



Health & Safety Policy & Safety Management System

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ANOTHER LEVEL
SCAFFOLDING

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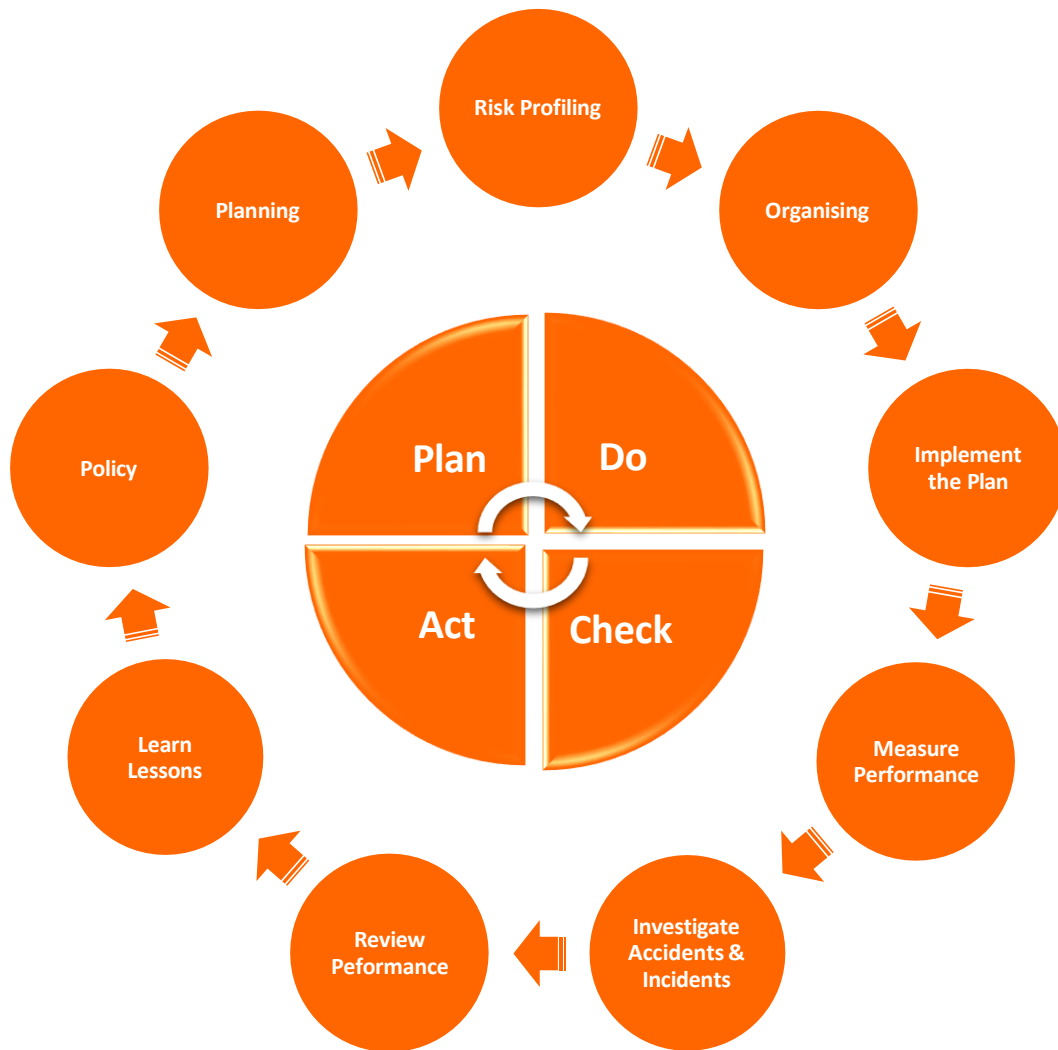
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1.0 Introduction

This Health & Safety Policy has been prepared to comply with the statutory requirements of Section 2(3) of the Health and Safety at Work etc. Act (1974). Contained within this document are Another Level Scaffolding Limited’s policy, organisation and arrangements for occupational health, safety and welfare, for all our business activities in the UK.

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

This document is based on the core principles of the HSE document, HS(G)65, “Managing for Health & Safety”, the core principles of which are **PLAN – DO – CHECK – ACT**, as shown in the graphic below and is intended to aid in integrating management of health & safety matters into day-to-day activity, rather than treating it as a stand-alone management task.



Each of the core elements of this document can be considered thus: -

Planning

We recognise that this is essential for the adequate implementation of our policies relating to the safety, health and welfare of stakeholders and others who may be impacted by our activities.

Adequate control of risk can only be achieved through co-ordinated action by all members of the organisation. Consequently, the planning section of this document is intended to aid the business to adequately plan to control risks, react to changing demands and sustain positive health and safety attitudes and behaviours throughout the business.

Doing

Is the delivery element of our management system and this is intended to introduce the protection mechanisms and practices that will help us to protect people with a sensible, responsible and proportionate approach to matters of health, safety and welfare.

Checking

Is the element of our management system that details how we will check that we are managing risks adequately. This will extend to pro-active activity monitoring and health surveillance etc (where appropriate) and reactively in the form of accident and incident investigation etc.

Acting

Reviewing our performance is the element that will drive continual improvement within the business, and this will extend to an annual review meeting with our retained H&S advisors which will consider business impact events and industry developments etc and will review the effectiveness of our policies and procedures through consideration of monitoring reports.



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2.0 Planning

2.1 General Policy Statement for Health, Safety & Welfare

Another Level Scaffolding Limited is committed entirely to the preservation of our employee's health, safety, welfare, and the environment.

At the planning stage and throughout our processes from inception to completion, so far as is reasonably practicable, ensure the health, safety, and welfare of everyone engaged in or affected by our activities taking into consideration 3rd parties.

We will consider the environment when planning and carrying out our activities ensuring so far as is reasonably practicable minimal disruption and environmentally friendly techniques.

For the purposes of health and safety, labour only subcontractors will be viewed in the same manner as directly employed personnel.

We will through continual development and implementation ensure:

- Safe and Healthy working conditions and systems of work, which when carried out, will not affect our or others health, safety, or welfare.
- Facilities for employer/employee consultation on health and safety matters and discussions with individual employees before giving them particular health and safety responsibilities.
- A commitment to the provision of relevant information, instruction, and training in respect of their Health and Safety which may arise out of their work or workplace.
- Safe arrangements for the use, handling, storage and transport of articles and substances, extending to work equipment & company vehicles.
- Personal protective equipment, Respiratory protective equipment, and Safety equipment to conform to statutory requirements.
- Continually strive to improve health, safety, welfare, and environmental awareness.
- The Company further undertakes to ensure that adequate resources are available for the implementation of this policy.

This policy will be reviewed at periods not exceeding 12 months.

Signed 

John D Mann
Managing Director

January 2024

2.2 Environmental Policy Statement

Planned prevention or reduction of pollution is cheaper than rectifying after the event, it therefore makes sense to minimise waste and pollution, to reduce long term costs, e.g., treat and recycle water rather than pay extraction and discharge costs.

Another Level Scaffolding Limited's policy begins with a consideration of the impact of the Company's activities on both the local and wider communities and will take account of transportation of raw materials, use of energy, distribution of finished product and discharge of emissions and wastes.

The Company therefore has the following commitments and objectives to:

- Minimise disturbance to the local and global environment and to the quality of life of the local communities.
- Comply with all relevant statutory regulation.
- Maintain appearances and highest environmental standards within the Company premises.
- Take positive steps to conserve scarce and non-renewable resource.
- Assess, in advance, if possible, environmental effects of new processes and developments
- Provide necessary information and facilities to enable proper use, storage, and disposal of Company products to avoid harm to the environment.
- Provide necessary information to enable employees to operate processes properly and minimise effects on man and the environment.
- Keep the public informed of major new projects in the locality.

To develop the business paying full regard to the environment and considering the view of all parties whose interest may be affected.

The Company will act in accordance with appropriate codes of practice.

Signed



John D Mann
Managing Director

January 2024

2.3 Alcohol & Drugs Policy Statement

This Drugs and Alcohol Policy Statement is applicable to all personnel under the control of Another Level Scaffolding Limited. The Managing Director shall take all reasonable steps to ensure that all relevant personnel are made aware of this Policy statement.

Control measures include: -

- Screening for drugs and alcohol during employment with the company
- An annual, unannounced, random screening of a percentage of relevant personnel
- Reporting of results to the client and other interested parties
- Review of the Drugs and Alcohol Policy at least annually

No person under the company's control shall: -

- Report, or endeavour to report for duty whilst under the influence of drugs or alcohol.
- Report for duty in an unfit state due to the use of alcohol or drugs
- Be in possession of controlled drugs in the workplace.
- Consume alcohol or drugs whilst on duty.

When being prescribed medication, relevant personnel shall notify their Doctor of the nature of activities they are engaged in. They shall ensure their Supervisor is immediately notified of any prescribed or "over the counter" medication being taken that may affect or impair their safe performance.

Personnel that believe they have drugs or alcohol related problems and pro-actively raise the issue (i.e. not after being involved in an incident or being nominated for a test) shall be provided confidential support. However, other personnel in contravention of this Policy or Drugs and Alcohol Work Instruction shall be subject to appropriate disciplinary action.

The company will monitor the effectiveness and adequacy of this Policy at least annually.

Signed

John D Mann
Managing Director

January 2024

Plan

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2.4 Equal Opportunities Policy Statement

Another Level Scaffolding Limited recognise the value of developing a working culture that is fair and 'inclusive' - enabling all employees to make their distinctive contributions to the benefit of the business. We will therefore not tolerate discrimination of any kind on grounds that include: -

- Age
- Beliefs
- Colour
- Disability
- Ethnic origin
- Marital status
- Nationality
- Parental responsibility
- Part-time and fixed term status
- Race
- Religion
- Sex
- Sexual orientation

Our Aim

- To recruit, train and promote the best person for the job.
- To make full use of the talents and resources of all our employees
- To create a working environment free from unlawful discrimination, victimisation, and harassment in which every one of you is treated with dignity and respect.

What Does it Cover?

All of our people policies are based on the principle of equality of opportunity for all including:

- Recruitment and selection
- Training and development
- Promotion
- Selection for redundancy

Employees Duties

Any form of discrimination may be unlawful and will not be tolerated by the Company. Employees are obliged to co-operate to ensure that the policy is carried out effectively. If their actions or omissions amount to either a breach of this policy or to unlawful discrimination, Another Level Scaffolding Limited will regard this as a disciplinary offence resulting, if appropriate, in disciplinary action which would include summary dismissal.

Employees are required to comply with this policy when dealing with other employees (including temporary or agency staff and consultants), job applicants, clients, supplier's customers and contacts of the Company and anyone else with whom you come into contact during your employment.

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Information and Support

Equal opportunities awareness briefings will be available to all employees, with additional training provided to all supervisors, managers and those involved in the Company's recruitment, training and promotion processes, and/ or conducting the Company's grievance and disciplinary procedures. This briefing includes the moral and legal reasons for adopting an Equal Opportunities approach to these key areas.

Making Sure the Policy Works

In order to ensure that the documented approach is followed, we carry out regular and comprehensive audits. This includes the monitoring of all applicants for our position, and we regularly review the ethnic profile of our workforce to ensure that our diversity policy is working in practice.

Sign-ed

John D Mann
Managing Director

January 2024

Plan

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2.5 Arrangements for Reviewing and Updating the Policy & SMS

The Health & Safety Consultants (Safety Services (South East) Limited) are responsible for keeping the Company up to date with developments in occupational health and safety: new and changing health and safety legislation, case law, and best practice.

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

2.6 Performance Standards

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

- BS EN 12811/1 The European Standards for Temporary Scaffolding Works
- The National Access and Scaffolding Confederation (NASC) - Safety and Technical Guidance Notes series, including TG20:21 'A Comprehensive Guide to Good Practice with Tube and Fitting Scaffolding' & SG4:22, 'Preventing Falls in Scaffolding Operations'
- BS EN 13374 Temporary Edge Protection Guidance +NASC Guidance TG1:22
- System staircase manufacturer's instructions for use

2.7 Principal Elements of Applicable Legislation

Another Level Scaffolding Limited is mindful of their duties under the Health and Safety at Work etc. Act 1974 and the delegated legislation there under.

However, principal elements of applicable legislation to company activities are considered to be: -

- The Management of Health & Safety at Work Regulations 1999
- The Fire Safety (England) Regulations 2022.
- Health & Safety (First Aid) Regulations 1981 (as amended)
- Work at Height Regulations 2005
- Workplace (Health, Safety & Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 2002
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Control of Substances Hazardous to Health (Amendment) Regulations 2002
- Health and Safety Information for Employees Regulations 1989
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Employers' Liability (Compulsory Insurance) Act 1969
- Electricity at Work Regulations 1989
- Construction (Design and Management) Regulations 2015
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Health and Safety (Consultation with Employees) Regulations 1996
- Health & Safety (Safety Signs & Signals) Regulations 1996
- Control of Asbestos Regulations 2012

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- Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005
- Smoke-free (Premises and Enforcement) Regulations 2006

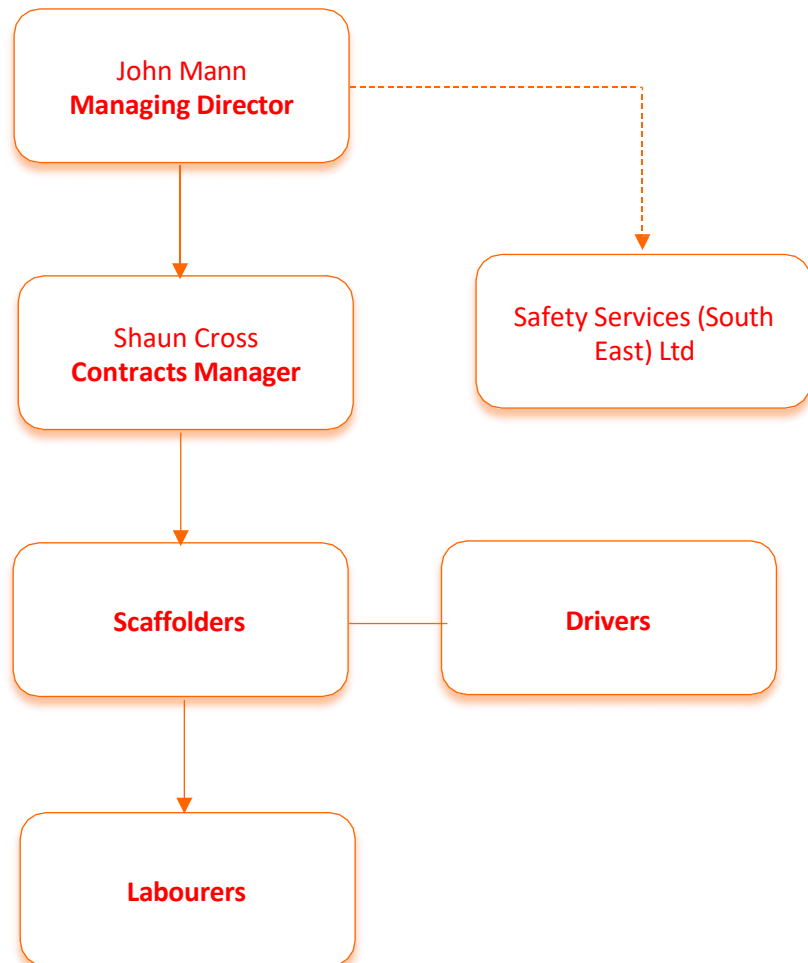
- The Health Act 2006
- Corporate Manslaughter and Corporate Homicide Act 2007

2.8 Organisation Chart

As stated in the General Policy Statement the management of occupational health and safety at Another Level Scaffolding Limited is a line-management responsibility, as the line-management, from the Managing Director - through to Charge Hands, are charged with controlling the business operations. Health and safety are an integral part of all our operations; therefore, each member of the line-management is charged with managing health and safety within their sphere of operation.

The following organisation chart defines the hierarchy within the Company:

Another Level Scaffolding Limited - Organisation for Health & Safety Management



2.9 General Responsibilities for Managing Health & Safety

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

2.9.1 General Duties of the Managing Director

John D Mann, Managing Director, is the individual with ultimate responsibility for health, safety, and welfare at ALSL.

This individual is responsible for bringing the policy to the attention of all employees and sub-contractors and ensuring compliance as necessary through monitoring arrangements.

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

2.9.2 General Duties of Employees

All persons at work carry individual responsibilities and these are outlined in the Health and Safety at Work etc. Act 1974, as follows: -

- To take reasonable care of themselves and others who may be affected by their acts or omissions.
- To co-operate with the employer so far as is necessary to enable the employer to comply with his statutory duties.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interest of health, safety, or welfare.
- To set a good personal example to co-workers and clients during the execution of their work

The Company requires the full support of all employees and sub-contractors to have effective accident prevention.

2.9.3 General Duties of Project Managers/Supervisors

- Project Managers have a responsibility for ensuring that all employees under their control observe all aspects of the Company's health and safety policy.
- To escalate any accidents, incidents, or near-misses throughout the hierarchy as appropriate.
- To ensure that the company's disciplinary process is applied regarding health and safety matters.
- To ensure that the correct documentation (RAMS) and safety resources are made available for the task in hand.
- To ensure, through recorded monitoring processes that the safe systems of work are adhered to, and equipment (including PPE) is used in the correct manner and to refer any deficient items to the Managing Director for consideration.
- To ensure tasks are assigned to those that are suitably trained and competent.
- To hold regular pre-task and toolbox talk briefings with employees and obtain signatures of acknowledgement.

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- Ensure emergency arrangements and equipment is adequate.
- Assist with accident investigations as directed by the Managing Director
- Ensure any periodic tests, inspections and maintenance of plant and equipment under their control are carried out and recorded as required by the appropriate performance standards.
- Ensure (COSHH) substances are assessed prior to use and those working with them are briefed accordingly.

2.9.4 General Duties of Chargehands

- Chargehands have a responsibility for ensuring that all workers for whom they are responsible, observe all aspects of the Company's health and safety policy.
- To escalate any accidents, incidents, or near-misses throughout the hierarchy as appropriate – initially via the Project Manager
- To ensure that the correct documentation (RAMS) and safety resources (PPE and tools and equipment etc) are adhered to and utilised correctly.
- To report and assist in controlling any previously unidentified hazards and hazardous situations.
- To ensure tasks are assigned to those that are suitably trained and competent.
- To hold regular pre-task and toolbox talk briefings with employees and obtain signatures of acknowledgement.
- Ensure emergency arrangements and equipment is adequate (including the re-stocking of first aid boxes as necessary)
- Assist with accident investigations as directed by your Line Manager

2.9.5 General Duties of the Yard Manager

- The Yard Manager has a responsibility for ensuring that all workers for whom he/she is responsible, observe all aspects of the Company's health and safety policy.
- To escalate any accidents, incidents, or near-misses throughout the hierarchy as appropriate – initially via the Company Secretary/Managing Director
- To ensure that the correct documentation (RAMS) and safety resources (PPE and tools and equipment etc) are adhered to and utilised correctly.
- To report (to the Company Secretary/Managing Director) and assist in controlling any previously unidentified hazards and hazardous situations.
- To ensure tasks are assigned to those that are suitably trained and competent.
- To hold regular pre-task and toolbox talk briefings with employees and obtain signatures of acknowledgement.
- Ensure emergency arrangements and equipment is adequate (including the re-stocking of first aid boxes as necessary)

2.9.6 General Duties of the Office Manager

- The Office Manager has a responsibility for ensuring that all workers for whom he/she is responsible, observe all aspects of the Company's health and safety policy.
- To maintain an up-to-date training schedule to ensure training needs are identified and maintained for currency.
- To escalate any accidents, incidents, or near-misses throughout the hierarchy as appropriate – initially via the Company Secretary/Managing Director
- To compile and submit RIDDOR reports.
- To report (to the Company Secretary/Managing Director) and assist in controlling any previously unidentified hazards and hazardous situations.

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- Ensure emergency arrangements and equipment is adequate (including the re-stocking of first aid boxes as necessary)

2.9.7 Independent Health & Safety Consultants

Another Level Scaffolding Limited employ the services of Safety Services (South East) Ltd as health and safety consultants on a retained basis to provide professional assistance and guidance to support the line-management. They are appointed as Another Level Scaffolding Limited's competent advisors and help discharge the Company's duty under regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The Health & Safety Consultants are responsible for keeping the Company up to date with occupational health and safety: new and changing health and safety legislation, and best practice.

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3.0 Doing

3.1 Training & Competence

We understand there is a need to ensure that our employees are trained on a regular basis to ensure that they are competent to fulfil their position within the Company and to carry out work safely.

On initial employment or following re-assignment, the Managing Director/Projects Manager gives all new employees induction training.

- Further training required is identified during the initial induction.
- All training records will be held at the Office.

Specific Jobs requiring specialist training are:

Apprentices

- All aspects of the trade
- Attend College

Drivers

- Relevant drivers Licence
- FLT Operators Certificate
- Driver CPC where applicable

Scaffolders

- Scaffold Inspection
- Scaffold Trade Training (CISRS Scaffolder & System SSPTS)
- Use of Abrasive Wheels

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

3.1.1 Training Records

Another Level Scaffolding Limited shall maintain training records in the personnel files with copies of certification and maintain a training matrix.

3.1.2 Induction Training

Every new employee shall receive induction training, before commencing work, which includes health and safety, to ensure that they are not exposed to unfamiliar hazards. The induction is recognised as an opportunity to convey the management beliefs and company values for health and safety management and to help influence the attitudes of all new starters.

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

The induction consists of:

- Personal Details
- PPE Issue
- Risk Assessment & Method Statement
- Medical Questionnaire
- Manual Handling
- TG20:21
- SG4:22

3.1.3 Modular Training (Toolbox Talks)

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

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

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

Additional general toolbox talks are a useful medium for general day to day communication of information such as sharing accident learning or introducing best practice. A record of attendance must be kept, with the signature of each attendee.

3.1.4 Scaffolder Competencies

It has long been accepted that each of the recognised grades of Scaffolder (Trainee, Scaffolder and Advanced levels) has certain limits attached to their level of training and experience in terms of scaffolds they may or may not be permitted to erect. A summary of the types of scaffolds each level is generally held to be competent to erect/dismantle is detailed below.

Competencies for Scaffolders are generally held to be: -

- CISRS approved Scaffolders courses.
- Construction Industry Scaffolders Registration Scheme. (CISRS – affiliated to CSCS – includes Trainee, Scaffolder, Advanced Scaffolder & SSPTS training)
- National Vocational Qualifications (City & Guilds & CITB approved) in Accessing Operations & Rigging (Scaffolding) levels 1, 2 & 3.

It is experience and a combination of the above that ultimately provides Scaffolders with sufficient technical and safety knowhow to undertake their work to the required standards.

Where an individual does not possess any of the qualifications detailed above, Another Level Scaffolding Limited will assess uncertified individuals via a formalised in-house assessment process that considers all tasks and types of scaffolds that the individual may be required to undertake.

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Please note that the lists below are not exhaustive and as a rule of thumb, any scaffold not listed below may only be erected under the direct Supervision of an Advanced Scaffolder.

3.1.5 Trainee Scaffolder

Trainee Scaffolders must be accompanied at all times whilst on site and any works undertaken must be under the direct supervision of a more qualified colleague who holds a higher level of qualification. Any works undertaken by a trainee must also be subject to regular inspection by the colleague, who will act in the role of mentor.

3.1.6 Scaffolder

In general terms, Scaffolders are permitted to construct any TG20:21 compliant scaffolds under self-supervision, these include, but are not necessarily limited to: -

- Tower scaffolds (including lifting & hoist towers with design input)
- Birdcage scaffolds
- Putlog scaffolds
- Independent scaffolds
- Truss-out scaffolds
- Cantilever scaffolds (Attached to existing scaffolds)
- Protection fans
- Steelwork supported scaffolds.
- Guardrails
- Basic bridge scaffolds
- System scaffolds (The Scaffolder should be trained in the safe erection/dismantling of each type of system he is required to work with & erection should be undertaken in accordance with the manufacturer's recommendations)

Scaffolders may work on the scaffolds listed below if they are under the supervision of an advanced Scaffolder.

3.1.7 Advanced Scaffolder

Advanced Scaffolders are permitted to erect any of the scaffolds listed above in addition to those below under self-supervision.

- Spectator terracing
- Drop scaffolds.
- Suspended scaffolds
- Lifting gantries
- Cantilever drop scaffolds.
- Flying shores
- Raking shores
- Complex bridge scaffolds

3.2 Communication of Information

3.2.1 Essential Information & Feedback

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

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It is important to solicit information from the workforce and receive feedback on health and safety issues. A few moments should be taken at the end of each toolbox talk giving the opportunity to raise and discuss issues. Feedback garnered during these sessions will be recorded on the acknowledgment sheet relating to the talk.

3.2.2 Formal Communications

To ensure the effective communication of important information Another Level Scaffolding Limited also uses the following formal systems: -

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

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

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

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

3.3 Effective Supervision & Control

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

The four general principles for effective Supervision are: -

1. Every job should be surveyed, and a suitable and sufficient risk assessment carried out. Following this a specific method statement will be produced.
2. Ensure the correct competence levels of those allocated duties, in relation to the task(s) to be undertaken and the work equipment to be used
3. Ensure the effective communication of the required performance standards and essential information, e.g., Control measures
4. Establish and implement the suitable levels of imposed and self-supervision depending upon the degree of risk and the competence levels of the operatives involved. Always ensure a minimum level of imposed supervision. This also includes the commissioning of work and handover by a competent person.

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3.4 Consultation with Employees

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

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

Another Level Scaffolding Limited encourage involvement and participation by individuals so that health and safety become a collaborative effort including soliciting the opinion of the workforce in health, safety & welfare issues.

3.5 Liaison with Fellow Employers

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

3.6 Risk Assessment

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

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

The two risk assessment processes used are known as Generic Risk Assessment and Specific Risk Assessment. Both processes use a qualitative technique, which relies upon the judgement of a competent person (or Risk Assessor).

The Risk Assessor must be appointed by the Directors having been deemed competent and received training in the particular techniques used.

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

3.6.1 Specific Risk Assessment

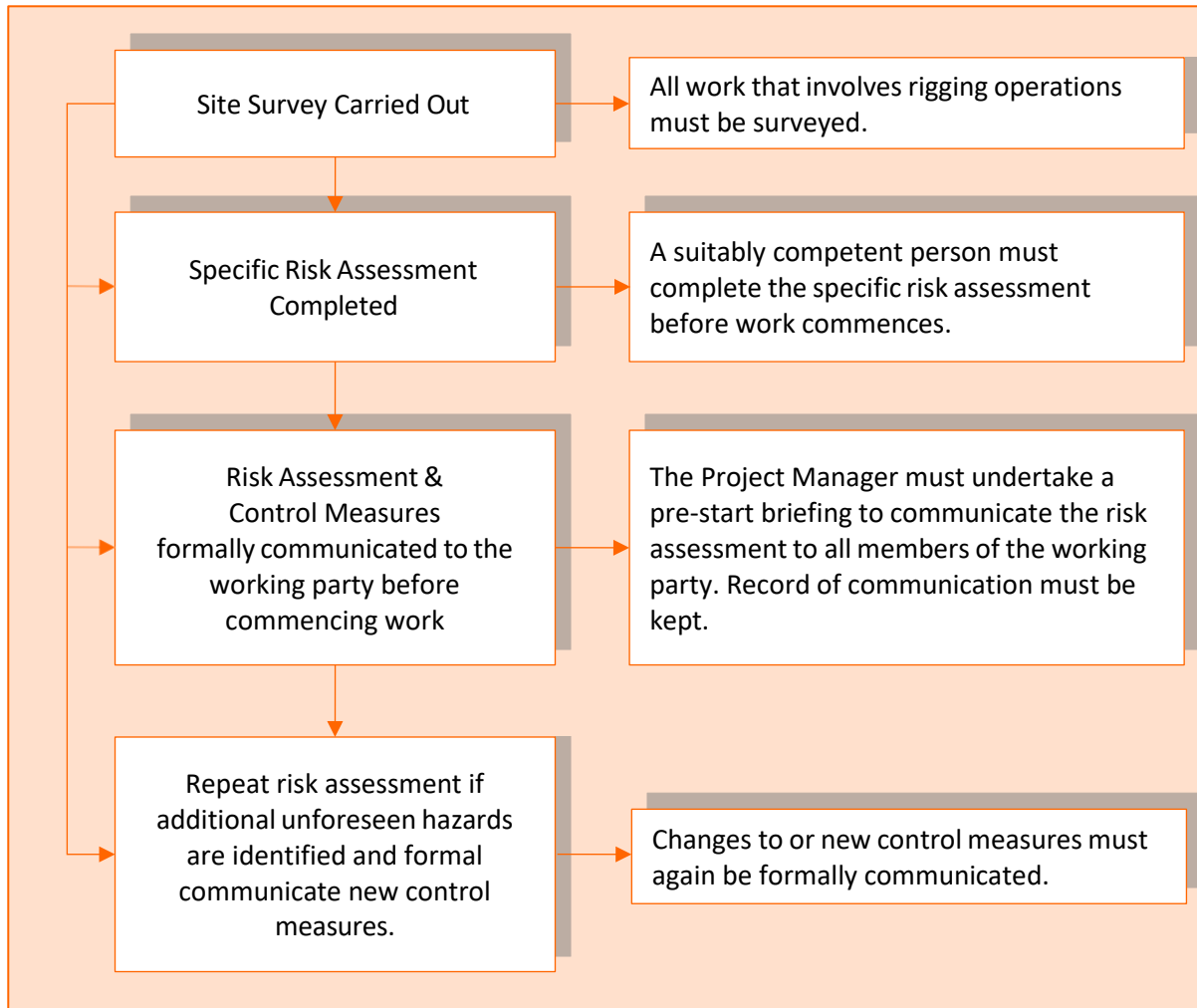
A specific risk assessment must be carried before each job commences (Scaffolding operations). The assessment process is detailed within the flowchart below.

Plan

Do

Check

Act



3.6.2 Dynamic Risk Assessment

Another Level Scaffolding Limited’s operatives are also aware of the management of change. If they arrive at contract sites and the risk assessment and method statement don’t reflect the job, they must ring back to the Project Manager for amendments. This may result in the Project Manager visiting the site or the operatives being moved to a new site until the dynamic risk assessment is complete.

3.7 Method Statements/Scaffold Plans

Method Statements are a traditional form of risk assessment used generally throughout the construction industry. At Another Level Scaffolding Limited they are prepared for all scaffold activity and other high-risk, less frequent activities.

All method statements should include the following:

- The client’s details.
- Details of the location
- Description of the activities to be undertaken

- Specific equipment to be used.
- Drawing Register
- Sequence of events or work method
- Significant hazards identified through the risk assessment.
- Specific control measures to be adopted.
- Specific details of how the scaffold will be erected and dismantled.
- Emergency arrangements, including details of rescue.
- Raising & lowering of materials

The standard company method statement format should be used.

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

3.8 Preventing Falls (inc. SG4:22)

3.8.1 Personal Fall Protection Equipment (PFPE)

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

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

- Full body harness, complete with rear dorsal ring to BS EN 361
- 1.75m fixed length lanyard complete with shock absorbing device to BS EN 355 (Including double lanyards if required)
- Scaffold hook with 55mm opening to BS EN 362

3.8.2 Examination/Inspection & Checking of Fall Arrest/Protection Equipment

Another Level Scaffolding Limited recognise the importance of fall arrest equipment (harnesses, lanyards, inertia reels and other such protective equipment) and the need to ensure that all of this equipment is maintained in good working order. It is imperative therefore, that regular systematic inspection and examination of fall arrest equipment is undertaken by competent persons.

With due regard to the above, it shall be the policy of the company to insist that periodic recorded examinations of fall arrest equipment take place at three-monthly intervals. This examination will be supplemented by a daily pre-use check of equipment to be undertaken by the user and checks undertaken following exposure to situations where degradation of the equipment may have occurred. (i.e., work in acid/alkali rich environments or in strong sunlight).

The successful management of fall arrest equipment is reliant upon the following: -

- All fall arrest equipment will be uniquely identifiable and will be issued to and signed for by individual employees.
- Only competent persons may undertake three-monthly examinations, and these will be recorded and maintained on file for a period of three years.

Plan

Do

Check

Act

- Defective fall arrest equipment will be removed from service immediately. Works at height (of the individual to whom the equipment was issued) will not be permitted pending the issue of equipment free from defects.
- Periodic monitoring of the inspection regime by Another Level Scaffolding Limited management to ensure its adequate operation.

3.8.3 Examination/Inspection/Check Criteria for PPE

When undertaking examinations, inspections and or checks of fall arrest equipment, the following should be considered: -

- Cuts to webbing.
- Surface abrasions across the face of the webbing.
- Edge abrasions.
- Damage to stitching.
- Misuse/"home-made" modifications to equipment
- Chemical attack (Usually indicated by discolouration or surface flaking).
- Heat damage (usually indicated by the damaged area feeling harder to the touch than undamaged areas).
- UV damage (difficult to identify but often manifests itself in the form of a powdery surface and/or slight discolouration).
- Damage to energy absorber casing.
- Partially deployed energy absorber.
- Contamination with dirt, dust, oil or grit etc that may result in excessive abrasion, especially in high-wear areas such as those between the thighs.
- Damaged to metal components, i.e. Karabiners, hooks and screwed connectors.

3.8.4 SG4:22 – Preventing Falls in Scaffolding Operations

All scaffolding operations shall be carried out in compliance with the National Access and Scaffolding Confederation (NASC) Guidance Note SG4:22 'Preventing Falls in Scaffolding Operations', as a minimum safe system of work including the "Scaffolder's Step".

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

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

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

All scaffolding operatives involved in the erection, alteration and dismantling of scaffolding, shall receive appropriate training in the established control measures to prevent and protect against falls from height in line with SG4:22. All line-management with managerial and supervisory responsibility for scaffolding operations shall attend such training.

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

Plan

Do

Check

Act

All fall arrest equipment must be subject to a thorough examination and servicing in-line with the manufacturer recommendations, HSE guidance and the Work at Height Regulations 2005 every 3 months. Records of thorough examination must be maintained.

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

3.8.5 Rescue Planning

Planning for rescue of casualties suspended by fall protection equipment is a fundamental consideration within Risk Assessment & Method Statement documents.

The complexity of any rescue is directly related to the type of work at height being undertaken. In most circumstances, rescue considerations will be simple, but for scaffolding work that is more complex in nature (i.e. erecting, modifying or dismantling non-ground founded scaffolds such as drop lifts and bridges etc), specialist equipment and training may be required. This will be considered within task-specific safety documentation.

3.9 **General Working at Height**

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

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

Another Level Scaffolding Limited will use competent personnel to organise and plan work at height and competent personnel to erect, dismantle and modify scaffolding, as required.

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

Another Level Scaffolding Limited will ensure that working platforms used for construction from which a person could fall from height will be under an inspection schedule by themselves or the user.

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

3.10 **Work Equipment**

All work equipment (including hand tools, appliances, lift trucks, computers, scaffolding materials etc.) must be designed and suitable for the purpose for which it is to be used and only used for operations for which it is designed as per the requirements of the Provision and Use of Work Equipment Regulations 1998.

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

Plan

Do

Check

Act

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

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

3.10.1 Scaffolding Materials

All scaffolding components and associated materials such as ladders etc. are subject to a material control procedure, which ensures so far as is reasonably practicable the inspection and where appropriate the testing of all materials periodically. A competent person who carries out the inspections must ensure the segregation of defect material for destruction or repair, to prevent use.

The appointed person will be deemed competent by having received appropriate training and instruction.

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

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

Plan

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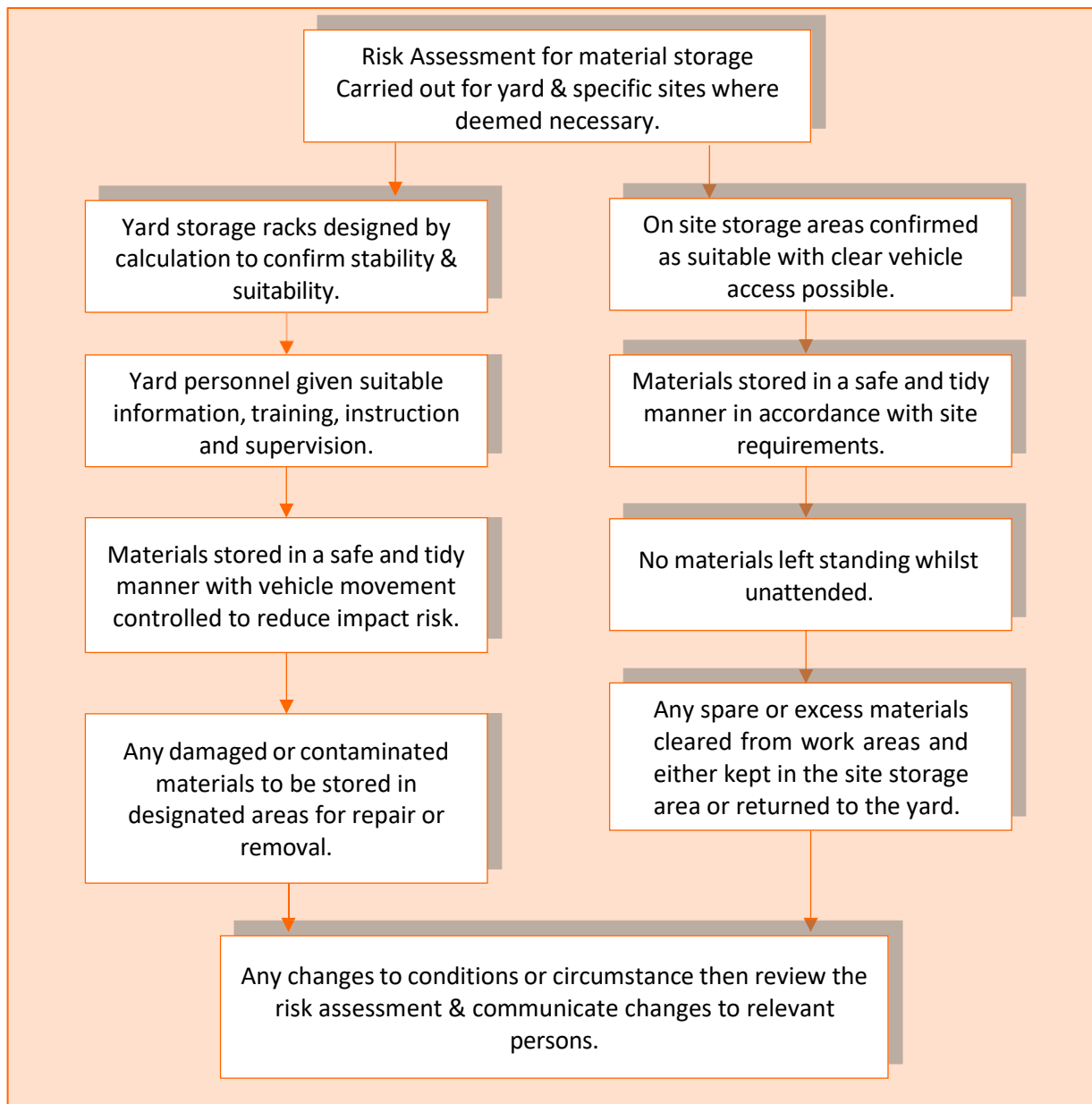
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Act

3.10.2 Storage of Materials

The storage of materials is of particular importance and should be considered as part of standard company risk assessments. The basic processes required are outlined in the table below: -

Storage of Materials Flowchart



3.10.3 Mobile Plant & Vehicles

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

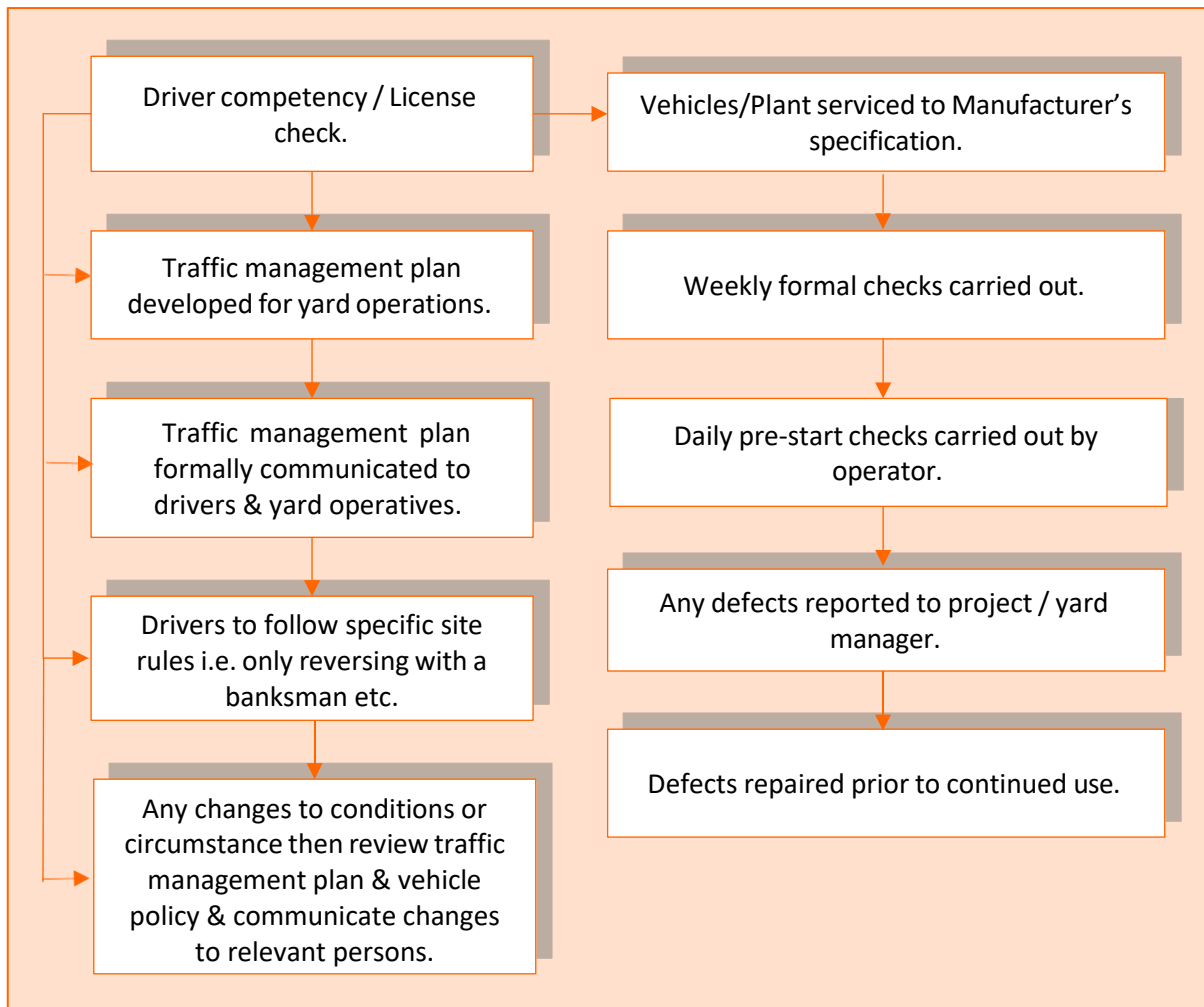


Any defects identified must be reported to the Yard Supervisor or the Projects Manager and the findings and remedial action recorded in the report.

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

The following flowchart gives advice on the basic steps to be taken to ensure driver competence/adequate vehicle maintenance.

Vehicle/Plant Management Process



Plan

Do

Check

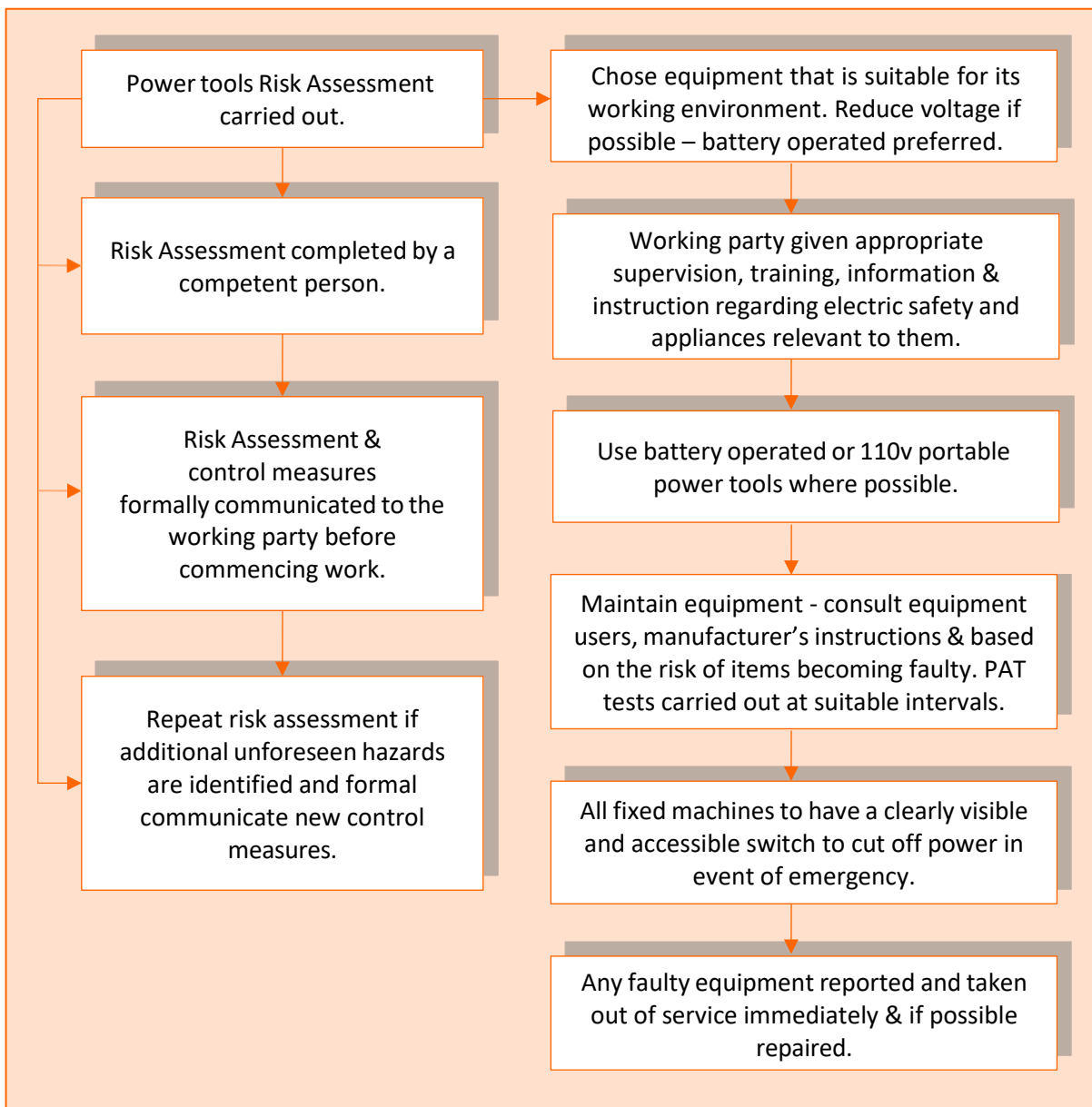
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3.10.4 Portable Electrical Equipment

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

All portable electrical equipment must be inspected, and portable appliance tested (PAT) at suitable intervals, by a competent person, in line with the flowchart below. An inventory of all equipment must be maintained, and all new equipment is added to the list. Each piece of equipment must be clearly marked with the date of the test and the date of re-testing. With RCD's they are usually tested prior to use so as a rule of thumb the inspection period could be extended to 12 Months.

Power Tools Flowchart



3.10.5 Mobile Elevating Work Platforms (MEWP's)

MEWP operators must hold a current CITB CTA Card, IPAF Operators Certificate or equivalent.

All employees using MEWP's at height shall be subject to the wearing and use of fall arrest equipment. All MEWP's shall have a clearly designated anchor point within the platform that is capable of sustaining the likely forces imposed.

3.10.6 Lifting Operations & Lifting Equipment

A person(s) shall be appointed, who has received appropriate training to be deemed competent, to plan and supervise lifting operations, as necessary to ensure they are carried out in a safe manner.

Lifting equipment (e.g. cranes, lorry-loaders, hoists, etc.) and lifting accessories (e.g. chains, slings, shackles gin wheels and ropes etc.) Another Level Scaffolding Limited shall nominate a person (and deputy) to be responsible for the storage, maintenance and inspection of all lifting equipment and accessories owned and controlled by the company as required by the Lifting Operations & Lifting Equipment Regulations 1998.

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

A Slinger / Signaller (Banksman) shall be appointed to assist the crane operator if his vision of the load throughout its travel is obstructed. All appointed Slinger / Signallers are competent, having received formal training to CITB standard or equivalent.

The Slinger / Signaller must visually inspect all lifting equipment before each use. Any defects identified must be reported to the immediate Supervisor, with the equipment removed from use and clearly marked as defective.

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

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

3.10.7 Lift Trucks

Only appointed Lift Truck Operators, who have received training from an approved body and are deemed competent, as detailed in the Health and Safety Executives Approved Code of Practice COP L117 Rider Operated Lift Trucks; Operator Training, are permitted to drive forklift trucks.

All forklift truck operations to be carried out in accordance with HS (G) 6 Lift Trucks; Safety in Working, also these specific precautions must be taken: -

Plan

Do

Check

Act

- Do not overload the lift truck in excess of the manufacturer's recommended safe working load.
- Passengers must not be carried unless an additional seat is fitted for the purpose.
- Do not leave the forklift truck unattended, with the engine running, the keys in the ignition or the forks raised.
- Palletised loads must be checked for security before carriage.
- Where fitted, seat belts must be used.
- Forklift trucks must not be driven at excessive speed. Speeds must be limited to suit workplace conditions.
- Suitable warning signs to be positioned in the workplace to warn pedestrians and other vehicles of the presence of forklift truck operations.
- Operators must sound their horn when leaving and entering the buildings or when negotiating blind bends etc.
- Extra care must be taken when working on a slope or crossing a gradient.
- Convex mirrors must be fitted to ensure all round visibility of at least 1m high by 1m long. If this is not possible then a Banksman must be used where the driver's vision is obstructed or when manoeuvring in a restricted area
- Pedestrians always have right of way.
- The forklift truck must be subject to a planned maintenance programme. The vehicle must be checked by the operator before use, especially the brakes and a vehicle defect report completed.
- Where applicable the lifting chains on the forklift truck shall be treated as lifting accessories and subject to six monthly thorough examination by a competent person
- All forklift trucks must be fitted with an audible reversing warning and flashing beacon to be used whenever the vehicle is in operation.

3.10.8 Ladders

Ladders are not to be considered as the first or only means of access. Senior Management are to consider more suitable methods during their risk assessments; however, it may be the case that ladders will be the best means and so shall be used. The hierarchy of access in TG20:21 should be considered first.

The Projects Manager will discuss with employees the importance of ladders and that they are a means of access or egress and not a working platform.

The Directors or the Projects Manager will carry out toolbox talks on the selection and use of ladders and access and will include the following:

- The foot of the ladder should be supported on a firm level surface and should not rest either on loose material or on the equipment to gain extra height.
- The top of the ladder shall be securely fixed to the structure fixed so that it cannot slip. While lashings etc. are being secured the ladder shall be footed.

Plan

Do

Check

Act

Ladders fitted with proprietary spreader arm may be used, provided certain conditions are met:

- Fitted with non-slip feet.
- Based on a firm level surface which is not slippery
- Erected at a safe angle (1:4)
- Before using a ladder, inspect the ladder to ensure it is in good condition. Do not use a damaged ladder.
- Ladders should be used as in schedule 6 of the Work at Height Regulations 2005 - this is where a risk assessment of more suitable equipment has been carried out.
- A ladder must be used with 3 points of contact inclusive of a secure handhold.

3.11 Occupational Health

3.11.1 Manual Handling

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

Another Level Scaffolding Limited recognises that manual handling is an inherent part of the Scaffolders job function (trade) and that the special handling techniques used in scaffolding are essential enabling skills. These skills are taught as part of the current Construction Industry Scaffolders Record Scheme (CISRS).

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

The process for undertaking assessments of manual handling activities is outlined in the following flowchart.

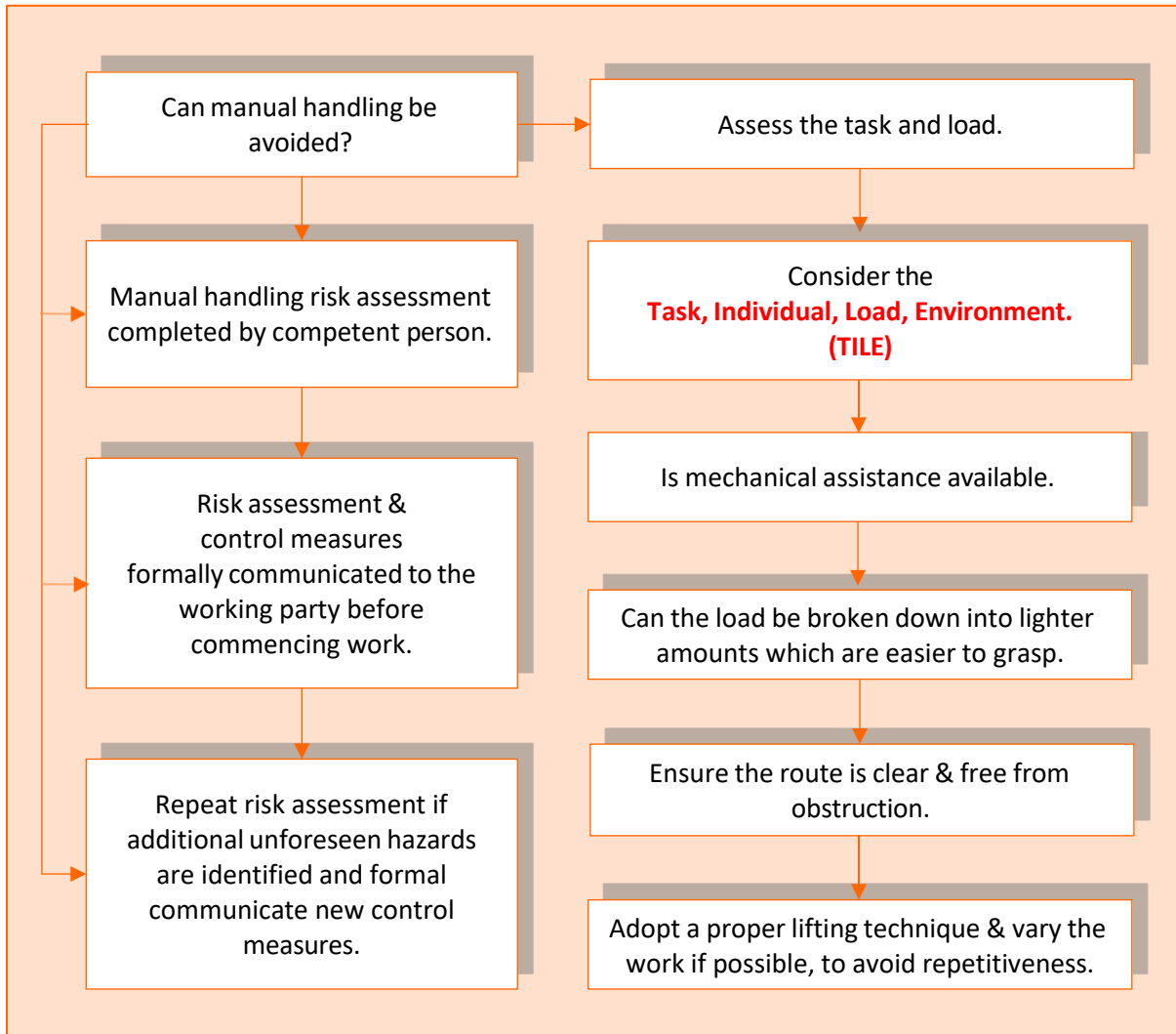
Plan

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Act

Manual Handling Flowchart



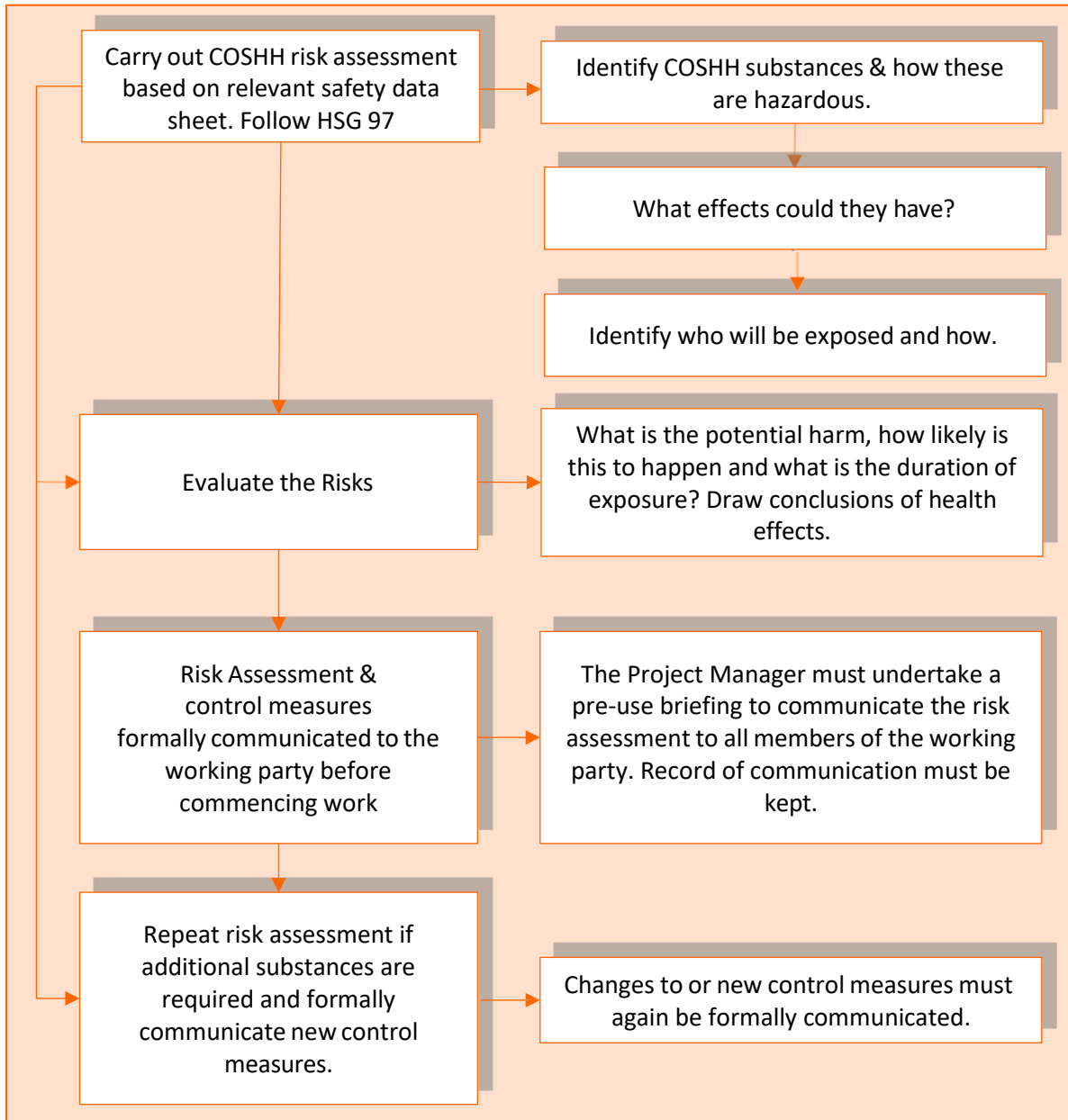
3.11.2 Hazardous Substances

The flowchart overleaf outlines the process to be followed for the undertaking assessments of substances hazardous to health.

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

The COSHH assessment must be carried out by a competent person.

COSHH Flowchart



3.11.3 Asbestos

Another Level Scaffolding Limited does not currently undertake scaffolding operations for the work with asbestos e.g. structures for use as enclosures for asbestos removal or encapsulation. However, we do from time-to-time undertake scaffolding work on refurbishment projects where asbestos may be present.

For this reason, we will provide operatives with the appropriate level of training as specified within Regulation 10 of the Control of Asbestos Regulations 2012.

3.11.4 Noise

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

The company aims to comply with the requirements of the Noise at Work Regulations 2005. The Noise Regulations require specific action to be taken at certain action values. These relate to the levels of exposure to noise of employees averaged over a working day or week; and

- The maximum noises (peak sound pressure) to which employees are exposed in a working day.

The values are:

- Lower exposure action values:
 - :: daily or weekly exposure of 80 dB(a)
 - :: peak sound pressure of 135 dB(a)
- Upper exposure action values:
 - :: daily or weekly exposure of 85 dB(a)
 - :: peak sound pressure of 137 dB(a)

There are also levels of noise exposure which must not be exceeded:

- Exposure limit values:
 - :: daily or weekly exposure of 87 dB(a)
 - :: peak sound pressure of 140 dB(a)

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

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

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

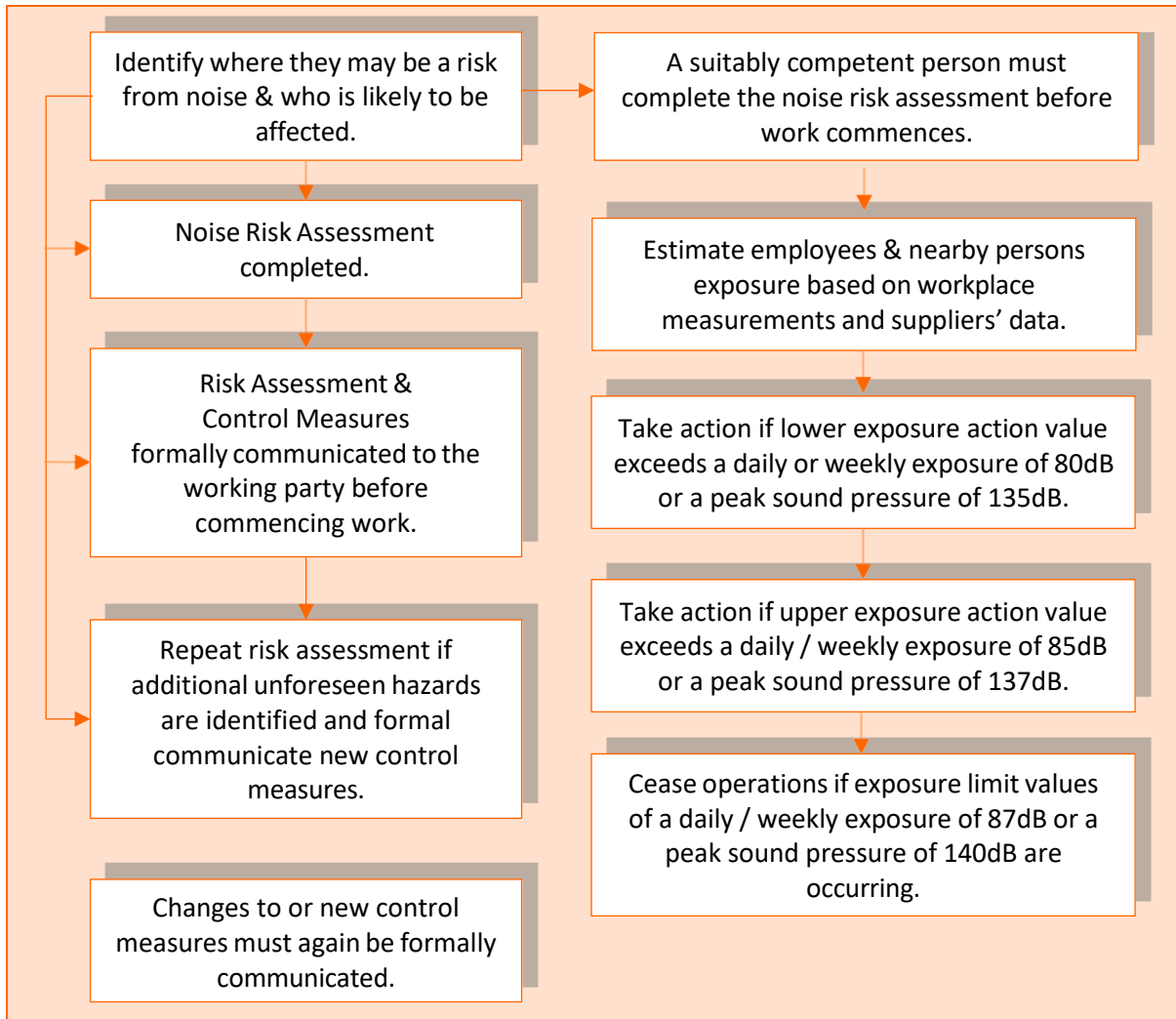
Plan

Do

Check

Act

Noise Flowchart



3.11.5 Health Surveillance/Screening, Stress + Mental Health & Wellbeing.

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

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

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

LGV Drivers and Plant Operator medical checks will be carried out as recommended by the Ministry of Transport for Large Goods Vehicle drivers.

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

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

Mental Health & Wellbeing

- Mental health can become a significant problem for individuals and can be a contributory factor to ill health, including depression and suicidal tendencies. Mental health is defined as a state of wellbeing in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his or her community.

Mental health at work plan

1. Another Level Scaffolding Ltd will hold regular advice and information sessions for all employees.
 2. Mental health awareness training will be undertaken along with annual refreshers.
 3. One to one conversation between managers and employees.
 4. Memos, bulletins and displaying posters to develop awareness.
- Another Level Scaffolding Management will speak to any employee if concerned about them struggling and ensure they are supported.
 - As well as the employees management can also be affected so consider your own wellbeing.
 - Provide employees with good working conditions.
 - Impacts on your mental health – bereavement, unemployment, financial problems, homelessness, use of recreational drugs, medical condition, being A long term carer for someone and excessive alcohol use.
 - Another Level Scaffolding will provide support and are always open to approach from employees.
- See NASC Guidance SG38 guidance on Mental Health Wellbeing which provides links for support.

3.11.6 Vibration

Plan

Do

Check

Act

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

Another Level Scaffolding Limited will consider the risks of health from vibrating work equipment as part of the risk assessment process.

All controls established must as a minimum requirement be provided in accordance with those specified in the Control of Vibration at Work Regulations 2005.

3.12 Overhead Power Lines

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

3.13 Scaffold Inspection, Commissioning & Handover

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

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

The handover certificate shall be used to formally handover the structure or part structure and should be signed by the client's representative. If this is not possible then it will be sent via email to the client's representative with a delivery and read receipt request which will be retained on the contract file.

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

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

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

Plan

Do

Check

Act

3.14 Masonry Anchor Testing

The testing of masonry anchors used as scaffold ties is an essential element of the scaffold commissioning and handover process and ensures that the anchors have been correctly installed. The preliminary and proof testing should be in line with Technical Guidance 4 (TG4 current edition) from the NASC. The manufacturer’s instructions must be followed for the specific type and make of anchor used.

A sample of anchors to be used shall be tested to a load of 1.25 times the working load; in the case of ties with a working tensile load of 6.1 kN this means a test load of 7.6kN and where a tie load of 12.2 kN is required the proof load is 15.3kN. The pass criterion is that no significant movement of the anchor is apparent; a visual check only is sufficient.

The number of anchors to be tested is specified in the table below. The numbers specified apply to all discreet areas where: -

- a. Different fixings may have been used
- b. The base material is different
- c. The condition of the base material has been affected by different weather conditions on a different elevation
- d. A different team of installers has been involved

No. of Ties on the Job	No. of Proof Tests required
0-60	3
61-100	5
101-120	6
121-140	7
141-160	8
161-180	9
181-200	10
200-220	11
221-240	12
In the Event of a Failure	
1 Failure	Double Test Rate to 1 in 10 and a minimum of 6
2 Failures	Double Again to 1 in 5 and a minimum of 12
More than 2 Failures	Test 100% & review fixing specification & Installation Method

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



A sketch of the tie pattern should be drawn on the back of the handover certificate where the scaffold is not designed. The company will provide guidance on this at induction.

3.15 Protection of the Public and Others

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

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

3.16 Personal Protective Equipment

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

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

An assessment of the PPE must be carried out as required by the Personal Protective Equipment at Work Regulations 2022, to ensure the correct selection and suitability for the user.

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

All new employees receive a full issue of PPE when they commence employment. A record of all PPE issued is maintained and signed for by the recipient.

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

Should any item of the PPE be damaged, defective, or out of date then it will be replaced upon request.

3.17 Scaffold Design

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

All Scaffolds provided by Another Level Scaffolding Limited will be erected to meet the requirements of the Work at Height Regulations 2005. This means that all scaffolds will be constructed in accordance with any combination of the following: -

- A TG20:21 Compliance Sheet
- A bespoke design
- Manufacturer's instructions (for system & modular scaffolds)

Plan

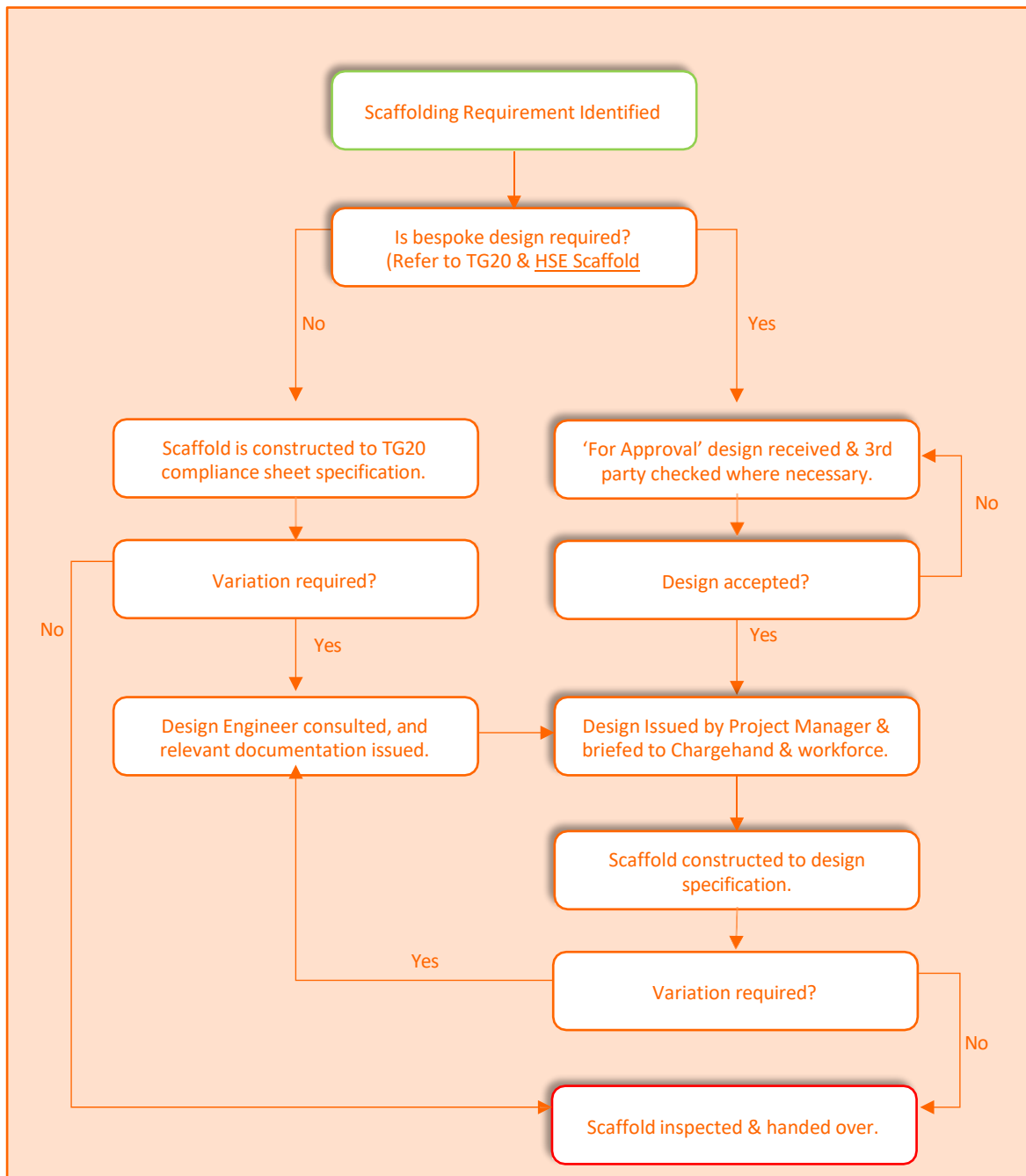
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Scaffolds outside the scope of TG20:21 (i.e., any scaffold structure requiring design input (e.g. special structures)) will be subject to a design risk assessment. Calculations will be made by a suitably competent Design Engineer and drawings produced. Any significant hazards or hazardous work sequences that cannot be designed out shall be detailed on the drawing in text, also where appropriate within the specific method statement.

Anticipated significant deviations from the original design criteria, revealed during the execution of the work needs to be communicated to the Design Engineer to ensure structural integrity is maintained. The flowchart below is intended to briefly outline the company’s design management process.



3.18 First Aid & Emergency Arrangements

It is the intention of Another Level Scaffolding Limited to comply with the site-specific arrangements made by our clients. However, in other circumstances the Company will ensure that suitable measures are in place to administer immediate aid where required (Trained First Aiders).

3.19 Welfare Facilities

Welfare facilities will be provided in compliance with the Workplace (Health, Safety & Welfare) Regulations 1992, and the Construction (Design & Management) Regulations 2015 (Schedule 2) and their relevant Approved Codes of Practice as a minimum standard.

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

3.20 Housekeeping

Housekeeping is an essential feature of accident prevention e.g. trip hazards, fire hazards etc. The subject of housekeeping must be integrated into all monitoring and auditing arrangements to ensure high standards of housekeeping are maintained.

3.21 Smoking at Work

It is the policy of Another Level Scaffolding Limited to maintain a smoke-free workplace to protect employees from the effects of second-hand tobacco smoke and to ensure compliance with The Health Act 2006 & The Smoke Free (Premises and Enforcement) Regulations 2006.

3.22 Drugs & Alcohol at Work

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

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

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

The Company adopts a zero-tolerance stance on the consumption of alcohol or recreational drugs during working time and also on being under the effect of the same during working time.

The Company reserves the right to random test any employee to ensure compliance with its Drugs and Alcohol and Policy.

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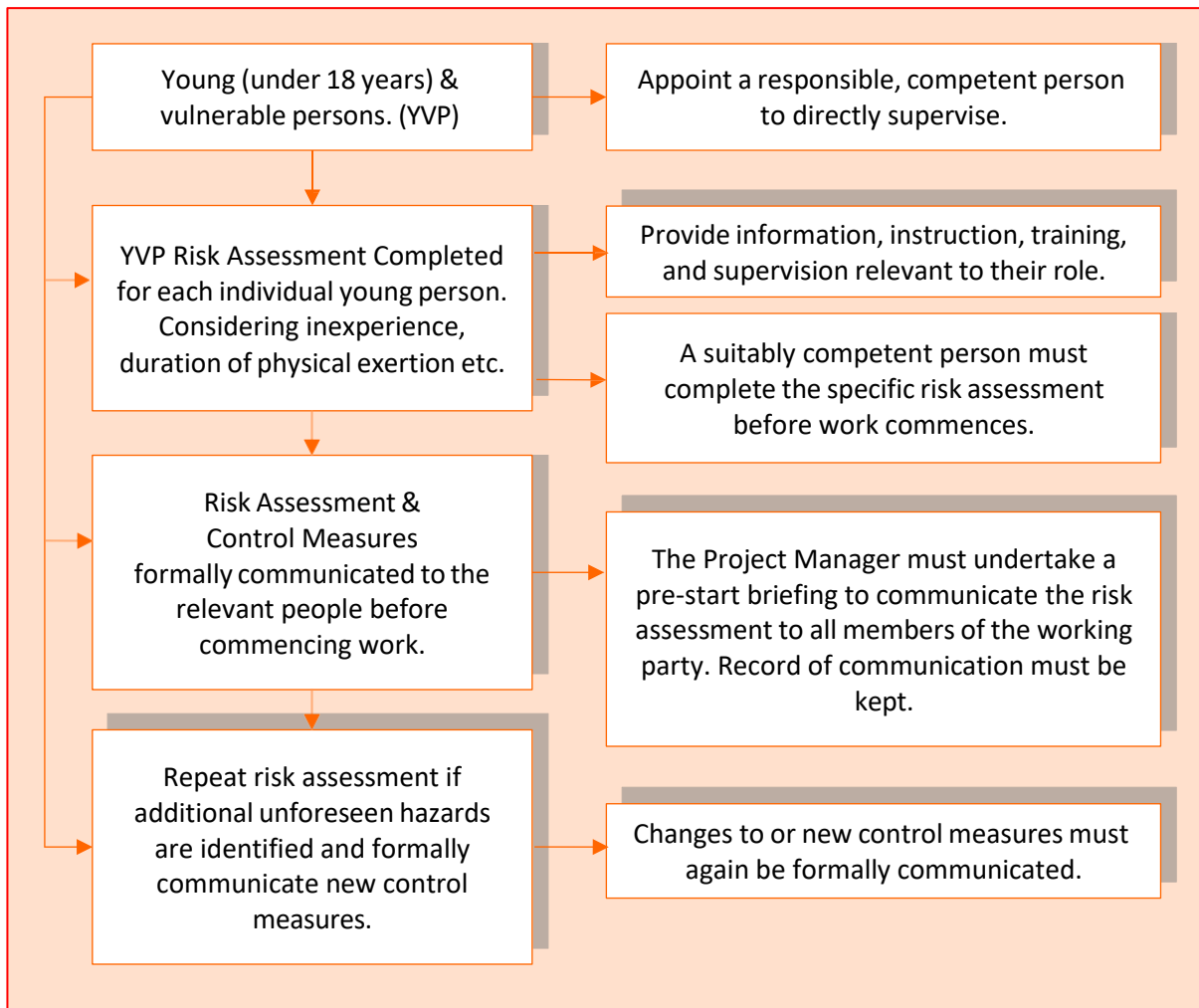
3.23 Young or Vulnerable Persons at Work

A young person at work is a person under the age of eighteen (18) years and can be an employee, visitor, or student on work experience. A vulnerable person is any individual who may not be able to look after him/herself.

A YVP is not permitted to operate/drive plant equipment or work at height where they are exposed to a risk of a fall unless they are in training under direct supervision. Before a young person starts work e.g. trainee, apprentice etc. a suitable and sufficient risk assessment must be carried out on all their activities.

The following flowchart outlines the process to be followed when employing YVP's.

YVP Flowchart



3.24 Dealing with the Enforcing Authorities

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

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

If enforcement action is taken such as the issuing of a Prohibition Notice, Improvement Notice or Notice of Contravention (Fee for Intervention), then the Projects Manager to whom it is issued must comply with any immediate requirements and contact the Managing Director and/or the Health & Safety Consultants directly.

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

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

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

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

3.25 Work on or Near the Railway

All projects undertaken for the rail authority or a rail authority approved contractor on or near the railway must be carried out in strict compliance with the rail authority's safety standards.

3.26 Document Control

This Policy is subject to document control and must not be reproduced, unless clearly marked as an 'UNCONTROLLED COPY'.

3.27 Records Management

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

Accident statistics and details of enforcement action should be maintained indefinitely.

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

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3.28 Office Safety

All clerical and administration employees are required to receive general office safety instruction and training, as appropriate. An office risk assessment should be in place and reviewed at least annually.

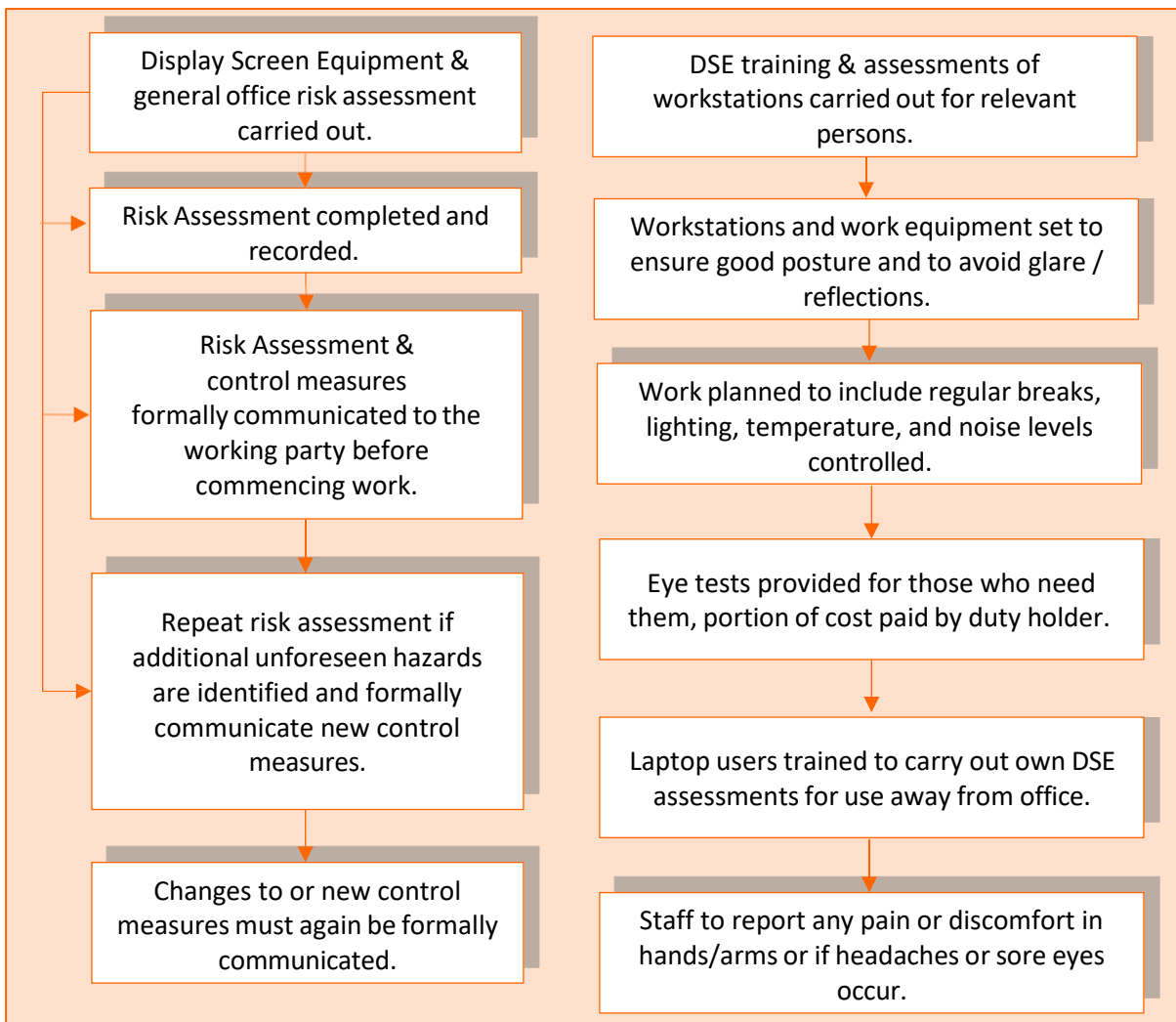
3.28.1 DSE User & Operator

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

A competent assessor must undertake the risk assessment in line with the flowchart below. Following the assessment, the control measures established as reasonably practicable will be implement and could include:

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

DSE Flowchart



3.28.2 Eye Tests & Corrective Devices

All employees, who have been identified as DSE Users and use corrective devices for sight (glasses or contact lenses) for close work, are required to wear them when operating DSE. The Company makes the following contributions for sight tests and corrective devices to employees who have been identified as users after a DSE assessment: -

- Up to £40 contribution towards corrective devices
- Up to £15 contribution towards sight tests

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

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

3.29 Construction (Design and Management) Regulations 2015

Another Level Scaffolding Limited are often engaged as contractors as defined by the Construction (Design and Management) Regulations 2015 and as such, will aim to comply with Regulation 15 which places specific requirements upon contractors.

We will:

- Comply with any reasonable directions issued by the Principal Contractor, and with any rules in the Construction Phase Health and Safety Plan that are relevant.
- Submit any relevant risk assessments and method statements as required.
- Inform the Principal Contractor of any incidents without unreasonable delay.
- Provide relevant information for the Health and Safety file.
- (Where we are the sole contractor on site) prepare a Construction Phase Health and Safety Plan as defined by Regulation 12

The company realises that the provision of training and information to operatives on site is vital, and as such will ensure that:

- All operatives are trained and competent to carry out the tasks to which they are assigned.
- No operatives will begin work until they have received basic information, such as the site induction (where not already provided by the Principal Contractor) and the contents of relevant sections of the Construction Phase Health and Safety Plan. This will include the emergency procedures to be followed in the event of serious or imminent danger to health and safety, and the communication of information relating to risks to health and safety. This information will generally be communicated using method statements and risk assessments.

The company is aware that any contractors that it engages must be competent in the tasks they are required to undertake. Any newly engaged sub-contractors must demonstrate their competence via a SMAS accreditation, or similar.

When undertaking work directly for a domestic client, we will ensure the client is aware of their duties under Regulation 7 of CDM 2015. However, we are mindful of our duties if the company are required to undertake this role on the domestic client's behalf.

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3.30 Waste Management at Site

Scaffold activity generally produces very little in the way of waste. However, Another Level Scaffolding Limited will fully cooperate with the Principal Contractor to assist them in discharging their duties under environmental legislation.

3.31 Waste Management at the Depot

Waste generated at our Depot will be disposed of in a responsible manner using a recycling scheme to separate waste which is then collected by a licensed waste disposal company for processing.

3.32 Driver CPC

The company is committed to ensuring compliance with Driver CPC requirements in line with Driver and Vehicle Standards Agency requirements.

4.0 Checking

4.1 Reactive Monitoring

4.1.1 Accident Reporting & Investigation

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

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

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

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

Any employee who fails to report a work-related accident or fails to co-operate with or deliberately misleads an investigation will be referred for disciplinary action.

All injuries must be reported to the immediate line-manager who will ensure that the appropriate level of investigation is undertaken, and the records kept.

A company accident form must be completed for all accidents. The individual completing the form keeps a copy and the other copy is entered into the office accident book once all the

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remedial actions are complete and closed out. In addition to the form a full investigation report should be prepared for more serious incidents.

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

It is the responsibility of the Office Manager to ensure that RIDDOR injuries, ill health and dangerous occurrences are reported. The absence period that triggers an accident report to the HSE or local authority is over seven days absence from work.

The period in which duty holders must notify the authorities of a RIDDOR-reportable accident is up to 15 days after the incident, but in general terms this should be done at the earliest opportunity.

A record of all absences over 3 days must still be maintained but these no longer require reporting under RIDDOR.

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only.

The RIDDOR reference number must be recorded on the Accident Report Form. The Health and Safety Executive's RIDDOR report details are listed below:

Telephone	0845 300 99 23 (Monday to Friday 8.30 am to 5 pm only)
Fax	0845 300 99 24
Information	www.riddor.gov.uk

4.2 Proactive Monitoring

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

4.2.1 Hierarchy Monitoring

Each member of the line-management within the operational hierarchy of the organisation (Directors through to first line Supervisors) shall undertake Health and Safety inspections at a predetermined frequency.

The inspection shall observe workplace operations and be carried out using a checklist style pro-forma to record the findings.

Copies of the monitoring report are reviewed by the immediate direct line-manager.

Where it is appropriate copies of the inspection report will be issued to those responsible for completing a specific action. All corrective remedial actions remain open until closed out as complete.

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4.2.2 Independent Monitoring

Independent Monitoring is similar to the Hierarchy Monitoring but is carried out by the Independent Health and Safety Consultants.

This monitoring is carried to a programme agreed by Another Level Scaffolding Limited and reported directly to the Director responsible for health and safety.

5.0 Acting

5.1 Management Review Meetings

An annual safety management review meeting should be held to monitor implementation and development of the Health and Safety policy and overall safety performance. These review meetings will consider: -

- Previous review meeting notes
- Policy effectiveness & validity
- Procedure effectiveness & validity
 - Risk assessments
 - Method statements
 - Training
 - Accident investigation, reporting & communication.
- Change management (business activities & services)
- Accident, incident, and other loss events, both internal and external
- Inspection, monitoring & audit results
- Performance standards
 - Legislation
 - Industry guidance
 - Client requirements
- Competence
- Objectives & targets for the forthcoming period & analysis of the previous period's objectives & targets
- Communication & workforce engagement
- Learning events (positive & negative)

Actions determined within management review meetings and advice taken from our retained health & safety advisors will form the basis of continual improvements within the business.

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