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Inspection Record Card for a minimum of 2 years

Scaffolding professionals performing an inspection

CISRS Scaffolders and Advanced cardholders are competent to inspect scaffold structures up to the grade of the card they hold, provided their employer can demonstrate they have the necessary knowledge and experience to perform the inspection.

Recording of Scaffolding inspections

All scaffolding inspections shall be undertaken in accordance with the Work at height regulations, Regulation 12. Upon completion of a statutory inspection, the inspector shall:

- Before the end of the working period within which the inspection is completed, prepare a report containing the particulars set out in Schedule 7. And,
- Within 24 hours of completing the inspection, provide the report or a copy thereof to the person on whose behalf the inspection was carried out.

All scaffolding inspection reports shall be retained on-site until the construction work is completed and retained within the possession of the Principal Contractor for a period of 3 months following completion of the construction work.

Temporary works

Temporary Works is any temporary arrangement required to construct the permanent works or used to support the permanent works during its construction and/or until it becomes self-supporting, it also includes any temporary arrangement required for construction activities/access during maintenance of existing facilities.

This definition applies to all temporary works, including formwork for concrete construction, falsework, erection schemes, cofferdams, structural refurbishments and jacking, facade retention schemes, demolition, temporary structures (including temporary bridges), dewatering, ground support (including sheet piling and other forms of support scheme), open-cut slopes, hoarding and fencing.

Temporary works also include piling platforms, crane foundations and platforms to support mobile elevating work platforms (MEWPs), self-loading lorries and large forklift trucks or telehandlers and site roads for heavy plant.

Scaffolding, tower cranes, edge protection and hoists are covered by this procedure and other specific policies.

Note should be made that permanent works in an incomplete state (i.e. where permanent continuity is incomplete, or elements are not fully tied to a stable core) may be classified as Temporary Works. Use of permanent works to support temporary loading may also be considered temporary works.

The requirements for temporary works Shall be identified at tender stage, including that appropriate construction

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methods are identified, and resources allocated.

When tendering for works, details of any temporary works responsibilities shall be clearly defined by the Client or Principal Contractor so that Taurus Piling and Foundations Ltd plan accordingly and identify any additional design support required as part of the works.

All practicable steps must be taken by the Works Supervisor to, where necessary, prevent danger to any person, to ensure that any new or existing structure does not collapse if, due to the carrying out of construction work, it

- May become unstable.
- Has a temporary state of weakness or instability.

Any buttress, temporary support or temporary structure must:

- Be of such design and installed and maintained in such a manner that it will withstand any foreseeable loads which may be imposed on it. And,
- Only be used for the purposes for which it was designed and installed and is maintained.

In addition to this, the loading of any structure which renders it unsafe to any person is strictly prohibited within the company.

Temporary works if acting as Principal or Sole Contractor

The Company Director is responsible for all temporary works and for ensuring the competency of all persons involved with the installation and management of all temporary works.

A Temporary Works Co-ordinator (TWC) and a Temporary Works Supervisor (TWS) will be appointed by the Company Director in consultation with the Site Manager. These appointments shall be in writing and acceptances recorded.

The TWC shall produce a schedule of temporary works and identify the class of temporary works being undertaken.

- Class ‘A’ Temporary Works design must be carried out by a competent person, and a design check carried out by a competent person.
- Class ‘A+’ Temporary Works are special high-risk schemes where an enhanced level of checking and inspection is required. These are likely to be rare being technically complex or where failure could have major consequences as defined in Preventing Catastrophic Events Standard.
- Class ‘B’ Temporary Works design must be carried out by a competent person, and a design check carried out by a competent person who is independent of the designer.
- Class ‘C’ Temporary Works are minor temporary works which can usually be designed based on the experience of a competent tradesperson. There is no requirement for a formal design and check.

The TWC shall establish a temporary works register for all Class A, A+ and Class B temporary works being undertaken.

The TWC shall prepare a design brief for each item of temporary works and issue to the Temporary Works Designer (TWD)

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During the preparation of a temporary works design, the TWD should assess the risks associated with his design.

The TWD shall pass the completed design to the Temporary Works Design Checker (TWDC) and advise them of the risks.

The TWDC shall check the design, and if the design is approved, it shall be forwarded to the TWC. If it is not approved or if there are queries it shall be returned to the TWD to resolve.

Once the temporary works design has been approved, the TWC shall brief the contents to the contract team and the TWS and advise which items of temporary works require a Temporary Works Permit.

- Only very simple temporary work schemes will be exempt from the Temporary Works Permit Scheme.
- Complex temporary works (A+) shall be subjected to independent inspections. The independent inspectors will sign the permit to load in addition to the TWC and TWS

The TWC shall maintain a register of Temporary Works permits

The TWS shall prepare a method statement, risk assessment, and if appropriate an operations plan detailing the installation, use and dismantling of the temporary works item. This shall include any specific risks identified by TWD.

- Where the temporary works are to be installed by a subcontractor, the TWS must ensure the method has been produced and reviewed by the TWC for acceptability.

The TWS shall ensure the details contained in the method statement / operations plan are implemented and shall monitor the installation process and check that the item complies with the design.

The TWS shall sign the ‘erection check’ section of the Temporary Works Permit.

The TWS shall monitor the design during the construction phase and carry out inspections as required.

For Class A+ temporary works, the TWC will arrange an additional independent inspection of the works. The Inspector and TWC will agree on a suitable inspection regime with sufficient time allowed to complete a thorough and complete inspection. The Inspector, TWS and TWC will sign the ‘Permit to Load’ section of the Temporary Works Permit.

The temporary Works must be checked regularly during its use. A Weekly Inspection Report, Batter Inspection Report and Hoarding Inspection sheet are available to record this.

The TWC shall determine when the temporary works are no longer required and advise the TWS by returning the signed off ‘Permit to Dismantle’ section of the Temporary Works Permit.

The TWS shall ensure the temporary works are dismantled in accordance with the agreed sequence / method statement to ensure it is done safely and without damage to the permanent works.

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Following the works, the TWC shall feedback to the TWD and the contract team on the performance of the TWD.

Temporary works when acting as a contractor or Sub Contractor

Taurus Piling and Foundations Ltd Will work in accordance with all Principal Contractor temporary works procedures on-site throughout projects where we act as contractor &/or sub-contractor

Key Documentation to comply with this Policy

Scaffolding & Temporary Works internal audit pro-forma

Scaffolding inspection report

Scaffolding handover certificate

CAP 609 - 2016 edition

Traffic Management

All vehicle and plant movement on-site is controlled in order to reduce the risk to pedestrians. Where possible, the movement of vehicles will be segregated from pedestrians to eliminate the risk of serious injury resulting from a collision

An assessment of the site will be carried out to determine the safest methods of access and movement within the site. Traffic routes and speed restrictions will be put in place along with access routes for vehicles and pedestrians; these will be included within the Construction Phase Plan for the project.

A suitable traffic Management plan will be prepared and enforced on all sites that have vehicular traffic access. This plan will include details of any traffic routes, one-way systems, turn around points, wash down areas, access for emergency vehicles etc. It will also show prescribed pedestrian walkways or out of bounds or restricted areas. This plan must be brought to the attention of all on-site operatives or site visitors during site induction training and displayed as appropriate. The plan must be amended as necessary to reflect any changes in site conditions.

Highways

Operatives working on the highway should be trained and certificated in compliance with the New Roads and Street Works Act.

All work areas on or adjacent to the highway shall be properly signed in accordance with Chapter 8 of the Road Traffic Signs Manual - Traffic Safety Measures for Road Works.

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At the approach to every such work area, a “ROAD NARROWS AHEAD” sign, indicating the appropriate position of the obstruction shall be positioned midway between the roadworks ahead sign and the working area.

Where the road width is reduced by the working area to less than 5.5m, traffic shall be controlled with STOP/GO boards or temporary traffic lights as appropriate. Appropriate advance warning signs shall be provided at the approaches to these controls.

In situations where pavements are obstructed by the works, pedestrians shall be diverted to an alternative route by pedestrian direction signs. Working areas in roads and pavements shall be protected by substantial barriers.

The working area on roads shall be protected with traffic cones, and all plant, material and equipment shall be positioned inside the coned-off area. All barriers and signs shall be supplemented by lamps during the hours of darkness.

All operatives on roadworks of any kind should wear high visibility protective clothing manufactured in accordance with BS EN 471.

Consultation with the Traffic Police and Local Highway Authority will take place before traffic flow is restricted by any means.

Key Documentation to comply with this Policy

Traffic Management internal audit pro-forma

Underground and Overhead Services

Service strikes occur when the management of service locations and then control over the exposed services themselves fail. The associated risk of such failures can be catastrophic in terms of human wellbeing, plant and property condition, contract targets and business relationships.

The Electricity at Work Regulations place an obligation on-site management to ensure that before and during any operations or works involving electrical services all "practicable steps" are taken to prevent danger to employees from any live electric cable or apparatus which is liable to be a source of such danger. Similar care should be taken in relation to all services that may give rise to danger.

Prior to any works that will involve digging operations; the Taurus Piling and Foundations Ltd shall ensure that all available service information is consulted. Further checks will be made to ensure that comparison is then made against the site, its existing features, known service indicators and any other aspects such as proximity hazards (building, trees, overhead cables, etc.).

All high voltage cable routes **must be hand dug** where practicable.

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Establishing an underground service location

A C.A.T. (cable avoidance tool) scan shall always be used prior to breaking ground and mark on the ground in the area of the proposed excavation the location of any identified services.

Service providers will be consulted by Taurus Piling and Foundations Ltd &/or the Principal Contractor depending on the nature of the contract and up to date drawings of any services in the area of the proposed excavation (remembering that these drawings can be inaccurate) obtained. If necessary, arrangements should be made for the service provider to visit sites and confirm the accuracy of the drawing.

Prior to establishing a system of work for managing underground services, the following actions should be taken:

- A careful check must be made on all underground services drawings prior to the start of a contract to pinpoint areas where there are services. These should be provided either in or with the pre-construction Health and Safety Plan. If they are not, they should be obtained from the utility provider or service owners.
- Confirmation of the location of services should be obtained in writing from the appropriate authority before starting work. If an unsatisfactory reply is received to this letter, then a follow-up request should be made. Where the utility company places disclaimers upon any information it provides, a letter should be sent to the utility company requesting confirmation of accuracy.
- Wherever possible electricity cables and other services should be made "dead" by the service owner prior to commencing work in their vicinity. Where this is not possible, a safe system of work should be developed by utilising the hierarchy of risk control to reduce the level of risk to an acceptable level.
- Prior to machine digging, all underground services should be positively located by digging trial holes by hand. Picks or other sharp instruments should not be used. The use of underground cable detectors is strongly recommended but should be used by a competent person and only as a guide to where hand digging should take place. Remember, services are often to be found at surprisingly shallow depths.

Permit to dig

Permits to Dig must be reviewed before the commencement of work, when not closed out daily, to ensure that they are valid and up to date.

The works and application of the permit controls must be monitored at all times. The Works Supervisor in charge of the excavation should retain a copy of the permit and must remain at the excavation area at all times whilst work is ongoing. Should they have to leave the area, work must stop.

If there is a significant deviation from the situation on-site or the necessary precautions and controls recorded in the permit, cessation of work must be immediate, and the permit reviewed and re-issued as necessary.

Once the work is complete, the permit shall be signed off in accordance with site/Principal Contractor procedures.

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Selection of locators and signal generators

The correct selection of locators and signal generators is essential for providing the appropriate equipment, given the site underground service conditions and those who are to use the location equipment.

Single-frequency locators and signal generators may be acceptable for ground workers undertaking excavations in areas that have previously been swept. Engineers undertaking initial underground services location sweeps may require more complex multi-frequency locators and signal generators.

Due to a large amount of location equipment available, Taurus Piling and Foundations Ltd will seek guidance from equipment manufacturers on the selection of the appropriate equipment.

To enable operatives (this includes all who use locators and signal generators) to use location equipment to its full potential, only training providers that can demonstrate competence in the use of the equipment and training delivery should be engaged.

Training providers must provide proof that trainers have undertaken a suitable training course for the equipment. This is normally a course undertaken by an equipment manufacturer with a nationally recognised training certificate. The minimum course content should be:

- Theory of radio detection of underground services
- Hazards of underground services
- Underground service location plans
- Use of the locator in passive mode
- Use of the locator in active mode (all direct and induction connection techniques)
- Use of sondes and “line trace” equipment
- Practical elements of the above until delegates can use the equipment confidently and correctly

Some training providers will provide additional information on hand/mechanical digging techniques, permit systems and alternative excavation methods.

The following table provides guidance for excavation techniques that could be used during excavation operations.

Low-Risk Locations	
Use of excavator to excavate the ground.	Acceptable but not within 500 mm (1 metre where possible) in any direction of a known service, unless temporary protection provided – see later section.
Use of excavator, fitted with a pecker, to break out a hard surface to dig a trial hole.	Acceptable but not within 500mm (1 metre where possible) of the line of a known service. Vibration issues.
Use of excavator to remove broken out hard surface/PQ.	Acceptable by dragging away to side with a toothless bucket if the service is at a safe depth, i.e. at least 300mm below the bottom of the hard surface

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	material.
Use of excavator to remove soil from an excavation.	Acceptable, but not if another known service is within 1 metre in any direction unless: ● The other service has been exposed for its full length in the area being excavated and; ● Robust physical protection is provided to prevent any damage to the other service by the excavator bucket or arm. Parallel working should be used where possible as the first preference.
Medium Risk Locations	
Use of the “prove and dig”.	Acceptable when: ● Hand dig slit trench across the line of service(s). ● Hand dig to a spade’s blade depth X width of the bucket of an excavator. Remove half a spade’s blade depth using a toothless bucket of an excavator. ● Repeat above until within 0.5 m of service. ● Do not use any excavator bucket within 0.5m of the service(s). Re-scan with CAT as work progresses (every 200mm)
The use of mechanically powered hand tools.	**NOT** Acceptable
The use of rock-wheels or floor-saws for cutting into slabs over services.	Acceptable but not within 0.5m of the line of an unexposed service without measures to prevent cutting too deep, i.e. depth restrictor chains.
High-Risk Locations	
Careful hand digging techniques, spade or shovel, no fork or pick.	Acceptable
Removal of arisings by small, non-mechanical hand-tools.	Acceptable
The use of proprietary air digging tool (removes soil with a high-velocity jet of air).	Acceptable only if MBW soil pick is used – **Do not** use soil picks fitted with metallic lances. Not effective when used on non-porous materials.
All Risk Areas - Services are covered by a concrete slab or similar, more than 300mm below the bottom of hard surface material	
The rock-wheeling of slabs over services.	Acceptable with measures to prevent cutting too deep, i.e. depth restrictor chains, but only where the service has been exposed and; ● It is either at a safe depth, i.e. at least 300mm below the bottom of the hard surface material; ● Or the service is protected from damage along the length of the cut by a metal plate.

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Use of excavator to remove broken out a hard surface.	Each case MUST be treated on its own merits and as per the Risk Assessment/Method Statement. Use only as a **Last resort**: work only by carefully lifting and removing broken surface blocks with a toothless bucket if: ● It is impracticable to protect the service from damage by a metal plate. ● The service owner can provide assurances that there are no projections from the pipe. ● A “safe” block size of the surface to be broken out is specified. ● The depth of cover of the service is continuously monitored.
Services are encased in concrete	
Use of expanding chemical grout or hydraulic.	Acceptable together with initial drilling required, but only after radar detection of the position of the service and it has been made dead/purged.
Use of small mechanically powered hand-tools within 0.5m of a High-Risk area.	**Not acceptable** - Unless no other technique is available and only then after a detailed review. Divert new service away from encased service or run new feeders/pipelines. Consider CDM regulations.

Overhead power cables

At the earliest opportunity, the electricity supplier must be consulted - since it may be possible for power to be diverted - and as much time as possible allowed for this work to be done. If overhead power cannot be diverted and lines made dead, then precautions, depending on the nature of work at the site, must be taken, supported by a site-specific risk assessment and where high-risk situations are identified, via the risk assessment, a Permit to Work.

There must be no unrestricted work within 6m horizontally of the outer conductor. Access to areas within 6m of overhead cables must be restricted using fencing. Access shall be restricted by either fencing required by the works or barriers in accordance with HSE Guidance. (Note: GS6 - Avoidance of Danger from Overhead Electric Power Lines).

Crossing beneath overhead lines

GS6 identifies the detail of necessary crossing point safety clearance distances according to the voltage of the line. However, each crossing point should be assessed on an individual span basis, and lower limit exclusion zones may need to be put in force within the site.

At all crossing points “goalposts” of suitable construction should be erected. The permitted crossbar height and distance from the conductor can be advised following consultation with the service provider. Access beneath the overhead line should be restricted so as only to allow crossing at specified locations, controlled by the goalposts.

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No works within 6 meters of a live overhead power cable are permitted without a suitable and sufficient risk assessment and permit to work.

Key Documentation to comply with this Policy

Underground and Overhead services internal audit pro-forma

Vibration

Hand Arm Vibration Syndrome (HAVS)

HAV is vibration transmitted from work equipment or processes into workers hands and arms. HAV exposure at work can arise from the use of hand-held power tools (such as grinders, hammer drills breakers and scabblers), hand-guided machinery (such as lawnmowers and wacker plates) and hand-fed machines (such as pedestal grinders). Regular and frequent exposure to HAV can lead to several kinds of injury to the hands and arms including impaired blood circulation and damage to the nerves and muscles (collectively referred to as Hand Arm Vibration Syndrome [HAVS]). Occasional exposure is less likely to cause ill health.

Signs and symptoms of HAVS include:

- Fingers becoming blanched and numb when exposed to the cold. As blood circulation returns to normal, fingers throb and become red and painful.
- Reduced sense of touch and temperature.
- Numbness and tingling in the fingers.
- Joint pain, loss of grip strength and stiffness.
- Loss of manual dexterity.

Exposure to HAV can also result in compressed nerves in the wrist leading to pain and stiffness – this is known as Carpal Tunnel Syndrome

Whole Body Vibration

Whole Body Vibration is experienced when vibration from a vehicle that a person is sitting or standing on is transmitted to the torso through the buttocks or feet. It commonly arises from the use of mobile plant such as dumpers, excavators or rough terrain forklift trucks when operating over rough and uneven surfaces resulting in large shocks and jolts.

The most common health problem is back pain caused by degeneration in the spinal vertebrae or degeneration of the discs resulting in compression and pain.

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Legal requirements

Under the Control of Vibration at Work Regulations,Taurus Piling and Foundations Ltd have a duty to:

Hand Arm Vibration and Whole-Body Vibration:

- Assess vibration risks to health & safety. Eliminate vibration risk at source or reduce to lowest reasonably practicable level.
- Implement suitable control measures.
- Provide information, instruction & training for workers on vibration risks & control measures.

Hand Arm Vibration Specific:

- Conduct specific HAV Risk Assessments. Calculate the total daily exposure level for each worker
- Take immediate action to reduce exposure if ELV of 5 m/s2 A(8) or 400 points is reached.
- Produce an action plan to reduce exposure to as low a level as reasonably practicable if the EAV of 2.5 m/s2 A(8) or 100 points is likely to be exceeded.
- Provide Health Surveillance as appropriate.
- Keep health records for employees under health surveillance.

Whole-Body Vibration specific:

- Make a reasonable estimate of the extent of employee's exposure and a comparison with the Exposure Action Value and Exposure Limit Value levels. Unlike Hand Arm Vibration, it is not necessary to measure workers exposure to Whole Body Vibration, providing that the control measures identified in the risk assessment have been implemented.
- Take immediate action to reduce exposure if Exposure Limit Value of 1.15 m/s2 A(8) is reached.
- Produce an action plan to reduce exposure to as low a level as reasonably practicable if the EAV of 0.5 m/s2 A(8) is likely to be exceeded

The Control of Vibration

If the use of handheld vibrating tools cannot be avoided, the following actions/ controls should be taken/ implemented:

- Consider alternative equipment that emits lower vibration levels, e.g. the use of retarder and power washers instead of scabbling.
- Always select the lowest vibration tool for the job which is suitable and can do the work efficiently.
- Limit the use of high vibration tools where possible. Consider job rotation to reduce each individual's exposure

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times. Several short periods of exposure are preferable to long continuous periods of exposure.
- Ensure appropriate maintenance programmes are in place for the tools themselves and any associated consumables.
- If the use of handheld vibrating equipment is required in cold, wet conditions, measures must be put in place to ensure that the body core temperature is maintained. If this is allowed to drop the body will stop sending blood to the extremities including the hands. Where possible, provide screening or shelter for outdoor workers in these conditions and ensure that workers take regular breaks and have hot drinks and warm food.
- There is no PPE which will control exposure to HAV (anti-vibration gloves are unproven) although suitable gloves that help keep hands warm and help to maintain good blood circulation should be selected for workers who use vibratory equipment.

Where the elimination of exposure to Whole Body Vibration cannot be achieved, the following should be considered:

- Selecting machinery with the lowest vibration levels. Machinery which has a high vibration potential should be replaced by an alternative wherever practicable.
- Selecting a vehicle of the appropriate size, power and capacity for the work and the terrain.
- Selecting work equipment of appropriate ergonomic design, i.e. the choice of vehicle can be an important means of reducing exposure to vibration, through:
    - The difference in vibration emissions of the vehicle itself (although this needs to be considered alongside choosing the most appropriate vehicle for the task).
    - Visibility should be such that the machine can be operated without stretching and twisting.
    - It should be easy to get in and out of the machine by using handholds and footholds so that the temptation to climb or jump is minimised.
    - Access to manually loaded areas should be unimpeded by the machinery structure and involve minimal lifting.
    - If the machine cab is the sole workplace of the machine operator, including break time, it should have sufficient space and facilities for rest periods.
- As far as possible, adapting the vehicle to the individual, e.g. seats should provide good support and be adjusted to suit the height and weight of the driver.
- Ensuring that tyres are inflated to the correct pressure for the terrain. Replace solid tyres before they reach their wear limits.
- Ensuring that vehicles (including their seats and suspension) are subject to a regular maintenance regime.
- Designing the layout of sites to reduce the need to transport materials, thereby reducing the Whole-Body Vibration exposure of drivers/operators.
- Limiting the duration of exposure by implementing job rotation (where possible) and ensuring that work schedules include adequate rest periods.
- Protecting employees from the cold and damp - cold exposure may accelerate the onset or worsen the severity of back pain. Suitable warm and (if appropriate) waterproof PPE should be provided.

Particular care must be taken if young persons are employed as their bones and muscles will not have fully developed. In addition, avoid high levels of vibration or prolonged exposure to older employees, workers with existing neck or back problems and pregnant women.

Calculating exposure to vibration

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When vibrating tools and equipment are used, a vibration risk assessment will be undertaken, and exposure will be estimated before work commences the individual vibration exposure monitor form.

If the employee is exposed to vibration from more than one tool or work process during a typical day, you will need to collect information on vibration magnitude and trigger time for each one.

The exposure points level for each worker must be kept under constant review:

The ELV of 5 m/s2 A(8) or 400 points must not be exceeded. If it is, immediate action must be taken to reduce their exposure to below the Limit Value, e.g. review Risk Assessment and control measures.

If the EAV of 2.5 m/s2 A(8) or 100 points is likely to be exceeded, an action plan must be in place which details a programme of controls to reduce exposure to as low a level as is reasonably practicable.

- All actions taken to reduce exposure must be documented and thereby available for review if requested by the Health and Safety Executive.
- Health surveillance must be provided for all workers who exceed the ELV or EAV.

Whole-body Vibration Health Monitoring

Health surveillance for Whole Body Vibration is not appropriate since no methods currently exist for the detection of changes in workers' backs which can reliably indicate the early onset of low back pain which is specifically related to workplace factors.

However, it is recommended that a 'health monitoring' system is established. Health monitoring is an informal, non-statutory system for reporting, monitoring and investigation of symptoms of low back pain. Under the regime, workers are encouraged to make early reports of low back pain which they believe may be caused or made worse by work (it is important to note that back problems may have been caused by other activities in previous jobs or by non-work activities but could be aggravated by WBV).

All such reports of back pain can then be investigated and acted upon as appropriate, i.e. review risk assessment and control measures to reduce exposure or refer to an occupational health professional.
In particular, workers identified as being at high.

Reporting of vibration related injuries and diseases

Hand Arm Vibration Syndrome and Carpal Tunnel Syndrome are both reportable diseases under RIDDOR.

Prior to reporting to the Health and Safety Executive, the following conditions must be met:

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- The individual's current job role involves the work activity associated with that disease as listed in Schedule 3 of the Regulations.
- A formal diagnosis must have been received in writing from a Doctor.

All reporting shall be undertaken in accordance with the Taurus Piling and Foundations Ltd accident and incident reporting procedure contained within this document.

Key Documentation to comply with this Policy

Vibration at Work internal audit pro-forma

Initial vibration exposure assessment

Annual vibration exposure assessment

Vibration exposure calculator

Violence at work

Taurus Piling and Foundations Ltd operate a zero-tolerance approach to violence at work. Violence, both actual physical violence and verbal threats or behaving in a threatening manner, are considered negative to the working environment and will result in disciplinary action. Repeat offences or serious incidents are considered gross misconduct which can result in dismissal.

All employees are encouraged to report, and grievances, disputes or issues to either the site or contracts manager. The grievance procedure will then be followed to ensure a satisfactory resolution.

Key Documentation to comply with this Policy

Violence at work internal audit pro-forma

Visitors

The following rules are designed to control all visitors to our premises, including contractors engaged in working on the premises. For health, safety and security reasons, it is important that visitors should not be permitted to wander freely around the premises. In the event of a fire it is imperative that we know who was in the building at the time and that all persons can be accounted for. We will do this by maintaining a record of the name, time of arrival and departure and whereabouts of all visitors.

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Any person receiving a visitor should ensure that:

- The visitor enters their details in the 'Visitors' Record Book' on arrival and signs out on departure.
- The visitor remains in the reception area until they are collected by their host.
- Any incident involving a visitor is reported to the Managing Director without delay. Injuries should be recorded in the Accident Book.
- The visitor reads and complies with the Fire Procedures.

Key Documentation to comply with this Policy

Visitors internal audit pro-forma

Welfare Provisions

Taurus Piling and Foundations Ltd shall ensure that adequate welfare facilities are provided to reflect the site, size, number of employees and nature of the work to be carried out.

The importance of welfare facilities will be considered at the tender stage of the project, and facilities will be installed as close to the start date as possible and remain in place through the duration of the project, in compliance with the Construction (Design and Management) Regulations.

Office Accommodation

There shall be provided on-site, where ever possible, a suitable office situated as near as is reasonably practicable to any area of operations, for the purpose of keeping site documents, drawings, works records, etc.

Washing Facilities

We will provide or ensure the availability of suitable and sufficient units for employees to wash. Facilities shall include where practicable, warm running water and sufficient quantities of hand cleanser, soap and towels (or electric hand drier).

Sanitary Conveniences

All sites shall be provided with suitable and sufficient toilet or toilets for the use of all employees, situated as near as is practicable from any area of operation. Portable toilets will only be used if mains water or drainage is unavailable or for very short duration works.

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Rest and Food Preparation areas

All sites shall be provided with a suitable unit for the use of employees to take breaks, refreshments, meals, and shelter from bad weather and for the deposit and secure storage of personal clothing and belongings. The unit shall be adequate for the number of employees on-site as identified in the pre-start assessment of requirements.

First aid provisions

Unless dictated otherwise by a first aids needs assessment, At least one first aid kit will be available at each workplace to suit the number of employees present. The First Aid box shall be kept in the Site Office and be prominently displayed. So far as is reasonably practicable, a suitably trained First Aider shall be available at each workplace.

Welfare cleanliness and hygiene

All office accommodation, toilets, mess and rest facilities, shall be kept clean and swept out and all rubbish, etc., removed at least once every day. Access to all site accommodation and units shall be kept clear of obstructions.

Key Documentation to comply with this Policy

Welfare Provisions internal audit pro-forma

Welfare provision inspection

Workplace Signage

Signs, signals and symbols in the workplace are an important tool for informing workers and others who may be present of the hazards nearby, the precautions to be taken and the actions to be followed in the event of an emergency. Such signs, signals and symbols are not limited to graphical images; they may also include verbal or acoustic signals, for example, fire alarms, as well as other devices such as tape or barriers warning of hazardous areas or enclosures.

The Health and Safety (Safety Signs and Signals) Regulations were introduced to encourage standardisation of safety signs at work across the European Union, and they apply to all places and activities where people are employed. The regulations require employers to provide specific safety signs, hand signals or verbal communications whenever there is a risk that cannot be avoided or controlled by other means. There is no need to provide a sign where it would not help to reduce the risk or where the risk is not significant.

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There are 4 basic categories of Safety Signage:

	Prohibition Signs are red in colour and indicate that certain behaviours are prohibited or must be stopped immediately. The sign is a red circle with a bar running through it on a white background. This symbolises STOP. An example is a No Smoking sign.
	Warning Signs are yellow in colour and give warning or notice of a hazard. The sign is a black outlined triangle filled with yellow. The symbol or text is always black. This symbolises CAUTION. An example is a hazard sign on a chemical bottle.
	Mandatory Signs are blue in colour and indicate that a specific course of action is required. The sign is a blue circle with white symbols or text. This symbolises that you MUST do something. An example is an Ear Protection sign.
	Safe Condition Signs are green in colour and provide information about safe conditions. These signs are rectangular or square in shape and are always green with white symbols or text. An example would be a first aid sign.

To ensure that the provision and use of safety signs and signals will be undertaken as appropriate and that our policy will be clearly understood throughout the company, we will:

- Carry out a detailed risk assessment to determine what safety signage is required.
- Display statutory notices in the workplace.
- Ensure other suitable and sufficient graphic signs are provided and maintained within the workplace.
- Ensure that the correct hand signals and verbal communications are used appropriately.
- Provide employees with adequate information, instruction and training on signage.
- Maintain and replace signage when necessary.
- Ensure that adequate resources are made available to fulfil the requirements of this policy. And,
- Review this policy at least annually or more frequently if significant changes occur.

To fulfil our responsibilities as outlined above, we will:

- Ensure our relevant risk assessments have identified the need for safety signs as part of our control measures;
- Ensure signage identified in the risk assessments is displayed in prominent positions;
- Provide employees with sufficient information, instruction and training to ensure that they fully understand the meaning of signs and signals and recognise the colour coding of signage used in the workplace; and
- Regularly inspect signage to ensure it is in good condition and replace signs when necessary.

Key Documentation to comply with this Policy

Workplace Signage internal audit pro-forma

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Work at height

The aim of this policy is to ensure that working at height is suitably controlled in order to effectively managed along with actively improving our health and safety arrangements and to comply with relevant legislation.

Any place is classified as “At Height” if any person could be injured by falling from it, even if it is at, or below ground level.

“Work” is inclusive of moving around at a place of work (except for by a staircase in a permanent workplace), but not travelling to or from a place of work.

The Work at Height Regulations 2005 (As Amended 2007) apply to all work at height where there is a risk of a fall, liable to cause personal injury. They place duties onto employers, the self- employed, and any person who controls the work of other persons (e.g. Facilities Managers or building owners who may contract other persons to work at height), to the extent that they control the work.

Employees or persons working under someone else’s control, Regulation 14 states that you must:

- Report any safety hazards your employer or the person controlling:
- Correctly use all equipment provided (inclusive of safety devices), strictly adhere to any training and instructions (unless you estimate that it would be unsafe to do so, in which case, seek further instructions before continuing):

The Work at Height Regulations 2005 cover the following requirements:

Schedule 1: Existing places of work and means of access for work at height.
Schedule 2: Collective fall prevention (e.g. guard rails and toe boards).
Schedule 3: Working platforms.
Schedule 4: Collective fall arrest (e.g. nets, airbags, etc.).
Schedule 5: Personal fall protection (e.g. work restraints, work positioning, fall arrest and rope access).
Schedule 6: Ladders and step ladders.
Schedule 7: Inspection reports (for working platforms in construction only).
Schedule 8: Revocations.

Use of System Scaffolds and Mobile Towers

To ensure overall compliance with the Work at height regulations 2005 regarding the use of ladders and step ladders, Taurus Piling and Foundations Ltd will:

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- Follow the hierarchy of control measures determined within the Work at Height Regulations 2005 when planning any work at height.
    - Avoid work at height where possible
    - Use work equipment or other measures to prevent falls collectively where work at height cannot be avoided
    - Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall
- Carry out a risk assessment for all work at height and prepare method statements.
- Organise and plan work at height, so it is carried out safely.
- Ensure that system scaffold and tower scaffolds are erected, altered, moved and dismantled by competent persons and in accordance with the manufacturer's instructions.
- Make sure system scaffold and mobile towers are placed on a firm, level ground with the locked castors or base plates properly supported.
- Check the safe working height by referring to the instruction manual and never go above those recommended by the manufacturer.
- Install stabilisers or outriggers when advised to do so in the instruction manual.
- Provide a safe way to get to and from the work platform, e.g. On the inside of the tower by an appropriately designed built-in ladder.
- Provide a safe working platform with suitable edge protection and toe boards.
- Carry out inspections of system scaffold and mobile towers after assembly in any position, after any event liable to have affected its stability, and at suitable intervals depending on frequency and conditions of use- usually every 7 days.
- Carry out pre-use checks by trained and competent persons if system scaffold and mobile towers have been moved, and guard rails or other components have had to be removed to enable the tower to be moved past an obstruction.
- Stop work if an inspection shows it is not safe to continue and put right any faults.
- Record the results of inspections and keep until the next inspection is recorded.
- Erect barriers at ground level to prevent people from walking into the tower or work area. Minimise the storage of materials and equipment on the working platform and remove or board over access ladders to prevent unauthorised access if scaffold towers are to remain in position unattended.
- Provide competent supervision for work at height, reflecting the degree of risk in the particular operation.
- Carry out supervisory checks and monitor that safe systems of work are being adhered to.

Use of Mobile Elevating Work Platforms (MEWPs)

All Taurus Piling and Foundations Ltd Staff that are required to operate a MEWP will hold a valid IPAF – Powered Access Licence.

Licence categories required will be:

- 3a – For Scissor Lifts
- 3b – For Boom Lifts

MEWPs will only be used in accordance with the training given by IPAF Instructors. Prior to use Taurus Piling and

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Foundations Ltd. Staff will check the following:

- Ground Conditions / presence of weak structures drains, manholes, kerbs etc.
- Wind Speed - MEWP will not be used if wind speeds are gusting above 28mph (checks will be conducted using an anemometer)
- Anchor Points – All Harness Anchor Points will be checked prior to use, only designated anchor points will be used.
- Emergency Lowering Mechanism is working.
- Means of Communication – Staff working in the platform will have a means of communication (radio/ mobile phone) to summon assistance if they encounter a problem whilst elevated.

Harness and Work Restraint (1.1m fixed lanyard) will be used at all times when operating a Boom Lift. The client's safety rules will be obeyed when working in a scissor lift.

MEWPs are subject to a 6 Monthly LOLER inspection. If Hired equipment is used, a copy of the LOLER certificate will be obtained from the hiring company prior to use.

MEWPs will only be used for lifting personnel and work equipment such as tools. They will not be used to lift or manoeuvre equipment or materials at height.

Use of Ladders and Step Ladders

To ensure overall compliance with the Work at height regulations 2005 regarding the use of ladders and step ladders,Taurus Piling and Foundations Ltd will:

- Follow the hierarchy of measures determined within the Work at Height Regulations 2005 when planning any work at height.
    - Avoid work at height where possible
    - Use work equipment or other measures to prevent falls where work at height cannot be avoided
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- Carry out risk assessments for all work at height and ensure that suitable and sufficient control measures are in place to protect all site personnel and any other person affected.
- Prioritise ladders as the last choice when selecting means of access or place of work. Only use if more suitable work equipment is not reasonably practicable due to the low risk and short duration of work (between 15 and 30 minutes depending on the activity), or for low-risk work.
- Provide the correct type of ladder- class 1 industrial or EN131 and ensure that they are strong enough for the task and regularly inspected.
- Only use ladders in good condition with feet firmly attached, good tread, clean rungs, undamaged stiles and secure fastenings when extended.
- Make sure ladders are used on firm level ground, properly secured and set at the correct length and angle for the work.
- Ensure persons carrying out activities involving ladders are aware to ensure that three points of contact are maintained with the ladder at all times, stay centrally within the stiles of the ladder and carry tools in a bag or

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holster to leave both hands free.
- Ensure that persons carrying out work involving ladders are aware not to overload the ladder, over-reach or use the top three rungs of a ladder or the top two steps of a stepladder.
- Carry out training and adequately assess all personnel planning, supervising and carrying out work involving ladders, steps, and staging to ensure that they are fit, adequately trained and competent to carry out that work.
- Ensure that ladders, steps and staging are erected, altered, moved and dismantled by competent persons and in accordance with the manufacturers' instructions.
- Only use podium steps whilst brakes are applied.
- Make sure staging is set on a firm base with only one working platform and that barriers, guard rails and toe boards are provided.
- Only use podium steps and staging that is completely stable and provide a safe means of access to the working platform.
- Individually mark ladders, podium steps and staging to uniquely identify them and carry out regular inspections.
- Provide competent supervision for work at height, reflecting the degree of risk and personnel involved in the particular operation.
- Carry out supervisory checks and monitor that safe systems of work are being adhered to.

Working over or near water

To fulfil our responsibilities in respect of working on or near water, Taurus Piling and Foundations Ltd will:

- Follow the hierarchy of measures detailed within the Work at Height Regulations 2005 when planning any work at height.
    - Avoid work at height where possible
    - Use work equipment or other measures to prevent falls collectively where work at height cannot be avoided
    - Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- Carry out risk assessments for all work over or near water and develop written method statements.
- Carry out work only when weather conditions do not endanger the health and safety of workers.
- Organise the site to ensure that all practical measures are implemented to reduce the risk of persons accidentally entering the water.
- Select, provide and ensure that the correct equipment is used for the job.
- Carry out training and assess all employees planning, supervising and carrying out work over or near water to ensure that they are adequately trained and competent.
- Provide competent supervision for work over or near water, reflecting the degree of risk.
- Display warning notices near to all edges.
- Provide employees with suitable personal protective equipment.
- Provide suitable and sufficient rescue equipment and competent persons. Develop emergency rescue plans and carry out emergency rescue drills.
- Carry out pre-use checks and maintenance in accordance with manufacturer's instructions and servicing of buoyancy equipment. Provide appropriate, dry storage arrangements.
- Provide adequate lighting as required.
- Carry out supervisory checks and monitor that safe systems of work are being adhered to.

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- Ensure the availability of a sufficient number of qualified first aid personnel.
- Make arrangements to check the fitness of employees.

Working on roofs

In accordance with Taurus Piling and Foundations Ltd's work at height policy, all work at height will be suitably planned and during the planning phase of all work at height, any roofs with open leading edges will be identified and controlled accordingly.

Where possible work at height will be avoided and the following steps will be considered when determining the controls for working on roofs in accordance with the HSE published guidance document INDG 284 (Working on Roofs).

- Avoidance of risk – The use telescopic pole with camera attachment or binoculars from a safe position on an adjacent building or structure to carry out a visual inspection.
- Fixed fall prevention – Using parapet walls with a minimum height of 950mm, edge protection (In accordance with BS EN 13774), Use of a MEWP or a work-restraint system.
- Fall protection – The provision of safety nets, air or bean bags, crash decking or fall arrest harnesses.

A safe means of access and egress shall be in place prior to working on any roof. The type of access will be determined during the planning phase of the activity and will take into consideration arrangements to deal with an emergency scenario such as an accident or incident.

Taurus Piling and Foundations Ltd shall take necessary steps to determine the strength of the roof structure to ensure that it is structurally sound and capable of taking the weight of additional persons and materials as part of the work scope. Important factors to consider are:

- The thickness of the roof material.
- The span between supports.
- Sheet profile.
- The type, number, position and quality of fixings.
- The design of the supporting structure (Perlins etc.) And,
- The age and overall condition of the roof.

Where fragile surfaces or open edges that are not protected have been identified at a distance of 2 meters or less away from the working area, these shall be protected, and suitable physical barriers installed to prevent unauthorised access onto the fragile surface. Boundaries may be determined when establishing 'safe areas' at the workplace and all access and egress routes. Boundaries should be:

- At least 2 meters from the nearest fragile material or open edge.
- Protected by a physical barrier to prevent persons from accessing the prohibited area. The physical barrier need not comply with BS EN 13774 but shall be more robust than painted lines or bunting.
- Supervised accordingly to ensure that all persons using the work area or thoroughfare are complying with the limits set to ensure a safe working environment.

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Where gaps have been identified in the roof structure, they should be covered with a material that is fixed into a position which is also sturdy enough to take the weight of a person and any potential equipment or materials the person may be carrying. If this is not possible, edge protection around the gap should be provided.

When working on roofs, Taurus Piling and Foundations Ltd will ensure that unauthorised access to the roof is prevented. This will be assessed on a case by case basis, although the following common methods will be exercised where practicable:

- Removal of access ladders or blocking using a ladder guard.
- Fitting of lockable access doors onto staircase access/egress routes.

Key Documentation to comply with this Policy

Work at height internal audit pro-forma

Harness inspection record

MEWP reception and Inspection record

Safety Netting checklist

Working over or near to water checklist

Ladder and Step ladder inspection

Scaffolding inspection checklist

Work equipment

Work equipment includes all machines, equipment and tools used by employees in the course of their work, whether owned by Taurus Piling and Foundations Ltd or obtained on loan or hire.

We accept our duties under the current edition of the Provision and Use of Work Equipment Regulations (PUWER) and will take all reasonably practicable steps to ensure that the work equipment that you use is suitable for its intended purpose and will not put your health and safety at risk.

Work equipment shall be selected taking into account the conditions under which it will be used and the risks to which it may expose the operator of the equipment and anyone that may be affected by the way in which it is used. The

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selection of work equipment will take account of the following:

- Work equipment to be suitable for the task and workplace conditions.
- Work equipment to be adequately maintained.
- Work equipment to be inspected at regular intervals.
- Specific risks associated with certain activities to be identified and reduced.
- Information and instructions to be given to the users.
- Protection from a dangerous part of the machinery.
- Protection against specified hazards.
- Protection against high or very low temperatures.
- Safe starting and stop controls on machinery.
- Isolation from sources of energy.
- Stability of work equipment.
- Adequate lighting.
- Safe maintenance operations.
- Any markings referring to health and safety must be clearly visible.
- Work equipment to have appropriate warnings or warning devices.
- No employees carried on work equipment unless it is suitable for carrying persons and incorporates features for reducing risks to persons.
- Risks from overturning work equipment whilst riding are minimised, e.g. Roll over protection and restraint belts.
- Risk of overturning of forklifts to be specifically assessed and reduced.
- Protection to employees from self-propelled and remote-controlled equipment.
- Protection to employees from drive shafts.

Note: Although covered by PUWER, items of work equipment such as cranes and scaffolding are covered in other pieces of legislation. Compliance with these more specific pieces of legislation, therefore, takes precedence, e.g. Cranes – LOLER and BS7121, Scaffolding (Work at Height Regulations 2005).

Where specific hazards are identified, use of equipment will be restricted to those employees given the task of using it. You will be provided with any information, instruction and training that you need to use work equipment safely.

The Company Director is responsible for ensuring that work equipment is inspected at suitable intervals and maintained and that suitable records are kept. This includes ensuring that any statutory examinations are completed on time. Where the need for maintenance is identified, the work will be subcontracted to an approved supplier.

The Company Director and Works Supervisor are responsible for ensuring that machines and equipment are operated only by persons who have been authorised to do so and who are sufficiently trained and competent in the use of the equipment. We are also responsible for withdrawing damaged equipment from use until it has been repaired or replaced.

Employees and Sub-Contractors are responsible for using machines and equipment in accordance with training provided. Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when they are running unless the manufacturer has made specific provision for such adjustment.

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To ensure that all work equipment provided is fit for purpose and that all necessary inspection and maintenance records are kept up to date, we will:

- Ensure existing or new equipment is clearly labelled with a conformité européenne (French for European conformity) marking, where appropriate. This is always abbreviated to a 'CE' marking;
- Install equipment and ensure that it is located and used so as to minimise the risk to operators and others;
- Identify all the equipment available for use;
- Assess the risks created from the use of work equipment and eliminate or control them, where practicable;
- Develop safe systems of work;
- Provide the necessary information, instruction and training for employees who use work equipment and, where necessary, appoint them in writing;
- Ensure that all work equipment provided is regularly maintained and tested under statutory requirements or manufacturers' instructions, where applicable, using competent contractors where necessary;
- Communicate, to all employees, instructions for the reporting of defects and faults and ensure that they are adhered to and that any faulty equipment is removed from use and replaced as soon as possible; and
- Periodically assess accident records to identify any trends in work equipment accidents and ensure that serious injuries are appropriately reported.

CE Marking of equipment

There are 20 categories of equipment that require a CE Mark to be applied

Appliances Burning Gaseous Fuels (Appli Gas)	Cableway Installations to Carry Persons	Low Voltage Electrical Equipment
Construction Products	Equipment and Protective Systems for Use in Potentially Explosive Atmospheres (Atex)	Explosives for Civil Uses
Hot Water Boilers	Lifting Equipment	Machinery (as defined in the Machinery Directive (89/392/EEC))
Measuring Instruments	Medical Devices	Active Implantable Medical Devices
In Vitro Diagnostic Medical Devices	Non-automatic Weighting Instruments	Radio and Telecommunications Terminal Equipment (R&TTE)
Personal Protective Equipment (PPE)	Simple Pressure Vessels	Pressure Equipment
Recreational Craft	Toys	

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The hiring of plant and equipment

Taurus Piling and Foundations Ltd shall obtain all relevant health and safety and operating instructions, e.g. erection instructions for tower scaffolds, and noise and vibration information for handheld drills etc.

Users of the equipment should not assume the equipment has been provided complete - ensure all components are provided with the equipment. Carry out a check of the equipment before it is used. The equipment should have been inspected and tagged by the hiring company but do not assume this to be the case and check for obvious defects.

Once on hire equipment (and users) are the responsibility of site management, carry out frequent checks to ensure the equipment is being used properly by competent persons.

Ensure that persons using the equipment are trained and competent and have been briefed on the importance of reporting defects to their supervisor immediately.

Privately owned equipment

Privately owned equipment used for work is legally regarded as work equipment and must conform to the same rules. Any persons requesting the use of personal equipment shall seek permission from the Company Director prior to use. Acceptance of the use of privately owned equipment shall be determined on a case-by-case basis at the discretion of the Company Director.

Key Documentation to comply with this Policy

Work Equipment internal audit pro-forma

Plant reception and inspection report

Young Persons (Including Trainees and Work Experience)

Trainee and work experience programmes represent a significant step in preparing young people and children, under the minimum school leaving age (MSLA), for adult and working life. Not only do they introduce them to the workplace, but they also provide an opportunity to foster an early understanding of the importance of health and safety, and to influence the attitudes of the future workforce.

Young people may be more at risk to their health and safety at work due to lack of experience, lack of awareness of hazards within the workplace or immaturity.

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A Young person is defined as “An employee or work placement student who has not attained the age of eighteen”.

A Child is defined as “A person who is not over the compulsory school leaving age (16)”.

The Health and Safety at Work etc. Act 1974 requires employers to ensure the health and safety of all employees at work and anyone else who may be adversely affected by the employer’s undertaking, so far as is reasonably practicable.

The Management of Health and Safety at Work Regulations 1999 require employers to assess the work-related risk of all their employees and require a specific assessment of risks to young persons. Usually the measures taken to protect the workforce should be sufficient to protect young persons; however, where this is not the case additional measures should be determined and implemented before the young person commences work. In extreme cases this may mean prohibiting young persons from certain work activities.

A young person has the right to expect that the employer has undertaken a suitable risk assessment. Employers must also provide the young person or the parents or guardians of children in employment with comprehensive and relevant health and safety information on the risk assessment and associated preventative and protective measures.

Under the Health and Safety at Work etc. Act 1974, employees have a responsibility for their own health and safety, and this needs to be significantly emphasised to young persons as they are relatively immature and more likely to make decisions without being aware of the possible consequences.

The Management of Health and Safety at Work Regulations 1999 require employers to take the following factors into account when undertaking a young person’s risk assessment:

- Their inexperience and immaturity
- Their lack of awareness of risks to their health and safety
- The fitting out and layout of their workstation and workplace
- The nature, degree and duration of any exposure to biological, chemical or physical agents
- The form, range, use and handling of work equipment
- The way in which processes and activities are organised
- Any health and safety training given or intended to be given
- Risks associated with certain specified agents, processes and work activities

To fulfil our responsibilities as outlined above, we will:

- Inform our insurance company of our intention to run trainee and work experience placements;
- Identify how many trainee and work experience students we have in our workplace;
- Identify all tasks, operations and activities undertaken by our trainees and work experience students;
- Complete a detailed assessment of each task or operation if the risk is unavoidable;
- Inform parents, guardians or others responsible for trainees and work experience students below MSLA, of key findings of risk assessments and the control measures we have taken;
- Provide trainees and work experience students with sufficient information, instruction and training to ensure their health and safety whilst undertaking tasks;

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- Provide suitable levels of supervision;
- Liaise closely with the training organisation or work experience organiser to ensure their satisfaction with our management of health and safety; and
- Periodically assess accident records to identify any trends in accidents relating to trainees or work experience students and ensure that serious injuries are appropriately reported.

Key Documentation to comply with this Policy

Young Person Internal Audit pro-forma

Young Persons Risk Assessment