been primarily produced to comply with the obligations imposed by Sections 19 and 20 of the Safety, Health & Welfare at Work Act 2005, as well as other relevant Regulations, notably the General Application Regulations 2007 and the Construction Regulations 2013.

This document is divided into **FIVE PARTS:**

**PART 1      POLICY STATEMENT'S.**

This section contains the Managing Director's Policy Statements on Safety, Health, Welfare and the Environment.

**PART 2      ORGANISATION AND RESPONSIBILITIES.**

This section defines / outlines the Safety, Health & Welfare responsibilities of everyone within the company.

**PART 3      ARRANGEMENT AND SYSTEMS.**

This section contains the general arrangements, systems and standards used by the company in order to manage Safety, Health and Welfare at our places of work.

**PART 4      COMPANY WORKSHOP & YARD.**

This section contains the general arrangements, systems and standards which are carried out in our Workshop & Yard.

**PART 5      RISK ASSESSMENTS.**

This section contains a register of risk assessments based on typical construction activities and operations which our company engage in.

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**PART 1 POLICY DOCUMENTS.**

- 1.0 Statement and Policy on Safety, Health and Welfare at Work.
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- 1.4 Policy on Slavery.
- 1.5 Anti Bribery Policy.

**PART 2 ORGANISATION AND RESPONSIBILITIES.**

- 2.0 Company Organisational Structure.
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- 2.2 Directors.
- 2.3 Contracts Managers
- 2.3 Employees.
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- 3.3.3 Fitness to Return to Work.
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- 3.5 First Aid Arrangements.
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- 3.18 Hazardous Chemicals and Substances.
- 3.19 Work at Height.
- 3.20 Method Statements & Risk Assessments.
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**PART 4      WORKSHOP & YARD.**

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**PART 5      RISK ASSESSMENTS.**

Risk Assessment Register of Construction Activities.

**PART 1**  
**POLICY DOCUMENTS**

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**1.0 STATEMENT AND POLICY ON SAFETY, HEALTH & WELFARE AT WORK.**

It is the policy of Irish Fencing Ltd that all works carried out on our behalf, are planned, executed and managed in such a manner as to ensure, so far as is reasonably practicable, the Safety, Health and Welfare of Company Employees and other persons, including other contractors and members of the public who may be affected by our operations.

It is Company Policy to comply with the Safety, Health & Welfare at Work Act 2005, The General Application Regulations 2007-2016, The Safety, Health and Welfare at Work (Construction) Regulations 2019 and other applicable Regulations.

It is Company Policy to consult employees on matters relating to Occupational Health, Safety & Welfare. Employees are hereby notified of the company policy and are encouraged to comply with their duties and to actively engage and embrace safety as a company core value. Employees are entitled to and will be encouraged to appoint a Safety Representative from within their ranks to work in conjunction with Company Management.

The Company recognises the importance and value of co-operation between employees at all levels within the organisation. We recognise that good standards of co-operation are achieved by providing proper consultation, safety representation & training. The allocation of duties for safety matters and particular arrangements to implement this policy are set out in the Company Safety Statement.

Where Irish Fencing are appointed to the role of Project Supervisor Construction Stage (PSCS), we recognise that we have additional responsibilities for the management of safety on site. The Company also recognise that workplace accidents including work related health issues cause suffering to person's affected and possible financial loss to themselves and to the Company. The Company and its employees have a common interest in minimising the likelihood of accidents and ill health occurring. Irish Fencing will allocate resources in order to help achieve our goal of continuous improvement.

This policy will be kept up to date particularly as the business changes in nature or size. To ensure this, the policy and the way in which it has operated will be reviewed at least annually.

Company Directors give their full backing to this policy and fully support its implementation.

*Shane Winters*

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 Shane Winters,  
 Managing Director

Date: 23/01/2025



## 1.1 ENVIRONMENTAL STATEMENT AND POLICY.

Irish Fencing recognise that construction operations when not managed correctly can have a damaging impact on the environment. In order to minimise the risk of negative environmental impact we will endeavour to ensure company's operations are carried out in such a manner as to ensure, as far as is reasonably practicable, a high standard of environmental protection and awareness.

In order to deliver and maintain high standards of environmental care the company will:

- Promote environmental awareness amongst its employees and its sub and package contractors.
- Promote the development of improved standards and methods of construction and manufacture that are energy conscious and utilise construction materials in an efficient manner.
- Ensure working methods are adopted with a view to minimising potential damage to the environment.
- Seek to use new technology as it becomes available to better help us minimise negative environmental impacts.
- Seek to minimise the use of energy on site and encourage the use of renewables where practical.
- Cause materials to be handled and disposed of in a manner that does not damage the environment.
- Seek to promote & maintain close relationships with the relevant enforcing authorities and other environmental organisations and groups, as appropriate.
- We recognise as an organisation that everyone has a responsibility towards the environment in which we live.

*Shane Winters*

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Shane Winters,  
 Managing Director

Date: 23/01/2025

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## 1.2 EQUALITY OF EMPLOYMENT POLICY.

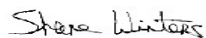
The purpose of this policy is to outline Irish Fencing Ltd commitment to providing diversity and equality to all employees, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion, belief or marital status. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part time, full time or temporary, will be treated fairly and equally. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

We believe every employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. We believe commitment to diversity and equality in the workplace is good management practice and makes sound business sense.

Breaches of our diversity and equality policy will be regarded as misconduct and could lead to disciplinary proceedings. This policy is fully supported by senior management and our Board of Directors.

The policy statement will be monitored and reviewed as required.



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Shane Winters,  
Managing Director

Date: 23/01/2025

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### 1.3 POLICY FOR THE SAFE USE OF COMPANY VEHICLES.

Irish Fencing Limited recognises the legislative requirements placed on our company by The Safety, Health & Welfare at Work Act 2005. This legislation defines ‘place of work’ as including ‘a vehicle’. We recognise that the general duties of employer under Section 8 of the 2005 Act apply to a vehicle being used by an employee as a place of work.

Irish Fencing recognise that we have a responsibility for not only the health and safety of staff engaged in driving at work but also to other road users and members of the public. The company will endeavour to comply with all driving related legislation and adopt best practice where practicable, for employees driving on company business.

Irish Fencing will make every effort to identify the hazards and assess the risks to safety and health by all personnel using company vehicles as part of their duties. We will ensure that vehicles provided for use by employees are maintained in good working order.

Employees required to drive vehicles as part of their work must co-operate and observe company procedures in relation to the safe use of the vehicles, employees also have a responsibility to observe the Rules of the Road at all times.

Employees required to use a company vehicle as part of their work will be made aware of this policy statement and the agreed control measures.

This policy statement is fully supported by Company Management.

*Shane Winters*

\_\_\_\_\_  
 Shane Winters,  
 Managing Director

Date: 23/01/2025

**1.4 POLICY ON SLAVERY.**

Within the Republic of Ireland, the legislation overseeing any acts of Modern Slavery and Human trafficking is the Criminal Law (Human Trafficking) Act 2008, as amended by the Criminal Law (Human Trafficking) (Amendment) Act 2013 and also the EU Charter of fundamental rights, where Article 5, states that no one will be held in slavery or servitude, Article 5.2 asserts that no one will be required to perform forced or compulsory labour and Article 5.3 states that trafficking in human beings is prohibited.

Irish Fencing Ltd recognise that slavery, servitude, forced labour and human trafficking (modern slavery) are world-wide and growing issues in today's global economy.

We commit to identifying areas of risk within our business and developing strategies to prevent and to manage those risks proactively. We seek to put in place the policies and process that will mitigate any future risk.

We will work to ensure transparency within our own organisation and with our suppliers of goods and services. We are committed to ensuring that there is no modern slavery or human trafficking in our supply chain or in any part of our business or suppliers. We commit to acting ethically and with integrity in all of our corporate business relationships and to implementing and enforcing effective controls to ensure that slavery and human trafficking is not taking place anywhere in our supply chains or with our contractors.

This policy statement is fully supported by Company Management.

*Shane Winters*

\_\_\_\_\_  
 Shane Winters,  
 Managing Director

Date: 23/01/2025

**1.5 ANTI BRIBERY POLICY.**

At Irish Fencing we are committed to the highest standards of integrity. We conduct and adopt a zero-tolerance approach to bribery and corruption. This policy statement applies to all our employees and independent contractors.

It is recognised that bribery and corruption remain major issues in world trade, despite the many dedicated efforts to prevent them. They are very damaging to the societies in which they occur. They: divert money and other resources from those who need them most; hinder economic and social development; damage firms, not least by increasing the cost of goods and services.

We are aware of our legal responsibility and are committed to running our organisation with integrity and in an honest and ethical manner. All of us must work together to ensure it remains untainted by bribery or corruption.

This policy is a crucial element of that effort. It has the full support of our Senior Management team. It sets out the steps all of us must take to prevent bribery and corruption in our firm and to comply with relevant legislation.

This policy statement is fully supported by Company Management.

*Shane Winters*

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 Shane Winters,  
 Managing Director

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## **PART 2**

### **ORGANISATION & RESPONSIBILITIES.**

(Part 2 of this document outlines our company organisational structure and safety duties & responsibilities of personnel including Company Directors. General safety procedures are also detailed).

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2.0 COMPANY ORGANISATIONAL STRUCTURE.



## 2.1 **MANAGING DIRECTOR, (Mr. Shane Winters)**

Mr Shane Winters acting Managing Director has overall responsibility for Safety, Health and Welfare within Irish Fencing Ltd and is aware of his duties under the relevant Legislation including Section 80 of the Health, Safety & Welfare at Work Act 2005.

### **Responsibilities / Safety Duties include:**

- Actively promoting a positive safety culture within the company and seek to ensure safety is maintained and promoted as a company core value.
- Take a direct interest in the Safety & Policy Statement and positively supporting any person whose function it is to carry it out, thus helping to achieve our company safety goal of continuous improvement.
- Allocating resources within the constraints of the company's budget in order to implement policies and procedures contained within this document.
- Ensuring employees are held accountable for their performance in relation to Occupational Health & Safety.
- Ensuring employees are afforded adequate supervision.
- Ensuring resources and finances are available in order to provide required safety training for management, supervisors and employees.
- Ensure Management Team is aware of their responsibilities as determined by this document.
- Ensuring where reasonably practicable, works are managed and conducted in such a way as to prevent injury or ill health.
- Ensure suitable equipment and resources are provided in compliance with statutory and internal safety requirements.
- When appropriate, allocating resources to fulfil the duty of PSCS as outlined in The Health, Safety & Welfare at Work (Construction) Regulations 2013.
- Ensure arrangements are in place in order to provide adequate consultation with employees in relation to occupational health & safety.
- Actively consider representations and Safety Observations made by Employees elected Safety Representative.

## 2.2 **COMPANY DIRECTORS:**

In accordance with the requirements of Section 8, Part 2 of the Safety, Health and Welfare at Work Act 2005, the above-named persons have the following duties: (Directors are aware of their duties under the Section 80 of the Health, Safety & Welfare at Work Act 2005).

### **Responsibilities / Safety Duties include:**

- Actively promoting a positive safety culture within the company and ensure safety is maintained as a company core value.
- Ensuring where reasonably practicable tender submission allow for safe working procedures as required.
- Ensuring where reasonably practicable, suitable plant & equipment is provided.
- Ensure competent Sub-contractors are appointed to carryout works.
- Ensure funds and facilities are available to meet the requirements of this document.

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- Set a good personal example when visiting sites, thus demonstrating and promoting a positive safety culture within the company.
- Take an active part in establishing and implementing company safety procedures, standards and goals, including, providing strong leadership in respect of health, safety and welfare.
- Ensure health and safety performance is monitored and where applicable additional safety controls implemented.
- Ensure adequate planning is undertaken, with a view to providing adequate resources, training and safe systems of work at places of work under our direct control.
- Ensure employees are afforded adequate supervision and provide required support to managers in their efforts to improve occupational health, safety and welfare standards.
- Consider representations and safety observations made by Employees and elected Safety Representative.

### **2.3 CONTRACT MANAGERS:**

Where individuals hold dual positions, they assume dual responsibilities, i.e. Director & Contract Manager.

#### **Responsibilities / Safety Duties include:**

- Actively promoting a positive safety culture within the company with a view to ensuring safety is maintained as a company core value.
- Insist that sound work practices are observed, as laid down by established company procedures, Codes of Practices etc, and that work is planned and carried out in accordance with statutory provisions.
- Ensure adequate planning is undertaken, with a view to providing adequate resources, training and safe systems of work at places of work under our control.
- Set good personal example when visiting sites by wearing appropriate personal protective equipment and observing established safety rules.
- Ensure adequate resources are allocated to meet safety objectives and targets on projects.
- Provide adequate assistance to site teams with a view to ensuring health & safety targets are achieved on all projects.

### **2.3 EMPLOYEES:**

In accordance with the requirements of Section 13, Chapter 2 of the Safety, Health and Welfare at Work Act 2005, employees have the following responsibilities:

#### **Responsibilities / Safety Duties include:**

- Employees are required to take a lead role in relation to site safety and actively promote a positive safety culture within the company.
- Employees are required to observe & co-operate with company procedures in relation to safety, health and welfare.
- Employees are required to work in a safe manner and must not take unnecessary risks that would endanger themselves or others, employees are required to take responsibility for their actions.
- Employees must not misuse plant or equipment and must never operate equipment or plant that they have not been specifically trained in the safe use of.

- Employees are required to report any defects to plant or equipment to company management & must never use damaged or faulty equipment.
- Employees should report unsafe work practices to company management & where possible suggest safer work practices or ways in which hazards can be eliminated or reduced.
- Employees are required to wear suitable PPE including safety footwear and other PPE as required.
- Employees must report any accidents / incidents including near miss incidents immediately after they occur.
- Employees are required to attend safety related training, inductions etc, control measures outlined during training, induction session must be observed at all times. On-going training as detailed in section 3.1 of this document will be provided and must be attended.
- Employees must take reasonable care to protect their own safety, and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions.
- Employees must ensure that while at work they are not under the influence of any intoxicant or illegal substances. Employees must inform management if they are receiving medication which may impair their ability to carry out work in a safe manner.
- Employees must not engage in improper conduct likely to endanger their own safety and that of other persons.
- Employees who do not adhere to company safety rules may be subject to appropriate disciplinary action.

## **2.5 SITE MANAGERS / FOREMEN / SUPERVISORS:**

Site Supervisors are responsible for co-ordinating, and implementation of control measures identified in this document. Site Supervisors are an integral part of the company's safety management system and have a key role to play in achieving our company goal of continuous improvement.

In accordance with the requirements of Section 15, Chapter 2 of the Safety, Health and Welfare at Work Act 2005, all supervisors have the following duties & responsibilities, (please note all members of management team are seen as supervisors in their own right).

- Site Foremen / Managers are required to lead by example, thus helping to achieve our goal of a positive safety culture within the Company.
- Supervisors should monitor site activities with a view to ensuring required safety standards are being observed are adhered to.
- Ensure adequate facilities are provided and maintained.
- Carry out regular safety walk-downs, ensuring site personnel are observing established safety controls, and immediately correct any deviations observed.
- Ensure personnel have completed safety induction session in advance of commencing works and ensuring site induction registers are maintained for the duration of the project.
- Be aware of identified hazards in their area of responsibility and ensure required control measures are implemented.
- Notifying head office of shortfalls or training gaps observed on site.
- Ensure persons under their control are aware of actions to be taken in the event of emergency and that adequate emergency equipment is available on site.
- Ensure housekeeping standards are maintained to a high standard, including clear access, walkways, platforms, gangways, emergency escapes routes etc.

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- Monitoring the activities of visitors and contractors to ensure their safety.
- Notifying head office of situations which may present a safety hazard on site or to third parties, immediately notifying head office off all accidents, incidents including near miss incidents.
- Providing information to operatives regarding any work on site, including information on works which may present unusual or significant risks to health and safety.
- Maintaining the site safety paperwork, and other site based health and safety information.
- Immediately implementing any corrective action identified during site safety inspections.
- Consider all representations made by the elected safety representative or other employees and recording of same where required.
- Ensure that adequate protection is provided for members of the public who may come into contact with our works.
- Ensure, so far as reasonably practicable, that Safe Systems of Work are in place for all operations, including high risk activities.

## 2.6 QUANTITY SURVEYOR:

This section applies to Quantity Surveyors working directly for or pricing works on behalf of Irish Fencing Ltd, where Quantity Surveyors act as Project Managers they have dual responsibilities.

### **Responsibilities / Safety Duties include:**

- Promote a positive safety culture when on company business and thus help achieve our goal of continuous improvement.
- Ensure all tenders are prepared taking into account resources required to complete the works in a safe manner and achieve best practice health, safety & hygiene standards on site.
- Ensure potential subcontractors are aware of their health & safety obligations prior to appointment.
- Ensure all selected subcontractors have the required competencies and hold mandatory documentation prior to formal appointment.
- Set a good personal example by wearing appropriate protective clothing and following established safety rules when visiting sites.

## 2.7 FINANCIAL CONTROLLER:

Persons responsible for financial control within the company have the following responsibilities.

### **Responsibilities / Duties include:**

- The financial controller shall be familiar with company procedures in relation to occupational health & safety.
- The financial controller shall ensure that adequate funding is allocated for training and development.
- The financial controller shall make available funds for the implementation of Irish Fencing Ltd, occupational health & safety policy and objectives, as directed by the Board of Directors.
- The financial controller shall take an active interest and promote a positive safety culture within Irish Fencing Ltd.

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## 2.8 PURCHASING:

Irish Fencing recognise purchasing of goods, services & equipment can have a major impact on site activities, i.e. products used can give rise to health hazards etc, the company are committed to purchasing goods & equipment which complies with all relevant safety standards. The General Principles of Prevention will be taken into consideration prior to purchasing any goods, equipment or services.

Where materials specified by our clients or project architects are classed as hazardous, we will endeavour to replace said materials will less harmful products, the following controls will be implemented by all employees involved in purchasing materials.

- Ensure all materials and equipment purchased complies with the required safety standards.
- Seek on the health and safety implications of materials and equipment purchased, i.e. their safe use and installation as required.
- Ensure all new plant and equipment complies with the European Communities Machinery Regulations 1993, and specifically that all new plant and equipment has a 'CE' marking.
- Ensure Safety Data Sheets, Declaration of Performance etc are obtained from suppliers as required.

## 2.9 PLANT OPERATORS:

It is recognised that plant & machinery operators have a key role to play in relation to site safety and have the following duties, responsibilities

### **Responsibilities / Safety Duties include:**

- Take responsibility for their own safety and that of any other person who may be affected by his or her acts or omissions at work.
- Co-operate fully with Supervisors and any other safety person, on all health and safety issues.
- Not intentionally or recklessly interfere with or misuse any appliance, protective device, equipment or other means, which is provided in pursuance of securing the safety, health and of compliance with the relevant statutory provisions.
- Use only as intended, any appliance, protective device or equipment provided (whether for individual use, or for use in common with others) for securing their safety, health and welfare while at work.
- Report to their Supervisor without delay, any defects in plant equipment, place of work or system of work, which might endanger their safety, health or welfare or others.
- Employees must not carry out any tasks in which they are not competent or trained to carry out, or if the task involves unreasonably high risks.
- The plant operator will ensure that their plant equipment is checked daily and maintained on a continual basis.
- The operator shall ensure plant & equipment is subject to required inspections.

## 2.10 SUB-CONTRACTORS EMPLOYED BY IRISH FENCING LIMITED:

Subcontractors are employers in their own right; as such they have non-transferable health & safety duties to both their employees and others who may be affected by their works irrespective of Client, PSCS or Main Contractor responsibilities.

Irish Fencing are committed to appointing competent subcontractors; subcontractors are required to undergo a pre-qualification process prior to appointment.

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Subcontractors that fail to meet the required pre commencement standard or fail a random assessment will be prohibited from carrying out works on site until a formal review of procedures has been carried out.

Subcontractors carrying out works must observe all health, safety & welfare controls including the following:

**Responsibilities / Safety Duties include:**

- Provide a copy of their site-specific safety statement and any risk assessment relating to the work being undertaken on site.
- Subcontractors must ensure information, procedures contained in their safety statement is conveyed to their employees.
- Observe site specific procedures as outlined in the construction stage plans, subcontractors will be issued with an electronic copy of the relevant H&S Plan for the project. It's the responsibility of the subcontractor to ensure this information is conveyed to their employees.
- Ensure that all persons under their control have hold up to date training in relation to the work being undertaken, i.e. Safe Pass, CSCS cards etc.
- Subcontractors must ensure their activities are conducted safely, without risk to health and in accordance with the relevant Health, Safety & Welfare Legislation.
- Subcontractors must ensure all accidents, injuries, incidents, including any near miss incidents that occur on site are reported to Irish Fencing as soon as practicable.
- Subcontractors must ensure their employees attend site induction session and are provided with and wear appropriate PPE.
- Subcontractors must observe health & safety requirements contained in the subcontract terms and conditions.
- Subcontractors must not work on the premises unless covered by adequate employer / public liability insurance. Contractors must submit insurance policy documents prior to commencing works on site.
- Subcontractors must comply with all reasonable instructions given by a representative of Irish Fencing Ltd
- Contractors must complete all required inspections i.e. scaffolds, lifting equipment, excavations, etc. and correct any noted deficiencies immediately. Documentation of inspections to be provided.
- Subcontractors must ensure only competent persons operate plant & equipment on site. Where required certification to be made available for inspection.
- Subcontractors are responsible for housekeeping in their assigned work area. Irish Fencing to observe housekeeping best practice and follow established "clean as you go" procedures on site.
- Subcontractors must provide training and instruction as necessary to ensure their employees complete assigned tasks in a safe manner.
- Subcontractors must monitor their work area to ensure safety procedures are being effectively implemented.

**2.11 PROJECT SUPERVISOR CONSTRUCTION STAGE:**

Irish Fencing Ltd, recognise that once appointed as Project Supervisor for the Construction Stage (PSCS), additional duties must be observed. Once appointed as PSCS, the following measures will be implemented;

- The company will co-ordinate the identification of hazards and the reduction of risks during the construction period, bearing in mind industry best practice and technical advancements.

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- Prior to construction work commencing, develop the Construction Stage Health & Safety Plan. This plan will be reviewed as projects progress and will remain live for the duration of a project.
- Take reasonable steps to ensure co-operation between all contractors so as to achieve an integrated approach to site safety issues.
- Ensure arrangements are in place in order to facilitate the provision of safety induction training on site.
- Ensure arrangements are in place in order to record Safe Pass and CSCS cards as required and maintaining records of same as appropriate.
- Co-ordinate arrangements for the provision and maintenance of welfare facilities for persons at work on the construction site.
- Ensuring records on reportable accidents and dangerous occurrences are maintained.
- Co-ordinate measures to permit authorised persons only onto the construction site.
- Facilitate the appointment of a site safety representative where required. We will endeavour to take into account any representation made by the site safety representative on matters affecting the site safety issues.
- Supply in a timely manner information for the PSDP to produce the Safety File for the Client.
- Ensuring required notifications are sent to the HSA, i.e. AF2 as required and clearly displaying these notices on site.

## **PART 3**

### **ARRANGEMENTS AND SYSTEMS.**

(This part of the statement and policy document describes the arrangements, systems and standards used by the company to manage safety, health & welfare at places of work under our control. This section should be read in conjunction with company policies and procedures detailed in our company safety manual held on file in our head office).

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### 3.0 GENERAL ARRANGEMENTS:

Our stated company aim in relation to health, safety & welfare performance is to achieve a safe place of work with a view to helping employees to maintain a safe and healthy lifestyle, we aim to achieve our objectives by:

- Actively promoting a positive safety culture within our company and viewing health & safety management as a core value.
- Providing safe systems of work and communicating them in sufficient detail to those concerned.
- Making allowance at tender stage to ensure sufficient resources are provided for the effective management of health & safety on all projects.
- The provision of safe access and egress at places of work under our control.
- Provide information, instruction, training and supervision as necessary for persons to execute their work in a safe manner.
- Identify hazards and assessing risks together with the provision and maintenance of adequate control measures.
- Making arrangements for consultation between management and employees.
- Providing appropriate plant, equipment & materials which is safe and fit to use.
- Maintaining high standards of cleanliness and housekeeping at places of work under our control.
- Establishing adequate emergency procedures for sites under our control.
- Reporting and investigating accidents & near miss incidents.
- Ensuring adequate and appropriate protective equipment is provided, used and maintained.
- Ensuring the ongoing occupational health, safety and well-being of employees.

### 3.1 TRAINING:

Irish Fencing will provide such training as required by Section 10, Chapter 2 of the 2005 Act, in order to safeguard the safety, health and welfare of employees. The following safety related training will be provided:

- Employees will be provided with Safe Pass training, refresher training will be provided as required.
- Employees will receive induction training to ensure that they fully understand the hazards to which they may be exposed within their specific area, including site specific safety controls and emergency procedures.
- Employees who are required to lift materials will be given training in correct Manual Handling Techniques; refresher training will be provided as required.
- Selected employees will receive further training in relation to designated construction skills. The recognised training standard for specified activities is for the individual to hold adequate SOLUS Construction Skills Certification Scheme card, this training will be provided where required. Only authorised, competent persons will be permitted to engage in said activities on site.
- Selected employees will receive training in First Aid, numbers trained will be appropriate to the level of risk and amount of personnel at a location.
- All training and instruction will be given in such a form or manner as is reasonably likely to be understood by the employee concerned.
- Employee training records will be maintained in Head Office.

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### **3.2 CONSULTATION:**

Company Directors are responsible for co-ordination & consultation arrangements between management and employees. It is company policy that employees have an opportunity to bring matters related to health and safety to the attention of management and consult as regards safety controls and precautions.

All staff members are encouraged to consult with their direct supervisor on issues relating to health and safety. Issues raised will be recorded and will be brought to the attention of the safety manager; where appropriate issues raised will be address in a timely manner.

#### **3.2.1 SAFETY REPRESENTATIVE:**

Without prejudice to the provisions of subsection 25, Part 3, Chapter 2 of the Safety, Health & Welfare at Work Act 2005 a Safety Representative may be elected in accordance with Schedule 5 of the Health, Safety & Welfare at Work (Construction Regulations) 2013.

### **3.3 ACCIDENT, INCIDENT INVESTIGATION & REPORTING:**

We recognize the importance reporting of accidents, incidents including near miss incidents plays in providing a safe place of work. We are committed to identifying the route causation of all accidents and incidents which occur at places of work under our control. Our relevant site managers and project managers will be responsible for investigating all accidents & incidents on site. Root causations will be identified, and suitable control / remedial measures will be implemented based on investigation findings.

Company Directors will ensure all documentation relating to any reportable incident / dangerous occurrences is forwarded to the HSA. Site specific accident and near miss records will be maintained on file.

Detailed accident records and incident breakdowns will be maintained in head office. All employees are required to co-operate with incident investigations when requested. Accident & incident reporting and investigation procedures will be covered during company and site induction sessions.

#### **3.3.1 ACCIDENT REPORT FORMS:**

The Foreman/Supervisor responsible for an area in which an accident or incident occurred, must, as soon as possible following the incident, notify the company safety manager and record the circumstances of the accident, i.e. complete an accident report form, take photographs of the area, cordon of the accident area etc. All accident reports will be reviewed by the Foreman/Supervisor and the Safety Manager. Final reports will be placed in a designated Accident Report File. Company directors will receive copies of all accident reports.

#### **3.3.2 ACCIDENTS REPORTABLE TO THE HEALTH & SAFETY AUTHORITY (HSA):**

The Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016), requires companies to report the following to the HSA using prescribed forms.

- Accidents at work resulting in a fatality or a person not being able to carry out their normal functions for more than 3 days.
- Dangerous occurrence (as outlined in the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016). The Safety, Health and Welfare at Work Act 2005 contains the following definition.

A Dangerous occurrence is defined as, an occurrence arising from work activities in a place of work that causes or results in –

- The collapse, overturning, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of any work equipment.
- The collapse or partial collapse of any building or structure under construction or in use as a place of work.
- The uncontrolled or accidental release, the escape or the ignition of any substance,
- A fire involving any substance, or

The Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 lists all Dangerous Occurrences which must be reported to the Authority. Responsibility for ensuring these reports are lodged with the HSA rests with Company Directors. Records of all notifications will be maintained on file.

**3.3.3 FITNESS TO RETURN TO WORK:**

Employees involved in a reportable accident or incident must have medical clearance prior to returning to work i.e. written Doctors notice. Employees may be required to attend a return to work interview prior to commencing duties.

**3.4 EMERGENCY PROCEDURES:**

Procedures will be put in place (relative to the size of the project) to be implemented in the event of an emergency. plans will detail procedures to be followed in the event of emergency, location of firefighting, first aid equipment etc.

Individuals will be nominated to take charge of the co-ordination of emergency procedures, i.e. site foreman, supervisor. Site specific procedures will be detailed in the Construction Stage Health & Safety Plan. All site personnel will be made aware of procedures during site induction session.

**3.5 FIRST AID ARRANGEMENTS:**

First aid boxes will be available at site offices, first aid boxes will be stocked in accordance with HSA guidelines. Training will be provided by competent organisations and at intervals no greater than two years. Records of first aid administered will be maintained on site.

**3.6 VIOLENCE & AGGRESSION:**

We will take all necessary measures to protect employees from acts of violence or aggression during the course of their work and will act on any reports or complaints made by Employees or other persons affected. Company management will investigate all reported acts of violence or aggression made, (See Company Dignity at Work Policy for further information).

**3.7 WORK RELATED STRESS:**

Irish Fencing will take all necessary steps to ensure so far as is reasonably practicable that employees are not exposed to excessive stress levels. Employees must approach a member of management or the company safety manager if suffering from excessive stress levels. Measures will be taken internally to relieve their workload and to identify the origin of any stress. The opportunity of attending an external counsellor may also be available. (See Company Stress Management Policy for further information).

**3.8 ALCOHOL & DRUGS:**

Irish Fencing will not tolerate the consumption of alcohol or drugs before or during the working period. Employee's found taking or being under the influence of alcohol or drugs may be subject to disciplinary proceedings. Employees taking prescription drugs which may impair their ability to carry out their work in a safe manner must inform their supervisor.

**3.9 SMOKING / VAPING:**

Smoking or vaping will not be permitted in any enclosed work areas including site buildings, welfare facilities, company workshop or offices. Smoking / vaping will be permitted outdoors at designated fire assembly points, during normal break time hours.

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### **3.10 HARASSMENT & BULLYING:**

Irish Fencing are committed to providing a workplace free from harassment and bullying. Harassment or bullying by any member of the company, regardless of status, will not be tolerated. Victimisation of a complainant alleged accused or an employee who gives evidence will be treated as gross misconduct.

We will not condone any behaviour relating to the adverse, differential treatment of a person due to sex, marital status, family status, sexual orientation, religion, disability, race, or membership of the travelling community.

Irish Fencing will deal with all allegations of bullying. All complaints will be dealt with fairly, with discretion and as far as practicable, confidentially maintained. (See Company Dignity at Work & Equality Employment Policy for further information).

### **3.11 VISITORS:**

Irish Fencing recognises our responsibility to ensure, as far as is reasonably practicable, the safety of visitors and contractors while on our premises or project sites. To that end the following procedures will be implemented;

- Where appropriate an employee of Irish Fencing will accompany visitors when on site.
- Visits should be arranged in advance.
- Visitors must observe site safety rules and emergency procedures while on site.
- Visitors are required to observe site PPE & hygiene requirements.
- Sites / work areas will be fenced off or fitted with hoardings to guard against unwanted entry by third parties including children.
- Appropriate safety and warning signage will be posted around work areas as required. Site security will be employed as appropriate.

### **3.12 SUB-CONTRACTOR SELECTION & MANAGEMENT:**

We are committed to appointing and utilising the services of competent Subcontractors on our projects. All Sub & Package contractors are required to comply with safety procedures, this is normally achieved by formally issuing a copy of the relevant Construction Stage Health & Safety Plan for the project.

Sub-contractors are required to provide site specific safety statements and task specific RAMS for identified activities on site. Every effort must be made to ensure works are adequately planned and carried out in a safe manner.

Subcontractors have a responsibility to ensure personnel are briefed on the relevant control measures in advance of works commencing. Subcontractors are also required to ensure adequate levels of supervision is provided.

Irish Fencing sites will be subject to documented safety audits, items requiring action are identified and a timeline for required improvements will be agreed. Where items / areas under the control of a subcontractor are found in need of attention, subcontractors will be required to address the said item / area immediately.

Subcontractors are required to ensure their employees attend site safety induction session, tool box talks and other briefings as works progress.

### **3.13 WELFARE ARRANGEMENTS:**

Irish Fencing will provide adequate welfare facilities at places of work under our control. A clean as you go policy in relation to all welfare facilities will be in place.

### **3.14 MANUAL HANDLING ACTIVITIES:**

Irish Fencing Limited recognise when not managed correctly manual handling accounts for a large number of workplace accidents in the Construction sector. Where it is not possible to avoid manual handling appropriate steps will be taken to minimise the risk including implementing the following controls measures.

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- Training will be provided as required and appropriate for all personnel for whom manual handling represents a significant part of their work, i.e. on recruitment and at intervals no greater than three years.
- Assessments and ongoing reviews will be conducted for each area where manual handling represents a significant part of the work performed.
- Irish Fencing are committed to avoiding the need for manual handling and will always consider the use of mechanical aids.
- Individual employee's abilities will be considered prior to assigning manual handling related activities.
- Sensitive risk groups will be considered during the planning of manual handling related tasks.
- Safety footwear is mandatory both on site and in the workshop / yard area.
- Subcontractors will be required to provide proof of mandatory required training as part of pre appointment procedures.

### 3.15 HOUSEKEEPING STANDARDS:

Irish Fencing recognise the fact that poor housekeeping standards contribute to a large number of accidents & incidents each year in the construction industry. It is the Company's goal to achieve best practice levels of housekeeping on all our sites. The following points will be observed on our sites:

- A high standard of housekeeping will be maintained on site, the required housekeeping standards will help contribute to our goal of zero workplace harm.
- Each contractor will be responsible for his or her own area, ensuring that general clean-up of the site takes place daily or upon the completion of a task. Subcontractors that leave an area in a poor condition will be reprimanded, the area will be cleaned, and the costs counter charged to the subcontractor.
- Access/egress routes must be maintained clear and free from trip hazards.
- Combustible or hazardous waste including chemicals must be safely disposed of in appropriate manner.
- Materials should never be stored in position, which would create hazards to workers; this includes storing materials on scaffolds, platforms, roofs or other non-material storage areas.
- Ensure the quantity of materials being stored on site is kept to a minimum.
- All openings in floors, walkways, driveways etc. must be securely covered.
- Trailing cables will be safely suspended, re-routed to avoid walkways or taped down where practical.
- Debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided or other suitable safe method employed.
- Employees will be expected to maintain welfare facilities and leave them in a clean and hygienic condition.
- All contractors should understand site housekeeping requirements and tenders should take into account the labour required to comply with this standard.
- Monitor work areas to ensure high standards of housekeeping are maintained, areas requiring attention will be identified and appropriate timely action taken.

### 3.16 PERSONAL PROTECTIVE EQUIPMENT / RESPIRATORY PROTECTIVE EQUIPMENT:

**Personnel Protective Equipment:** (PPE) meaning any device or appliance designed to be worn or held by an individual for protection against one or more health and safety hazards.

**Respiratory Protective Equipment:** (RPE) Meaning a particular type of Personal Protective Equipment, used to protect the individual wearer against inhalation of hazardous substances in the workplace air.

- Employees will be provided with required PPE & RPE.
- Employees will be required to maintain the equipment in a fit condition.
- Employees working on site during the construction stage unless otherwise specified will be required to wear as a minimum, hard-hats, hi-visibility vests and protective footwear.
- Additional personal protective equipment may be required based on the nature of the work being performed or due to the location of the work area. This equipment will be provided; the use will be strictly enforced.
- Any employee found interfering or misusing PPE / RPE may be subject to disciplinary procedures.
- Subcontractors are responsible for providing all necessary personal protective clothing and equipment to their employees.
- Personal protective equipment must be properly stored when not in use so as to prevent damage.

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- Signs for the wearing of required PPE / RPE will be displayed in conspicuous areas throughout the site, including the site entrance point.
- Where necessary training in the use of PPE / RPE supplied will be provided, including face fit testing for employees that use RPE as part of their normal work equipment.
- Use of required PPE / RPE will be assessed as part of site walk down protocols.
- It is recognised that certain PPE / RPE is required to be inspected, i.e. Harnesses are required to be inspected by a competent person at least every 6 months, Irish Fencing will arrange to have required inspections completed.

### **3.17 ELECTRICAL SAFETY:**

The following procedures will be implemented in relation to Electrical Safety:

- In the interest of safety all portable power equipment used on site shall operate on 110V system.
- Electrical equipment brought onto the site must be of safe design, construction and be properly maintained at all times, this applies to all subcontractors.
- Equipment which may be exposed to mechanical damage, the effects of weather, wet conditions or flammable / explosive environments must be protected.
- Only authorised, competent, personnel will be permitted to use or work on live electrical equipment.
- Irish Fencing will, as far as is practicable, follow the requirements of Part 3 of the Health, Safety and Welfare at Work General Application Regs 2007 and all amendments to-date.
- Overhead power lines will be identified upon acquisition of the site and included in the development of the preliminary Safety Plan at the Design Stage.
- Contact with overhead power lines is one of the most severe hazards employees may face on a construction site. There are practical steps which may be taken to prevent danger from live over-head cables include re-routing the cable, disconnecting it or placing suitable barriers around it. These steps will be considered at the design or site set-up stage of a project.
- Standard guidance and codes of practice for avoiding danger from contact with overhead power lines will be observed and followed on site, i.e. clear zones will be set up around any identified overhead cables.
- Prior to commencing any work on site, underground cables / services will be identified by contacting the local utility providers and where necessary, scanning the site to detect hot lines, services.
- Where a service is identified, control measures will be implemented.
- Proper work procedures will be established and documented, i.e. safe digging procedures, the use of point guards etc.
- The route, depth and voltage of the cable will be identified and marked.
- All buried services will be regarded as live.
- Always plan & watch for shallow services.
- Safe digging procedures will be followed at all times, including controls identified above and the use of toothless buckets, spades as opposed to shovels etc.

### **3.18 HAZARDOUS CHEMICALS & SUBSTANCES:**

Irish Fencing recognise that some materials as used during the course of our works may be harmful if not used in the correct fashion; every effort will be made to substitute these chemicals / substances for less harmful products. The following control measures will be observed in relation to the use of Hazardous Chemicals & Substances.

- Where practical the number of employees exposed to any hazardous substance will be kept to a minimum.
- We will endeavour to replace all hazardous substances required during the course of our activities with substances of a less hazardous nature.
- The use of solvent, alkaline and acidic solutions will be kept to a minimum, where these substances are required, employees will be provided with instruction in their correct use, handling and disposal.
- Adequate ventilation, (i.e. forced or natural), will be provided when using any hazardous substances.
- Safety glasses, goggles, gloves will be provided for use while handling hazardous substances. Employees will be instructed on the requirement for their use.
- Dilution of chemicals and preparations of chemicals will only be carried out in a controlled fashion, i.e. as per manufacturer's instructions.

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- Chemicals will only be stored in the proper containers which are clearly marked and labelled.
- Where there is a requirement to apply chemicals to a surface, this will be done using brushes as opposed to sprays.
- Adequate supplies of clean water will be available for drenching spillages of solutions onto clothing or parts of the body. We will instruct employees in the importance of wearing personal protective equipment and the importance of good personnel hygiene whilst using chemicals.

### **3.19 WORK AT HEIGHT:**

We recognise that work at height is responsible for a large number of serious accidents in the Construction sector. We are committed to minimising the risk of injury from work at height and will endeavour to eliminate the requirement for work at a height which may result in personnel injury. The following controls will be implemented in relation to work at height;

- We will endeavour to avoid, prevent, mitigate all work at height which could result in personal injury and will give collective protection measures priority over individual protection measures.
- We will endeavour to pre-plan all work at height on our projects, thus minimising the likelihood of falls,
- During the execution of work at height, the surrounding area will be maintained in an orderly and tidy condition and that loose materials are not left in gangways or walkways.
- Safe access to work areas will be provided in the form of proper scaffolding, ladders, steps etc.
- Openings in platforms will be properly fenced or covered.
- Equipment will be subject to inspection, defects noticed will be rectified immediately.
- Records of inspections (required prior to use, after bad weather and at least every 7 days) will be filled in on the proper register and will be held on file.
- Where work at height is to be performed outside, weather conditions and the complexity of the task will be considered.
- The competence of the person carrying out any task at height will be assessed, i.e. trainees. Special consideration will be given to lone workers at height and emergency rescue procedures.
- Waste, tools or any other objects must never be thrown or dropped from a height. Care will be exercised before any weight is placed on a roof or other fragile surface.

### **3.20 METHOD STATEMENTS & RISK ASSESSMENTS (RAMS):**

The established practice in the construction industry for describing the manner in which elements of the work will be performed safely is the production of a method statement and risk assessment. It is widely recognised that much of the work performed in the industry is of a standard nature and although it must be carried out safely, job specific method statements are not necessarily required for basic routine operations. The broad range of risks posed by such operations is, for the most part, addressed in Part 3 of this document. An operation that is performed on many different occasions may be covered by one single method statement and risk assessment.

As a minimum, method statements must be prepared for all high-risk operations and where there is a significant risk of injury. Subcontractors must supply method statements for their works on request. The primary purpose of the method statement is to plan work effectively and to inform those carrying out the work of control measures which will be implemented.

Method statements will be reviewed and approved prior to work commencing. What is detailed in the method statement must be reflected on site. Guidelines to the Construction Regulations make it clear that method statements are an integral part of the Construction Stage Safety & Health Plan and are to be added to the plan as work progresses.

### **3.21 SAFETY INDUCTION SESSION:**

Irish Fencing will ensure arrangements are in place to carryout site inductions as required. Safe Pass & CSCS cards must be produced as part of the induction session, card numbers will be recorded on site induction forms.

As a minimum, induction session will include a briefing on basic site rules and site emergency procedures. Where Client's systems and procedures apply these must also be included in the induction process. In addition, Irish Fencing will provide new employees with pre-start safety induction.

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### 3.22 OCCUPATIONAL HEALTH MANAGEMENT:

Occupational health is concerned with the inter-relationship between work and health i.e. how work and the working environment can affect a member of staff's health and how a member of staff's health can affect their ability to do their work. The health and wellbeing of staff is seen as a core company value, and maintenance of good occupational health is a key aspect of this function.

The principal aim of good occupational health management is the prevention of ill-health in the workplace through:

- Assisting with the identification and management of health risks.
- Supporting staff who are ill to remain at or return to work, as appropriate.
- Improving work opportunities for those with disabilities.
- Managing work-related aspects of illness.
- The promotion of good health to better equip staff to do their work well and also to make informed lifestyle choices.

We are committed to ensuring that the potential for ill-health or injury arising from our activities or premises is minimised so as far as is reasonably practicable. To this end we are committed to

- Ensuring the identification of health risks arising from our activities so as to enable the implementation of the necessary control measures and as necessary appropriate occupational health interventions where required.
- Encourage a culture where employees take an active interest in their health and wellbeing.
- Endeavour to identify and manage at an early stage related ill-health issues.
- Enable staff to raise, discuss and resolve individual work-related ill-health issues, through the involvement and consultation.
- Ensure that staff who are identified as particularly at risk of ill-health from their work or whose health affects their work, are provided with appropriate advice and support.

### 3.23 DRIVING FOR WORK:

The purpose of this section is to provide guidance to Employees who are required to drive company vehicles. Accidents involving vehicles are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive in such a manner as to prevent accidents and property damage. As such, Irish Fencing endorse all applicable Legislation and Regulations relating to driver responsibility.

The company expects each driver to drive in a safe and courteous manner pursuant to the outlined safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely. Company vehicles must be kept in a good state of repair and must be serviced in accordance with the manufacturer's service manual.

#### The Driver should:

- Check the condition of tyres and must ensure the tyre pressures are kept at the pressure recommended by the manufacturers service manual.
- Adhere to the rest/breaks period laid down in the statutory regulations.
- Check that the Company vehicle displays a current insurance and tax certificates.
- All defects are reported to management.
- Keep vehicle clean inside and out, especially lights and glass.
- Report all accidents to management immediately.
- Comply with the requirements of the Road Traffic Act and related legislation.

#### Driving for Work.

- Driving for work includes any person who drives on a road as part of their work either in:
- A company vehicle or their own vehicle and receives an allowance from their employer for miles driven.
- Plan ahead: plan routes before setting off to avoid having to consult maps or satellite navigation systems whilst driving and allow time for regular breaks.
- Check your vehicle: walk around your vehicle and look for any defects.
- Keep a Hi-Viz jacket in your cab/glove compartment.
- Report any collisions or near misses to company management.

**When Driving:**

- If you do not have a hands-free kit, switch off your mobile phone: pick up messages during breaks.
- Limit conversations with passengers: don't get involved in any heated debates while driving.
- Tired or sleepy: find somewhere safe to rest straight away.
- Obey road signage: stick to the speed limits.
- Where possible, reverse into parking spots and then drive out.
- Drive with your lights on at all times.

**Don't:**

- Snack, drink or smoke at the wheel: schedule in suitable breaks for these activities.
- Drink and drive: remember that even small quantities of alcohol, illegal drugs and certain medications can affect your judgement, co-ordination and reaction time.
- Take unnecessary chances or risks when driving.
- Operate or drive faulty or damaged vehicles.
- Interfere with any vehicle safety device.

**Use of Communication Device When Driving:**

Using a hand-held or hands-free mobile phone while driving is a significant distraction, and greatly increases the risk of collision. It is illegal to hold or cradle a hand-held mobile phone while driving (this includes any activity that involves dialling a number, writing a text or accessing internet or other applications).

Using a hands-free device while driving does not significantly reduce the risks because the problems are caused are mainly mental distraction and subsequent divided attention of taking part in a phone conversation at the same time as driving.

It can also be illegal to use a hands-free phone while driving. Depending upon the circumstances, drivers could be charged with driving without reasonable consideration, careless or even dangerous driving if an incident occurs whilst they are distracted because they are using a hands-free phone.

**3.24 WORKPLACE TRANSPORT CONTROLS:**

Under Health and Safety Legislation, a vehicle is a place of work. The law requires that workplaces are maintained in a condition that is safe and without risk to safety and health. Employers have duties under the Safety, Health and Welfare at Work Act 2005 to ensure, so far as is reasonably practicable, the health and safety of their employees and others who may be affected by their work activities (other road users).

This includes providing systems of work that are planned, organised, performed, maintained and revised. Irish Fencing will seek to control workplace transport risks by implementing the following measures;

**Safe site:**

Every work area is different and likely to present different hazards and risks. When visiting third party sites or properties ensure you observe all required control measures including speed limits, parking restrictions etc. Ensure consideration is given to site / traffic layout at planning stage.

**Visibility:**

Visibility should be good enough for drivers to see hazards, and pedestrians to see vehicles. Adequate visibility for drivers can be related to vehicle speed and the distance needed to stop or change direction safely. Ensure vehicles are parked as to provide good visibility, all vehicles to be fitted with reflective chevrons which must be maintained in good order. All personnel operating in vehicle areas are required to wear hi-visibility clothing. Where blind spots or bends cannot be avoided, additional controls including the use of advance warning signs and spotters will be considered.

**Speed:**

Reducing vehicle speed is an important part of workplace transport safety. All site crews are required to observed best practice when it comes to vehicle speed. Unsafe practices will be challenged and may lead to disciplinary procedures.



**Lighting:**

Every workplace should have suitable and sufficient lighting, particularly in areas where vehicles manoeuvre, or pedestrians and vehicles circulate and cross, and / or where loading and unloading operations take place.

**Safe vehicle:**

Vehicles used in the workplace should be suitable for the purpose for which they are used. Vehicle operators and drivers should be able to see clearly around their vehicle, consideration to be given to the use of CCTV and special mirrors where visibility is restricted. Ensure task crew are aware of all vehicle blind spots.

**Reversing:**

Reversing of vehicles accounts for a large number of vehicle related fatalities and injuries. It also results in considerable damage to vehicles, equipment and property. The most effective way of reducing reversing incidents is to remove the need to reverse. Where this is not possible, work zones should be organised so that reversing is kept to a minimum.

Where reversing is necessary, consider the following:

- Install barriers to prevent vehicles entering pedestrian zones.
- Plan and clearly mark designated reversing areas.
- Keep people away from reversing areas and operations.
- Use portable radios or similar communication systems.
- Install equipment on vehicles to help the driver and pedestrians, i.e. reversing alarms, flashing beacons and proximity-sensing devices.
- Utilise safety spotters when operating in live areas.

**Loading and unloading:**

To minimise the risks to those involved in loading and unloading, information should be provided on the nature of the load and how it should be properly loaded, secured and unloaded. This information should accompany the load and be available to the crew involved in the loading, transportation and unloading activities. The loading and unloading area should be:

- Clear of traffic and people not involved in the activity.
- On firm level ground.
- Segregated from other work areas.
- Clear of overhead cables, pipes, or other obstructions.
- Protected from bad weather where possible.

Make sure vehicles and trailers have their brakes applied and all stabilisers are in the correct position before loading or unloading. Throughout loading and unloading there should be a safe place where drivers can wait. Make sure measures are in place to prevent vehicles being driven off during either loading or unloading operations.

**Safe Driver:**

Drivers should be competent to operate a vehicle safely and have received required information, instruction and training for the specific vehicle. Ensure younger or less experienced drivers are closely monitored following the training period to ensure they work safely. Ensure drivers; continue to have, the skills and experience needed to operate a vehicle safely and if the nature of the work changes, drivers should receive the necessary training to carry out the modified task safely.

Training requirements will depend on an individual's experience and the training they have previously received. Irish Fencing will;

- Continue to assess training needs.
- Monitor work activities, to establish the actual level of driver competence and any further training needs.
- Keep training records for each driver.
- Ensure drivers are aware of all required pre use checks and checks are carried out.
- Ensure drivers report any vehicle defects and do not use defective vehicles or plant.
- Ensure all statutory required plant inspections are completed and filed on site.

### 3.25 NON-CONFORMANCE & DISCIPLINARY PROCEDURES:

It is our goal to have a culture in which every employee believes that all accidents are preventable, and that the contents of this document are adhered to not because it's a rule, but because non-compliance may result in injury.

We expect employees to internalise our Health & Safety principles and have a genuine concern for their own long-term health and not just the prevention of accidents. To this end, our goal is to educate and encourage all employees in health and safety matters to the extent that disciplinary action is not required. We aim to achieve this through induction training and ongoing communication with employees.

There may however be situations when an employee shows flagrant disregard for their personal safety or that of another person. In such cases, if it is found that the employee involved has made no effort to work in a safe manner they may be dismissed from the company. Employees who continuously fail to follow our health and safety procedures despite the education and training afforded to them the following steps will apply:

1. Verbal Warning (Memo)
2. 1st Written Warning
3. Final Written Warning
4. Removal from site and / or dismissal.

#### **Serious / Gross Misconduct:**

We operate a zero-tolerance policy for certain breaches of health & safety policy and may skip any step in the disciplinary procedures depending on the severity of a particular breach. Dismissal for misconduct may be imposed without recourse to previous stages of the procedure.

In circumstances where the available evidence indicates summary dismissal as a possible course of action, the employee will be informed of the action being considered and given full opportunity with accompanying work colleague to present his / her case. A decision to dismiss will only be taken after investigation of all relevant facts. We recognise the right to appeal as per contract of employment.

The following is a non-exhaustive list of examples of serious / gross misconduct meriting dismissal without notice and without recourse to the previous stages of the disciplinary procedure;

- Showing flagrant disregard for their own safety or the safety of others
- Theft or dishonesty regarding Company or Employee's property irrespective of the value of the property
- Reporting for, or being at work, having consumed alcohol or under the influence of any intoxicants (e.g. alcohol or drugs) while at work or on the Company's premises and being in possession of intoxicants while at work or on the Company's premises.
- Serious damage or interfering with Company or Employee property.
- Falsifying or interfering with Company records
- Physical violence, fighting, threatening or endangering another person/employee on or (in the case of another employee) off the premises
- Indecent or immoral conduct while on the premises
- Refusal to carry out or disregard of reasonable instructions
- Sexual or racial harassment of anyone in any way connected with the Company
- Conduct including social conduct unbecoming of an employee of the Company or contrary to its best interest or which would bring the Company into disrepute: or renders the employee unsuitable for work or unacceptable to other employees.

**PART 4**  
**WORKSHOP & YARD.**

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#### **4.0 PRODUCTION MANAGER & WELDING CO-ORDINATOR:**

The appointed Production Manager holds the following safety related duties:

- To actively assist the Managing Director in achieving the aims and goals of the Safety Policy and Program whilst adhering to all relevant legislation.
- To ensure these are observed and that registers, records and reports required by the Safety Officer are provided and all “notifications” have been sent in.
- To appoint competent persons to take responsibility for specified operations and to ensure they are properly trained.
- Liaise with the Managing Director in relation to Health and Safety matters.
- Ensure that Health and Safety procedures are developed and implemented as required.
- Ensure that all the fire detection and protective systems are maintained in good working order and to ensure that staff are familiar with firefighting and evacuation procedures.
- To ensure that employees under their management operate in a safe manner.
- To ensure that all the employees under their management are trained and are held accountable for their performance in relation to Health and Safety.
- To ensure all accidents and incidents, no matter how minor, are reported.
- To ensure that all structural welds being carried out are up to the correct standard and deemed 'structurally safe' by qualified personnel.
- That the correct health and safety measures are taken when using each piece of machinery within or outside the production floor.
- To ensure that all raw material used is suitable for each individual application.
- To carry out reports of any non-conformities on the production floor.
- To inspect incoming material to ensure defects are not present and if so, material is quarantined.
- To ensure individual employees hold appropriate training and qualifications for their daily tasks (e.g. Forklift license).
- Ensure safety measures are in place when using each piece of equipment on the production floor.

#### **4.1 FABRICATION & DISTRIBUTION MANAGER:**

The appointed Fabrication & Distribution manager has the following duties:

- To actively assist company management team in achieving the aims and goals of the Safety Policy and Program whilst adhering to all relevant legislation.
- To observe the safety policies of the company and to ensure that employees under their control do the same.
- To be aware of the hazards in the workplace and the preventative measures necessary.
- To ensure that only “competent” persons use the machinery as intended.
- Ensure employees wear the protective clothing and footwear provided.

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- To instruct the employees in correct safety procedures.
- To regularly report to the company management team in relation to Safety, Health and Welfare.
- To report any defects of which they become aware.
- To offer suggestions on improvements in practices in your own or other areas.

#### **4.2 PRODUCTION FOREMAN:**

Site Supervisors and Production Foremen have the following duties & responsibilities:

- To actively assist company management team in achieving the aims and goals of the Safety Policy and Program whilst adhering to all relevant legislation.
- Be familiar with company procedures applicable to the work on which you are engaged and insist that the prescribed standards are observed.
- Ensure so far as reasonably practicable that safe systems of work are in place.
- Maintain a tidy workplace. Arrange for regular clean up periods.
- Ensure that adequate access and egress routes throughout comply with the required standards.
- Provide safety equipment / clothing and ensure its proper use by personnel.
- Ensure plant and machinery operators are only employed on equipment for which they have been properly trained.
- Ensure that machinery including power and hand tools are maintained in good condition.
- Report defects in plant and equipment to Company Management.
- Ensure that adequate firefighting equipment is available and replace used or defective equipment.
- Ensure that First Aid boxes are maintained properly.
- Ensure all lifting certificates are available for lifting equipment.
- Record and investigate all accidents with a view to preventing recurrence.
- Show a personal example by wearing the safety equipment provided.
- Record any accident or incident which could have resulted in accident or injury and to bring such to the attention of his/her superiors.

#### **4.3 SAFETY ADVISOR:**

The appointed Safety Officer holds the following duties & responsibilities:

- Monitor aspects of safety and health in the company, both in relation to the work undertaken within the workshop area, and overview the activities being carried out on site.
- Advise the Managing Director on the implementation of this policy and on any revisions required.
- Carry out periodic safety audits and document findings for management.
- Provide for Site Manager/Foremen, the accident record book and other statutory forms for each site.

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- Monitor accidents/dangerous occurrences within the workshop and on site and provide regular reports to the Managing Director with advice on remedial action.
- Provide or organize training courses to meet identified needs.
- Monitor compliance with the use of personal protective equipment within the workshop and ensure that the required standards are also being complied with on each of the external sites.
- Consult the Health and Safety Authority when required.
- Advise the Managing Director on action required where improvement, prohibition notices or prohibition orders have been served on the company.
- Investigate any reportable accidents and advise company Management Team accordingly.
- Ensure that there are suitable and well-stocked first aid boxes both within the workshop and for each site.

#### **4.4 STEEL FABRICATORS & MACHINERY OPERATORS.**

Steel Fabricators & Machinery Operators have the following duties & responsibilities:

- To work in such a manner as to be safe for themselves and for others affected.
- To be familiar with company safety policies.
- To be familiar with required emergency procedures.
- To observe all required company procedures & standard in relation to Health, safety & Welfare.
- To report all accidents & incidents including near miss incidents to company management team.
- To wear all required protective clothing and equipment provided for safety.
- To report to company management team any defects of which he/she becomes aware.
- To only operate equipment for which they have been formally trained.
- To ensure safety devices where provided are being used.
- To use all required PPE, including hand protection, welding shields etc.
- To avoid breathing fumes from the powder spraying activities.
- To maintain clean and tidy bench and work areas and use the disposal bins provided.
- To stack materials in a safe manner.
- To offer suggestions on improvements in practices in your own or other areas.

#### **4.5 FORKLIFT OPERATORS & YARD PERSONNEL:**

Forklift Operators & Yard Personnel have the following duties & responsibilities:

- To use the correct tools and equipment for the task.
- To use all protective equipment provided.
- To only use tools which are in good condition.

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- To report all defects in tools, plant, equipment and materials, or any obvious safety hazards.
- Do not endanger themselves or other persons through their actions or failure to act.
- Observe all required yard controls including speed limits, good driving practices & to refrain from any form of horseplay.
- Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation.
- To inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
- When operating machinery such as forklifts, ensure that full attention is given to the position of fellow employees or visitors, third parties on footpaths etc. and vehicles upon roads.
- If operating on roads ensure that you and the machines can be clearly see, wear reflective jackets and ensure lights are on and reflectors operating after dark.
- To operate forklifts safely, never overload forklifts and complete all required pre use checks.
- To load vehicles safely and ensure that drivers use sufficient ropes, chains, etc. as you consider necessary. Do not allow a vehicle you consider unsafe to leave before checking with your supervisor.
- To offer suggestions on improvements in practices in your own or other fields.

#### **4.6 INSTALLATION CREWS:**

Installation Crews have the following duties & responsibilities:

- Ensure works are planned and all required equipment is to hand in advance of commencing. Complete all required prestart checks including completion of Pre-Task Plans & scanning for services.
- Ensure areas to be excavated are scanned for services in advance of commencing works. Be aware of the risk from shallow services and protect against strikes.
- To use the correct tools and equipment required.
- To use the protective equipment provided.
- To only use tools which are in good condition.
- To report all defects in tools, plant, equipment and materials, or any other obvious safety or health hazards.
- Continue to co-operate with Irish Fencing on all aspects of Health, Safety and Welfare.
- Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation, i.e. CSCS cards required for Excavator operation etc.
- Avoid the need for lifting of heavy or awkward loads without seeking help.
- To inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out particular tasks.
- To offer suggestions on improvements in practices in your own or other areas.

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#### 4.7 HOUSEKEEPING & STORAGE.

Irish Fencing recognise the fact that poor housekeeping standards contribute to many accidents & incidents each year in the construction industry. It is the Company's goal to achieve best practice levels of housekeeping on site including but not limited to the following:

- A high standard of housekeeping will be maintained at all times, the required housekeeping standards will help contribute to our goal of zero workplace harm.
- Each employee will be responsible for his or her own area, ensuring that general clean-up takes place daily or upon the completion of a task.
- Access/egress routes must be maintained clear and free from trip hazards.
- Combustible or hazardous waste must be safely disposed of in appropriate manner.
- Materials should never be stored in position, which would create hazards to workers; this includes storing materials in walkways or access routes or other non-material storage areas.
- Ensure the quantity of materials being stored on site is kept to a minimum.
- Trailing cables, leads or hoses to be safely suspended, re-routed to avoid walkways or taped down where practical.
- Employees will be expected to maintain welfare facilities and leave them in a clean and hygienic condition.
- Irish fencing will monitor work areas to ensure high standards of housekeeping are maintained, areas requiring attention will be identified and appropriate timely action taken.

#### 4.8 ACCESS & CIRCULATION.

It is essential to the safe running of the Yard & Workshop that good access routes are provided & maintained; in this regard the following controls will be observed.

- Access routes to work areas, access within the workshop & offices including access to welfare areas to be maintained in good order.
- Access to be monitored to ensure required standards are maintained.
- Ensure leads, hoses etc are routed away from access routes.
- Ensure all minor trips are removed, made safe or highlighted.
- Ensure adequate lighting is in place.
- Ensure good storage procedures are maintained.
- Keep gates closed when not in use.
- Ensure speed limits are observed.
- Ensure good parking procedures are observed.
- Ensure where issues arise, they are notified to Company Management and addressed as required.
- Ensure weather conditions are considered, and appropriate controls are in place, i.e. salting to walkways etc.

#### 4.9 EMERGENCY PLANNING & PROCEDURES:

*In compliance with legislative requirements the company has developed and implemented this Emergency Management Program to ensure the Health and Safety of all affected persons on or about our premises at which we operate in an emergency situation. The main legislation covering fire includes the Fire Services Act 1981, the Safety Health & Welfare at Work Act 2005 and the Building Regulations 1997.*

The objectives of the Emergency Management Program are:

- To prevent and guard against an outbreak of fire or other emergency situation.
- To ensure the safety of persons on or about the premises and on site in the event of an emergency.
- To alert all persons on or about the premise and on site in the case of an emergency.
- To ensure the safe evacuation of all persons in the case of an emergency.
- To ensure quick action and response in the event of an accident on the premises or on a site
- To account for all persons during an incident.
- To speedily call out and liaise with the emergency services.
- To return to normal operations as soon as possible
- To record and review all events of the emergency with a view to avoid a re- occurrence.

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**4.10 EMERGENCY EVACUATION PROCEDURES:**

Emergency evacuation drills are held at regular intervals and are recorded. The Management Team are responsible for organizing, coordinating and recording this activity. The procedures that must be followed in the event of an emergency are as follows:

**PROCEDURES TO BE FOLLOWED In THE EVENT OF A FIRE:**

- Immediately notify your colleagues, raise the alarm verbally.
- Ensure all personnel are notified.
- Contact Anthony Smyth to notify the Fire Department FIRE BRIGADE No. 999/911
- Supervisor/Manager announce an evacuation.
- With the aid of a second person ATTACK the fire with a fire extinguisher or hose reel. **DO NOT PLACE YOURSELF IN DANGER.**

**THE FIRE MARSHAL AND STAFF APPOINTED WILL:**

- Ensure that the fire brigade has been called.
- NB: It is imperative that the fire brigade is called as soon as possible. In the absence of Anthony Smyth, the Fire Marshal or deputy, any staff members should make the call.
- Start the Fire Alarm Procedure.
- Direct staff and visitors to available exits if necessary.

**ALL STAFF:**

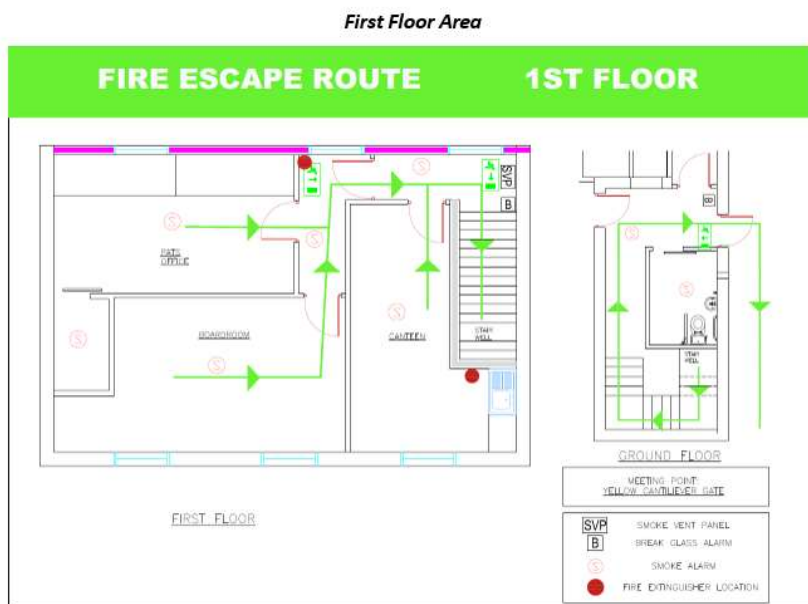
- If you are told to leave the building - go quickly using the main exit indicated on the site plan.
- If this route is blocked, use the alternative or check with your evacuation warden.
- Make you way to the Assembly Point located at the Main Gate.
- Do not return for personal belongings.
- When you are out of the building, assemble in the assembly areas indicated. **DO NOT RE-ENTER THE BUILDING FOR ANY REASON.**

**YOUR FIRE MARSHALS ARE:**

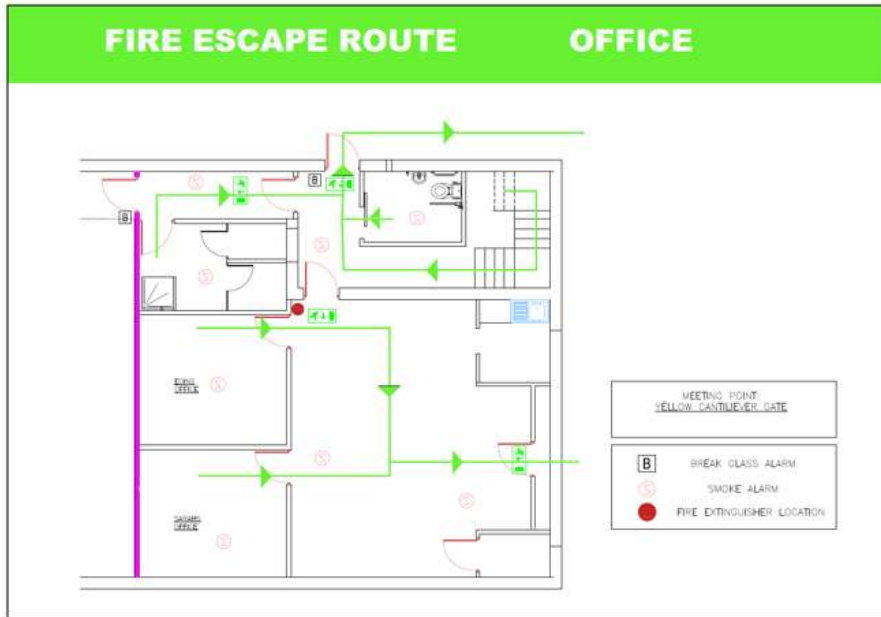
- Fire Marshal: Anthony Smith.
- Deputy: Brian Mooney.
- Fire Services: 999.

**4.11 EMERGENCY ESCAPE ROUTES:**

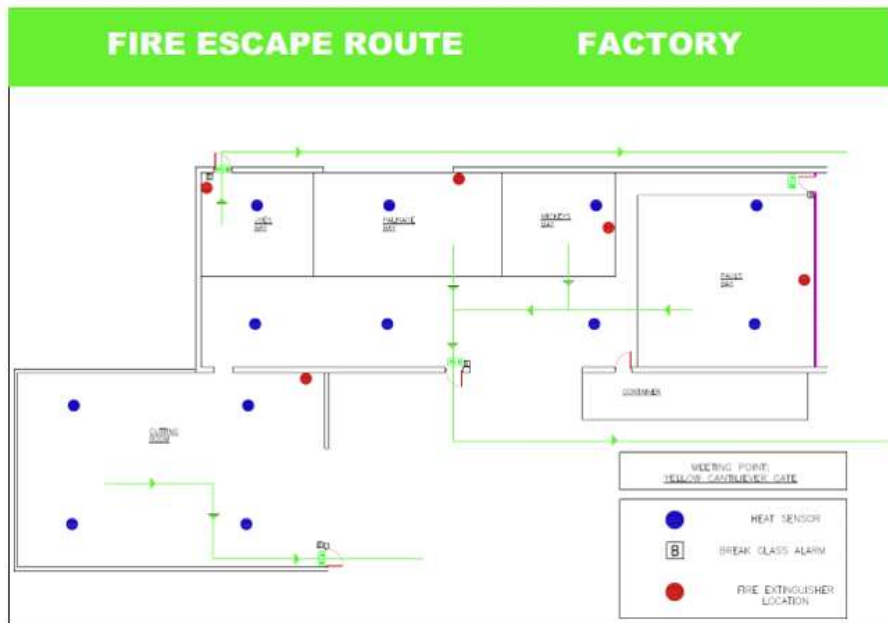
The following escape routes are in place in the yard & offices.



**Main Office**



**Workshop**



## **PART 5**

### **HAZARD IDENTIFICATION & RISK ASSESSMENT.**

(Section 19 of the Safety, Health & Welfare at Work Act 2005 places a duty on every employer to “identify the hazards at the place of work, assess the risks from those hazards and have a written risk assessment of those risks as they apply to the workplace”.

In order to comply with this requirement, Part 3 of the Statement & Policy Document contains a register of risk Assessments. It lists the main hazards to safety & health, the levels of risk associated with the hazards and the preventative and protective measures to be implemented in order to reduce said risk. The main hazards our company is likely to be engaged in are covered in this section, systems of work not covered will need to be assessed separately.

The purpose and layout of this risk assessment register has been designed and produced to assist site teams assess the risks associated with particular projects. It is essential that all members of the management team are familiar with the contents of the risk assessment that relates to the work they are managing, planning or supervising.

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**RISK ASSESSMENT INDEX:**

**5.0 WORKSHOP & YARD:**

- 5.1.1 Access & Segregation.
- 5.1.2 Use of Forklift Truck.
- 5.1.3 Material Storage.
- 5.1.4 Fire Protections.
- 5.1.5 Lifting Operations Using gantry Crane.
- 5.1.6 Workshop Fixed Plant.
  - Steel Punch.
  - Vertical Pillar Drill.
  - Kingsland Ironworker.
  - Metal Belt Sander.
  - Metal Band saw.
  - Metal Guillotine.
  - Fixed Welding Plant.

**5.2 ACCESS, EGRESS, PLACES OF WORK, WORK PROCESSES.**

- 5.2.1 Working in Close Proximity to Live Areas.
- 5.2.2 General Access, Openings & Edges.
- 5.2.3 Public Access.
- 5.2.4 Working with Cementitious Materials.
- 5.2.5 Use of Hand Tools.
- 5.2.6 Use of Abrasive Wheels.
- 5.2.7 Use of Portable Electric Tools.

**5.3 WORKPLACE TRANSPORT.**

- 5.3.1 Driving Company Vehicles.
- 5.3.2 Injuries from Traffic Management Activities.
- 5.3.3 Vehicle / Plant Operation on Site.

**5.4 GROUNDWORKS / CIVIL WORKS ON SITE.**

- 5.4.1 Use of Excavators.
- 5.4.2 Contact with Overhead Services.
- 5.4.3 Contact with Underground Services.

**5.5 LIFTING OPERATIONS.**

- 5.5.1 General Lifting Operations.
- 5.5.2 Slinging of Loads.

**5.6 WORK AT HEIGHT.**

- 5.6.1 Use of MEWP.
- 5.6.2 Use of Mobile Scaffolds.
- 5.6.3 Use of Ladders.

**5.7 HEALTH HAZARDS (Physical Hazards).**

- 5.7.1 Exposure to Silica Dusts.
- 5.7.2 Exposure to Excessive Noise Levels.
- 5.7.3 Exposure to Excessive Vibration Levels.
- 5.7.4 Exposure to Excessive Weather Conditions.

**5.8 HEALTH HAZARDS (Chemical & Biological Hazards).**

- 5.8.1 Exposure to Chemical Substances Hazardous to Health.
- 5.8.2 Exposure to Bio-Substances Hazardous to Health.
- 5.8.3 Weil's Disease.

**5.9 MENTAL HEALTH MATTERS.**

- 5.9.1 Demands from the Role Leading to Negative Health.
- 5.9.2 Young or Vulnerable Workers.

**5.10 ADMINISTRATIVE MATTERS.**

- 5.10.1 Office Safety.

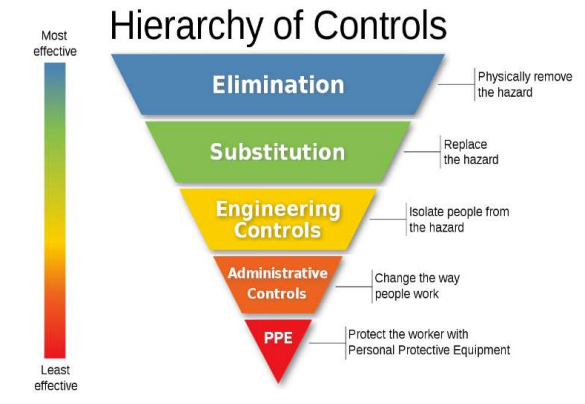
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### Risk Assessment Process:

A Hazard and Risk Assessment was carried out and forms the basis on which this Method Statement was written. The Hazard & Risk Assessment report is intended as a guide, which the company uses for the purposes of attempting to reduce the possibility of accidents or ill health occurring. Every effort has been made to identify the existing hazards and recommend possible solutions. It is not reasonably practicable to expect the attached list to state all known hazards or that all other hazards are under control. This Hazard & Risk Assessment is to be advisory, and the company management must make the final decisions.

Control measures stated in the following risk assessments are intended to reduce the assessed risk to an acceptable level. Where it is felt that the existing controls are not adequate, additional measures are recommended to rectify this. The Risk Assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each hazard and has taken account the hierarchy of controls and the General Principles of Prevention as outlined in Schedule 3 of the 2005 Act.

<b>HAZARD:</b>	Is taken to mean “anything that can cause harm”.
<b>RISK:</b>	Is “the chance, great or small, that someone will be harmed by the hazard”.
<b>SEVERITY:</b>	Is the possible outcome of an accident / incident e.g. broken leg, explosion?
<b>LIKELIHOOD:</b>	Is the possibility of the accident / incident occurring?



SEVERITY		LIKELIHOOD		CHARACTERISTICS
<b>High</b>	Fatality, major injury or illness causing long term disability.	<b>High</b>	Certain, near certain.	Possibility of a single fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss. <b>Work cannot proceed if risk is high after control measures implemented.</b> Task must be reviewed and additional control measures implemented.
<b>Medium</b>	Injury or illness causing short term disability.	<b>Medium</b>	Reasonably likely to occur	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
<b>Low</b>	Minor injury.	<b>Low</b>	Very seldom or never.	The possibility of injury or material loss is unlikely, although conceivable.

SEVERITY

	LOW 1	MED 2	HIGH 3
LOW 1	LOW 1	MED 2	MED 3
MED 2	MED 2	MED 2	HIGH 6
HIGH 3	MED 3	HIGH 6	HIGH 9

LIKELIHOOD

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk			
		L	S	T		L	S	T	
<b>5.1</b>	<b>WORKSHOP &amp; YARD.</b>								
<b>5.1.1</b>	<b>Access &amp; Segregation:</b>								
	Interaction with activities which if not controlled could lead to injury	Employees. Third Parties	2	3	6	<ul style="list-style-type: none"> <li>▪ Ensure Access routes are set out and maintained in good order.</li> <li>▪ Ensure adequate lighting is provided.</li> <li>▪ Ensure access to yard is controlled &amp; gates are kept secured when not in use.</li> <li>▪ Provide directional / way-finding signage.</li> <li>▪ Post speed limits &amp; enforce safe.</li> <li>▪ The following Mandatory PPE is required in the yard, safety boots &amp; hi visibility clothing.</li> <li>▪ Ensure good storage practices are observed.</li> <li>▪ Don't overload stillages and keep materials back from walkways.</li> <li>▪ Monitor weather conditions and provide salt, grit etc as maybe required.</li> <li>▪ Should any issues arise ensure to review &amp; replan.</li> <li>▪ Ensure surfaces are maintained free of trip hazards.</li> <li>▪ Good storage and housekeeping practices to be observed.</li> <li>▪ Keep under review and monitor as required.</li> </ul>	1	3	3
<b>5.1.2</b>	<b>Use of Forklift:</b>								
	Loss of load, collision.	Employees. Third Parties	2	3	6	<ul style="list-style-type: none"> <li>▪ Drivers must have an up-to-date CSCS card or equivalent.</li> <li>▪ Speed Limit 10km/hr to be observed.</li> <li>▪ The operator must ensure that the machine is in a stable position on firm and level ground and that stabilisers are used (where fitted).</li> <li>▪ Secure loads using ratchet straps when required.</li> <li>▪ Check routes are clear.</li> <li>▪ Use spotters where required and at all times when operators view is obscured.</li> <li>▪ Lift slowly and gently so not to rock load.</li> <li>▪ All lifting zones to be cordoned off, signage installed and supervised.</li> <li>▪ Sections will be secured to forklift prior to move with ratchet straps.</li> <li>▪ Spotter to be in place.</li> <li>▪ Drive slowly to set down area as per site speed limits.</li> <li>▪ Good housekeeping to be maintained throughout installation.</li> <li>▪ Clean as you as per company policy.</li> <li>▪ Know SWL and don't overload.</li> <li>▪ Wear seat belt at all times.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
Loss of load resulting in injury	Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ Only trained personnel are permitted to operate forks on site.</li> <li>▪ Safe Working Load (SWL) must be displayed on machine.</li> <li>▪ Ensure forks is tested and certified as per statutory requirements.</li> <li>▪ Tyres must be maintained with correct pressure. Extra care to be taken when working on slopes, especially when crossing gradients.</li> <li>▪ Machine must not be operated at excessive speeds.</li> <li>▪ Pre sue checks to be carried out by operator.</li> <li>▪ Loads must not be raised in periods of high wind.</li> <li>▪ Loads must never be lifted over site personnel, i.e. set up exclusion zone around lifting area.</li> <li>▪ Ensure safety spotters are used in blind areas.</li> <li>▪</li> </ul>	1	3	3
Collision between site plant or site personnel.	Personnel	2	3	6	<ul style="list-style-type: none"> <li>▪ Established traffic routes to be observed, i.e. to the rear of workshop only.</li> <li>▪ Established site speed limits to be observed.</li> <li>▪ Ensure safety spotters are used in blind areas.</li> <li>▪</li> </ul>	1	3	3
Impaired driver vision resulting in injury.	Site Personnel	2	3	6	<ul style="list-style-type: none"> <li>▪ Safe traffic routes to be established on site.</li> <li>▪ All blind corners to be identified and suitable controls put in place, i.e. mirrors.</li> <li>▪ Use point guards when manoeuvring forks in tight or blind areas.</li> <li>▪</li> </ul>	1	3	3
<b>5.1.3 Material Storage.</b>								
Injuries from falling Materials.	Site Personnel.	2	2	4	<ul style="list-style-type: none"> <li>▪ Ensure the minimum quantity of materials are delivered in line with programmed works, thus ensuring quantities of materials stored is kept to a minimum.</li> <li>▪ Ensure material storage areas are level, stable and inspected at regular intervals.</li> <li>▪ Where poor storage is encountered it must be challenged and rectified.</li> </ul>	1	2	2
Collapse of material stacks.	Site Personnel	2	3	6	<ul style="list-style-type: none"> <li>▪ Pallets must never be stacked more than two high; the ground must be firm &amp; level.</li> <li>▪ Clear precise instructions to be always issued, one clear voice.</li> <li>▪ Cylindrical objects such as pipes should be stored on their sides stabilized using chocks etc.</li> <li>▪ Material stacks should be limited to a 2m maximum height.</li> <li>▪ Storage area must be designed with the same conditions in mind as other workplaces, i.e. lighting, fall protection etc.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
Manual Handling Injuries	Site Personnel	2	3	6	<ul style="list-style-type: none"> <li>▪ Mechanical lifting, delivery equipment will be used whenever practicable.</li> <li>▪ Ensure availability of adequate manpower</li> <li>▪ Ensure deliveries of materials are managed taking into consideration personnel available and offloading capabilities for that particular location.</li> <li>▪ Minimise weight of deliveries, i.e. specify small loads.</li> </ul>	1	3	3
<b>5.1.4 Fire Precautions.</b>								
Unsatisfactory means of escape in the event of emergency	Personnel	2	3	6	<ul style="list-style-type: none"> <li>▪ Adequate means of escape to be provided, including welfare facilities.</li> <li>▪ Suitable number of fire points to be established &amp; maintained.</li> <li>▪ Site specific emergency procedures to be drafted and posted.</li> <li>▪ Assembly point to be established.</li> </ul>	1	3	3
Fire & Explosion caused by the poor storage of flammable materials.	Personnel	2	3	6	<ul style="list-style-type: none"> <li>▪ Cylinders to be stored upright and secured in trolleys, cages or banded to a secure structure.</li> <li>▪ Full &amp; empty cylinders to be stored separately.</li> <li>▪ Oxygen to be stored away from LPG.</li> <li>▪ Warning signage to be posted at storage area, i.e. Highly Flammable, No Naked Flames.</li> <li>▪ No smoking in workshop.</li> <li>▪ Primers to be stored in a secure area.</li> <li>▪ Waste containers to be removed in a timely manner.</li> <li>▪ Hot works / welding must only be undertaken by competent crews.</li> <li>▪ Ensure pre use checks are carried out.</li> <li>▪ Damaged or faulty equipment must never be used.</li> </ul>	1	3	3
Fire & Explosion caused by Electrical Fault.	Site Personnel Third Parties	3	3	9	<ul style="list-style-type: none"> <li>▪ Electrical system to be maintained in good condition at all times.</li> <li>▪ Electrical system to have up to date certification.</li> <li>▪ Competent persons only to work on workshop power system, no alterations by untrained persons.</li> <li>▪ In the event of a fault being detected with the system it should be brought to the attention of management.</li> <li>▪ Ensure good electrical safety protocols are observed in the workshop, i.e. no overloading of leads etc.</li> <li>▪ Unsure workshop staff are aware of the procedures to be observed during emergency evacuation.</li> </ul>	1	3	3



Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
Fire & Explosion caused by poor control of hot works.	Site Personnel Third parties	2	3	6	<ul style="list-style-type: none"> <li>▪ Ensure all hot works are completed as per agreed workshop protocols.</li> <li>▪ Ensure competent persons only complete welding operations in the workshop.</li> <li>▪ Ensure areas where hot works are being completed are free of combustible materials in advance of commencing hot work activities.</li> <li>▪ Welding to be carried out in designated areas only.</li> <li>▪ Ensure firefighting equipment is located beside the hot works area.</li> <li>▪ Ensure procedures for the control of hot works remain under review.</li> </ul>	1	3	3
<b>5.1.5</b>	<b>Lifting Operations using Gantry Crane.</b>							
Improper use of Gantry Cranes, leading to failure.	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ Authorized personnel only to operate Gantry Cranes.</li> <li>▪ Ensure operator is familiar with all controls including emergency stop and cut out.</li> <li>▪ Ensure safe working load is clearly marked on crane and never exceed posted SWL of crane.</li> <li>▪ Only lift one section of steel at a time.</li> <li>▪ Ensure cranes are tested and certified by a competent person as per statutory requirements.</li> <li>▪ Ensure test certificates are available for inspection, hard copy in offices.</li> <li>▪ Ensure all controls are operating correctly.</li> <li>▪ Ensure all electrical leads are in good order.</li> <li>▪ Ensure no other persons walk under loads.</li> <li>▪ Ensure crane guides and stays are in position.</li> <li>▪ Ensure areas under load is clear of trip hazards for operator.</li> <li>▪ Ensure safe system of work is in place for any required maintenance, i.e. access to be provided via MEWP or mobile scaffold tower.</li> <li>▪ Control buttons should be used smoothly throughout the lift.</li> <li>▪ Never allow anyone to walk under or place any part of their body under a raised load at any time.</li> <li>▪ Always keep the load in clear view. If this is not possible the lift shall be carried out with the aid of another person familiar with crane's operation, working under the operator's instructions.</li> <li>▪ Crane Operator must pay attention at all times. Never talk to, distract or approach the Operator during a lift.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
Failure of lifting gear or choice of incorrect lifting gear.	Third parties	3	3	9	<ul style="list-style-type: none"> <li>▪ Irish Fencing supplied lifting gear must only be used in the workshop.</li> <li>▪ Ensure all lifting gear is checked in advance of lifts.</li> <li>▪ Ensure lifting gear has supplied holds current certificate of conformity.</li> <li>▪ Pre use inspection to be carried out on lifting gear.</li> <li>▪ Hooks on chain slings should always face outwards.</li> <li>▪ Always take the slack out of the lifting gear before lifting load. Avoid shock loading.</li> <li>▪ Always perform a direct lift, i.e., that the crane hook is directly above the centre of gravity of the load.</li> <li>▪ If a load does swing, correct it by moving the load in the direction of the swing when it is at the end of its arc – if it is safe to do so, i.e., no potential to hit people or equipment.</li> <li>▪ Always keep the load as close to the ground as possible. Never raise the load any higher than necessary.</li> <li>▪ Store lifting gear in a correct manner in order to avoid damage.</li> </ul>	1	3	3
Use of crane by non-approved persons.	Site Personnel	2	3	6	<ul style="list-style-type: none"> <li>▪ Authorized personnel only to operate Gantry Cranes.</li> <li>▪ Ensure operator is familiar with all controls including emergency stop and cut out.</li> <li>▪ Never leave a load suspended and unattended.</li> <li>▪ If you need to leave a load, lower the load and chock at ground level.</li> <li>▪ Never rush a lifting job.</li> <li>▪ Use of mobile phones and other communication equipment is not permitted during a lift.</li> </ul>	1	3	3
Loss of load due to poor slinging	Site Personnel	3	3	9	<ul style="list-style-type: none"> <li>▪ Use Irish Fencing supplied lifting gear only.</li> <li>▪ Pre use checks to be completed.</li> <li>▪ Ensure load is secure prior to lifting.</li> <li>▪ Always take the slack out of the load in advance of lifting.</li> <li>▪ Keep load as close to the ground as possible.</li> <li>▪ Always choke steel members using slings provided.</li> <li>▪ Avoid using chains to lift steel members.</li> <li>▪ Never tie knots in lifting equipment.</li> <li>▪ Never use damaged or faulty lifting equipment.</li> <li>▪ Store lifting gear correctly when not in use.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
<b>5.1.6 Use of Workshop Fixed Plant:</b>								
Steel Punch	Workshop crew	2	3	6	<ul style="list-style-type: none"> <li>▪ Authorized personnel only to operate Press.</li> <li>▪ Ensure operator is familiar with all controls including emergency stop and cut out.</li> <li>▪ Keep work area neat and tidy, ensuring waste materials are removed in a timely manner.</li> <li>▪ Ensure hand controls are kept clean and free of grease.</li> <li>▪ Ensure isolators are in good order.</li> <li>▪ Complete routine inspections on plant and record findings.</li> <li>▪ Keep fingers clear of press at all times.</li> <li>▪ Ensure machine is isolated from power supply when changing press tool.</li> <li>▪ Ensure steel is secured when using press.</li> </ul>	1	3	3
Vertical Pillar Drill	Workshop Crew	2	3	6	<ul style="list-style-type: none"> <li>▪ Must only be operated by competent personnel.</li> <li>▪ Ensure work area is maintained in a neat and tidy condition.</li> <li>▪ Ensure electrical isolators are in good order.</li> <li>▪ Always wear eye protection when operating this machine; (industrial quality safety glasses with side-shields).</li> <li>▪ Ensure clothes, hair, jewellery etc are kept well clear of any rotating sections.</li> <li>▪ Ensure metal section is securely clamped in advance of drilling.</li> <li>▪ Ensure pulley guards and protective casings are in place in advance of commencing works.</li> <li>▪ Always commence drilling operations with a low speed.</li> <li>▪ Choose the correct speed setting for the piece being worked on.</li> <li>▪ Keep your fingers clear of the drill bit and chuck. Keep work area neat and tidy, ensuring waste materials are removed in a timely manner.</li> <li>▪ Ensure hand controls are kept clean and free of grease.</li> <li>▪ Ensure isolators are in good order.</li> <li>▪ Complete routine inspections on plant and record findings.</li> <li>▪ Ensure machine is isolated from power supply when changing bit or chuck.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
Mechanical Kingsland Ironworker	Workshop Crew	2	2	4	<ul style="list-style-type: none"> <li>▪ Must only be operated by competent personnel.</li> <li>▪ Ensure clear working areas is provided around the machine.</li> <li>▪ Ensure work area is maintained in a neat and tidy condition, always practice good housekeeping procedures.</li> <li>▪ Ensure electrical isolators are in good order and leads are laid safely.</li> <li>▪ Ensure operators foot is completely removed from the pedal box after completing each cut.</li> <li>▪ Use proper shutdown procedures when changing punches, dies, blades, or shims. Shut off the main power.</li> <li>▪ Make sure all guards are in place and that all table adjustment bolts are tight.</li> <li>▪ Don't ever try to grab a piece as it is being cut. Remove small pieces from the blade area with a hook, never your fingers.</li> <li>▪ Ensure the main power is off when leaving the machine unattended.</li> <li>▪ Never put your hands near a Hazardous area or Pinch Point, if a part is too large to sit on the ironworker table without your assistance, only hold the part if your hands are completely off the ironworker table and no body part could be susceptible to injury.</li> <li>▪ After changing punches, dies, blades or shims, lower the punch/ shear by hand to check the clearance and alignment.</li> <li>▪ Never put material in from the back-side of the shear. Always cut from the roller table side making sure the material is under the hold-down.</li> <li>▪ Don't attempt to shear off a piece of material shorter than its thickness.</li> <li>▪ Don't cut pieces that have less than 1/2" under the hold-down.</li> <li>▪ Do not attempt to punch material thicker than the diameter of the punch.</li> </ul>	1	2	2
Metal Belt Sander.	Workshop Crew	2	2	4	<ul style="list-style-type: none"> <li>▪ Ensure the machine and area is clean and free from trip hazards etc.</li> <li>▪ Ensure all guards are secured and correctly fitted.</li> <li>▪ Operator to wear gloves during sanding operations.</li> <li>▪ Safety Glasses with side shields are worn by operator.</li> <li>▪ Ensure the on / off switch is working correctly and free from grease etc.</li> <li>▪ Check that the sanding belt is installed correctly.</li> <li>▪ Ensure work piece is held correctly.</li> <li>▪ On completion of the work always isolate the machine.</li> <li>▪ Ensure area is left in clean condition and any waste is removed.</li> <li>▪ Ensure the sander is isolated from the mains when changing sanding paper.</li> <li>▪ Carryout routine inspections, including ensuring interlocking devices are working correctly.</li> </ul>	1	2	2

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
Metal Band Saw	Workshop Crew	2	3	6	<ul style="list-style-type: none"> <li>▪ Ensure section being cut is clamped into position.</li> <li>▪ Operator to wear safety glasses when operating.</li> <li>▪ Ensure coolant is in place and topped up.</li> <li>▪ Ensure the guard doors are closed and the blade is properly adjusted prior to turning on the machine.</li> <li>▪ Set the band saw at the appropriate speed for the type of stock being machined.</li> <li>▪ Check to ensure the band saw blade is sharpened.</li> <li>▪ Check to ensure the band saw is correct for the type of stock and correct speed being used.</li> <li>▪ Allow the saw to reach full set speed prior to cutting stock.</li> <li>▪ Do not force stock into the saw blade. Let the speed of the blade cut stock appropriately.</li> <li>▪ Never push a piece of stock with hands in front of the saw blade. Use a push stick. Keep hands at a safe distance on either side of the stock being machined.</li> <li>▪ Use a push stick or board to push small or irregular sized stock. Small work pieces can also be secured with a tabletop vice or clamp.</li> <li>▪ All round stock must be secured in a table-top vice or clamp prior to starting the cut.</li> <li>▪ If the saw blade binds on a piece of stock, turn the saw off and wait until it comes to a complete stop before attempting to remove the blade from the stock.</li> <li>▪ Do not allow large quantities of chips to accumulate around the work piece or drill press table. After stopping the machine, use a brush or rag to remove all excess chips from the drill press table and stock.</li> </ul>	1	3	3

Potential Hazard		Parties @ Risk	Risk			Control Measures	Residual Risk		
			L	S	T		L	S	T
	Metal Guillotine.	Workshop Crew	2	3	6	<ul style="list-style-type: none"> <li>▪ Ensure fixed guards are in place to prevent hands or other parts of the body from entering the cutting space.</li> <li>▪ Guards or safety devices must never be removed or adjusted, except by an authorized person for maintenance purposes.</li> <li>▪ Working parts should be well lubricated and free of rust and dirt.</li> <li>▪ The area around the machine must be adequately lit and kept free of materials which might cause slips or trips.</li> <li>▪ Be aware of other personnel in the immediate vicinity and ensure the area is clear before using equipment.</li> <li>▪ Competent personnel only to operate Guillotine.</li> <li>▪ Ensure cutting table is clear of scrap and tools.</li> <li>▪ Faulty equipment must not be used. Immediately report suspect machinery.</li> <li>▪ Do not attempt to cut material beyond the capacity of the machine.</li> <li>▪ Take extreme care during the initial feeding of the work piece into the machine.</li> <li>▪ The work piece should always be held sufficiently far back from the edge being fed into the guillotine.</li> <li>▪ Ensure fingers and limbs are clear before actuating the guillotine.</li> <li>▪ Hold material firmly to prevent inaccurate cutting due to creep.</li> <li>▪ When cutting ensure feet are positioned to avoid contact with the foot operated lever.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
Fixed welding plant.	Workshop Crew	2	3	6	<ul style="list-style-type: none"> <li>▪ Ensure welding operations are carried out by competent persons only.</li> <li>▪ Ensure gas bottles are secured in a safe manner.</li> <li>▪ Ensure welding hoses are not causing a trip hazard.</li> <li>▪ Only approved experienced and trained staff may engage in welding operations.</li> <li>▪ All welding equipment must only be used as per the manufacturer's instructions.</li> <li>▪ Welding equipment must be serviced by a competent person as per the manufacturer's suggested intervals.</li> <li>▪ Welding equipment must be visually inspected before each use and damaged units reported to management. Damaged welding equipment must not be used until they have been examined by a competent person. Pay particular attention to gas lines and electrical cables.</li> <li>▪ Always assess the immediate working area before starting any work. Remove all combustible materials within the immediate work area, if this is not possible, then cover same with a fire blanket.</li> <li>▪ A fire extinguisher and fire blanket must always be available to the welder.</li> <li>▪ When welding, the proper personal protective equipment must be used (see below). Users of such equipment must inspect it before use to ensure that it is not damaged in any way that would reduce its effectiveness.</li> <li>▪ There must be sufficient space around the working area in order to allow the operator a free range of movement. Never leave active welding equipment unattended. Keep the floor of the working area free of oil and grease.</li> <li>▪ Always ensure that cylinders are kept upright and are stored in a suitable trolley or are chained to a wall. When not in use the cylinder valves must always be closed</li> <li>▪ When a cylinder is empty, the valve must be closed immediately, and the hose disconnected.</li> <li>▪ Always ensure that gas lines have properly fitted flash back arrestors.</li> <li>▪ Users should be aware that gas lines, especially the acetylene line, will degrade over time and may harden and crack. Regular checks of gas lines along their entire length must be made.</li> <li>▪ Where possible do not allow gas lines to be forced into shape, they should be allowed to hang freely without any force being applied to them.</li> <li>▪ Ensure good ventilation is available, use local extraction where required.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
Fixed Welding Continued.	Workshop Crew	3	3	9	<ul style="list-style-type: none"> <li>Oxygen cylinders, lines, valves and connections must be completely clean of grease, oil or detergent– never use material such as these to join on an oxygen line. Hose joins must be made using proper couplings.</li> <li>All hoses must be of the correct bore size, pressure rating, length and colour, (Blue – Oxygen; Red - Acetylene and other fuel gases; Black - Inert and non-combustible gases – Orange - L.P.G).Welding goggles or shield, suitable flame retardant apron or boiler suit, welding gloves to be worn at all times.</li> </ul>	1	3	3
Eye injuries from arc and particles.	Workshop Crew	3	3	9	<ul style="list-style-type: none"> <li>Suitable screens and fire blankets will be available to protect flammables and persons from heat and sparks.</li> <li>Works to be planned with the presence of third parties / other site personnel in mind.</li> <li>Warning signage will be in use to warn other site users of hot works in progress, (this will normally be required at busy areas or on confined work sites).</li> <li>Suitable shields, masks to be worn during welding operations.</li> </ul>	1	3	3
Trip injuries from hoses.	Workshop Crew	3	3	9	<ul style="list-style-type: none"> <li>Ensure hoses are laid in a safe manner, clear of doorways stairs etc. Route hoses overhead where possible.</li> </ul>	1	3	3
Use of Electric Welding Plant	Workshop Crew	3	3	9	<ul style="list-style-type: none"> <li>Only competent, trained and experienced personnel are permitted to use welding equipment.</li> <li>During welding operations, proper welding gloves and a full-face, UV-ray protective shield and protective clothing (long sleeved) shall be worn to prevent injuries.</li> <li>Welding to be undertaken in the designated areas only- welding screens must be used.</li> <li>Keep trailing welding leads to a minimum - move the welding plant as necessary.</li> <li>Ensure plant is switched off at the end of each work period or when there is a long interruption.</li> <li>Machines are PAT tested where applicable.</li> </ul>	1	3	3



Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
<b>5.2</b>	<b>ACCESS, EGRESS, PLACES OF WORK &amp; WORK PROCESSES.</b>							
<b>5.2.1</b>	<b>Working in Live Areas.</b>							
Interaction within live areas which if not controlled could lead to injury	Site Personnel. Third Parties	2	3	6	<ul style="list-style-type: none"> <li>▪ All works in live areas to be treated as high risk, ensure works are agreed and a plan is formulated in advance of commencing.</li> <li>▪ Ensure pre start briefings cover required control measures.</li> <li>▪ Ensure restrictions &amp; controls are agreed with the client in advance.</li> <li>▪ Ensure pre-task walk is carried out with crew where appropriate.</li> <li>▪ Ensure task crew are familiar with required control measures.</li> <li>▪ Provide supervision as required.</li> <li>▪ Ensure sign off on relevant paperwork including SPA etc is in place.</li> <li>▪ Erect suitable exclusion zones around the works zone.</li> <li>▪ Ensure barriers are secure, use ballast where required.</li> <li>▪ Where required, ensure permits are in place in advance of works commencing.</li> <li>▪ All fencing must be in good condition, i.e. no sharp or protruding edges.</li> <li>▪ Engage with the client to ensure any additional control measures required are in place.</li> <li>▪ Good storage and housekeeping practices to be observed.</li> <li>▪ Keep under review as works progress.</li> </ul>	1	3	3
Injuries to third parties from contact with activities.	Third Parties	3	3	9	<ul style="list-style-type: none"> <li>▪ Engage with the client to ensure required control measures are in place.</li> <li>▪ Ensure all works are adequately planned to take into consideration the surrounding environs.</li> <li>▪ No materials to be stored in public areas, delivery of materials to be coordinated to ensure the safety of third parties and site logistics.</li> <li>▪ The interaction between the public and construction activities to be considered at all times, particularly during pre-planning.</li> <li>▪ Where required neighboring properties will be contacted prior to works commencing.</li> <li>▪ Site to be enclosed using secure hoardings, fencing etc.</li> <li>▪ Safety Spotters / point guards to be utilized when moving plant or vehicles in restricted or live areas.</li> <li>▪ No materials or tools to be left unattended in public areas.</li> <li>▪ Where applicable, clients permit to work or other required control measures to be implemented.</li> <li>▪ Care to be taken when moving materials through live areas.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
Poor Housekeeping leading to injury / ill health.	Site Personnel. Third Parties	2	2	4	<ul style="list-style-type: none"> <li>▪ Poor housekeeping needs to be avoided, the site / work area should be maintained in a clean and orderly condition at all times.</li> <li>▪ Housekeeping protocols to be covered during induction, method statement briefings and pre-start discussions.</li> <li>▪ Subcontractors to be made aware of responsibilities in relation to housekeeping, i.e. they are responsible for their own waste and clean up duties.</li> <li>▪ Adequate skips / bins etc to be provided as required.</li> <li>▪ Walkways on site to be maintained in good order.</li> <li>▪ Poor housekeeping practices should be challenged.</li> <li>▪ Ensure quantity of materials being stored on site is kept to a minimum.</li> <li>▪ Identify areas or situations which need attention and arrange for issues to be addressed.</li> <li>▪ Continue to monitor as works progress.</li> </ul>	1	2	2
Injury resulting from contact with Construction Dusts.	Site Personnel. Third Parties	2	2	4	<ul style="list-style-type: none"> <li>▪ Dust emissions to be minimised and/or contained within the site boundaries where practicable, control of dust emissions to be considered when planning works.</li> <li>▪ Wet saw cutting / drilling to be given preference over dry methods.</li> <li>▪ Work area to be dust sealed as required, considered on a site-by-site basis.</li> <li>▪ Dust suppression to be considered during planning stage, efforts to control dust at source to be considered.</li> <li>▪ Tools with built in dust extraction to be given preference.</li> <li>▪ Correct RPE to be provided, (RPE is seen as a last resort, all other methods of containment to be exhausted first).</li> <li>▪ Site crews to be made aware of the required control measures.</li> <li>▪ Agree exclusion zones as and where required.</li> </ul>	1	2	2
<b>5.2.2</b>	<b>General Access / Openings &amp; Edges.</b>							
Persons falling at ground level.	Third Parties. Site Personnel.	3	3	9	<ul style="list-style-type: none"> <li>▪ 100% separation to be in place.</li> <li>▪ Access to be monitored as works progress to ensure required standards are maintained.</li> <li>▪ Ensure leads, hoses etc are routed away from access routes.</li> <li>▪ Consider access / egress when planning tasks / projects.</li> <li>▪ Ensure adequate lighting including task lighting is in place where required.</li> </ul>	1	3	3

Potential Hazard		Parties @ Risk	Risk			Control Measures	Residual Risk		
			L	S	T		L	S	T
	Persons being struck by vehicles / plant.	Third Parties. Site Personnel.	3	3	9	<ul style="list-style-type: none"> <li>▪ Where practicable segregate vehicles and pedestrian routes, i.e. by means of barriers at main interfaces such as site entrance, compounds &amp; material storage areas.</li> <li>▪ Set and enforce site speed limits, cover during induction session.</li> <li>▪ Ensure work areas are closed off to third parties.</li> <li>▪ Ensure safety spotters are used where required.</li> <li>▪ Ensure the control of traffic is considered at site set up stage.</li> <li>▪ Ensure vehicle movement and interaction is considered at design stage.</li> <li>▪ Post safety signs as required.</li> <li>▪ Ensure the use of hi visibility clothing is in place.</li> <li>▪ Continue to monitor the works area as works progress.</li> </ul>	1	3	3
	Poor housekeeping on site leading to injury.	Employees. Site Personnel.	2	2	4	<ul style="list-style-type: none"> <li>▪ Ensure housekeeping standards are maintained at high levels in all areas in or around the site, work area.</li> <li>▪ Housekeeping standards to be covered during site induction.</li> <li>▪ Housekeeping and storage to be monitored as works progress, areas found to be below the required standard to be addressed.</li> <li>▪ Continue to monitor conditions and rectify areas where required.</li> </ul>	1	2	2
<b>5.2.3</b>	<b>Public Access.</b>								
	Persons being injured by unsafe access or by close proximity to construction activities.	Site Visitors. Third Parties	3	3	9	<ul style="list-style-type: none"> <li>▪ Areas where members of the public have access to must be clearly marked and maintained in good order, agree &amp; set up exclusion zones.</li> <li>▪ Ensure safety spotters / point guards are used when moving vehicles in live areas.</li> <li>▪ Temporary roads, platforms, footpaths must be suitably constructed and of suitable gradient.</li> <li>▪ Work area to be enclosed using suitable barriers, ensure barriers suit the area of works.</li> <li>▪ No tools, plant, materials to be stored in public areas.</li> <li>▪ All works to take into consideration interaction with live / public areas.</li> <li>▪ When working in public areas an additional level of protection will be required, ensure areas are left in good order with no trip hazards present.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
<b>5.2.4</b>	<b>Material Storage.</b>							
Injuries from falling Materials.	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>Ensure the minimum quantity of materials are delivered in line with programmed works, thus ensuring quantities of materials stored is kept to a minimum.</li> <li>Ensure material storage areas are level, stable and inspected at regular intervals.</li> <li>Manufacturer's instructions must always be followed with regards to the safe storage of materials, i.e. information on data sheets in relation to chemicals etc.</li> <li>Where poor storage is encountered it must be rectified.</li> </ul>	1	3	3
Manual Handling Injuries	Site Personnel	3	3	9	<ul style="list-style-type: none"> <li>Mechanical lifting, delivery equipment will be used whenever practicable.</li> <li>Ensure availability of adequate manpower</li> <li>Ensure deliveries of materials are managed taking into consideration personnel available and offloading capabilities for that particular location.</li> <li>Minimise weight of deliveries, i.e. specify small loads.</li> <li>Operatives to utilise kinetic lifting procedures.</li> </ul>	1	3	3
<b>5.2.5</b>	<b>Working with Cementitious Materials.</b>							
Contact with cement containing products, i.e. eye injuries, concrete burns.	Site Personnel.	3	3	9	<ul style="list-style-type: none"> <li>Correct PPE to be worn by operatives, i.e. suitable gloves, goggles and protective boots.</li> <li>Eating and drinking prohibited whilst working with concrete - washing facilities to be provided.</li> <li>When mixing concrete on site, consideration to inhalation of dust, manual handling of concrete from mixer to work area.</li> <li>Consideration to be given to mixing area in relation to other site trades, i.e. minimise exposure or risk to other site trades.</li> </ul>	1	3	3
<b>5.2.6</b>	<b>Use of Hand Tools.</b>							
Eye injuries due to flying objects.	Site Personnel.	3	3	9	<ul style="list-style-type: none"> <li>Suitable eye protection to be made available and used on site. Supervisor to ensure eye protection provided is used accordingly.</li> <li>Use of eye protection to be covered during site induction or RAMS briefing.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
Injury to body parts i.e. hands, feet etc	Site Personnel.	3	3	9	<ul style="list-style-type: none"> <li>Competent personnel only are permitted to use hand tools.</li> <li>Operators must visually check all tools for defects prior to use, defective tools must never be used.</li> <li>All tools should be kept clear of unnecessary grease, moisture or dirt.</li> <li>Open-bladed knives, screwdrivers, and other sharp tools are to be carried and used so as not to cause injury to the user or third parties, horseplay involving hand tools will not be tolerated.</li> <li>Only use tools for the purpose for which they are intended to be used, i.e. correct tool for the job.</li> </ul>	1	3	3
Tripping over tools / Leads etc.	Site Personnel.	3	3	9	<ul style="list-style-type: none"> <li>Tools should not be left lying around, they constitute a severe tripping hazard and they are liable to get damaged.</li> <li>Trailing leads from tools must not be left lying around, leads must be laid out safely, suspended where possible, leads must be kept clear of all doors and stairs.</li> </ul>	1	3	3
<b>5.2.7</b>	<b>Use of Abrasive Wheels.</b>							
Bursting of abrasive wheel or disc leading to impact injuries.  <i>(Typically a disc composed of abrasive compound and used for various grinding (abrasive cutting) and abrasive machining operations.</i>	Site Personnel. Third Parties.	3	3	9	<ul style="list-style-type: none"> <li>Always consider third party and workmate locations prior to using Grinders, Con saws or other abrasive wheels as persons in the vicinity of machine operators may be in danger of suffering serious injury.</li> <li>All employees to receive training in the safe use &amp; mounting of abrasive wheels. Only authorised persons may operate / mount abrasive wheels.</li> <li>Operators must carry out the required pre-operational checks on the machine before use, i.e. protective guards are in place, RPM of wheel V machine etc.</li> <li>Operators to carryout pre-use checks on all wheels.</li> <li>Faulty or damaged wheels must never be used.</li> <li>Check date on wheel before use.</li> <li>Ensure the correct wheel is being used for the task in hand.</li> </ul>	1	3	3
Contact with wheel or disc leading to cuts / amputation.	Site Personnel.	3	3	9	<ul style="list-style-type: none"> <li>Competent personnel only to use abrasive wheels on site.</li> <li>Ensure correct guards are mounted correctly and secure, prior to use.</li> </ul>	1	3	3
Clothing entanglement with moving parts.	Site Personnel.	3	3	9	<ul style="list-style-type: none"> <li>Ensure loose fitting clothes are tucked in or rolled up when using tools, watch for hood strings, long sleeves etc.</li> </ul>	1	3	3
Eye injury from flying particles.	Site Personnel. Third Parties	3	3	9	<ul style="list-style-type: none"> <li>Safety glasses, full face shields with the proper rating i.e. minimum b rating, must be worn by operators.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
Inhalation of dusts	Site Personnel.	3	3	9	<ul style="list-style-type: none"> <li>In the event of excessive dust levels been generated, i.e. when cutting concrete or stone, operators must wear suitable dust masks or other appropriate PPE.</li> <li>Use wet cutting techniques or dust extraction system to minimise dust exposure.</li> </ul>	1	3	3
Exposure to hazardous noise levels	Site Personnel.	3	3	9	<ul style="list-style-type: none"> <li>Hearing protection to be worn by operator when using abrasive wheels.</li> </ul>	1	3	3
Fire resulting from use of cutting or grinding wheels.	Site Personnel. Third Parties	3	3	9	<ul style="list-style-type: none"> <li>In the event of work with abrasive wheels presenting a risk of fire, it must be treated as hot work, appropriate permits must be obtained, and suitable firefighting equipment must be located in the vicinity of the work area. Depending on the nature of the site and the work to be carried out, Fire Watch may be required.</li> <li>Operators to check the work area for combustible materials prior to operating plant. For works outside watch for flammable fuels, dried grasses etc.</li> <li>Set up an exclusion zone when working in live areas.</li> </ul>	1	3	3
<b>5.2.8</b>	<b>Use of Portable Electric Tools.</b>							
Electric Shock / Burns.	Site Personnel.	3	3	9	<ul style="list-style-type: none"> <li>Personnel required to use electric tools will be trained in the safe use of same.</li> <li>Portable electric tools will undergo regular preventative maintenance.</li> <li>All tools must be thoroughly inspected prior to use, faults must be reported, faulty tools must never be used. Repairs must only be carried out by competent personnel.</li> <li>Portable electric tools must only be used for the purpose for which it was designed.</li> <li>Portable electric tools must operate only on 110v supply.</li> <li>Pre-use inspection checks to be carried out on the tool, faulty equipment must not be used but taken out of service.</li> <li>Never leave tools lying around as they present a trip hazard.</li> </ul>	1	3	3
Contact with moving parts.	Site Personnel.	3	3	9	<ul style="list-style-type: none"> <li>Ensure correct guards etc are in place prior to using tools.</li> <li>Long hair, jewellery, loose garments must not be worn when using portable electric tools.</li> </ul>	1	3	3
Fire on site.	Site Personnel.	3	3	9	<ul style="list-style-type: none"> <li>All portable electrical equipment to be unplugged at the end of shift.</li> <li>All extension leads must be fully extended to prevent overheating and electrical fires.</li> <li>Ensure Hot Work controls are in place.</li> <li>Ensure site emergency procedures are known.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
<b>5.3</b>	<b>WORKPLACE TRANSPORT.</b>							
<b>5.3.1</b>	<b>Driving Company Vehicles.</b>							
Operation of vehicle use by unlicensed Drivers	Site Personnel. Third parties	3	3	9	<ul style="list-style-type: none"> <li>▪ Only fully licensed drivers may operate company vehicles.</li> <li>▪ Copies of licences to be held on file in head office.</li> <li>▪ No third parties are permitted to drive company vehicle without the prior approval from management.</li> <li>▪ Company vehicles are not to be left unattended with the engine running or the keys in the ignition at any time. Ensure the vehicle is locked and secured when not in use.</li> <li>▪ In the event of a theft notify Head Office immediately.</li> <li>▪ Ensure all drivers involved in driving company vehicles are aware of required control measures.</li> </ul>	1	3	9
Vehicles not maintained in roadworthy condition.	Site Personnel. Third parties	3	3	9	<ul style="list-style-type: none"> <li>▪ All drivers have a duty to report any known defects liable to affect the safe operation of the vehicle.</li> <li>▪ Vehicles to be maintained in a roadworthy condition, DOE to be carried out on commercial vehicles as required.</li> <li>▪ Pre-use checks to be carried out on vehicles.</li> <li>▪ Drivers to report defects and never use a defective vehicle.</li> </ul>	1	3	3
Collision with third party vehicles.	Site Personnel. Third parties	3	3	9	<ul style="list-style-type: none"> <li>▪ Drivers must comply with all applicable road laws, site traffic rules and other insurance requirements.</li> <li>▪ No driver shall make or take phone calls or attempt to use any other electronic business tools whilst driving.</li> <li>▪ Ensure all vehicles drivers receive a copy of the Company Drivers pack and are aware of the procedures to be observed in the event of an accident.</li> <li>▪ Permanently installed hands free kits maybe used, however even these phone systems must be used in a safe manner.</li> <li>▪ Drivers may not be under the influence of drugs, alcohol or medication, which may impair their ability to drive safely. For prescribed medication, advice must be sought from the company doctor regarding its potential to adversely affect their ability to drive.</li> <li>▪ Vehicle drivers must report all near misses, accidents, injuries, any vehicle damage and all road traffic prosecutions and penalty points to management.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
Driving when tired	Employees. Third parties	2	3	6	<ul style="list-style-type: none"> <li>▪ Company vehicle drivers will be provided with advance motoring training.</li> <li>▪ Working days to be planned to take into consideration driving times.</li> <li>▪ Ensure drivers are encouraged to take breaks when feeling tired.</li> <li>▪ Ensure journey times are planned to take into account required rest periods.</li> </ul>	1	3	3
Driving at excessive speeds.	Employees. Third parties	3	3	9	<ul style="list-style-type: none"> <li>▪ Drivers must comply with all applicable road laws, site traffic rules and speed limits.</li> <li>▪ Observed non-conformances will be challenged.</li> <li>▪ Challenge unsafe practices observed.</li> </ul>	1	3	3
Injuries resulting from not wearing seat belts.	Employees. Third parties	3	3	9	<ul style="list-style-type: none"> <li>▪ All company vehicles must have seat belts fitted for the driver and each passenger; these seat belts <b>must</b> be used at all times.</li> <li>▪ Under no circumstances shall unseated / un-seat belted passengers be carried, (this includes in the rear area of vans).</li> <li>▪ Company vehicle drivers will be provided with a company driver's pack which outlines in more detail controls and standards expected while driving company vehicles.</li> </ul>	1	3	3



Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
<b>5.3.2 Injuries from Contact with Vehicles.</b>								
Operators, staff, other contractors, site visitors or the public come into contact with Delivery / Removal vehicles or operations.	Site Personnel. Third parties	2	3	6	<ul style="list-style-type: none"> <li>▪ Ensure traffic routes and pedestrian routes are segregated.</li> <li>▪ Ensure pre-start briefing covers required traffic management controls.</li> <li>▪ Ensure plans and briefings are revised as works progress.</li> <li>▪ Spotters must be in attendance with all delivery vehicles, plant unloading etc.</li> <li>▪ Hi Vis clothing must be worn at all times during works.</li> <li>▪ Delivery areas must be agreed in advance.</li> <li>▪ Ensure delivery areas are level and free from trenches or other openings.</li> <li>▪ Rules of the road must be adhered to and always obeyed.</li> <li>▪ Never stand directly in line on moving plant.</li> <li>▪ Gain plant driver's attention and instruction for when safe to approach or walk safely by. Plant must be operated by a competent driver.</li> <li>▪ Roads must be kept clean and free from waste at all times.</li> <li>▪ Ensure safe access is maintained to site welfare areas.</li> <li>▪ Set up exclusion zones with barriers and signs as works progress.</li> <li>▪ Encourage employees to challenge unsafe behaviours.</li> <li>▪ Ensure access points to site areas are kept closed at all times.</li> <li>▪ Ensure vehicles are locked and keys removed when not in use, use wheel chocks where required.</li> <li>▪ Never leave the engine of any vehicle running when the vehicle is unattended.</li> </ul>	1	3	9
Injuries resulting from poor set up / segregation.		2	3	6	<ul style="list-style-type: none"> <li>▪ Vehicular access for construction site vehicles and pedestrian access for construction personnel shall be via the planned access/egress points.</li> <li>▪ Where required hazard warning lighting shall be put in place to protect vehicular traffic from night-time hazards, such as obstructions, changes of direction etc.</li> <li>▪ Adequate hazard warning and directional signage to be posted on all approaches</li> <li>▪ Ensure Road Cleaning is in place where required.</li> <li>▪ All Private and Public roads will be kept as clean of construction-related debris as is reasonably practicable and any controls necessary to warn road users of particular, construction- related, Hazards will be erected and kept in position.</li> <li>▪ Where feasible the construction project offices &amp; welfare facilities shall be in the site compound. Access to the site offices and site facilities shall not require movement through the construction work areas (island sites).</li> <li>▪ The project storage area for plant, stores and other resources shall be located adjacent to the site offices &amp; site facilities area but shall be segregated so that vehicular traffic movements will not present a hazard to personnel.</li> <li>▪ Control measures to be agreed on a works-by-works basis.</li> </ul>	1	3	3

Potential Hazard		Parties @ Risk	Risk			Control Measures	Residual Risk		
			L	S	T		L	S	T
	Operatives struck by moving vehicles	Employees. Personnel	2	3	6	<ul style="list-style-type: none"> <li>▪ Traffic management procedures to be considered at the planning stage of all projects.</li> <li>▪ Safe plans of work will be drafted for all road works commencing in live traffic areas.</li> <li>▪ All necessary signage and barriers etc will be requisitioned and to hand prior to set up works commencing, i.e. warning signs, barriers, cones and ramps, traffic barriers, advance warning and end signs. Vehicles must be parked in a safe area and not in an area causing obstruction.</li> <li>▪ Competent persons to set up traffic management barriers, signage etc.</li> <li>▪ Ensure a maintenance regime is in place for cones, barriers etc.</li> <li>▪ Ensure work area is provided with sufficient lighting.</li> <li>▪ Ensure task crew wear class 3 hi visibility clothing.</li> </ul>	1	3	3
<b>5.3.3</b>	<b>Vehicle / Plant Operation.</b>								
	Operation of vehicle use by unlicensed Drivers	Site Personnel. Third parties	2	3	6	<ul style="list-style-type: none"> <li>▪ Plant operation by competent personnel only.</li> <li>▪ Hi Viz clothing must be worn when on site.</li> <li>▪ Spotters must be in place when a plant is operating on site.</li> <li>▪ All site personnel must stand at a safe distance from the plant when it is being operated and positioned on site.</li> <li>▪ Ensure barriers and signage is in place during use of plant.</li> <li>▪ Never stand directly underneath the ascending or descending plant parts.</li> <li>▪ Operator must be seated with seat belt fastened prior to starting engine of plant.</li> <li>▪ Ensure plant operating manuals are delivered with machinery.</li> <li>▪ Consult plant operating manuals prior to using plant.</li> <li>▪ Ensure to operate plant as per manufacturers specifications.</li> <li>▪ Never exceed plant safe working load (SWL)</li> <li>▪ Plant engine must be tuned off when no longer in use &amp; hand brake on.</li> <li>▪ GA1 forms must be in place.</li> <li>▪ Once attachment is secured, and before use, ensure all persons in the vicinity are sufficiently clear of the machine, plant operator can then, aggressively shake the dipper arm to ensure attachment cannot come loose.</li> <li>▪ Site personnel must never work directly under the excavator arm attachment.</li> <li>▪ Ensure plant is maintained and operated on firm level ground.</li> <li>▪ Loose clothing must not be worn when working on site.</li> <li>▪ Long hair must be neatly tied back when working on site.</li> <li>▪ Never touch or place body parts between any moving parts of plant.</li> </ul>	1	3	9

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
<b>5.4</b>	<b>GROUNDWORKS / CIVIL WORKS.</b>							
<b>5.4.1</b>	<b>Use of Excavators.</b>							
Machine coming into contact with live services.	Site Personnel. Site Visitors.	2	3	6	<ul style="list-style-type: none"> <li>▪ Plant to be operated by competent persons only, i.e. CSCS card holders.</li> <li>▪ Overhead cables and services to be protected by the use of safety goalposts. Utility service provider drawings to be utilised prior to ground opening operations.</li> <li>▪ Groundwork's to be subject to underground scanning by a competent person prior to commencing.</li> <li>▪ Safe digging procedures including the use of spotters and toothless buckets to be implemented when working within 2m of live services or in areas where services are suspected but not identified.</li> <li>▪ Safe digging procedures to be observed.</li> <li>▪ Trail holes or slit trenches to be dug by hand to confirm service locations, taking into account of physical indications such as junction boxes, manholes and ground conditions.</li> <li>▪ Assume all services to be live until proven otherwise.</li> <li>▪ Services crossing excavations must be supported.</li> </ul>	1	3	3
Overturning of Plant.	Employees. Site Visitors.	2	3	6	<ul style="list-style-type: none"> <li>▪ Operations on a gradient, including travel to be controlled to ensure machine stability.</li> <li>▪ Check tyres on wheeled excavators for condition and inflation, rectify problems as they occur.</li> <li>▪ Wheel chocks or other suitable devices must be used when working on steep gradients or close to trenches / excavations.</li> <li>▪ Only trained competent personnel to operate plant on site. Records of CSCS cards will be maintained on site, i.e. cards must be produced during site induction.</li> <li>▪ Manufacturer's recommendation regarding bucket size must never be exceeded. When travelling the excavator attachment must be close to the machine with the bucket clear of the ground.</li> </ul>	1	3	3
Persons struck by Machine	Employees. Site Visitors.	2	3	6	<ul style="list-style-type: none"> <li>▪ Maintain at least 600mm clearance between machine and obstructions to allow for tail swing.</li> <li>▪ No persons are allowed to stand or work within the operating radius without the operator's permission.</li> <li>▪ Bucket/arms must not be slewed over personnel, vehicles cabins, huts etc.</li> <li>▪ Ensure personnel are aware of the required control measures.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
Collision with other vehicles of fixed structures.	Employees. Site Visitors.	2	3	6	<ul style="list-style-type: none"> <li>▪ Certified banksman to be used where a driver's vision is impaired or operating in congested conditions, large excavators must never be permitted to travel in a confined area, or around people, without a banksman to guide the driver.</li> <li>▪ Site Manager to ensure speed restrictions are enforced on site, i.e. all moving plant is subject to a 15KPh speed limit on site.</li> <li>▪ Arrangement to remain under review for the duration of the project.</li> </ul>	1	3	3
Injuries resulting from quick hitch release.	Site Personnel	2	3	6	<ul style="list-style-type: none"> <li>▪ All quick hitches and other safety devices must be checked prior to operation and at least daily, these checks should be carried out after each attachment change.</li> <li>▪ Operators to carry out inspection after each bucket change, this inspection to include a physical check that the quick hitch is fitted correctly.</li> </ul>	1	3	3
<b>5.4.2</b>	<b>Contact with Overhead services.</b>							
Serious injury resulting from contact with overhead services.	Employees. Site Personnel	3	3	9	<ul style="list-style-type: none"> <li>▪ Code of Practice entitled 'Code of Practice for Avoiding Danger from Overhead Electricity Lines', which applies to construction work (including excavation work) near overhead lines and which aims to avoid risk from the dangers of overhead electricity cables. The first precaution is to remove the hazard, where this option is feasible.</li> <li>▪ Establish safe zones below the cables. This distance, taken from the outermost conductor or cable to each side of the line, demarcates the 'Hazard Zone'. The "Hazard Zone" is defined as an area in the vicinity of an overhead electricity line which must normally be isolated from the work site using physical barriers, in order to minimise the risk of accidental contact or near contact with the overhead line by any construction activity.</li> <li>▪ The hazard Zone, in the case of a LV line with a single conductor, would be just over 12 metres wide, and would be well over 20 metres wide for an 110kV line with twin conductor cables.</li> <li>▪ Where Plant will pass under a live overhead line', the controls will involve erecting suitable height restricting goalposts, at the correct distance for the voltage level involved.</li> <li>▪ Where work will be carried out in the hazard zone of a live line', works can be undertaken, but only in certain very limited circumstances. This will require verifying the voltage in the overhead line with ESB Networks as the particular voltage involved will determine the Exclusion zone necessary.</li> <li>▪ A full risk assessment and method statement would be required for any work that comes under this category.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk			
		L	S	T		L	S	T	
<b>5.4.3</b>	<b>Contact with Underground Services.</b>								
	Serious injury resulting from contact with underground services.	Employees. Site Personnel Third Parties.	3	3	9	<ul style="list-style-type: none"> <li>▪ All existing services including, Gas services, Communication services, Underground ESB services, Foul drainage, Surface water drainage, &amp; Water mains should be identified.</li> <li>▪ The first precaution shall be to ensure all existing live services particularly services which impinge on construction operations are identified.</li> <li>▪ No works to proceed until all services are identified, adequately protected or made inert before works commence.</li> <li>▪ Provisions of the Code of Practice for Avoiding Danger from Underground Services to be observed.</li> <li>▪ An E.S.B. document entitled 'Avoidance of Electrical Hazards When Digging' details protective measures required to be put in place in such circumstances.</li> <li>▪ The 'Safe work' methods, including use of the CAT Detector prior to and during excavation, for locating underground services are very important. All existing underground services need to be located and identified.</li> <li>▪ Utility providers existing service drawings to be obtained and consulted.</li> <li>▪ Every effort should be made to excavate alongside the service rather than directly above it. Final exposure of the service by horizontal digging is recommended as the force applied to Hand tools may be controlled more effectively.</li> <li>▪ Safe zones as outlined in the approved Code of Practice to be observed for all works in and around live overhead lines.</li> <li>▪ Permit to dig or excavation permits to be utilised where required.</li> <li>▪ No excavation works permitted within 5M of transmission gas lines without Gas Networks approval.</li> <li>▪ Safe digging practices shall be applied as follows: <ul style="list-style-type: none"> <li>➤ Trial holes shall be dug first to confirm the position of existing services. These trial holes should be dug using hand tools only.</li> <li>➤ Hand-held power tools are not to be used within 500mm of the indicated line of an electricity cable.</li> <li>➤ Mechanical excavators are not to be used within 300mm radial distance of an electricity cable.</li> <li>➤ Mechanical excavators are not to be used within 500mm of a gas pipe.</li> <li>➤ Hand tools (shovels or spades) should be eased into the ground with gentle foot pressure.</li> </ul> </li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk			
		L	S	T		L	S	T	
<b>5.5</b>	<b>LIFTING OPERATIONS.</b>								
<b>5.5.1</b>	<b>General Lifting Operations.</b>								
	Overturning or failure of the crane due to its unsuitability for the work and conditions in which it is used.	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ Ensure site survey is carried out by competent personnel prior to works commencing.</li> <li>▪ Survey to include ground conditions including location of manholes, culverts, underground services etc.</li> <li>▪ Ensure safe working load is clearly marked on plant.</li> <li>▪ Ensure Safe Working Load is not exceeded.</li> <li>▪ All lifting equipment and accessories must be marked with the Safe Working Load and hold up to date certification.</li> </ul>	1	3	3
	Loss of load, crane failure due to adverse weather conditions.	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ Ensure weather conditions are considered on the day of all lifts, i.e. high winds, no lifts.</li> <li>▪ Ensure certified lifting gear and slinger is used at all times for all lifts.</li> </ul>	1	3	3
<b>5.5.2</b>	<b>Slinging of Loads.</b>								
	Fall of load caused by the use unsuitable hooks.	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ Ensure hooks are fitted with a suitable safety catch.</li> <li>▪ Lifting block should not be used to retrieve chains, slings, hooks etc from around a load. Pre-use checks via site visit to be carried out.</li> </ul>	1	3	3
	Damage to lifting gear resulting in loss of load.	Site Personnel. Third Parties	2	3	6	<ul style="list-style-type: none"> <li>▪ Ensure loads are slung in order to prevent slings from coming into contact with sharp edges.</li> <li>▪ Slings must not be shortened by knotting or the use of nuts &amp; bolts through chain links.</li> <li>▪ Lifting gear to hold up to date certificate of inspection, i.e. dated within the past 6 months.</li> <li>▪ Ensure pre-use checks are carried out on lifting gear.</li> </ul>	1	3	3
	Persons being struck by swinging load.	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ Provide &amp; use tag ropes where appropriate.</li> <li>▪ Only lift in suitable weather conditions.</li> <li>▪ Set up exclusion zones as required.</li> <li>▪ Only trained operatives who hold adequate CSCS certification may sling loads on site.</li> <li>▪ Ensure exclusion zone is established where possible.</li> <li>▪ Use certified lifting eyes where possible.</li> <li>▪ Ensure lifting beams, clamps are ordered and used as required.</li> <li>▪ Ensure mode of lifting is agreed in advance of equipment arriving on site.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
<b>5.6</b>	<b>WORK AT HEIGHT.</b>							
<b>5.6.1</b>	<b>Mobile Elevated Work Platforms.</b>							
Persons falling from Baskets	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ Trained and authorised personnel only to operate MEWP's on site.</li> <li>▪ Full body harnesses fitted with a lanyard to be worn at all times when inside basket of machine, lanyards to be tied off when the platform is raised.</li> <li>▪ Standing on handrail, mid-rail or toe board to gain extra height is not permitted.</li> <li>▪ Platforms may only be used as a form of access to a place of work if alternative means of access are not practical, ensure safe system of work is in place.</li> </ul>	1	3	3
Platform Overturning / Collapsing	Site Personnel. Third Parties	2	3	6	<ul style="list-style-type: none"> <li>▪ Machines to hold current test certificate, copies of certification to be available.</li> <li>▪ Weekly recorded inspections (GA3) to be completed by operator when plant is on site for over 5 working days.</li> <li>▪ Platforms must not be operated outside limits set by the manufacturer, i.e. wind speed etc.</li> <li>▪ Weather conditions to be assessed prior to using platforms externally.</li> <li>▪ Ensure rescue procedures are in place.</li> <li>▪ The operating area to be firm and level - all opes to be protected, area to be checked for underground vaults or gullies.</li> <li>▪ Stabilisers must be extended before the platform is raised: platforms are not to be left unattended in the raised position.</li> <li>▪ Platforms must only be operated in areas where a site survey has been carried out regarding underground services.</li> <li>▪ No setting up above unknown services.</li> </ul>	1	3	3
Contact with overhead lines / obstructions.	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ Platforms are not to be operated in the vicinity of overhead cables.</li> <li>▪ Pre-task assessment to be carried out.</li> </ul>	1	3	3
Vehicles or plant striking platform.	Site Personnel. Third Parties	2	3	6	<ul style="list-style-type: none"> <li>▪ The area of the work is to be closed off or access is to be restricted.</li> <li>▪ Point guards must be utilised when working on or adjacent to public areas.</li> </ul>	1	3	3
Falls of materials from baskets.	Site Personnel. Third Parties	2	3	6	<ul style="list-style-type: none"> <li>▪ Exclusion zone to be set up around work area.</li> <li>▪ Spotters to be provided when in use in live areas.</li> <li>▪ Platforms must never be allowed to become overloaded with materials or waste.</li> <li>▪ Competent operators only to operate plant.</li> <li>▪ Do not move the machine with the basket in the raised position.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
<b>5.6.2</b>	<b>Use of Mobile Scaffold Towers.</b>							
Collapse of Tower	Employees. Site Personnel Third Parties.	2	3	6	<ul style="list-style-type: none"> <li>▪ Only trained competent operatives will erect, modify or dismantle mobile scaffolding towers i.e. CSCS card holders only.</li> <li>▪ Maximum height to base ratio will not exceed 3.5 when tower is used internally and 3 times for external use, without additional ties or tie in points being provided.</li> <li>▪ Tower platforms will be fully boarded, platforms to be in good order.</li> <li>▪ Towers shall be inspected on erection and handover. After alteration or adverse weather conditions, towers will be inspected by a competent person.</li> <li>▪ Towers will be inspected every seven days if they remain in place and the result recorded (Form GA3).</li> <li>▪ Damaged components will not be used on towers.</li> <li>▪ Ensure no overloading of tower.</li> <li>▪ Care to be taken when moving towers, ensure no persons or materials are on platforms when tower is being moved.</li> <li>▪ Any / all floor openings, service trenches etc to be covered.</li> <li>▪ Ensure tower is tagged as safe to use.</li> </ul>	1	3	3
Falls of persons from tower.	Employees. Site Personnel	2	3	6	<ul style="list-style-type: none"> <li>▪ Weather conditions to be assessed prior to using platforms externally.</li> <li>▪ Ladder access will be internal and fixed to the narrowest side.</li> <li>▪ Do not move towers with personnel on the platform.</li> <li>▪ Castors must always be locked when in use.</li> <li>▪ Handrails and mid-rails must always be fitted to tower, unless otherwise agreed.</li> </ul>	1	3	3
Falls of plant and equipment	Employees. Site Personnel	2	3	6	<ul style="list-style-type: none"> <li>▪ Housekeeping standards on platforms must be maintained in good order.</li> <li>▪ Tools, waste etc must be stored in a safe manner.</li> <li>▪ Toe boards to be fitted when there is a risk of materials falling from platforms.</li> </ul>	1	3	3
Contact with overhead services.	Employees. Site Personnel Third Parties	2	3	6	<ul style="list-style-type: none"> <li>▪ Towers must never be used in the vicinity of overhead lines.</li> <li>▪ Ensure adequate pre-task planning.</li> </ul>	1	3	3
Overturning of tower	Employees. Site Personnel	2	3	6	<ul style="list-style-type: none"> <li>▪ Weather conditions must be assessed prior to using platforms externally.</li> <li>▪ Towers must only be erected on firm surface.</li> <li>▪ Towers must only be climbed from inside the ladder section.</li> <li>▪ Erect towers in accordance with manufacturer's guidance.</li> <li>▪ Floor opening must be securely covered.</li> </ul>	1	3	3



Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
<b>5.6.3 Use of Ladders / Steps on Site.</b>								
Injury resulting from Fall of persons from ladder.	Employees. Site Personnel Third Parties.	2	3	6	<ul style="list-style-type: none"> <li>▪ Ladders will / must only be used for tasks of short duration and for light duty work.</li> <li>▪ Ensure ladders are the right equipment to use for the job rather than podiums, scaffold or mobile towers.</li> <li>▪ Defected or damaged ladders must never be used; they must be removed from site for disposal.</li> <li>▪ Ladders should be kept clean of paint and other chemicals.</li> <li>▪ The rungs of ladders should be maintained in good condition, soil can make these rungs very slippery.</li> <li>▪ Ladders to rise at least 1M above the landing area or work platform.</li> <li>▪ A-Frame ladders must never be straddled.</li> <li>▪ 3 points of contact to be maintained at all times.</li> <li>▪ No interlocking or extension ladder may be used unless its sections are prevented from moving relative to each other while in use. Where a ladder or run of ladders raises a vertical distance of 9 meters or more above its base, sufficient safe landing areas or rest platforms must be provided at suitable intervals.</li> </ul>	1	3	3
Injuries resulting from ladder slipping / collapsing.	Employees. Site Personnel	2	3	6	<ul style="list-style-type: none"> <li>▪ Operatives should never lean sideways from a ladder, dismount and reposition the ladder.</li> <li>▪ Ladders should rest on a secure flat base and be secured near the top at all times.</li> <li>▪ Ladders should be positioned at the correct angle or pitch.</li> <li>▪ Stepladders to have cords, stays or chains fitted to prevent them spreading.</li> </ul>	1	3	3
Injury resulting from the use incorrect or damaged equipment.	Employees. Site Personnel	2	3	6	<ul style="list-style-type: none"> <li>▪ Only class 1 ladders will be permitted on site.</li> <li>▪ Ladders should be inspected on a regular basis.</li> <li>▪ Preference to be given to the use of podiums on site.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
<b>5.6.4 Use of Harnesses on Site.</b>								
Falls from a height.	Employees. Site Personnel Third Parties.	2	3	6	<ul style="list-style-type: none"> <li>▪ Employees required to wear harnesses as part of the work will receive training in the correct use, fitting, inspection, storage etc.</li> <li>▪ The issuing of harnesses will be controlled, i.e. harnesses will be kept in a locked area and only issued through Site Manager.</li> <li>▪ Ensure adequate tie off point is provided.</li> <li>▪ Ensure task specific RAMS or SPA is in place and signed off.</li> <li>▪ Ensure the correct type of lanyard is in use, i.e. fall arrest or fall restraint.</li> <li>▪ Ensure harness is listed on site GA3 form.</li> <li>▪ Ensure a harness is the correct equipment for the task.</li> </ul>	1	3	3
Falls resulting from harness, tie off point failure.	Employees. Site Personnel	2	3	6	<ul style="list-style-type: none"> <li>▪ All harnesses to be inspected in accordance with statutory requirements; records of harness inspection will be maintained.</li> <li>▪ Ensure harness inspection tag is in place. Ensure harness is stored in compliance with the manufacturer's instructions.</li> <li>▪ The use of collective prevention measures will be considered prior to selecting the use of harnesses.</li> <li>▪ Harnesses must always be checked by user prior to fitting.</li> <li>▪ Secure suitable anchor points to be used to tie off, this should be assessed on a task-by-task basis.</li> </ul>	1	3	3
Suspension Trauma.	Employees.	2	3	6	<ul style="list-style-type: none"> <li>▪ Rescue procedures / plan to be in place.</li> <li>▪ Ensure crew are aware of the required rescue procedures.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk			
		L	S	T		L	S	T	
<b>5.7</b>	<b>HEALTH HAZARDS (Physical Hazards).</b>								
<b>5.7.1</b>	<b>Exposure to Silica Dust.</b>								
	Inhalation of contaminants,	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ All work will be assessed to determine activities that may generate dust which could pose a negative health effect to employees or third parties.</li> <li>▪ Dust emissions to be minimised and/or contained within boundaries of the site, i.e. dampen work area before or during cutting, use wet saws, drills, use dust screens etc.</li> <li>▪ Adequate PPE / RPE will be provided to operatives prior to work commencing, PPE will always be utilised as a last line of defence, i.e. all other control measures will be implemented prior to the consideration of PPE/ RPE.</li> <li>▪ Operatives will be briefed regarding the potential hazard of dust identified, to their health.</li> <li>▪ Operatives will be briefed regarding the correct use of any PPE / RPE provided.</li> <li>▪ Local dust extraction or forced air system to be utilised to assist with dust control where possible.</li> <li>▪ Adequate means of monitoring/measuring toxic dust will be provided and Maximum Exposure Limits (MEL's) checked where required.</li> <li>▪ Dust emissions to be minimised and/or contained within the site boundaries where practicable, dust emissions to be considered when planning works.</li> <li>▪ Wet saw cutting / drilling to be utilised, work area to be dust sealed as required.</li> <li>▪ Dust suppression to be considered during planning stage.</li> <li>▪ Correct RPE to be provided, (RPE is seen as a last resort, all other methods of containment to be exhausted first).</li> <li>▪ Tools with built in dust extraction to given preference when planning works.</li> <li>▪ Individual work locations to be assessed at site start up to look at required dust control measures.</li> <li>▪ Ensure dust control is included in site induction session.</li> </ul>	1	3	3
	Ingestion of dusts.	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ Prohibition of eating and smoking to be enforced in dusty atmospheres, especially where toxins or hazardous dusts may be present.</li> <li>▪ Eating to be confined to site welfare area only.</li> </ul>	1	3	3
	Eye Injuries	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ Glasses / Goggles is mandatory in dusty areas and during dust or particle generating works.</li> <li>▪ Monitor the use of glasses.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
Skin contamination	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>Proper welfare facilities to be provided, i.e. hand washing facilities, hot running water.</li> <li>Ensure site personnel are aware of the required control measures, i.e. during site induction session.</li> </ul>	1	3	3
<b>5.7.2</b>	<b>Exposure to Noise.</b>							
Noise induced hearing loss	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>In situations where noise levels are likely to exceed 80dB (A) suitable and adequate hearing protection will be made available to all employees likely to be affected.</li> <li>Employees to be issued with hearing defenders as required.</li> <li>In situations where noise levels are likely to exceed 85 dB (A), suitable and adequate hearing protection will be provided. All employees likely to be affected will be instructed that the use of hearing protection is mandatory in these areas.</li> <li>Warning signs will be posted in all relevant work areas, indicating noise levels and the requirement regarding the use of hearing protection.</li> <li>Provide appropriate hearing protection on site.</li> <li>Noise emissions on site must comply with the Safety, Health &amp; Welfare at Work (General Application) Regulations) 2007 and BS 5228 Part 1: Noise Control on Construction and Open Sites and BS 5228 Part 2: Vibration Control on Construction and Open Sites.</li> <li>Noisy works will be kept to a minimal and where unavoidable, working hours will not exceed the agreed working hours; noise during this time will be within the constraints of local legislation as prescribed by Local Authority.</li> <li>Use of hearing protection to be covered during site induction session.</li> <li>Compulsory hearing protection required during concrete cutting works, during the use of masonry drills, reciprocating saw, circular saw, and for all other works as per task specific risk assessments.</li> <li>Plant/equipment to be switched off when not in use.</li> <li>Equipment to be handled in a manner which will cause the least amount of noise or disturbance to surrounding areas.</li> <li>Max Noise in Day light 55db – Max noise after dark 45db which will cause the least amount of noise or disturbance to neighboring areas. Max Noise in Day light 55db – Max noise after dark 45db.</li> <li>Use acoustic blankets to reduce noise locally.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
Stress relating to Occupational Noise	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>Employees will be briefed on the effects of exposure to high occupational noise levels.</li> <li>Exposure to occupational noise will be covered in regular Tool Box Talks.</li> <li>Employees will be instructed on the correct storage and maintenance of provided hearing protection.</li> </ul>	1	3	3
<b>5.7.3 Exposure to Excessive Vibration.</b>								
Hand Arm Vibration.	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>The effects of exposure to high levels of vibration will be brought to the attention of employees.</li> <li>Employees must notify their supervisor if they become aware of any numbness, tingling sensations in their fingers after performing certain tasks with handheld tools.</li> <li>Where employees are exposed to high levels of vibration from using handheld tools, regular task breaks will be provided, and anti-vibration gloves will be available for employees.</li> </ul>	1	3	3
Carpel Tunnel Syndrome	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>All hand-held tools which produce vibration will be kept in good order; tools with cutting blades or drill bits will have the cutting edge in good repair and changed when required.</li> <li>Employees will be instructed on the correct techniques for using hand held tools, i.e. to reduce the level of vibration to which they are exposed, i.e. reduce the force, use the right tool for the right job etc.</li> </ul>	1	3	3
Whole Body Vibration.	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>Workstation design and work position will be considered in order to reduce exposure to vibration.</li> <li>Sensitive risk groups, i.e. young persons, will not be permitted to operate equipment which generates high levels of vibration.</li> </ul>	1	3	3
Back pain, Distress, Sleep Disorders.	Site Personnel. Third Parties	2	3	6	<ul style="list-style-type: none"> <li>Assess the vibration levels produced by certain tools prior to purchasing, i.e. purchase low vibration tools.</li> <li>Use of anti-vibration gloves to be considered.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
<b>5.7.4 Exposure to Excessive Weather Conditions.</b>								
<p>Serious injury from contact with heat.</p> <p>Heat exhaustion - fatigue, giddiness, nausea, headache, moist skin.</p> <p>Heat stroke - hot dry skin, confusion, convulsions and eventual loss of consciousness.</p>	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ Observe the surroundings and identify heat sources. Consider how close your employees are to these heat sources. Do they need to wear protective clothing to prevent burns etc?</li> <li>▪ Provide training and instruction to employee.</li> <li>▪ Observe the employee and select the clothing type that best represents what is worn in the workplace.</li> <li>▪ Where employers wear or remove clothing depending on the job or task, it may be necessary to conduct a further heat stress risk assessment.</li> <li>▪ Assess individual work locations as required.</li> <li>▪ Look for feedback from employees.</li> <li>▪ Observe the type of works being performed in the location.</li> <li>▪ Ensure good air circulation.</li> <li>▪ Provide blinds on windows.</li> <li>▪ Allow for adequate breaks during warm periods.</li> <li>▪ Ensure drinking water is available and post advice notices.</li> <li>▪ Advise staff on what to look out for in terms of dehydration signs.</li> <li>▪ Provide fans where natural air circulation is not present.</li> <li>▪ Allow additional breaks in hot environments.</li> <li>▪ Allow workers to acclimatise to their environment and identify which workers are acclimatised/assessed as fit to work in hot conditions.</li> <li>▪ Identify employees who are more susceptible to heat stress either because of an illness/condition or medication that may encourage the early onset of heat stress, i.e. those with heart conditions.</li> <li>▪ Advice may be needed from an occupational health professional or medical practitioner.</li> <li>▪ Monitor controls for individual works locations.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk			
		L	S	T		L	S	T	
<b>5.8</b>	<b>HEALTH HAZARDS (Chemical &amp; Biological).</b>								
<b>5.8.1</b>	<b>Exposure to Chemical Substances Hazardous to Health.</b>								
	Damage to Body Tissue & Health caused by the uncontrolled use of substances in connection with work.	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ Obtain information from manufacturer's data sheet to determine the chemical composition of substances.</li> <li>▪ Apply manufacturer's precautions to the use of the substance.</li> <li>▪ Provide adequate ventilation / other equipment identified.</li> <li>▪ Ensure employees are made aware of the dangers of working with the substance in question.</li> <li>▪ Manage quantities of substance purchased / stored in order to minimise potential exposure.</li> <li>▪ Ensure where substances are used, particularly non-routine construction products a full assessment of the use of the substances is carried out, i.e. COSHH assessment.</li> <li>▪ Ensure required PPE / RPE is provided and used as required.</li> <li>▪ Ensure employees are aware of the required PPE / RPE control measures.</li> <li>▪ Where face masks or breathing apparatus is used other than disposable masks ensure face fit testing is carried out.</li> <li>▪ Works to be monitored to ensure compliance with required controls.</li> <li>▪ Works to be scheduled to minimise exposure to other site operatives.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
<b>5.8.2</b>	<b>Exposure to Bio-Substances Hazardous to Health.</b>							
Injury / ill health resulting from contact with Bio-hazards.	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ Where works are being carried out in old building there is a likelihood of vermin and associated biohazards being present including rat, pigeon and fox droppings and the potential for legionnaires disease from redundant water systems (toilets, standing water in pipe work etc)</li> <li>▪ All site personnel will be informed on existing onsite conditions during the site induction session.</li> <li>▪ Practice good personal hygiene (e.g. regular hand washing) – it's one of the best ways to prevent the transmission of infection.</li> <li>▪ Ensure that any equipment that might harbour biohazards (e.g. fans, ventilation systems) is regularly maintained, cleaned and sterilized.</li> <li>▪ Clean and disinfect work surfaces often.</li> <li>▪ Handle and dispose of all bio-hazardous waste materials safely.</li> <li>▪ Wear personal protective equipment (e.g. gloves, masks), where appropriate, to be covered in task specific RAMS.</li> <li>▪ Best practice personnel hygiene protocols will be conveyed to all site personnel, hand washing facilities will be available on site / at welfare facilities.</li> <li>▪ Ensure cuts, open wounds are covered with waterproof dressings.</li> <li>▪ Ensure employees are aware of the required PPE / RPE control measures.</li> <li>▪ Where face masks or breathing apparatus is used other than disposable masks ensure face fit testing is carried out.</li> <li>▪ Works to be monitored to ensure compliance with required controls.</li> <li>▪ Works to be scheduled to minimise exposure to other site operatives.</li> </ul>	1	3	3



Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk			
		L	S	T		L	S	T	
<b>5.8.3</b>	<b>Exposure to Weils Disease.</b>								
	Infection primarily caused through contact with rats' urine.	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ All site personnel will be informed on existing onsite conditions during the site induction session.</li> <li>▪ Practice good personal hygiene (e.g. regular hand washing) – it's one of the best ways to prevent the transmission of infection.</li> <li>▪ Ensure that any equipment that might harbour bacteria is identified cleaned and sterilized.</li> <li>▪ Clean and disinfect work surfaces often.</li> <li>▪ Handle and dispose of all waste materials safely.</li> <li>▪ Wear personal protective equipment (e.g. gloves, masks), where appropriate, to be covered in task specific RAMS.</li> <li>▪ Best practice personnel hygiene protocols will be conveyed to all site personnel, hand washing facilities will be available on site / at welfare facilities.</li> <li>▪ Ensure cuts, open wounds are covered with waterproof dressings.</li> <li>▪ Ensure cuts, open wounds are covered with waterproof dressings.</li> <li>▪ Issue information cards where necessary.</li> <li>▪ Provide correct welfare facilities on site including hand washing facilities.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk			
		L	S	T		L	S	T	
<b>5.9</b>	<b>MENTAL HEALTH MATTERS.</b>								
<b>5.9.1</b>	<b>Demands from the role leading to negative Health including Workplace Stress.</b>								
	Ill health due to workplace demands.	Employees.	3	3	9	<ul style="list-style-type: none"> <li>▪ Ensure employees clarity and understanding of the assigned role, how to carry it workload and supports that are available in the event of issues arising.</li> <li>▪ Ensure all employees are supported in dealing with work difficulties.</li> <li>▪ Encourage a positive working environment, provide constructive feedback, praise for good work.</li> <li>▪ Provide support during times of serious ill health, bereavement, dependant illness etc.</li> <li>▪ Ensure employees understand their role – this is particularly relevant following changes to the job description, a change to new post for an employee or organisational changes.</li> <li>▪ Ensure there is a good understanding by employees of the role and company expectations.</li> <li>▪ Watch for any existing or previous history of strained working relationships amongst staff, (this can be between colleagues or between staff and management or other staff with whom they are required to work closely.)</li> <li>▪ Watch for any upcoming changes likely to create the potential for friction between team members or between staff and others they work closely with?</li> <li>▪ Ensure all formal or informal allegations from staff of perceived bullying or harassment are noted and addressed.</li> <li>▪ Avoid placing undue stress on any employee, including excessive working hours or overtime.</li> <li>▪ Look to allocate to teams rather than individuals to enable them to contribute to the project design and management and task allocation processes.</li> <li>▪ Encourage managers to hold one-to-one meetings with staff to discuss work progress.</li> <li>▪ Ensure staff members who manage employees are suitably developed for this element of their role.</li> <li>▪ Establish an “open door” policy and encourage staff to approach managers to discuss work-related problems.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
<b>5.9.2</b>	<b>Young or Vulnerable Workers.</b>							
Physical & Mental immaturity	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ Do not allow children to enter sites.</li> <li>▪ Where young persons (under 18) enter for purposes of work or education experience, ensure they are inducted, their work activities are risk assessed and that they are placed under immediate &amp; constant supervision.</li> <li>▪ All work undertaken will be subject to a written Risk Assessment, suitable preventative measures will be implemented based on the hazards identified.</li> <li>▪ Young persons (under 18 years of age) and in-experienced workers are acknowledged as been a particular risk; an additional and specific effort will be given to ensure their work is subject to adequate risk assessment.</li> <li>▪ We will evaluate the work that young inexperienced persons undertake, by completing a risk assessment for that work.</li> <li>▪ The assessment will take into account their lack of knowledge and experience.</li> <li>▪ Young person's training needs will be assessed and monitored continuously.</li> <li>▪ Young persons will be inducted and advised of the specific risks identified in the risk assessment.</li> <li>▪ Young workers will be given the correct level of supervision required to perform tasks in a safe manner.</li> </ul>	1	3	3

Potential Hazard	Parties @ Risk	Risk			Control Measures	Residual Risk		
		L	S	T		L	S	T
<b>5.10</b>	<b>ADMINISTRATIVE MATTERS.</b>							
<b>5.10.1</b>	<b>Office Safety.</b>							
Slips, Trips & Falls.	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ All power, phone and equipment cables will be positioned so as to avoid risks of falls or trip hazards.</li> <li>▪ All phone lines, cables and extensions will be taped or fastened under the desk or along the baseboards.</li> <li>▪ A cable cover will be fitted where it is absolutely necessary that cables run across a passageway.</li> <li>▪ Materials to be stored neatly clear of walkways.</li> </ul>	1	3	3
Fire.	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ Emergency Evacuation Plans are drawn up and posted throughout the building.</li> <li>▪ A sufficient number and type of portable fire extinguishers are available and properly mounted throughout the building.</li> <li>▪ A fire alarm will be fitted in the building; this alarm system will be maintained on a regular basis.</li> <li>▪ Smoke detectors will be fitted to the building; these detectors will be subject to regular routine testing.</li> </ul>	1	3	3
Poor lighting leading to falls.	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ Adequate means of access to and exit from the workplace is provided including adequate means of escape in the case of fire and these pathways are clearly indicated with Emergency Exit signs.</li> <li>▪ Adequate lighting to be provided and maintained.</li> </ul>	1	3	3
Danger from hazardous chemicals.	Site Personnel.	2	3	6	<ul style="list-style-type: none"> <li>▪ Ensure chemicals are stored in correct manner.</li> <li>▪ Ensure data sheets are available for harmful chemicals.</li> </ul>	1	3	3

**APPENDIX A - COMPANY POLICIES.**

Documented Company Policies, pertaining to the following activities, procedures are held on file in our head office.