METHOD STATEMENT
AND
RISK ASSESSMENT

7/9 Abbotsbury Road,
London
W14 8EH

7th May 2013
1. INTRODUCTION

The following statement is intended to outline the proposed method of construction to be carried out by Metropolitan Basements at the above address.

The project consists of the installation of drainage, underpinning, erection of rc walls, construction of first floor deck, installation of drainage.

2. CONSTRUCTION METHODS

Refer to appendices for detailed methods.

It is important that care is taken to ensure that other trades are not affected by our works and also to ensure that other trades do not have a detrimental effect on our works. Liaison with site management is to be continuous to avoid any such problems.

Noise

Metropolitan Basements must ensure that all plant they supply has been and will be on regularly serviced and the quietest models used wherever possible/available. Keep the covers closed on the compresses and if applicable ensure silencers are fitted. Aim plant exhausts away from adjoining properties. All personnel to be issued with ear protection.

Plant/ Equipment

All plant to be regularly serviced, tested and where applicable certified. Certificates to be obtained prior to use if at all possible.

Training

Any tradesman that changes abrasive wheels and the like must be fully trained in accordance with current regulations.

Site Security / Safety

Metropolitan Basements Limited will give initial induction course and be responsible for subsequent talks.

All personnel to attend site induction, and all toolbox talks.
**4. DESIGN**

Project drawings and amendments to be issued in good time to Metropolitan Basements in order to allow Metropolitan Basements to order materials, provide a price etc.

**5. PROGRAMME**

As attached.

Working Hours as follows:

8.00a.m. to 6.00p.m. Monday to Friday

No works to carry on after or commence before the scheduled times.

**6. FORMWORK FINISH**

Formwork surfaces have been tendered on 18mm ordinary shutter ply, unless where specified as fair face, where upon such occasions the client will issue a specification.

**7 QUALITY CONTROL AND SETTING OUT**

Metropolitan Basements are responsible for all site engineering and setting out the works in accordance with the drawings issued.
8. ORGANISATION

Director
S. McDicken

Site Manager
Blerim Slyaj

Groundworkers
Formwork Chargehands

Excavator Operators

9. COLDWEATHER WORKING AND CURING

All surfaces to be protected from frost prior to concreting and concreted surfaces to be protected by insulated mats. Weather Forecasts to be monitored.

Curing to be by spraying curing compound or covering with polythene.

10. SAFETY

All personnel to be experienced and familiar with site safety procedures, and made to attend induction / toolbox talks.

Ad Hoc visits to be made by our safety officer.

Gloves, goggles, helmets and ear defenders to be provided together with safety harnesses where applicable.

Attached is the Metropolitan Basements Limited Safety Policy
<table>
<thead>
<tr>
<th>Rule No.</th>
<th>Title</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Safety Helmets to be worn at all times.</td>
<td>Reduce Head Injuries.</td>
</tr>
<tr>
<td>2</td>
<td>Safety Boots to be worn at all times.</td>
<td>Reduce Foot Injuries.</td>
</tr>
<tr>
<td>3</td>
<td>Eye and ear protection is mandatory for a wide range of operations</td>
<td>Reduce eye/ear Injuries.</td>
</tr>
<tr>
<td>4</td>
<td>Drivers must obtain assistance whilst reversing / unloading</td>
<td>Reduce Injury</td>
</tr>
<tr>
<td>5</td>
<td>Clothes must not be left over heaters</td>
<td>Reduce fire risk</td>
</tr>
<tr>
<td>6</td>
<td>Obey procedures regarding bottled gas</td>
<td>Reduce explosion risk</td>
</tr>
<tr>
<td>7</td>
<td>Abrasive wheels only to be mounted by properly trained persons</td>
<td>Reduce Injury</td>
</tr>
<tr>
<td>8</td>
<td>Fires on site not permitted</td>
<td>Reduce fire risk</td>
</tr>
<tr>
<td>9</td>
<td>Park only in designated areas</td>
<td>Allow clear access</td>
</tr>
<tr>
<td>10</td>
<td>Possession or consumption of alcohol drugs or other intoxicants will not be allowed</td>
<td>Reduce risk of accidents</td>
</tr>
<tr>
<td>11</td>
<td>No Radios</td>
<td>Allow safety warnings to be heard. reduce risk of complaints from local residents.</td>
</tr>
<tr>
<td>12</td>
<td>Comply with all fire precautions</td>
<td>Fire Safety</td>
</tr>
<tr>
<td>13</td>
<td>Keep escape routes clear at all times</td>
<td>Fire Safety</td>
</tr>
<tr>
<td>14</td>
<td>Remove rubbish skips on regular basis</td>
<td>Safe Environment</td>
</tr>
<tr>
<td>15</td>
<td>No entry to building without safety induction</td>
<td>Reduce accident risk</td>
</tr>
</tbody>
</table>
11. PERSONNEL ON SITE

All personnel employed on site will be experienced in their respective trades and familiar with safety procedures and working practices.

Gang size will vary to suit progress

12. APPENDICES

1. Identify Service Routes
2. Traffic management
3. Underpinning
4. Reduce Level Dig
5. Drainage Installation
6. Basement Floor Construction
7. Wall Construction
8. Deck Construction
9. Risk assessment. General and Specific
11. Health and Safety Plan
12. COSHH Assessments
13. Insurance Documentation
METHOD STATEMENT

SECTION: IDENTIFY SERVICE ROUTES

Construction
Nil

Plant
Cat Scan
1.5 Ton Excavator
Small Hand Held Tools

Sequence
We will carefully Cat Scan the proposed areas of excavation and dig locally by hand to establish the depth and routing of existing services.

Access
Access and egress is restricted. Routes must be kept clear and be clearly delineated.

Notes
Nil
METHOD STATEMENT

SECTION: TRAFFIC MANAGEMENT

The welfare and convenience of the residents will remain paramount throughout the construction period.

The access and egress of residents will always take precedence over construction activities.

Areas of Interaction with Residents

Muck Away procedure

There will be small amounts of muck away throughout the first 12 weeks of the project but the main muck away phase of the works will last approximately four weeks.

During this time we will have between one and five visits by a grab lorry each day. To fill each lorry will take 20 minutes. The passage way will therefore be restricted for a between 20mins and 1hr 40mins a day.

We have a certain amount of flexibility as to the timing of the muck collection and would propose that the residents representative should inform us of any particularly inconvenient times.

Outside of the above it will never be our intention to curtail the residents enjoyment of the passageway. If necessary loading operations will be stopped to allow access or egress for a resident.

Refuse Collection

We have been informed that there may be an issue with refuse collection. We would confirm that we will take responsibility for taking all refuse to a convenient collection point for collection.
METHOD STATEMENT
UNDERPINNING WORKS

Introduction

The works comprise the underpinning of the perimeter walls, which runs both along the party walls and rear of the building. The works are to be carried out in a safe and methodical manner utilising the following plant and method of work.

All works are to be carried out strictly in accordance with the sequence, mythology and construction details contained on the engineers drawings.

Plant

- Cat Scanner
- Compressor with heavy breaker and clay spade.
- Trench Sheets
- Props and Acrows
- Steel Reinforcement
- 1.5 Ton Excavator
- Concrete Skip
- Temporary Formwork
- Fume monitor
- Extract fans
- Machine stop blocks

Method

Strictly as per the engineers mythology and the drawings described above.

Risk Assessment

- Disruption of Existing Services during excavation work

Extensive trial holes have already been excavated on site to identify existing services however the area of excavation will be Cat scanned prior to any excavation.

- Risk of collapse of excavated area

Ensure all temporary works as detailed by the engineer are strictly adhered to.

- Working in Confined Area

Ensure operatives work in pairs to ensure each other’s safety. Have a ladder placed in each excavation to ensure an escape route. Have an extract fan extracting fumes from
the bottom of the excavations to the open air and monitor for the build up of harmful 
gasses from the exhaust of the machines working within the area. If a build up occurs 
work should stop and not recommence until the area is safe to work in again.

- Exposed Excavated Areas

Are to be cordoned off by the use of a scaffold rail with a toe board attached

- Movement of Excavators around site

Ensure all PPE site regulations are adhered to. Stop blocks should be used with all 
machines so as to prevent accidental tracking into the excavations.

- Encountering Unstable ground.

Should an excavated area give cause for concern all works are to be stopped 
immediately and the site manager informed.

UNDER NO CIRCUMSTANCES WILL ANY OPERATIVE ENTER ANY 
EXCAVATION, WHICH POSES A POSSIBLE SAFETY RISK.
METHOD STATEMENT

SECTION: REDUCE LEVEL DIG

Construction

Nil

Plant

1.5 Ton Excavator
Lift on Dumper
Grab Lorries for Muck Away

Sequence

Carefully excavate existing levels to required depth with excavator and transport to open holding bin.
Grab lorries to call and load spoil between one and five times a day.

Access

Access and egress is restricted. Routes must be kept clear and be clearly delineated. During grab loading operations the residents take precedence. Should they need to get in or out during a grab loading exercise the loading will be stopped and access or egress allowed.

Notes

Muck arising will be dug, loaded and removed from site in one operation.
Lorries to be operated by competent personnel and to be supervised whilst loading.
All haulage companies to be registered under the waste transfer regulations.
During the muck away process there will be constant communication with the main contractor to ensure safe access and egress.
At all times lorries will be banked on the public highway if required.
METHOD STATEMENT

SECTION: DRAINAGE INSTALLATION

Construction

Osma Plastic Drainage / Hepworth Clay Drainage

Plant

Core Drill
1.5 Ton excavator

Sequence

Reduce level dig in specific drainage areas.
Engineer to mark out egress points for drainage.
Reduce foundation in areas of drainage egress.
Fix internal drainage and concrete surround.
Install external drainage and manholes.

Access

No particular access requirements.

Notes

All materials will comply with the design and the engineer’s specification.
The excavation will be to the depth shown on the drawing, any trench lower will be re-filled to allow continuous bedding.
To avoid stress points under the pipe any hard spots will be removed and filled with well compacted suitable material.
Trench’s will be as narrow as possible within working limits, and all pipes will firmly supported and bedded as specified.
All inspection chambers to be placed as indicated on the drawings and be accessible for rodding and cleaning.
Manholes will be constructed and installed at the correct level.
Benching will be steel trowelled to provide as smooth finish, rounded corners, a fall of not less than 1:12, and a good foothold.
Construction

18 mm Ply
Type 2 (or similar)
Steel reinforcement
Concrete

Plant

1.5 Ton Excavator
1 Ton Dumper
Concrete Pump

Sequence

Import lean Mix Concrete and build up ground to required levels
Fix steel reinforcement in position
Fix formwork as necessary
Pour Concrete
Tamp Finish

Access

No particular access requirements.

Notes

Nil
METHOD STATEMENT

SECTION: PLACEMENT OF DECK ON FRAMEWORK

Construction

18mm Ply
Youngman Boards
Ledgers and loomers.

Sequence

In each bay the SGB propping system will be erected from ground level. Youngman Boards will then be placed on the top level of the SGB propping at approximately 1.4 metres below first story level. The steel frame in each bay at first story level will then act as a guardrail. Prior to the final decking out of the bay, a scaffold guardrail will be erected where necessary, adjacent to the following bay, at first floor level, to protect from falls. This above method will be used progressively until all bays are complete.

Access

Perimeter scaffold to front and rear flank to be provided by client
Ladders if used to be adequately secured
METHOD STATEMENT

SECTION: WALL CONSTRUCTION

Construction

18mm ply.
Props
Steel Reinforcement

Plant

Concrete Pump
1.5 Ton Excavator
Air Vibrators
CP9
Rotary Drill
Props

Sequence

Kicker cast in position shown on drawings
Top of kicker lightly scabbled or treated with retarder
Volclay shot fired to steel piles.
Steel reinforcement fixed into position shown on drawing and spaced with proprietary spacers
Formwork constructed in accordance with approved design.
Propped as necessary
Walls cast with through bolts, sleeves cut back and holes made good with cement and sand to approved mix design
Concrete poured with crane and internal vibrators used for compaction.

Access

To walls via adequately secured ladders, “hop-ups” for working platform up to 2M in height and properly constructed towers above, with toe boards and double hand rails.
(Propriety Aluminum Towers)
Towers to be wheeled into position
Tag ropes to be used for low level maneuvering of shutters.
METHOD STATEMENT
RISK ASSESSMENT – WALLS

The main risks are:

**Operatives falling during steel-fixing and erection of formwork**
High risk due to nature of work
Access via towers, hop up and ladders
Where height exceeds 2.0 metres double handrails/toe boards to be deployed
Keep areas of work, gangways and scaffold runs clear of materials, tools and the like.

**Collapse of Formwork**
Medium Risk - Foreman to check that falsework erected in a proper manner and that clamps are fitted correctly.

**Materials falling whilst striking the formwork**
Props to remain in position whilst clamps are removed, and care taken when moving the shutters ensuring they are not left to fall.

**Manual Handling of shutters, reinforcing bars etc.,**
Share handling for awkward or heavy loads
Remember not everyone is the same strength
Do not lift anything too heavy
Advise workers in safe lifting technique

**Dust from scabbling operations**
Goggles, ear defenders and respiratory masks to be made available
Retarder to be used if permitted

**Arm and back strain/hand damage for Steel Fixers**
Provide protective gloves

**Cement burns from wet concrete**
Provide operatives with protective clothing, goggles, boots and gloves

**Movement of materials by crane/excavator used as crane**
Only qualified CITB/CTA banksmen to bank crane
Check loads are tied correctly and safely by CITB/CTA qualified Ringers/Slingers
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ENSURE OPERATIVES ATTEND TOOL BOX TALKS
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<tr>
<th>Activity</th>
<th>Risk</th>
<th>Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shutter Manufacture</td>
<td>Dust</td>
<td>Construct shutters in well ventilated areas</td>
</tr>
<tr>
<td></td>
<td>Splinters</td>
<td>Gloves and Goggles to be available</td>
</tr>
<tr>
<td></td>
<td>Cuts from</td>
<td>Regularly inspect saws, blades and guards.</td>
</tr>
<tr>
<td></td>
<td>Saws</td>
<td></td>
</tr>
<tr>
<td>Mould Oil &amp; Curing Agent</td>
<td>Skin Damage</td>
<td>Provide Goggles and Gloves</td>
</tr>
<tr>
<td></td>
<td>Fumes</td>
<td>Apply in well ventilated areas</td>
</tr>
<tr>
<td>Foundations</td>
<td>Access to</td>
<td>Ensure safe access is provided</td>
</tr>
<tr>
<td></td>
<td>lower floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Foundation</td>
<td>Ensure earthwork supports available</td>
</tr>
<tr>
<td></td>
<td>Collapse</td>
<td></td>
</tr>
<tr>
<td>Columns</td>
<td>Access to</td>
<td>Where height prohibits ladder access then by fully boarded access towers properly laddered and secured</td>
</tr>
<tr>
<td></td>
<td>Shutters</td>
<td></td>
</tr>
<tr>
<td>Slabs/Beams</td>
<td>Danger when</td>
<td>Areas to be cordoned off and clearly marked</td>
</tr>
<tr>
<td></td>
<td>Striking</td>
<td></td>
</tr>
<tr>
<td>Steel Fixing</td>
<td>Risk during</td>
<td>Only qualified banksmen to bank crane and check slings</td>
</tr>
<tr>
<td></td>
<td>movement</td>
<td></td>
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<tr>
<td></td>
<td>Hand Damage</td>
<td>Provide Gloves</td>
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<td></td>
<td>Access</td>
<td>Low Levels - Properly constructed hop ups up to 2 metres high</td>
</tr>
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<td></td>
<td>High Levels- Fully boarded access towers and perimeter scaffold for slabs and beams</td>
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<td></td>
<td></td>
<td>Use of angle Provide goggles and gloves</td>
</tr>
<tr>
<td>Concreting</td>
<td>Skin and Eye</td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Damage</strong></td>
<td>Provide protective clothing, goggles, boots and gloves.</td>
<td></td>
</tr>
<tr>
<td><strong>Movement and Handling</strong></td>
<td>Only qualified banksmen to bank crane and skip and to warn all operatives</td>
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<tr>
<td><strong>Compressor</strong></td>
<td>Provide ear protectors. Keep cover plates closed at all times. Ensure compressor exhaust and silencer in proper working order</td>
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</tr>
<tr>
<td><strong>Scabbling and Blowing out</strong></td>
<td>Gloves and goggles to be provided</td>
<td></td>
</tr>
<tr>
<td><strong>Scaffolding</strong></td>
<td><strong>Access</strong> Only properly certified scaffolder to erect, alter and dismantle scaffolding. Incomplete scaffolding to be clearly indicated by signs and warning tape</td>
<td></td>
</tr>
<tr>
<td><strong>General</strong></td>
<td><strong>Good Housekeeping</strong> Keep work area clean. Maintain access corridors. Do not block scaffold routes with plant or materials. Attend induction courses</td>
<td></td>
</tr>
<tr>
<td><strong>Mechanical Plant</strong></td>
<td>Arrange and ensure regular “ Toolbox Talks” with records of topics and a attendance. Ensure mechanical plant has up to date certificates and that any safety mechanisms are in full working order. Ensure operatives are correctly certified Check no leaks or spillage occur from on site fuel tanks</td>
<td></td>
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<tr>
<td><strong>Hand Damage</strong></td>
<td>Apply barrier cream at regular intervals. Avoid prolonged use of vibrators or compressors to avoid white finger syndrome</td>
<td></td>
</tr>
</tbody>
</table>
## RISK ASSESSMENT
### SECTION: GENERAL

<table>
<thead>
<tr>
<th>Activity</th>
<th>Risk</th>
<th>Proposal</th>
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RISK ASSESSMENT

SPECIFIC

The pre tender Health and Safety Plan does not indicate any additional site specific hazards that have not been dealt with in the detailed method statements above.
Concrete and readymix products
Cement
UPVC pipes
Pre – Cast Concrete Products
Aggregates
Polythene Pipe
MANAGING DIRECTOR’S FOREWORD TO SAFETY POLICY

The Managing Director of Metropolitan Basements Limited acknowledges his responsibility for the implementation of this Health and Safety Policy.

It is the aim of the Managing Director, as far as it is reasonably practicable, to achieve the following objectives:

a. To ensure the health and safety of work of all employees.
b. To prevent ill health and accidents to employees arising from the company’s activities.
c. To ensure that persons, other than employees, who may be affected by the activities of the company, are not exposed to risks to their health and safety.
d. To promote good working practices regarding health and safety in respect of the company’s activities.
e. To reduce loss and damage to plant and/or equipment by ensuring good working practices and safe methods of working are adhered to.
f. To ensure all work activities are assessed for risks and, where deemed necessary, to provide health surveillance for employees at risk.
g. To provide an imminent danger evacuation plan for the area and to convey details to all employees and other occupiers.
h. To monitor and review this safety policy by control, planning and organisation, as and when company circumstances may alter.
SAFETY POLICY

It is the policy of the company to carry out its activities at all times in such a manner as to ensure, so far as it is reasonably practicable, the health, safety and welfare of all its employees and to ensure, so far as it is reasonably practicable, that it conducts its undertaking in such a way that persons other than employees, who may be affected by its work activities, are not exposed to risks to their health and safety.

In particular the company recognises its duties, so far as it is reasonably practicable, to ensure:

a. That plant, equipment and systems of work are safe and without risks to health.
b. The safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
c. That adequate information, instruction, training and supervision in health and safety matters is provided.
d. The maintenance of a safe and healthy place of work and the provision and maintenance of safe access and egress to all work areas.
e. The provision and maintenance of a safe and healthy working environment and adequate arrangements for welfare.

It is the duty of the company Management Team to see that everything reasonably practicable is done to prevent personal injury and to maintain a safe and healthy place of work and to specifically:

* Assess all work activities of employees for any perceived risks to health or safety.
* Keep informed of technological developments and advances relevant to the company’s activities in order to improve health and safety at work.
* Keep appraised of changes in legislation and Approved Codes of Practice in order to achieve compliance with the law and to co-operate fully with appropriate enforcing authorities in this respect.
* Secure the co-operation and involvement of company employees in achieving safe working.
SAFETY POLICY (continued)

Employees are reminded of the requirement to ensure that company policy is observed. In particular:

   a. To take reasonable care for their own health and safety at work and of those who may be affected by their actions or neglect.
   b. To co-operate with the employer to ensure that any duty or requirement for health and safety imposed on the employer is performed or complied with.
   c. Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
   d. To report any shortcomings perceived by them in this policy or in a Safe System of Work, which they are required to obey.

Prime responsibility for health and safety rests with the Managing Director, who has direct concern for this policy and accords health and safety matters equal priority to other management functions within the company.

The Managing Director expects the company Management Team to accord the same level of priority to health and safety matters and requires all employees to ensure that this policy is observed.

Company management will monitor the operation of this policy and recommend alterations or improvements, as necessary. Monitoring will include safety audits, inspections and/or sampling in addition to investigation of any reports received from employees as a result of (d) above.

Company management will monitor the operation with the separate section on “Responsibilities”, “Arrangements” and also with Codes of Practice/Safe Working Procedures applicable to the company’s activities.

This Health and Safety Policy will be reviewed periodically and revised as, or whenever, changing circumstances dictate.

Signed:

S. McDicken
Managing Director

27th September 2012
RESPONSIBILITIES

The specific responsibilities, as listed below, should be read in conjunction with, and be considered an integral part of Metropolitan Basements Limited Health and Safety Policy.

The Managing Director has the ultimate responsibility for the implementation of this policy. He also has a responsibility to ensure that adequate financial resources are provided to enable the company to meet its obligations with respect to matters of health and safety. The Contracts Director will assume this overall responsibility for safety, in the absence of the Managing Director, for any reason whatsoever.

The Directors have a joint responsibility to the Managing Director to ensure that employees under their control work in a safe manner and understand their respective responsibilities contained within the Safety Policy. They also have a responsibility to ensure that Supervisor(s) carry out their responsibilities for the health, safety and welfare of employees under their control.

Supervisor(s) have a responsibility to the Directors to ensure that employees under their control work in a safe manner and understand their responsibility to co-operate fully with the Directors to enable them to meet their responsibilities for health and safety.

In addition Directors/Supervisor(s) are responsible for:

a. Carrying out inspections of plant, machinery and equipment and ensuring it is correctly maintained in accordance with the relevant Code of Practice.

b. Inspecting the work area, for which they are organisationally responsible, to ensure safe working procedures are being carried out be employees under their control.

c. Ensuring new employees are competently trained in the use of equipment, are conversant with the Safety Policy, Codes of Practice and/or Safe Working Procedures applicable to the work they are required to do.

d. Reporting to the Managing Director details of individual employee’s hours of work and exposure levels in order that the information may be correctly entered on individual health records.

e. Ensuring all work activities are assessed on a personal task basis and, where deemed necessary, ensuring health surveillance is maintained and recorded. Assessments will included a “considered” date when the risk will be reassessed if changes in activities have not called for a reassessment prior to that date.
f. Ensuring that existing employees are fully conversant with the Safety Policy, Codes of Practice and/or Safe Working Procedures applicable to the work in hand and that, if necessary, they are suitably re-trained in these respects.

g. Ensuring that, as applicable, protective equipment is supplied, correctly used and maintained. In the case of respiratory protection records of maintenance must be maintained.

h. Ensuring that records are kept up to date for all the Sections (a) to (g) above. Records of health assessments, see (e) above, are to be kept of 40 years.

In addition Directors/Supervisor(s) are responsible for:

i. Ensuring that employees under their control work strictly in accordance with Codes of Practice and/or Safe Working Procedures applicable to the work in hand.

j. Investigating and reporting, or correcting, as appropriate, any hazardous or potentially hazardous situation reported to them by an employee working under their control.

k. Investigating, reporting and recording any accident or dangerous incident that might occur, whether or not an injury results. In any such case, they will immediately report such occurrence to the Managing Director, or in his absence, to a Director of the company.

l. Ensuring employees are given a copy of the risk assessment for the task they are asked to carry out.

Employees are responsible to their Director/Supervisor(s) to take reasonable care for their own health and safety and that of others, who may be affected by their actions. They must also co-operate with the company, as far as it is necessary, to enable it to discharge any statutory duty or requirement placed on it by the Health and Safety at Work etc., Act 1974 and the CDM Regulations 2007.

Employees must work to the principles of this Safety Policy, Codes of Practice and/or Safe Working Procedures applicable to the work in hand. Employees should also be aware that it is an offence, punishable by law, to interfere with or “misuse” anything provided in the interests of health and safety according to legal requirements. (The work “misuse” has been interpreted in case law as including “failing or refusing to use” in respect of protective equipment.)

Employees must be especially aware of the possibility of their activities causing a hazard to members of the general public. All work activity in public areas must be adequately safeguarded by the use of the correct signs, barriers, etc. Where work affects or restricts any fire escape route, the Managing Director must be informed in advance to enable alternative routes to be properly sign posted.

Employees have a duty to report any shortcomings or omissions perceived in this Safety Policy or in any Safe System of Work they are required to follow.
WORK ON PREMISES AS A CONTRACTOR

The company accepts that in all cases where work is being carried out on premises not owned or occupied by the company, that notwithstanding any of the foregoing there is an overall requirement to work to the requirements of the Health and Safety Policy, Codes of Practice, Safe Working Procedures and/or Permits to Work of the owner or occupier of such premises in addition to the minimum standards of this policy.

HEALTH AND SAFETY CONSULTANTS

Whilst the Safety Consultants cannot legally be given any direct responsibilities under this policy, they are available, upon request, to advise in matters relating to health, safety and fire requirements which directly affect the company.

Telephone No:

Emergencies Only:

Tel …07866 589685 S.McDicken

ARRANGEMENTS

These arrangements are to be read in conjunction with and to be considered part of the Health and Safety Policy of the company.

Deliberate contravention of any of these arrangements will be considered a break in employee’s contracts of work and, at the discretion of the management, may lead to instant dismissal.
HEALTH AND SAFETY STRUCTURE

MANAGING DIRECTOR

ADMINISTRATION

SAFETY ADVISOR

CONTRACTS DIRECTOR

CONTRACT MANAGER

CONTRACT MANAGER

CONTRACT MANAGER

FOREMAN

FOREMAN

FOREMAN

TEAMLEADERS

TEAMLEADERS

TEAMLEADERS

OPERATIVES
ARRANGEMENTS

1. **FIRE PRECAUTIONS**

   It is the policy of the company to ensure that suitable arrangements are made regarding fire prevention and means of escape should a fire start. All employees are, therefore, required to read and comply with all notices etc.

   The Directors have the responsibility for ensuring that:

   a. The means of escape in the event of a fire are well defined within the premises by the display of appropriate signs and notices.
   b. Sufficient fire fighting equipment is available within the premises and that it is inspected by the supplier at least once per year.
   c. Suitable and clear fire drill instructions are displayed throughout the premises.
   d. Training and instruction are given to staff in respect of means of escape, the use of fire fighting equipment and the fire drill procedure.
   e. Either personally or be a designated member of staff that the following checks are made of the premises when work ceases:

      * Electric gas and oil equipment not required to operate overnight is switched off.
      * Equipment in use overnight is safe.
      * No cigarettes are left smouldering.
      * Fire doors and smoke stop doors are closed.
      * Windows are closed, outside doors locked and the premises are secure against intruders.

   **NB** The assembly area in the case of a fire at the office premises will be as shown on the Fire Action Notices. When on site, a suitable area will be designated by the Director/Supervisor(s) in compliance with any existing arrangement made by the owner or occupier of the premises.

2. **FIRST AID**

   It is the policy of the company to provide adequate first aid facilities for all its Employees.

2.1 **FIRST AID PERSONNEL**

   The company’s arrangements allow for the appointment of “appointed” persons. These persons are the key to the first aid arrangements. They
are nominated by the Directors to assist or take charge of a situation requiring first aid treatment. An appointed person will receive basic first aid training regarding the emergency treatment of casualties. The Directors will arrange for the appropriate training of the appointed person(s).

2.2 **DUTIES OF APPOINTED PERSON(S)**

(a) Administering where possible any emergency treatment to casualties and ensuring an ambulance or doctor is called if the circumstances warrant.
(b) Ensuring proper stocks of first aid items are kept and that the box or cupboard is clearly identified and readily and speedily accessible.
(c) Ensuring first aid notices are posted in conspicuous positions, giving the name of the appointed person.
(d) Recording in a treatment record book any incidents requiring first aid assistance.
(e) Informing the Managing Director or a Director of any reportable accidents/occurrences as soon as possible.

2.3 **CONTENTS OF FIRST AID BOXES**

Up to 50 persons employed:

(a) A copy of the guidance card on first aid treatment.
(b) Not less than 8 medium sized sterilised un-medicated dressings (10cm x 8cm).
(c) Not less than 4 large sterilised un-medicated dressings (28cm x 17.5cm).
(d) Not less than 40 individually wrapped sterile adhesive dressings.
(e) Not less than 4 sterile eye pads with attachments.
(f) Not less than 12 safety pins.
(g) Not less than four triangular bandages. These should, if possible, be sterile. If not, sterile coverings appropriate for serious wounds should also be included.

2.4 **FIRST AID ON SITE LOCATIONS**

Where employees work alone or in small groups away from the main establishment (e.g. sites) they must be provided with small travelling first aid kits, these should contain the following:

(a) A copy of the guidance card for first aid treatment.
(b) 10 individually wrapped sterile adhesive dressings.
(c) 3 medium sized sterile unmediated dressings (approx 10cm x 8cm).
(d) 6 safety pins.
2.5 **APPOINTED PERSON(S)**

Appointed person(s) should be selected so as to have one:

(a) Nominated person based in the office;
(b) Nominated person from each asbestos removal team.

3. **PROTECTIVE CLOTHING AND EQUIPMENT**

It is the policy of the company to protect all its employees from unnecessary risks to Health and Safety and it will therefore provide protective clothing and equipment as detailed in the relevant procedure or Code of Practice for all its employees whilst at work as identified in the relevant work activity assessment for the task.

This section has been written primarily for asbestos removal operatives but equally applies to all other staff engaged either in outside activities or “depot” situations.

Once the item of clothing has been issued to a member of staff, it becomes the personal responsibility of the individual to take reasonable care of the item, to use it in accordance with company policy and safe working procedures, and to report to his Supervisor any defect or damage which might occur.

4. **REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES**

Applicable legislation:

Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 effective from 1 April 1996

4.1 **INTRODUCTION**

All accidents that result in injury shall be recorded in the accident book by the injured person or by some other person acting on their behalf. However, whenever any other following events occur, it must be reported in writing to the enforcing authority within 10 days; and in the event of Schedules 1, 2 or 3 must first of all be notified to the
enforcing authority by the quickest practicable means, (i.e. by telephone).

It is the responsibility of the Directors to carry out the notification and complete the report. It is therefore essential that they be notified immediately.

4.2 **REGULATIONS**

**Reportable with 10 days**

Where an accident results in the person being unable to work their normal duties for more than 3 consecutive working days, excluding the day of the accident, a written report in the approved form shall be sent to the enforcing authority with 10 days.

Where an employee suffers a reportable injury and dies as a result of injury within a year of the accident, the Directors shall report to the enforcing authority the subsequent death.

**REPORTABLE IMMEDIATELY**

**SCHEDULE 1 – REPORTABLE INJURIES**

Any person (whether an employee, general public, etc.) suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work:

(a) Any fracture other than to the fingers, thumbs or toes.
(b) Any amputation.
(c) Dislocation of the shoulder, hip, knee or spine.
(d) Loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye, whether temporary or permanent.
(e) Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
(f) Any other injury –
   (a) Leading to hypothermia, heat-induced illness or to Unconsciousness.
   (b) Requiring resuscitations, or
   (c) Requiring admittance to hospital for more than 24 hours.

(g) Loss of consciousness caused by asphyxia or by exposure to a harmful Substance or biological agent.
(h) Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin –
   (a) Acute illness requiring medical treatment; or
   (b) Loss of consciousness.

(i) Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

SCHEDULE 2 – DANGEROUS OCCURRENCES

(a) The collapse of, the overturning of, or the failure of, any load bearing part of:
   (i) Any lift, hoist, crane, derrick or mobile powered access cradle, or window cleaning cradle:
   (ii) Any excavator; or
   (iii) Any pile driver frame or rig having an overall height, when operating, of more than 7 metres, or
   (iv) Any fork lift truck.

(b) Electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of the plant involved for more than 24 hours and which, taking into account the circumstances of the occurrence, might have been liable to cause the death of any person.

(c) A collapse or partial collapse of any scaffold which is more than 5 metres high which results in a substantial part of the scaffold falling or overturning, or where scaffold is erected near to, or over water, where there would be a risk of falling persons drowning, or where the scaffold is slung or suspended, a collapse of the suspension arrangements (including any outrigger) which causes a working platform or cradle to fall.

(d) The failure of any closed vessel (including a boiler or boiler tube) or of any associated pipe work, in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause the death of any person.

(e) Failure of container or load bearing part, whilst being raised or lowered. Defined Freight Containers (Safety Convention) Regulations 1984, Reg 2(1).

(f) Where cable exceeds 200 volts and plant or equipment makes unintentional contact or an arc is caused due to close proximity.

(h) Release, or escape, of a biological agent likely to cause severe human infection, or illness.

(i) Failure, or malfunction of radiation generators.
(j) Failure, in use, or pre-use tests, of any breathing apparatus.
(k) Failure of systems related to diving operations.
(l) Uncontrolled release of any hazardous substance in transit by road.

**SCHEDULE 3 – REPORTABLE DISEASES**

On receiving a medical certificate/report from the employee’s doctor stating that the employee is suffering from any Notifiable Industrial Disease, the Directors will complete and send a form F2508A to the enforcing authority, keeping a copy on the file.

In any case of doubt a report should be sent in where an industrially caused medical condition is suspected. Wrongful reporting is not an offence. Non-reporting certainly is.

4.3 **ACCIDENT/INCIDENT INVESTIGATIONS**

All accidents and potentially dangerous incidents will be investigated as soon as is reasonably practicable. All details must be recorded, witnesses interviewed and, if necessary, photographs safe, but nothing is to be moved unnecessarily before the Directors have been informed. At their discretion the Directors may call in Safety Advisers, or take control of the situation themselves.
REPORTING ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

ACCIDENT  Accident arising out of or in connection with the Company’s undertakings.

WHO WAS  One of your employees or a Trainee at work, or, a Self-Employed Person working on your premises resulting in:

Any other person who is not an Employee or Trainee at work, but who Was either in premises under your control at the time, or was otherwise Involved in the accident resulting in:

INJURED  Fatal or specified major injury or condition.

KIND OF INJURY  Other injury causing incapacity for more than 3 days.

Report in Accident Book:
Other injury.
Fatal or specified major injury or condition.

ACTION REQUIRED  Notify the enforcing Authority immediately

Send a written report on the approved form(*) to the Enforcing Authority Within 10 Days of the Accident

Keep a copy of the form that is sent to the Enforcing Authority for at least 3 days

ALL ACCIDENTS ARE TO BE INVESTIGATED