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Corporate Health & Safety Policy

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Contents

1.0 Policy	3
2.0 Introduction.....	4
3.0 Organisation.....	5
A: Control:	6
B: Co-Operation:	8
C: Communication:.....	8
4.0 Arrangements.....	9
Planning & Implementation	9
Hazard Identification	9
Establishing Risks	9
Planning & Control Of Identified Hazards.....	9
Protection Of Identified Hazards Where Necessary	10
General Safeguards Within An Office Environment.....	10
Manual Handling.....	10
Hazardous Chemicals/Substances.....	10
Use Of Display Screen Equipment	10
Use Of Other Office Equipment.....	11
Fire Prevention & Good Housekeeping.....	11
Accident Reporting And Investigation	13
First Aid	13
Maintaining Contact With Sources Of Advice	13
Employees Who Visit Construction Sites	13
Employees Who Visit Unoccupied Buildings	14
Personal Protective Equipment.....	14
Alcohol & Drug Abuse.....	15
Training.....	15
Temporary Workers	15
Contractors	15
Serious Danger	15
Performance Measurement	15
Checks And Inspection Of Premises	15
Systems Of Work.....	15
Inspections And Audits Of Construction Sites	15
Checks And Inspections Of Equipment.....	16
Health And Safety Tours	16
Performance Review And Auditing.....	16
Policy Auditing.....	16
Review And Reporting	16
Contractor's Engaged By Helical Bar	16
Appendix A - Details Of Company's Safety Advisors	17
Appendix B - Risk Analysis Sheet.....	18
Appendix C - Office Health And Safety Audit Report.....	19
Appendix D - Construction Site Health & Safety Audit Report.....	20
Appendix E - Riddor Reportable Incidents.....	23

1.0 POLICY

STATEMENT OF GENERAL HEALTH & SAFETY POLICY

Helical Bar's policy is to develop a culture throughout its organisation that is committed to the prevention of injuries and ill health to its employees or others that may be affected by its activities.

The Board of Directors and senior staff are responsible for implementing this policy throughout the company and must ensure that health and safety considerations are always given priority in planning and in day to day activities.

Helical Bar recognises its legal responsibility for health and safety. The Chief Executive has overall responsibility for policy formulation, development and implementation. The company shall liaise and co-operate with the appropriate authorities and will obtain expert advice where necessary to determine the risks to health and safety in its activities.

Facilities will be provided for employer/employee consultation on health and safety matters. All employees are expected to co-operate with the company to achieve the objectives of this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

The company is committed to providing relevant information and necessary ongoing training to employees in respect of risks to health and safety, which may arise out of their activities or at their workplace.

This policy statement will be displayed prominently at all company offices and the organisation and arrangements for implementing this Policy will be available at all company offices for reference.

The policy will be reviewed and updated as necessary and any revisions will be communicated to those affected by the changes.

Signed



Michael Slade
Chief Executive

Date: Wednesday 26 January 2011


2.0 INTRODUCTION

This Health & Safety Policy Document provides a 'high level' overview of the key areas of the Helical Bar's Health & Safety Policy in respect to our operational activities and outlines the company's approach and commitment to fulfilling its health and safety obligations.

In addition to the Policy it includes details of the Helical Bar's methods for:-

- (1.) Organisation
- (2.) Planning and Implementation
- (3.) Measuring Performance
- (4.) Audit Review

This document forms part of our Health & Safety Management System that consists of this manual and our CDM Policy Document, which are provided to ensure that the main areas of our operational business activities are effectively administered in respect to the health and safety performance standards set out by the Board of Directors.

Corporate Health & Safety Policy : Control Sheet		
Document Reference: Helical Bar Health & Safety Policy		
Document Issue Date: Wednesday 26 th January 2011		
Document Status: Draft : Information : Final : Revised		
Revision & Issue Date	Prepared By:	Checked By:
'D' Wednesday 26 th January 2011	Christian A. Bucknall Confluence Management Limited on behalf of Helical Bar plc  Signature 26 th January 2011	Tony Hendle Confluence Management Limited on behalf of Helical Bar plc  Signature 26 th January 2011

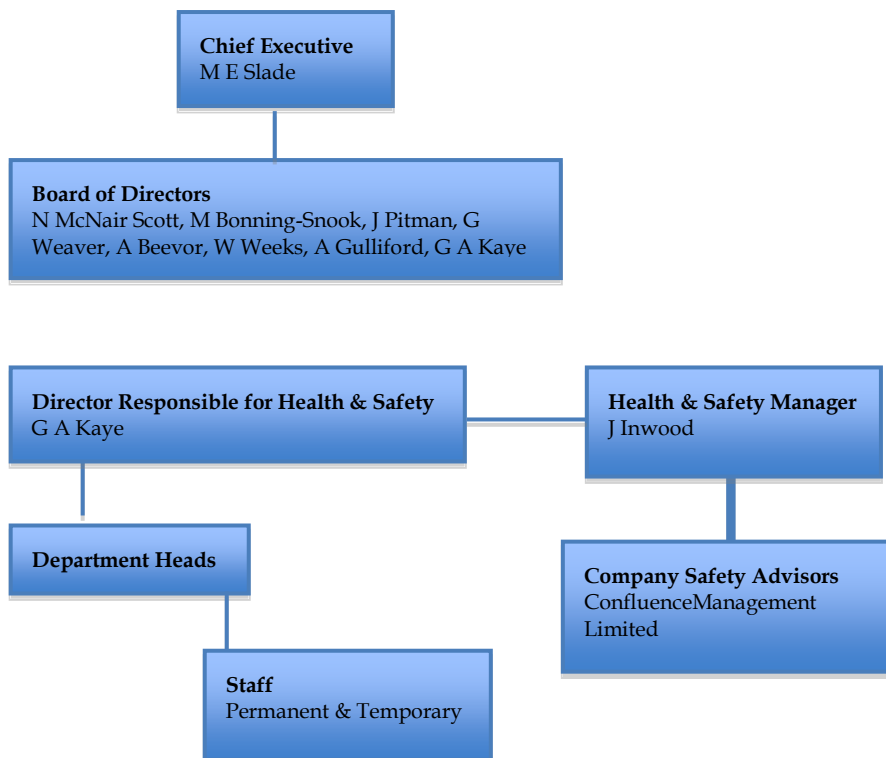
3.0 ORGANISATION

The Board of Directors and senior staff have responsibility for health, safety and welfare as defined within the Health and safety Policy as well as in law, and ensuring that there is progressive improvement in performance.

This means ensuring that all employees at all levels are aware of their responsibilities within the Policy and are adequately instructed and trained. The way this is achieved is detailed under the headings of Co-operation, Communication and Competence.

The roles and responsibilities of the Directors and others tasked with the formulation, development and implementation of the policy are defined under the heading of Control within this section.

The Health & Safety organisation structure is shown below.



A: Control:

Duties of Chief Executive

- 1) Overall responsibility for implementing the Policy.
- 2) Ensure the Policy is reviewed regularly with the Safety Director and updated, as necessary.
- 3) Make adequate financial provision for implementing the Policy.
- 4) Administer the Policy throughout the company by appointing a Director responsible for Health & Safety.

Duties of Directors

- 1) Be aware of the appropriate statutory requirements affecting the operations of the company.
- 2) Ensure that appropriate training is given to all staff as necessary.
- 3) Ensure that projects include sufficient funds to maintain welfare facilities, safe working methods and equipment to avoid injury and damage and that health and safety factors are considered at all stages in the work process.
- 4) Reprimand any member of staff for failure to satisfactorily discharge their responsibilities for health and safety.
- 5) Set a personal example when visiting sites by wearing appropriate protective clothing.
- 6) Allocate sufficient resources including financial to enable the Policy to function effectively, with particular emphasis being given to training.

Duties of Director Responsible For Health and Safety

- 1) Ensure that health and safety performance of the company is monitored, take the necessary measures to improve performance and provide relevant information to the board.
- 2) Institute reporting procedures for accidents, injury, damage and loss and promote the analysis of investigations to discover trends and eliminate hazards.
- 3) Appoint and review external Safety Advisor as appropriate.

Duties of Department Heads

- 1) Ensure all staff under their control receive the required training in Health & Safety matters with particular reference to young people and new starters.
- 2) Ensure that the staff under their control are aware of their responsibilities as laid down by the Policy and all other matters with regard to Health & Safety.
- 3) Promote an interest in, and enthusiasm for, safety and health matters in all activities.
- 4) Wear the appropriate protective clothing and equipment
- 5) Work closely with external Safety Adviser.
- 6) Ensure that audits where appropriate are carried out.
- 7) Ensure that a risk assessment has been carried out of any work activity or substance that might be hazardous to employees' health and safety and that appropriate control measures, training, instruction, protective clothing, etc have been provided.
- 8) Ensure that an assessment has been carried out of any equipment and substance hazardous to health and that appropriate control measures, training, instruction, protective clothing etc have been provided.
- 9) Ensure that all machinery including office equipment is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer including testing for electrical safety as required by the Electricity at Work Act 1989.
- 10) Ensure that staff required to operate equipment are trained in its use and are not permitted to carry out any repairs.
- 11) Ensure that offices are laid out and maintained to ensure safety of staff and visitors.
- 12) Ensure that a Fire Certificate is obtained for the offices, where appropriate, that all fire fighting equipment is maintained, fire exits are clearly marked and kept clear and that fire escape drills are organised on a regular basis.
- 13) Ensure that first aid facilities are available and that the location of the nearest hospital with Accident and Emergency facilities is clearly displayed in reception area.
- 14) Ensure that all necessary welfare provisions are provided and maintained.
- 15) Ensure that where an accident occurs a report is immediately given to the Local Health & Safety Executive office and the company's Safety Advisor.

- 16) Ensure that an accident log is maintained and kept up to date. If an accident occurs contact is to be made immediately with the company safety adviser and if reportable ensure that the Health & Safety Executive are contacted through the company safety adviser

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Duties of Company's Safety Advisor

- 1) Carry out health and safety inspections not less than annually in all offices.
- 2) Investigate and issue detailed reports on incidents and accidents when requested.
- 3) Provide adequate advice to employees on all health and safety issues.
- 4) Promote and encourage the planning and implementation of effective measures to minimise risk and reduction of accidents.
- 5) Regularly review the companies Policy and update as necessary
- 6) Ensure the company is kept abreast of the latest health and safety legislation
- 7) Wherever possible, be present at any meeting held with Health & Safety Executive office.

General duties of all Staff and Temporary Workers

- 1) Read and understand the company Policy and carry out your work in accordance with the Policy.
- 2) Ensure that clothing and particularly footwear you wear at work is suitable.
- 3) Will not try to use any equipment or substance or carry out any work activity, which may be hazardous to your health and safety, for which you have not received full instruction or training.
- 4) Will not attempt to repair or maintain any office equipment except for established user replacements such as paper feeders and toners to print machines.
- 5) Report any defect in office equipment immediately to appropriate person.
- 6) Ensure that you know the procedure in the event of fire and dangerous situation
- 7) Ensure that you know the location of the first aid box.
- 8) Report any accident or damage, however minor to appropriate person.
- 9) Ensure that all corridors, office floors, doorways and staircases are kept clear and free from obstruction.
- 10) Do not attempt to lift, or move, on your own articles, materials or equipment so heavy as to be likely to cause injury. If in doubt – seek assistance.
- 11) Will not attempt to reach items on high shelves unless using steps or properly designed step-ups.
- 12) Suggest ways of eliminating hazards and improving working methods.
- 13) Ensure that you dispose of all waste in an appropriate manner and do not leave waste where it is likely to create a trip or fire safety hazard or cause harm to the cleaning staff.
- 14) Advise new employees, particularly young people, of known hazards.

Duties and Responsibilities for Visiting Sites

Due to the nature of our business certain staff will spend some time visiting construction sites. Site visits involve additional hazards, which means that health and safety must be one of the key considerations associated with this type of working.

- 1) It is the principal contractor's statutory responsibility to operate an appropriate site induction process, therefore when visiting projects report to the project office for site induction, before proceeding to carry out any inspections, meetings, visits etc.
- 2) If in your opinion you observe unsafe working methods or practices whilst making a site visit you should report this to a relevant person.
- 3) The company has responsibility to provide adequate protective clothing and equipment and it is your responsibility to ensure you have this available in good condition for site visits which as a minimum would include safety footwear, helmets and high visibility vests.
- 4) Do not place yourself at risk by using unsecured ladders, incomplete scaffolding, walking on fragile roofs without crawl boards, entering an unlit area without adequate illumination.
- 5) Always remember when leaving site to advise reception.

- 6) When visiting vacant premises or sites as part of a survey or investigative operations (as well as wearing suitable protective clothing) beware of hazards including:-
 - Those advised by building owner
 - Inadequate lighting
 - Risk of fire or explosion
 - Stability of structures
 - Asbestos
 - Contaminants
 - Confined space
 - Exposure to excessive noise
 - Which services are alive
- 7) In extreme cases ensure that a colleague is aware of the timetable and location of your visit where you are unaccompanied.

B: Co-operation:

Employee Consultation

Helical Bar will consult their employees on matters affecting their health and safety. Individuals are encouraged to raise any constructive suggestions or complaints initially with their immediate line manager.

Employee Initiatives

It is the responsibility of Directors and particularly the Director responsible for Health & Safety, to be proactive on initiatives, ideas and comments from employees, and take them forward.

C: Communication:

Weekly Meetings

Directors and Department heads attend regular weekly meetings where health and safety issues are discussed amongst others. These meetings are formally recorded in the form of meeting minutes.

D: Competence:

Training Arrangements

It is the responsibility of the Directors and Department Heads (with recommendations from the Safety Director) to review and establish training needs for the staff under their control.

Toolbox Talks

It shall be the practice of the Company to encourage contractors to carry out toolbox talks around the detail of the method statements they produce, particularly for high-risk activities on sites.

4.0 ARRANGEMENTS

Planning & Implementation

There are various statutory requirements relating to the need to carry out detailed planning for health and safety:-

- 1) Section 2(2) of the Health and Safety at Work Act requires the provision of safe systems of work
- 2) The Management of Health & Safety at Work Regulations require risk assessments to be carried out.

This section details the arrangements in place to assist the implementation of the company's policy, which aims at risk prevention, control and mitigation. This is achieved by a structured approach involving hazard and risk identification.

Hazard Identification

The identification of hazards will involve a critical appraisal of all work activities to address the hazards to employees and others who might be affected. Reference will be made to relevant current legislation together with approved codes of practice, trade and industry guidance and previous employee's experiences.

Establishing Risks

The Management of Health and Safety at Work Regulations place duties upon employers (and in some cases, the self-employed) to take certain actions in respect of potential and actual risk. These can be summarised as follows:

- 1) The Directors and/or Department Heads will regularly assess if there are any risks to health and safety of employees and any other that could be affected by our work activities.
- 2) The Directors and/or Department Heads will use the Helical Bar Risk Analysis Sheet whenever it is considered a risk is significant.
- 3) A copy of the Helical Bar Risk Analysis Sheet can be found in Appendix 1 and each section is to be completed to take into account the severity of the hazard, the number of people likely to be exposed and the possible consequences.
- 4) General procedure for carrying out a risk assessment will include:-
 - Identifying the hazards and activities.
 - Assessing the risks, i.e. what is the nature and extent of the risk?
 - Deciding if the existing control measures or precautions adequate?
 - Ensuring there is full compliance with the law?
 - Deciding if further precautions are required?
 - Record the finding, on the Risk Analysis Sheet and action plan to
 - be implemented if necessary.

Planning & Control of Identified Hazards

- 1) Risk assessment methods shall be used at all work places and are used to set priorities and objectives for hazard elimination, and thus risk reduction, by establishing performance standards and identifying specific actions required.
- 2) Control of risk is achieved by effective monitoring, which will be carried out by the Directors and/or Department Heads looking at the fixed elements of activities such as premises, equipment, substances, etc and the variable elements such as people, procedures and working systems.
- 3) Reactive monitoring can identify failures of control but proactive monitoring seeks to identify and eliminate or reduce the risk before the failure occurs.
- 4) Systematic reviews of performance based on monitoring activities and independent audits of the whole management system allow a constant development and improvement in health and safety management.
- 5) Information produced can then be used to implement methods and techniques of risk control.

- 6) The Directors and/or Department Heads will aim to achieve the above by:-
 - Regular reviews
 - Effective communication
 - Assessment of the risks by good forward planning
 - Effective and continuous monitoring of performance standards
 - Consultation between staff at all levels
 - Quick and effective response when deficiencies in work systems are noted

Protection of identified hazards where necessary

- 1) Hazards, which may be identified as being of particular concern, are:
 - Projecting objects
 - Falls from heights
 - Weather
 - Excessive temperature – hot and cold
 - Hazardous substances
 - Movement vehicles
 - Operating equipment/plantsome of which are more likely to be, or may only be experienced when visiting or working on construction sites.
- 2) The company will assess for each member of staff what protection is required in each circumstance and the company will ensure that appropriate protection is supplied.
- 3) Be aware of those work activities where health may be adversely affected and obtain and use the appropriate protective clothing and apparatus. Do not put your health and safety at risk. Remember health and safety is more important than taking any risk, however small, for the sake of expediency.
- 4) In certain circumstances training may be given in the use of particular types of specialised protective clothing or apparatus.

General Safeguards within an office environment

Generally the risk of serious injury is considered low, but minor injuries arising from slips, trips and falls are ever present and can be easily prevented by:-

- 1) Ensuring that filing cabinets/desk drawers are not left open
- 2) Quickly cleaning up coffee/tea and other liquid spillages
- 3) Ensuring boxes of paper, files and the like are safely stored
- 4) Simple, common sense precautions should always be taken to minimise any potential risk.

Manual Handling

Employees are not expected to lift or carry any piece of office equipment or material that would be considered unreasonable. When such lifts become necessary, employees should notify their immediate superior who will arrange suitable assistance/arrangements.

Hazardous Chemicals/Substances

Office employee's attention is drawn to the use of COSHH assessments when handling or exposed to cleaning fluids, equipment and chemicals, e.g. ammonia and toner.

Use of Display Screen Equipment

Operators are designated as persons who use VDU's for extended or long periods for their normal working day over considerable periods of time. Operators may be affected by musculoskeletal problems, visual tiredness and stress. The likelihood of experiencing any of these health problems is remote as they are directly linked to duration, intensity and ergonomic factors. These factors can be reduced by:-

- 1) The Directors and/or Department Heads will ensure workstations comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.

- 2) Training and guidance on the selection of equipment and furniture for use at DSE workstations will be arranged by the Directors and/or Department Heads for new employees.
- 3) All recurring problems of eyestrain or musculoskeletal aches and pains are to be reported immediate to superior.

- 4) All employees are to ensure that they have their eyes tested on a regular basis and that their optician is advised of the type of work undertaken when prescribing lenses.
- 5) In order to reduce fatigue or stress related problems work activities are to be arranged so the DSE operators can vary tasks so as to spend some time away from their machine during each working day. There are no specific provisions in the Regulations for this but the company will allow the operators certain latitude in the selection of these changes in their activities. It is recommended that a number of short breaks during the day are more beneficial than a few longer ones.
- 6) DSE operators should take all possible steps to ensure optimum comfort, such as:-
 - Adjusting the seat height and backrest angle of your chair.
 - Good lumbar support.
 - Ensuring that there is sufficient space under the desk to give adequate legroom and, where necessary, use a footrest to prevent circulatory problems with the legs and feet.
 - Ensuring that bright light from lamps or windows does not reflect on your screen
 - Adjusting the contrast control on the monitor to reduce glare while maintaining clarity of image.
 - Cleaning the monitor regularly with the cleaning kits provided to ensure that dust and finger marks do not obscure visibility.
 - Screen height and angle should allow comfortable head position.
 - Space in front of keyboard to support hands/wrists during pauses in keying.

Use of other office equipment

The Company has a statutory duty to provide an electrical supply and equipment that is safe. The company will arrange for electrical equipment to be inspected every year. Employees are expected to co-operate with the Company by adhering to the following rules:-

- 1) Operate all office equipment in accordance with good practice and manufacturers instructions including within planned maintenance periods.
- 2) Before using any equipment ensure that you are familiar with best practice requirements affecting the use of the equipment and training will be provided if required.
- 3) Ensure that any defect in the equipment is notified immediately to the appropriate person and do not continue to use if the defect affects its safe use.
- 4) Never use equipment for a purpose for which it was not designated.
- 5) Suggest ways to eliminate hazards and improve working methods.
- 6) Report all accidents or damage, however minor and from whatever cause, to the appropriate person, and isolate the appliance and take out of service until repaired.
- 7) Personal electrical equipment must not be brought onto the premises managed by the company without permission.
- 8) Employees must not attempt repairs or tamper in any way with electrical sockets, plugs, wiring or equipment/appliances.
- 9) The Directors and/or Department Heads will arrange for a competent person to be responsible for changing plugs, fuses, light bulbs and any other work involving electricity.

Fire prevention & good housekeeping

All employees should read and understand the Company's fire alarm procedure. Employees are expected to co-operate with the Company by minimising the risk of fire, e.g. not drape wet coats over heaters. In addition the following rules are to be adhered to:-

- 1) All visitors must sign in and out of office premises.
- 2) Evacuation procedure will be displayed.
- 3) All notices prohibiting smoking, naked lights etc will be strictly obeyed.
- 4) No rubbish may be burned at premises owned, rented or hired by company.

- 5) The Directors and/or Department Heads will ensure that the appropriate fire extinguishers are available at the correct locations in each office and are checked for date validity as required.
- 6) The Directors and/or Department Heads will ensure practice fire drills take place as required.
- 7) All corridors and stairways will be kept clear as required and doors to protected areas will be kept closed.

Accident reporting and investigation

- 1) An Accident book will be kept readily available in reception.
- 2) Upon entering incidents in the book the company's Safety Adviser need to be advised if the incident is reportable under RIDDOR (Refer to Appendix E for list of reportable incidents).
- 3) Each incident must also be reported to the Directors and/or Department Heads, as soon as reasonably possible.
- 4) Helical Bar's Safety Adviser's will carry out detailed report of any reportable incident.
- 5) The company will maintain data for looking at and analysing accident statistics and near misses.
- 6) If you are a witness or have any responsibility for the work being undertaken when an accident takes place, you will be required to submit a written report. Note all the facts immediately.

First Aid

- 1) The company office will have a requisite number of trained First Aider's or Appointed Person's required by statute and their name/s will be prominently displayed in reception area or on a prominent notice board.
- 2) First aid box will be kept in reception area, in a prominent position.

Maintaining Contact with Sources of Advice

It is the responsibility of the Director responsible for Health & Safety to maintain contact with the following to make certain that the Company is aware of safety revisions and recommendations

- Safety Adviser;
- Health and Safety Executive;
- Employer Federations;
- Trade Associations;
- Appropriate journals.

The Director responsible for Health & Safety with the support of the Health and Safety Committee will review policy and disseminate information as appropriate.

Employees Who Visit Construction Sites

This group of workers is especially at risk when visiting sites. The site works may have progressed with changes in access/egress routes, new processes may have taken place and changes in environmental conditions could have occurred since the last visit.

The responsibility for the Health & Safety on all construction sites is that of the principal contractor, however there are hazards to be recognised and steps to be taken to mitigate them.

- 1) Report immediately to the site office and inform the Principal Contractor of their intended destination. The Principal Contractor will point out any hazards or areas deemed out of bounds.
- 2) Prior to any site involvement, be briefed as to health and safety considerations associated with site working and visits, considering both general and particular hazards, and principal contractors' site safety procedures.
- 3) Many of the health and safety considerations that apply to main office working are just as relevant to site offices therefore employees must abide by the same rules when using offices on site.
- 4) Let the office know details of where and when you are out of the office in the line of work (not only in relation to visiting sites). The procedure should include precise time details, together with a requirement that when out on company business you must phone in if your arrangements change, in order to enable someone at the office to know where you are at all times.
- 5) Wear suitable clothing, as specified under PPE. Personal protective equipment may be obtained from the contractor, or, if not, will be supplied by the company.
- 6) Check that ladders are securely fixed and that planks are secure. Beware of ladders on which the rungs may have rusted or rotted, and never climb a ladder which is not securely fixed at the top, or is at the wrong angle. Beware of overhead projections, scaffolding and plant, and proceed with caution. Particular care is necessary in windy, wet or muddy conditions.
- 7) Keep clear of excavations whether propped or unpropped, and beware of openings in floors etc. Do not lean on guard rails, scaffolding, etc. Do not interfere with any temporary barriers, guard rails or lights.

- 8) Do not touch any plant or equipment. Keep clear of the sweep of tower cranes, machinery and stacked materials. Watch out for temporary cables, pumps, hoses and electric fittings.
- 9) Do not walk and look around at the same time. Keep one hand free at all times when moving. Make sure that you are in a safe and balanced position whenever making notes or taking photographs.
- 10) Never work alone in confined spaces, over or near water, or live electrical equipment.
- 11) Wherever possible avoid working alone on live roads, in derelict buildings, on roofs or near demolition work.
- 12) Report to the contractor anything that comes to your notice on the site as being unsafe.

Employees who Visit Unoccupied buildings

As a general rule, do not visit an empty building or unoccupied site on your own. Make sure that someone knows where you are, what you will be doing and at what time you expect to return. Always advise that you are back, or have safely left the building if not returning to the office. Do not take chances. Do not visit an empty building or an unoccupied site if you think it unsafe. Anticipate hazards.

- 1) Plan the visit and make sure that you take with you appropriate equipment and protective clothing. Apart from safety footwear, a hard hat and any necessary protective clothing, remember that unoccupied buildings can be dirty, damp, cold and dark, so go prepared.
- 2) Carry a torch and a mobile 'phone for making emergency calls. It is good practice to have a small first aid kit for dealing with minor injuries, such as cuts.
- 3) Familiarise yourself beforehand with the plan of the building, particularly the exit routes. Make sure security devices that are on exits will allow you to reach safety quickly.
- 4) Look for defects in the floor ahead, e.g. wet areas, holes, materials that might be covering up holes.
- 5) Walk over the structural members (e.g. joints, beams, etc) wherever possible - do not rely on floorboards alone.
- 6) Check on protection when approaching stairwells, lift shafts, roof perimeters, etc.
- 7) Do not assume that services (e.g. cables, sockets, pipes, etc) are safe or have been isolated.
- 8) If you suspect the presence of gas, inflammable liquids, dangerous chemicals or free asbestos fibre, leave the building immediately.
- 9) If you sustain cuts, penetration by nails or other serious injury, seek immediate medical advice. (As a protective measure, consider an injection against tetanus, available from your medical practitioner).
- 10) Consider which hazards you may meet and how they could affect you - then plan safe systems of work.
- 11) Do not enter a confined space. A confined space can be any space where there is a risk of death or serious injury from hazardous substances or dangerous conditions such as:

Personal Protective Equipment

Helical Bar will ensure that there is an adequate supply of suitable personal protective equipment for use by visiting staff and visitors accompanying staff. Site working and visits should not be undertaken without using suitable personal protective equipment and staff who neglect to take recommended precautions will be subject to disciplinary procedure. However, in the main there will be a contractual provision for the principal contractor to supply suitable personal protective equipment for Helical Bar staff to include the following:-

- Protective headgear (a hard hat), within its specified life date
- Safety footwear with both toe and sole reinforcement
- High visibility clothing (jacket/vest) and may also include, as appropriate.
- Ear protection
- Eye protection

Alcohol & Drug Abuse

Persons acting under the influence of alcohol or drugs may pose a threat to the health and safety of not only themselves but that of others. Helical Bar as an employer and in control of premises, has a duty to take all reasonable steps to protect them. This will mean denying such persons (even suspected persons) access into work areas. Line Managers must therefore be aware of the signs/behaviour associated with alcohol or drug influence in order to recognise such.

Training

Arrangements to ensure the competence of all employees are achieved through effective procedures of recruitment, selection, placement, training where appropriate and the provision of adequate specialist advice.

Job specific safety training in the use of equipment, hazard awareness and risk control measures will be provided to cater for identified needs.

Work activities will be properly supervised to ensure that employees at all levels are provided with appropriate information, equipment and personal protective equipment to carry out the work safely.

Staff who attended sites will be expected to be site inducted by the Principal Contractor, prior to entering the construction area.

Temporary Workers

Self employed labour and other temporary workers supplied by employment businesses will be formally vetted to determine their competency to operate safely prior to commencing work under Helical Bar's supervision.

Contractors

Contractors engaged by Helical Bar directly will be subjected to a formal system of pre-qualification assessment and approval to determine their competency to carry out the work safely. It will be a condition of their employment that they comply with all relevant statutes concerned with health and safety and all relevant statutory provisions.

Serious Danger

Special procedures are established to cover the threat of terrorism and these are implemented as and when required and are made known to all employees.

PERFORMANCE MEASUREMENT

In order to ensure that the health and safety policy is effectively implemented throughout the company, the steps taken to promote a positive Health & Safety culture and to control risks are formally measured.

Directors and/or Department Heads are responsible for on-going monitoring of compliance with procedures, performance, health surveillance, attitudes and behaviour. Active monitoring plays a vital role in managing risk. The frequency and extent of active monitoring will be based upon risk assessment undertaken by Directors and/or Department Heads.

Checks and Inspection of Premises

The company's Safety advisers carry out periodic inspections of the company's offices to ensure that standards are being implemented and management controls are working.

Systems of Work

The company's safety advisers carry out regular checks and inspections of systems of work, welfare facilities and compliance with procedures. Reports are issued, identifying problem areas where these may exist and recommendations for remedial action.

Inspections and audits of construction Sites

The company's safety advisers carry out Health & Safety inspections and audits as deemed necessary on all projects.

Checks and Inspections of equipment

Annual checks and inspections are carried out on portable electrical appliances and equipment, fire extinguishers, heating system, window cleaning bolts and water supply. Formal records of inspections and tests are maintained, in line with statutory requirements.

HEALTH & SAFETY TOURS

Directors and/or Department Heads carry out periodic informal tours of the company premises to monitor attitudes and behaviour of employees towards health and safety.

PERFORMANCE REVIEW AND AUDITING

Internal auditing provides information on the implementation and effectiveness of the Health and Safety Policy. In addition it allows scrutiny of the reliability, efficiency and effectiveness of the arrangements for making policy, organising, planning, implementing, measuring and reviewing.

Policy Auditing

The overall effectiveness of policy implementation and compliance is formally assessed through periodic audits undertaken by the company's safety advisers.

Review and Reporting

A review of overall health and safety performance and management of policy is carried out yearly by the company's safety advisers. A report of the results is issued to the Board of Directors. The general aims of the review process reflect the key objectives of corporate health and safety planning. The review focuses on the degree of compliance with performance standards, specific objectives, identification of inadequacies as well as analyses of both immediate and underlying causes, trends and common features.

Contractor's Engaged by Helical Bar

As part of Helical Bar's activities main or principal contractors are engaged by the Company to undertake construction projects on behalf of the Company. Therefore as part of Helical Bar's commitment to health and safety, the company's health and safety advisers will undertake a review of each contractor at the

(1) Selection Process Stage

As part of Helical Bar's commitment to health and safety the company's safety advisers will undertake a review of all tenderers for each specific project. Each company's performance will be "benchmarked" against each other and compared with industry standards for accident incidence and frequency rates. The results of which together with any recommendations will be issued to Helical Bar prior to any appointments being made.

(2) During Construction

Periodic audits during the construction period will be undertaken on behalf of Helical Bar with formal reports issued to both the Principal Contractor and Helical Bar with recommendations for remedial action. Refer to appendix C for a proforma copy of the audit. This in the main will be procured through the CDMC commission by asking them to do it on Helical Bar's behalf.

(3) Project Completion Stage

Feed back from measuring performance and audits of the control systems and site health and safety precautions, together with other internal and external influences of good practice and legislation will be considered in reviewing performance of each appointed contractor upon completion of each project. These results will be used in the process of preparing future tender lists.

APPENDIX A - DETAILS OF COMPANY'S SAFETY ADVISORS

Christian Bucknall : Director
Confluence Management Limited
Building 8 Level 1, Bank Street, Heron Quays, London, E14 4JB

t: 02075102485 m: 07767 787 305
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APPENDIX C - OFFICE HEALTH & SAFETY AUDIT REPORT

RA No.	RA Description	Applicable to this Report	Action Required	Action Level	Comments/ Other Action
1	Access/Egress to Premises				
2	Internal Access Points				
3	Roof Access and areas				
4	General Flooring				
5	Office Furniture and Equipment				
6	VDU - Workstation Arrangements				
7	Storage Arrangements				
8	COSHH				
9	Manual Handling				
10	Cleanliness and waste materials				
11	Toilets and Washing Facilities				
12	Restrooms and Meal Facilities				
13	Drinking Water				
14	Electrical Appliances				
15	Work Equipment				
16	Lifts				
17	Gas Appliances/Boiler Rooms				
18	Service Risers/Cupboards				
19	Hot and Cold Water Systems				
20	First Aid				
21	Doors and gates				
22	Lighting				
23	Emergency Planning				
24	Emergency Lighting				
25	Fire Precautions etc				
26	Window Cleaning				
27	Contractors				
28	Office Stress				

APPENDIX D - CONSTRUCTION SITE HEALTH & SAFETY AUDIT REPORT

Construction Site Safety Audit Sheet

Project:

Contractor:

Date:

Main Site

Activities:

Total Possible
Marks

items
audited 35 =

[Y]

Actual Points
Awarded =

[X]

Actual Score
Achieved

$= (X \div Y) \times 100$

Site Revisit Required

Yes/No

Score Criteria:

1	Unacceptable	(0-24%)
2	Poor	(25-49%)
3	Satisfactory	(50-74%)
4	Good	(75-89%)
5	Excellent	(90-100%)

Stop & Rectify
24hrs to rectify
1-5 days to rectify
No action
No action

REVISIT
REVISIT

A	Pre-start on Site	Yes	No	Action Req.	Comment:
1	Prestart safety audit : environment				
2	F10 displayed				
3	Pre-construction H&S Plan				
4	New Contract Notice				
5	Appointment/ Award Letter				
6	Site Specific CPH&S Plan				
7	Pre-start Meeting				

B	Post Site Completion	Yes	No	Action Req.	Comment:
1	H&S File compiled and delivered				
2	Safety documentation despatched to HQ (inc. accident book)				
3	Site safety notices despatched to HQ				
4	Contractor safety performance review				

C	Site Set-Up/Activity Compliance	Yes	No	Score	Action Required:
1	Accident book				
2	First aid box(es)				
3	Fire extinguishers				
4	Weekly hazard identification sheets				
5	No smoking compliance				
6	110v electrical compliance				
7	Site Fire Warden				

8.	Site Safety Co-ordinator				
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D	Site Set-Up/Activity	Score	Action Req.	Comments:
1	Signing in procedure			
2	Site induction (contractors)			
3	Site induction (employees)			
4	Contractor safety briefings (to inc. m/s)			
5	Safety noticeboard(s)			
6	Emergency arrangements (first aid/local numbers)			
7	Fire evacuation plan			
8	Fire evacuation routes			
9	Fire Warning System			
10	Method statement schedule			
11	Task Risk Assessments			
12	Permit to work system			
13	Training/ plant operators certificates			
14	Plant/machinery certificates			
14a	Dates of last inspection:			
15	Site access/ egress			
16	Designated traffic routes			
17	Fencing/ hoarding			
18	Site security			
19	PPE compliance (boots/ hats/hi-vis vests etc)			
20	Specialist PPE			
21	Slips/trips/ falls hazards			
22	Openings protected			
23	Excavations (condition/ guarding)			
23a	Date of Last Inspection:			
24	Scaffold: inspected/ tagged			
24a	Date of last inspection:			
25	Scaffold: condition/ rails/ boards			
26	Working Platforms: locked down/ guardrails			
27	Ladders: condition/ lashed			
28	Site canteen/ mess room			
29	Toilets/ drying room			
30	General lighting			

D	Site Set-Up/Activity	Score	Action Req.	Comments:
31	Task/activity lighting			
32	Material storage			
33	LPG/fuel storage			
34	Noise/ dust			
35	Waste material disposal			
36	COSHH information			
37	COSHH storage			
38	Contractor co-operation			
39	Site discipline			
40	Public interface			
41	Interface with the Clients activities			
42	Interface with third party contractors			

Section A will be checked at the start of each Project
Section B will be checked at the close-out of the Project

Score for the Safety League will be calculated on Sections C & D only

Additional Comments

Item No.	Comment(s):	Date Req. for Action:	Rectified By/Date:

ALL ACTIONS TO BE CLOSED OUT BY EITHER A REVISIT OR PAPER CONFIRMATION

Site Managers Signature

Auditor Signature

APPENDIX E – RIDDOR REPORTABLE INCIDENTS

Reportable deaths and major injuries

Deaths : Where an accident occurs connected with work that involves an employee, self-employed person working on the premises, or a member of the public resulting in death.

Major injuries : Where an accident occurs connected with work that involves an employee, self-employed person working on the premises resulting in a major injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident.

Reportable major injuries are:

- Fracture, other than to fingers, thumbs and toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable over-three-day injuries

Where an accident occurs connected with work (including an act of physical violence) that involves an employee, or a self-employed person working on your premises, resulting in the injured person being away from work OR unable to do their full range of their normal duties for more than three days.

Reportable disease

Where a doctor notifies that an employee suffers from a reportable work-related disease.

Reportable diseases include:

- Certain poisonings;
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- Lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- Infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- Other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

Reportable dangerous occurrences (near misses)

Where something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence. Reportable dangerous occurrences are:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Explosion, collapse or bursting of any closed vessel or associated pipework;
- Failure of any freight container in any of its load-bearing parts;
- Plant or equipment coming into contact with overhead power lines;

- Electrical short circuit or overload causing fire or explosion;
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion; Accidental release of a biological agent likely to cause severe human illness;
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- Malfunction of breathing apparatus while in use or during testing immediately before use;
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- Unintended collision of a train with any vehicle;
- Dangerous occurrence at a well (other than a water well);
- Dangerous occurrence at a pipeline;
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- A dangerous substance being conveyed by road is involved in a fire or released;
- The following dangerous occurrences are reportable except in relation to offshore workplaces: unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
- Explosion or fire causing suspension of normal work for over 24 hours;
- Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
- Accidental release of any substance which may damage health.