



MERIDIAN
CONSTRUCTION
SERVICES

Innovation Centre Medway
Maidstone Road
Chatham
ME5 9QP

www.meridianconstructionservices.com

Health & Safety



Management System



Managing Director : ADAM LIGHTOWLER

Dated: 15th Jan 2018

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Received and Read: Acceptance

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Health and Safety Policy Statement

MERIDIAN CONSTRUCTION SERVICES LTD recognises the fact that Health and Safety has positive benefits to the organisation and commitment to a high level of safety makes good business sense. It recognises that Health and Safety is a business function and must continually progress and adapt to changes. The approach to health and safety will be based on identification and control of risks. There are distinct benefits to be gained from providing a safe and healthy working environment, appropriate levels of resources will be allocated to ensure health and safety within the organisation. A positive culture will be supported by senior management. All employees will be involved in the decision-making processes individually or through their representatives. The performance of individuals and the organisation will be monitored to pre-determined standards with improvements being made to Health and Safety standards. Adequate planning, monitoring and review of the implementation of the Health and Safety policy will be carried out. Due to the nature of work undertaken, we will adopt a dual accident prevention strategy based upon that of a 'Safe Place of Work' and 'Safe Person'. In order to ensure that this general statement is achieved, the following will form our aims and objectives.

- MERIDIAN CONSTRUCTION SERVICES LTD will ensure that there are arrangements put into place for the effective planning, development and review of this policy statement.
Management will ensure that appropriate systems are developed and maintained for the effective communication of Health & Safety matters throughout the organisation.
We will provide the necessary information, instruction and training to employees and others, including temporary staff to ensure their competence with respect to Health & Safety.
- Management consider that health & safety rates equal to all other business functions and will attach equal importance to achieving health and safety targets. The company will devote the necessary resources in the form of finance, equipment, personnel and time to ensure Health & Safety. The assistance of expert help will be sought where the necessary skills are not available within MERIDIAN CONSTRUCTION SERVICES LTD
- MERIDIAN CONSTRUCTION SERVICES LTD will co-operate and co-ordinate with clients, with other employers, with occupiers and self employed as necessary to comply with this policy this statement is produced along with our Health and safety policy environment policy as provided in our Health and safety Management System
- MERIDIAN CONSTRUCTION SERVICES LTD believes in constantly improving Health & Safety standards and performance. It will to this end endeavour to ensure that all relevant Statutes, Regulations and Codes of Practice are complied with. The minimum standards that will be adopted by the MERIDIAN CONSTRUCTION SERVICES LTD are those required by law, MERIDIAN CONSTRUCTION SERVICES LTD will seek to exceed these where there is a demonstrable benefit



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- MERIDIAN CONSTRUCTION SERVICES LTD recognises that safety is the responsibility of everyone within the organisation and is not just a function of management. Managers will have duties and responsibilities to comply with the letter of policy. Employees will have specific responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with management in achieving the standards required. The company will ensure that Health & Safety management is an integral part of the manager's function and will monitor their performance along with their other duties.
- The company will ensure that Health & Safety is fully integrated into the management and decision-making processes within the organisation.
- Systems will be developed to ensure that accidents and 'near-misses' are fully investigated and appropriate action taken to reduce the likelihood of their occurrence.
- MERIDIAN CONSTRUCTION SERVICES LTD will ensure that procedures are established to ensure that safe equipment and plant are provided for employees and non-employees. Supervisors appointed will be given the required powers and resources to allow them to assist the company to discharge its legal duties

Signature:

Name: Adam Lightowler

Job Title: Managing Director

Date: Jan 2018



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Environmental Policy

- MERIDIAN CONSTRUCTION SERVICES LTD is committed to improving its environmental performance and promoting substantial development in every sector in which it operates and at every level of the business.
- MERIDIAN CONSTRUCTION SERVICES LTD prides itself in its ability to adapt to changing environments and its protection of this change by complying with all relevant UK legislation, meeting National Standards on environment and in accordance with best working practices currently in use by the industry. This is an ongoing commitment which requires working procedures to be frequently reviewed and adapted to reflect the continual changes that are taking place in the industry to ensure the company is at the forefront of the changes with regards to environmental protection.
We declare the policy of MERIDIAN CONSTRUCTION SERVICES LTD is to continually improve environmental performance.
- MERIDIAN CONSTRUCTION SERVICES LTD uses the word environment to cover the natural environment and ecosystems as well as the built environment, the effect the company's operations can have on people's lives and heritage. As a provider of Facilities and Building Contracting and working on infrastructure schemes, this pledge to environmental protection is further extended to protect the Health & Safety of employees and the public in general so that the company's impact on environment is beneficial and not harmful.
- The Managing Director is responsible for the implementation of the environmental policy. Specifically we will be measuring our performance in five key target areas:
Waste
Energy Management
Environmental awareness briefing
Vehicle emissions
Infringement of environmental regulations
- MERIDIAN CONSTRUCTION SERVICES LTD is committed to conducting in a manner that is professional and ethical whilst paying particular attention to its environmental responsibilities. These responsibilities will be discharged by implementing the following;
Strict compliance with all relevant legal requirements, codes of practice and regulations
Our operations carried out with minimum pollution and disturbance to our neighbours and the general public
The efficient use of materials and resources
The management within our company of environmental issues on each site and at MERIDIAN CONSTRUCTION SERVICES LTD head office
- Reviews of the content and implementation ensuring best practice



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- MERIDIAN CONSTRUCTION SERVICES LTD’s aims are to ensure the effective management of resources, reducing impact on the natural environment and ensuring all employees have an environmental awareness and concerns.
- We encourage the participation of our sub-contractors, suppliers and clients in our environment goals
- Regular management reviews of the content and implementation of the environmental policy and issues relating to the environment.
- MERIDIAN CONSTRUCTION SERVICES LTD is committed to our environmental policy, protection and improved performance.
- The site managers implement the policy by close monitoring of all workplace issues and performance criteria.

Signature;

Date: 15/02/18

Name : Adam Lightowler

Job Title: Managing Director

ENVIRONMENTAL ASPECTS REGISTER

1.0 Purpose

The purpose of this Environmental Aspect Register is as follows:

- To make information available to management.
- To provide a record and understanding of the current environmental aspects at each location and enable updating as required.
- To enable screening of the environmental aspects and decisions to be made on the focus of the environmental programs.

Amendment Record

Revision	Issue date	Description	Authorised by
1	15/02/18		F L SLEGG



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Aspect Analysis

Environmental Impact	Environmental Aspect L Large Aspect M Medium Aspect S Small Aspect	Scoring			Significant Y/N
		Normal	Abnormal	Emergency	
<u>Discharges</u>					
To Air	Gas burning	M	M	S	N
	Car exhausts	S			
To foul sewer	WC waste				
	Kitchen waste	S			
To storm sewer	Storm drainage	S			
	Car sump oil leakage				
To land	Car sump oil leakage	S			
<u>Waste</u>					
To Recycle	Office paper	S			
(Recycle)	Redundant office equipment ¹	S			
Recycle	Ditto consumables ²	S			
Recycle	Domestic type waste	S			
Recycle	Excavated material				
Recycle	Cable				
	Metal Tray / Conduit				
Removed by Council	Fluorescent Tubes				
Recycle Council Site	Empty canisters				
Recycle Council Site	Plastic packing				
N/A	Timber packing				
<u>Resources</u>					



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Electricity	Electric lighting	S			
	Electric heating / Cooling	S			
	Office equipment	S			
	Electric tools	S			
Gas	Gas heating	S			
<i>Petrol / Diesel</i>	Cars / vans				
Materials	Cable	S			
	Tray / conduit	S			
	Cleaning agents	S			

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

Environmental Impact	Environmental Aspect L Large Aspect M Medium Aspect S Small Aspect	Scoring			Significant Y/N
		Normal	Abnormal	Emergency	
Water	Domestic use	s			
Noise	Vehicles / plant	m			
	Drilling / fixing	m			
<u>Storage Aspects</u>	Lubricating Oil	m			
	Canisters / Solvents	L			
Sub-Contractors Managed by Cgn	Monitored on site. Use of Skips or Waste Management Companies	S			
Suppliers	Packing –Waste Dispose by Skip	S			
Disposal of old office Equip by Council	Council disposal. On Site	S			
Target	Paper less office. New Tech. Look into	S			
	Diesel Combine drivers, drop off to containvehicle use	S			

Consider all aspects relevant to your organisation and business

Additional prompts

Controlled waste
Special waste
Waste segregation

MERIDIAN CONSTRUCTION SERVICES LTD

HEALTH & SAFETY MANAGEMENT SYSTEM

Health AND SAFETY ORGANISATION

Adam Lightowler (Managing Director) has overall responsibility for ensuring that the company complies with its responsibilities under health and safety legislation. In order to achieve this aim, authority for the management of health and safety is delegated to the managers responsible for sections (see company organisational chart).

Managers Responsibilities

Manager's responsibilities are:

- Ensure that the risk assessments are completed and reviewed regularly for their department.
- The investigation of 'serious' incidents or complaints relating to health and safety, in conjunction with the company's safety advisors.
- Receive Near Miss and Accident reports and consider the necessary action required.
- Ensure that adequate consultation with employees takes place in relation to issues of health, safety and welfare.
- Ensure that workplaces and installation sites are inspected in accordance with the relevant Inspection Systems.
- Set performance targets for the management of health and safety within their department.

Supervisors and Foremen

Supervisors and Foremen responsibilities are:

- The day to day management of health and safety within their workplace or area of work activity.
- Undertake workplace or site inspections and in consultation with their manager and if necessary the company safety advisors put in place any remedial measures required.
- Preliminary investigation of near misses, accidents, incidents or complaints relating to health and safety.
- Ensure information is passed to the employees and subcontractors they supervise and the organisation about health and safety related matters.

Employees & Subcontractors

- The duties of employees & subcontractors are:
- To comply with any measures put in place by the company to meet their obligations under health and safety legislation.
- To report any dangerous conditions, defects or occurrences as soon as possible to their supervisor, foreman or other responsible person.
- Not to interfere with anything put in place to ensure health and safety.
- To take reasonable care for Health & Safety of himself and of other persons who may be affected by his acts or omissions at work
- As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions to co-operate or comply with.

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

Safety Advisor

MERIDIAN CONSTRUCTION SERVICES LTD currently uses inhouse services to provide a safety advisory service. The terms of reference for this service are:

- Advise the organisation and senior management on their responsibilities under health and safety legislation.
- Advise the organisation on changes to health and safety legislation and the measures necessary to comply with any changes.
- Advise on the suitability of remedial measures identified as a result of:
 - ❖ Risk Assessments or any review.
 - ❖ Investigation into near misses, accidents, dangerous occurrences or complaints relating to health and safety.
 - ❖ Workplace or Site Inspections.
- Answer or provide advice on any issue relating to health and safety.
- Identify suitable sources of training provision for any training needs identified by the risk assessments or individual performance review.

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

Drugs and Alcohol Policy

The purpose of this document is to describe the company's policy and arrangements for the management of Drugs and Alcohol.

This document covers all employees and other parties working under the control of the company.

This document details the process and responsibilities for managing Drugs and Alcohol in accordance with Legislation.

MERIDIAN CONSTRUCTION SERVICES LTD DRUGS & ALCOHOL POLICY

It is YOUR responsibility to inform your Supervisory Manager if you are taking prescribed medicines that could affect this policy.

Departure from this policy will lead to disciplinary action being taken.

MERIDIAN CONSTRUCTION SERVICES LTD. has a policy of assistance with the rehabilitation of employees who voluntarily apply for help for drug or alcohol related problems. However assistance must be sought at the earliest opportunity as late disclosure prompted by an impending drugs and alcohol screening will not be accepted.

Screening for drugs and alcohol will be undertaken:

Pre-employment

Unannounced (random sampling at least 5% of staff working on MERIDIAN sites).

For Cause (where there is reason to suspect contravention of this policy)

Managing Director Adam Lightowler

15th Feb 2018

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

For Cause screening shall be undertaken;

- Following specific accidents or incidents
- Where behaviour gives cause to suspect contravention of this procedure
- As part of an ongoing treatment monitoring programme.

A manager or supervisor with reasonable cause to suspect that you are unfit through drugs and alcohol while on duty or when reporting for duty must arrange for you to be

- Relieved from duty immediately until you have been tested
- Tested for drugs and/or alcohol by a recognised agency
- Removed from Safety Critical duties while awaiting the results

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

Control of Working Hours

The purpose of this document is to ensure that working hours are controlled to avoid excessive hours or shifts, which can lead to staff becoming over tired, placing those staff in danger and adversely affecting the safety of others, and the integrity of systems on which they are working.

This document covers all employees and where relevant, third parties undertaking work on behalf of. MERIDIAN CONSTRUCTION SERVICES LTD

Setting and Monitoring Working Hours/Control of working conditions

In all cases work patterns should be planned around the following standard.

- No more than 12 hours to be worked per turn of duty
- No more than 72 hours to be worked per calendar week
- A minimum rest period of 12 hours between shifts
- No more than 13 shifts in any 14 day period
- The Managing of hours with regard to fatigue shall be considered in accordance with Railtrack Standard NR/SP/ERG/003.
- All affecting Weather conditions and intensity of work shall be considered Within shifts

NB: All travelling time is to be accommodated within the above standard.

It is the responsibility of all managers, planning works, to comply with this standard.

Exceeding Working Hours

The Quality Manager shall ensure:

- That all proposed changes to working hours for employees are subject to risk assessment before they are implemented.
- The risk assessment includes the identification of new and increased risk to the safety of the works and that control measures are implemented.
-

Risk assessments shall consider:

- Nature of work
- Available Breaks
- Length of shift
- Rest periods between shifts
- Number of shifts undertaken/planned over a 13 day period
- Next rostered shift

Monitoring

All exceedences and requests for exceedences shall be recorded by the QSE Manager and reviewed for trends. Monitoring of working hours exceedences will be a specific audit item within the audit schedule.

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

Induction Checklist (page 1 of 2)

GGN Limited		Induction Checklist
ITEM	ACTION	CHECK
FIRE	Fire evacuation procedure at that location	
	Fire exits and call points	
	How to raise the alarm in an emergency	
	Fire wardens and where they are located	
	Day / time of fire alarm test	
	Extinguishers: different types, where they are placed	
	Emergency services - how to contact	
	Fire Training (as applicable)	
ACCIDENTS	How and to whom to report an accident	
	Location of statutory accident book	
FIRST AID	Who are the First Aiders and where are they located	
	Location of first aid equipment	
	First Aid Training (as applicable)	
PPE	Issue HV Vest, H Hat, W Weather Coat	
	Check/Issue Boots	
BOMB THREATS	Local emergency procedure	
WELFARE ARRANGEMENTS	Facilities: kitchens, toilets, washing facilities, drinking	
	Water, temperature control, lighting etc.	
	Smoking policy at the location	
	VDU	
HEALTH & SAFETY INFORMATION	Location of health and safety library (What is in it and borrowing system)	
	Location of health and safety notice boards	
	Safety signs	
	Safety briefings procedure	
	Drugs and alcohol policy	
	Safety Critical Work (medical / screening / glasses & contact lenses etc.)	
	Refusal to work on grounds of H&S	
	COSHH	
	Personal Issue of Rule Book	
HAZARDS & RISKS	Hazards and risks at that location	
	Electrical Equipment	

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

PEOPLE	Safety team, safety reps, others	
MERIDIAN CONSTRUCTION SERVICES LTDMANAGEMENT	Introduction to the MERIDIAN CONSTRUCTION SERVICES LTD Organization roles and responsibilities	
	Safety Management System	
	Safety Briefings and Safety Briefing Note / Safety Notice Board	
	Safety Library - Locations and documents of note	

Induction Checklist (page 2 of 2)

	Risk Assessments	
	Accident / Incident Reporting	
	Safety Training	
	Project Information	
	Feedback	

Comments:			
Name:	Location:	Date:	Quality Manager:
Signature:			Signature:
Staff no.			

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

Managing Refusal to Work on the Grounds of Health & Safety

Procedure

The purpose of this procedure is to ensure that all personnel are satisfied that the working arrangements in place in regards to individual and / or group safety are adequate for the activities being undertaken.

This document applies to all work activities undertaken by the company.

All personnel have the responsibility to work in a safe manner so as not to endanger themselves and / or others and to follow this procedure in the case of unsafe work arrangements.

The flow chart shows how to invoke the Work Safe Procedure

Work Safe Procedure Flowchart

This is the process to follow if you believe that the work safe procedure should be invoked. Work can cease if you feel that it may be unsafe to proceed

Within the following Chart remember you have rights under CIRAS (Confidential Incident Reporting and Analysis System)

CIRAS is an alternative way to report safety concerns confidentially. If you have tried company channels, or don't feel you can, CIRAS offers another way of reporting. Cirrus compliments company reporting systems, it does not replace them.

Further advice will be provided on CIRAS at regular intervals within your site briefing talk's sheet

CIRAS Reporting is easy:

Phone: 0800-4-101-101

Text: 07507 285887

Freepost: CIRAS

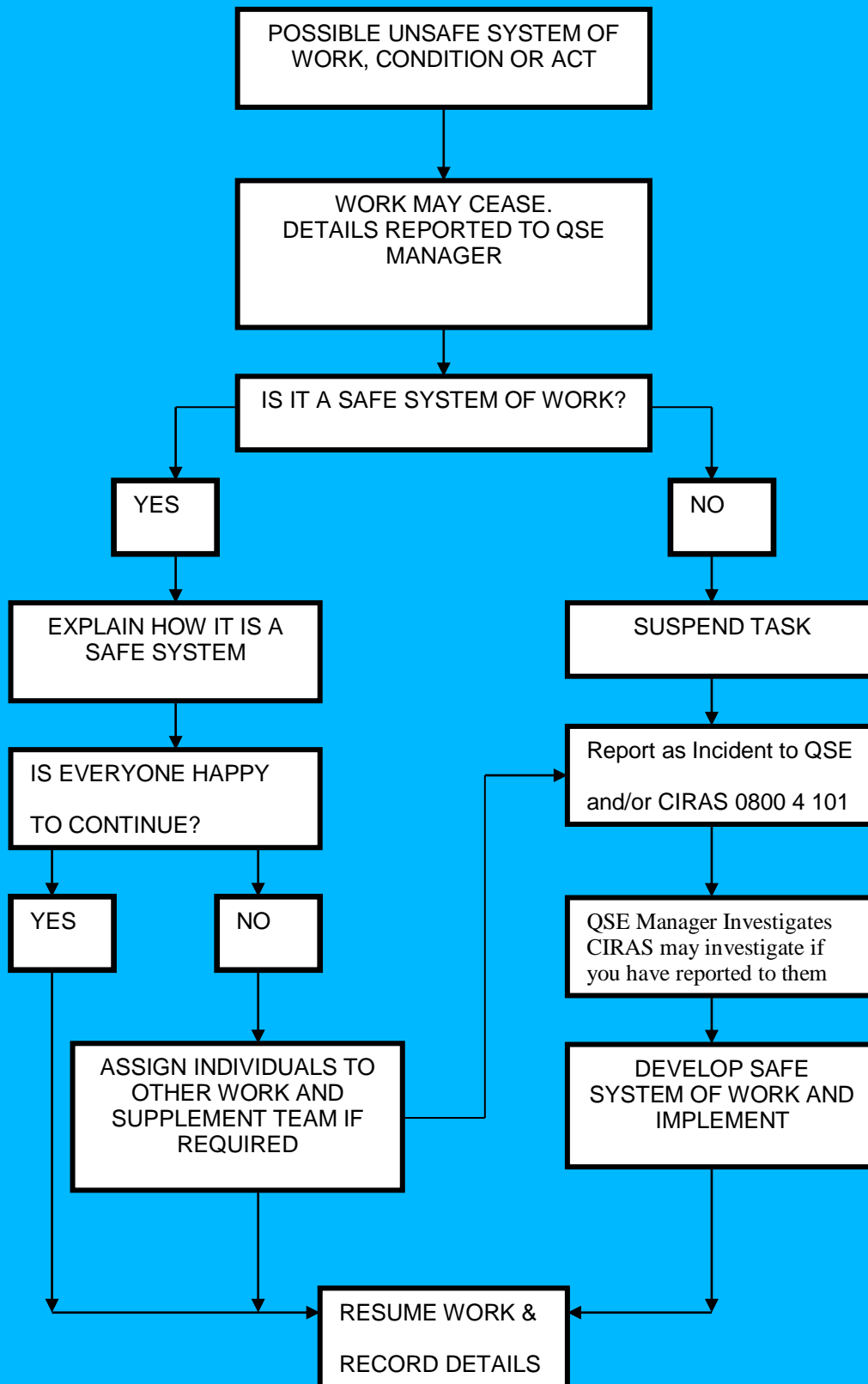
CIRAS is:

Completely independent

Entirely confidential, and

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

Work Safe Procedure Flowchart



MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

Document Control

The purpose of this document is to describe the arrangements necessary to identify and control receipt, review and issue of all documents identified by the organisation as being required to ensure the effectiveness of the management of the business.

Controlled Document List

A Controlled Document List is held detailing all documents requiring control. The Controlled Document List is a live document that has and continues to evolve throughout the company's life. The documents have been identified by the organisation as being required to ensure the effectiveness of the management of the business.

These include:

- Legislative and Regulatory requirements
- Management System documents

Incoming Document Review and Issue

The Quality Manager is responsible for identifying a competent manager to:

- review incoming documents
- Identify changes (including withdrawal)
- assess the impact to the business
- record changes/impact
- cascade throughout the organisation and record

Internal Document Review and Issue

The Quality Manager is responsible for:

- identifying a competent manager to review and approve internal documents
- ensure approval prior to issue
- cascade throughout the organisation and record

Access to Documentation

Access to relevant Legislative and Regulatory requirements and Procedures is through the company's Health & Safety support as identified in the organisation structure.

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

Risk Assessment Policy

MERIDIAN CONSTRUCTION SERVICES LTD is committed to ensuring 'so far as is reasonably practicable' the health and safety of its staff and all persons who may be affected by its activities. In order to ensure that it can meet this commitment and to comply with the duties placed upon employers by the Management of Health and Safety at Work Regulations 1999, the company will ensure that all departments develop a systematic risk assessment procedure for their area of work/activity. The purpose of this policy is to ensure that these risk assessments are undertaken within a common framework.

Risk Assessment is essentially a five stage process involving the following actions:

1. Identification of Hazards
2. Deciding who is at risk and what extent
3. Evaluating and prioritising the risks from the hazards identified
4. Putting in place the necessary control measures
5. Recording the risk assessment and the review process

General

Each Department will be required to undertake Risk Assessments in conjunction with the Company Safety Advisors. Directors or Managers will be responsible for ensuring that the Risk Assessments are completed within the timescale agreed.

Where a significant risk is found to exist, it will be recorded and employees will be provided with information about the hazard(s) and the measures being implemented to ensure adequate control of the risk.

Supervisors/foremen responsible for areas are to oversee the implementation of any control measures required. Dates will be set to review any action required in the implementation of these control measures. If action date(s) are not met by the nominated individual, the matter will be referred to the appropriate Manager (and ultimately the Managing Director) for urgent action or review.

The Risk Assessments will be held at departmental level. A copy of any updated Risk Assessment must be sent to the Quality Manager once completed to ensure continuity. Details of the risks assessed and the measures being adopted to control these risks will be given to employees and sub contractors as part of the normal consultation process.

All identified risks will be re-assessed depending upon the degree of risk or when information received suggests that they may be invalid, the processes involved having changed or new equipment/procedures having been adopted.

Each individual risk assessment will also have a set review date, i.e. one calendar year.

Special Risk Assessments

The general risk assessments will highlight the need for a number of special risk assessments, these being:

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

Manual Handling

- Control of Substances Hazardous to Health (COSHH)
- Display Screen Equipment
- First Aid
- Noise
- Work Equipment

Each of these special risk assessment areas has a separate policy dealing with their introduction and conduct.

Site Assessment & Inspection Policy

Site Assessments

Due to the nature of the work undertaken by us, it is essential that before any work is started a thorough site assessment is undertaken, also to ensure the effectiveness of the site assessment a system of periodic inspections of sites is also required.

F.L.SLEGG in conjunction with the Foremen in charge of sites, will ensure that a site assessment is conducted of any work taking place on site, as a result of this site assessment a method statement relating to how and when the work is to take place will be produced and communicated to all staff and subcontractors involved in the activities concerned.

Selection of contractors

Domestic contractors are selected from a database of contractors selected by the customer or used by us previously who adhere to our H& S Management system.

Their performance on H& S will be audited as our own staff and records kept

Site Safety Inspections

In order to ensure that the safety precautions identified in the method statements for our work activities, random Site Safety Inspections will be undertaken every 3 months by F.L.SLEGG . An example of the Site Inspection Report is in controlled Documents

Premises Safety Inspections

Safety Inspections of the premises used by us i.e. offices will be undertaken by the Quality Manager will be communicated to the manager/supervisor responsible for the area, including recommendations for improved control of risks. An example of the Premises Safety Inspection Form

Site Management

MERIDIAN CONSTRUCTION SERVICES LTD is required under the CDM regulations to manage and control all matters of Health & Safety on site. MERIDIAN CONSTRUCTION SERVICES LTD will dismiss from site any operative or contractor not meeting H& S standards. MERIDIAN CONSTRUCTION SERVICES LTD will make contractors aware that non- compliance with any H& S legislation or site rules will result in them being removed from site

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

Control of Substances Hazardous to Health Policy

COSHH POLICY

The Control of Substances Hazardous to Health (COSHH) is vital to ensure that employees and other persons are not affected by our use of chemicals or placed at increased risk due to exposure to hazardous substances etc.

The best way of reducing the risk from hazardous substances is via COSHH Risk Assessment; this takes the form of a 5 step approach, which is outlined below:

1. Gather information about substance and activity
2. Identify who is at risk
3. What is the level of risk posed by the hazardous substance
4. What control measures are necessary
5. Record the COSHH assessment

These risk assessments will be undertaken by the (F.L.SLEGG) in conjunction with the company's safety advisors. The results of the COSHH Risk Assessments will be communicated to the staff and subcontractor using the substances concerned.

Information will be provided to staff about the use, storage, disposal and any emergency procedures necessary when using a hazardous substance. Should formal training be required then this will be provided for the staff concerned.

A copy of the COSHH risk assessment form is attached to this Policy.

MERIDIAN CONSTRUCTION SERVICES LTD
HEALTH & SAFETY MANAGEMENT SYSTEM
 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH
 RISK ASSESSMENT FORM

Name of Substance/Product:

Persons Affected:

Activity/Workarea:

Composition	%	MEL	OES	Hazardous Properties
-------------	---	-----	-----	----------------------

PHYSICAL STATE		NATURE OF EXPOSURE
Solid	Granular	Inhalation
	Powder	Ingestion
	Dust	Eye Contact
	Fibrous	Absorption
Liquid	Fluid	Injection
	Mist	
	Aerosol	
Gas/Vapour		
Pathogen		
Other		

STORAGE & HANDLING REQUIREMENTS

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
--

PRECAUTIONS NECESSARY DURING USE

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <p>DISPOSAL MEASURES</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

-
-
-

EMERGENCY PROCEDURES

-
-
-
-
-
-
-
-
-

FIRST AID MEASURES

-
-
-
-

HEALTH SURVELLANCE REQUIREMENTS

-
-
-
-

ADDITIONAL INFORMATION

-
-
-
-

Assessor Signature:

Assessor Name:

Date:

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

MANUAL HANDLING OPERATIONS POLICY

Manual Handling risk is present in any organisation, within our business activities the main areas of risk are:

- Installation activities
- Maintenance activities
- Office environments

Most of our manual handling hazards will have been identified by the General Risk Assessments required by the Management of Health and Safety at Work Regulations 1999, these risks will be assessed as required by the Manual Handling Operations Regulations 1992. The assessments will look at each of our manual handling activities that have significant risk and assess them on the basis of the following:

- Task
- Individual Capability
- Load
- Environment

Assessing Manual Handling Risk

Manual Handling risks will be assessed via the following route:

1. The companies site Manager will assess all significant manual handling risks using the Manual Handling Risk Assessment form at annex 1.
2. The results of the Manual Handling Risk Assessments will be discussed in consultation with the manager and staff from the area concerned. It is covered within the toolbox talks.
3. Any additional control measures that have been identified as being necessary will be put in place within appropriate time scales.
4. Where training has been identified as a control measure the Human Resources Manager in conjunction with our Safety Advisor will identify suitable training providers and ensure that the training meets any identified training needs.

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

MANUAL HANDLING OPERATIONS: PRELIMINARY ASSESSMENT

MERIDIAN CONSTRUCTION SERVICES LTD

Assessor

Ref no

Position

Operation Assessed:

Date

Assessment type Single

Generic

Preliminary assessment checklist

Yes No

Is any of the lifting and lowering guideline figures exceeded? (Adjust to take account of twisting and frequent lifting and lowering if applicable).

Is the load difficult to grasp with both hands, e.g. due to its bulk or instability?

Is poor posture involved, e.g. stooping, leaning sideways, and bending from the waist or hips?

Are there any adverse environmental conditions, e.g. too hot or cold, slippery floor, poor lighting, etc?

Is the load carried further than 10 metres without rest?

Is the load held away from the body whilst being carried?

Are any of the pushing and pulling guideline figures exceeded?

Does any of the pushing or pulling occur with the hands above shoulder height or below knuckle height?

Are the guideline figures for handling whilst seated exceeded?

Is the load lifted from below the handler's lap or above shoulder height whilst seated?

Conclusion

Yes No

Full assessment needed?

Signature of assessor

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

MANUAL HANDLING OPERATIONS: FULL ASSESSMENT

Part A: Background Information

MERIDIAN CONSTRUCTION SERVICES LTD

Assessor

Date of assessment

Ref no

Position

Operation assessed

Assessment type Single
 Generic

Name of Individual Assessed

Description of operation assessed

Part B: Assessment Checklist

	Risk factors	Yes	Comments
1.	Task		
1.1	Does the task involve: Holding the load at a distance from the trunk? <ul style="list-style-type: none"> approximate distance 	<input type="checkbox"/>	
1.2	Twisting the trunk? degree of twist	<input type="checkbox"/>	
1.3	Poor posture, e.g. stooping, leaning sideways, bending from the waist or hips? <ul style="list-style-type: none"> describe 	<input type="checkbox"/>	
1.4	Excessive lifting or lowering distances? <ul style="list-style-type: none"> length through which load lifted or lowered 	<input type="checkbox"/>	
1.5	Long carrying distances? <ul style="list-style-type: none"> distances load carried 	<input type="checkbox"/>	
1.6	Strenuous pushing or pulling of the load? <ul style="list-style-type: none"> details of starting or stopping forces, and continuous forces involved 	<input type="checkbox"/>	
1.7	A risk of sudden movement of load? <ul style="list-style-type: none"> nature of movement 	<input type="checkbox"/>	
1.8	Frequent or prolonged physical effort?	<input type="checkbox"/>	

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- frequency of operation or total duration of operation
- 1.9 Insufficient rest or recovery periods?
- current arrangements
- 1.1 Performance of the same task
- 0 continuously throughout working day?
- 1.1 Handling whilst seated?
- 1
- weights involved
- 1.1 Use of clothing or ppe which prevents
- 2 easy movement?

	Risk factors	Yes	Comments
4	Load		
	Is the load:		
2.1	Heavy? • Weight	<input type="checkbox"/>	
2.2	Bulky, awkward or difficult to grasp? • approximate dimensions	<input type="checkbox"/>	
2.3	Unstable, or with contents likely to shift? • nature of instability	<input type="checkbox"/>	
2.4	Hazardous, e.g. sharp, hot, cold etc • nature of identified hazard/s	<input type="checkbox"/>	
2.5	Greasy, wet, slippery? • describe origin of problem	<input type="checkbox"/>	
2.6	Likely to obstruct the handler's vision?	<input type="checkbox"/>	
2.7	Do any manufacturer's instructions or special conditions apply (e.g. fragile)?	<input type="checkbox"/>	
3.	Working environment		
	Are there:		
3.1	Space constraints preventing good posture? • describe	<input type="checkbox"/>	
3.2	Uneven, slippery or unstable floors? • describe	<input type="checkbox"/>	
3.3	Changes in the work level to be negotiated whilst handling the load? • describe	<input type="checkbox"/>	
3.4	Any obstacles or hazards to be negotiated? • describe	<input type="checkbox"/>	
3.5	Extremes of temperature, humidity, air movement? • provide readings	<input type="checkbox"/>	
3.6	Poor lighting conditions? • provide readings	<input type="checkbox"/>	
3.7	Any problems caused by other environmental conditions? • describe problems	<input type="checkbox"/>	

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	Risk factors	Yes	Comments
4.	Individual capability		
	Does the activity:		
4.1	Require above average strength or fitness? <ul style="list-style-type: none"> names of handlers not meeting these requirements 	<input type="checkbox"/>	
4.2	Put at risk those who may be pregnant or have a health problem? <ul style="list-style-type: none"> names of handlers at risk 	<input type="checkbox"/>	
4.3	Require training for its safe performance? <ul style="list-style-type: none"> names (or job titles) of handlers requiring training 	<input type="checkbox"/>	
4.4	Require any special training for its safe performance, e.g. how to assess the weight of an unmarked load? <ul style="list-style-type: none"> names (or job titles) of handlers requiring training 	<input type="checkbox"/>	

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

ACCIDENT AND INCIDENT REPORTING PROCEDURE

Introduction

The purpose of this procedure is to define the process for reporting health, safety, and environmental accidents / incidents in accordance with the requirements of:

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Client Requirements.

This document covers:

- All employees (including temporary/agency staff and sub-contractor staff).
- All visitors to MERIDIAN CONSTRUCTION SERVICES LTD controlled sites.

This procedure has been designed to provide employees of MERIDIAN CONSTRUCTION SERVICES LTD with a simple and systematic approach to report all personal accidents and for a robust accident investigation process to be in place.

Every person employed by MERIDIAN CONSTRUCTION SERVICES LTD is required to report all personal accidents at the earliest opportunity.

Definition

Incident	A Near Miss or Accident
Near Miss	An unplanned, uncontrolled event which could have resulted in a health, safety or environmental accident
Accident	An unplanned, uncontrolled event which has resulted in death, injury, ill health or other loss, Environmental pollution or damage

Examples of Personal Accidents

- Slip, Trip or Fall
- Manual Handling
- Assault

Examples of types of injury as a result of Personal Accidents

- Cut/Laceration
- Fracture
- Loss of consciousness

Reporting a Personal Accident

- All employees of MERIDIAN CONSTRUCTION SERVICES LTD are required to adhere to the following procedure when reporting a personal accident:
- In circumstances when this is unable to be achieved i.e. as a result of a major or disabling injury, then either a witness or Line Manager is required to undertake this task on behalf of the injured person.
- If a fatality or major injury occurs, contact F L SLEGG and HSE as soon as possible.
- If there are reasonable grounds to suspect that the effects of drugs or alcohol are the cause or contributing factor to an incident then the Quality Manager shall be contacted to make arrangements for screening services to be summoned to the location in accordance with the Drugs and Alcohol Procedure.
- All incidents shall be reported to the Quality Manager within 24 Hrs.

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Investigating a personal accident

- The nominated Manager or foreman is required to fully investigate a Personal Accident at the earliest opportunity. However if the Personal Accident has been classified as either fatal or major, F L SLEGG nominated deputy is required to undertake this task.
- As part of the investigation process, the nominated Line Manager must obtain factual information (evidence) before concluding the Personal Accident. The factual information must be clear and concise. There are a number of ways in which these details can be obtained, a number of examples are as follows:
 - Interviewing the Injured Person.
 - Interviewing witnesses.
 - Conducting a Site Inspection.
 - Testing of Equipment.
 - Review of Company Procedures.
 - Photographs.
- On completion of investigating and concluding a Personal Accident, all associated documentation is to be forwarded to the Quality Manager for record purposes.
- Every effort will be made by MERIDIAN CONSTRUCTION SERVICES LTD representatives to assist the client and/or regulatory bodies (i.e. the police, HSE etc.) in their investigations

Establishing a conclusion to a Personal Accident

To conclude a Personal Accident the following steps are to be followed:

The Immediate Cause(s)

- What substandard actions and conditions caused or could cause the Personal Accident.

To establish the immediate causes the following must be determined:

- Did the people involved do or fail to do anything that contributed to the Personal Accident? (The Unsafe Acts)
- Did task or surrounding physical conditions contribute to the Personal Accident? (The Unsafe Conditions)
- Did factors under the control of others contribute to the Personal Accident? (The Other Contributory Factors)

The basic/underlying cause(s)

To establish the basic/underlying cause(s) the following must be determined:

- Why did the Unsafe Act Occur?
- Why did the Unsafe Condition exist?

Remedial Action

- What has or needs to be done to prevent reoccurrence.

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Recommendations

- Further suggestions to improve substandard conditions.

Personal Accidents reportable to the Health & Safety Executive

- In the event of a Personal Accident that becomes reportable to the Health & Safety Executive, then F.L.SLEGG from MERIDIAN CONSTRUCTION SERVICES LTD or nominated deputy must notify the appropriate HSE office of the circumstances within 24 hours of the accident occurring. This must be done by the quickest practical means.
- F L SLEGG or a nominated deputy will report all Personal Accidents to the Health & Safety Executive within ten days of the accident happening on HSE Form F2508 – Report of an injury or dangerous occurrence.
- Fatal and major injuries are reported to the HSE as per the laid down legislation found in the guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2015. This publication is generally referred to as RIDDOR 2015.

Definitions of major injuries

The following definitions are set out in Schedule 1 Regulation 2(1) of RIDDOR 2015, for the reporting of major injuries:

1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (whether temporary or permanent).
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury –
 - (a) Leading to hypothermia, heat-induced illness or to unconsciousness.
 - (b) Requiring resuscitation.
 - (c) Requiring admittance to hospital for more than 24 hours.
8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
9. Either of the following conditions which result from the absorption of any

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Substance by inhalation or through the skin –

(a) Acute illness requiring medical treatment.

(b) Loss of consciousness.

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

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Site Briefings/Inductions/Toolbox Talks

- 1 Pre-site induction will take place in site office or any other place where auditable.
- 2 Site Audit form must be filled in by Sub-Contractor/Employee before work commences on site
- 3 Verbal communication will be given to Sub-Contractor/Employee notifying them of the site rules. A copy of these site rules will be handed to the Sub-Contractor/Employee and they will sign acceptance of these rules
- 4 Toolbox talks for the job in hand will be verbally communicated to the Sub-Contractor/Employee. A copy of the Toolbox Talk will be handed to the Sub-Contractor/Employee. Toolbox talks will be determined by changing site conditions. Talks will be arranged by site manager and details of attendance recorded
- 5 Any client's site rules additions to the standard tool box talks will be communicated to the Sub-Contractor/Employee and a copy of these handed to them
- 6 On completion of the induction/ Toolbox talk all Sub-Contractors /Employees will sign acceptance of these rules
- 7 No one will be allowed to work on the site without these rules being fully communicated and copied to them
- 8 The Workforce should be encouraged to communicate directly to any supervisory staff details of any hazards seen, or make comment on safer conditions. Any contributions will be recorded in the site diary and raised at the next safety meeting or earlier if appropriate.

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HEALTH & SAFETY MANAGEMENT SYSTEM

NEW TECHNOLOGY AND WORK EQUIPMENT POLICY

The introduction of new technologies and work equipment into MERIDIAN CONSTRUCTION SERVICES LTD, poses a significant risk from a health and safety perspective. In order to minimise the risks associated with the introduction of new technologies or work equipment the following procedure is to be followed by the manager or person responsible for its introduction or procurement:

- 1.** When considering the introduction of new technologies or work equipment the risk assessment form at appendix 1 to this policy must be completed. This form is also intended to act as an aide-memoir of issues to consider.
- 2.** The risk assessment form will be completed by (F.L.SLEGG) in conjunction with the manager or foreman for the area concerned.
- 3.** Once the new technology or work equipment is introduced it should be subjected to regular review and assessment during the initial usage period. Any problems should be noted and the necessary measures taken to remedy these problems.

**MERIDIAN CONSTRUCTION SERVICES LTD
HEALTH & SAFETY MANAGEMENT SYSTEM
NEW EQUIPMENT & TECHNOLOGY RISK ASSESSMENT**

Date:	Work Area/Activity:
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Description of Work Equipment or Technology

Are New Hazards Introduced?

Hazardous Substances Y/N Extremes of Temperature Y/N Fire Y/N Noise Y/N
 Changes in Work Practice Y/N Staff Capability Y/N Workplace Layout Y/N
 Ergonomic Hazards Y/N Manual Handling Y/N Other (please specify) _____

If yes to any of the above, please outline the hazards below and how these hazards are to be controlled.

HAZARDS	CONTROL MEASURES
---------	------------------

Are There Any Training and Information Requirements? Yes/No

Inspection, Maintenance and Consumable Requirements

Requirements	Provisional Costs
--------------	-------------------

Inspection

Maintenance

Consumables

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Installation and Utilities

Does the equipment require installation or have specific utility requirements such as electrical supply, water or extraction systems? If yes outline these requirements below:

Environmental Protection

Does the equipment or new technology have any environmental needs in terms of storage, disposal or containment of waste/emissions from usage? If yes outline these needs below, with draft costings if appropriate:

Safe Systems of Work

Is a Safe System of Work required for the use of the equipment or new technology, if yes, please attach draft to this Risk Assessment?

Further Information

Any further information that may be necessary should be outlined in the box below.

Assessors Name:

Assessor Signature:

Job Title:

Date

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

FIRE POLICY

Fire represents a major risk to both injury to persons and interruption of the main business function of the company. This Fire Policy outlines the way MERIDIAN CONSTRUCTION SERVICES LTD intend to manage any risks that may be created by fire.

Fire Risk Assessment

Fire Risk Assessment is required under health and safety law for all premises owned or controlled by the company, this requirement is in addition to that required by any Fire Certificates that may have been issued by the local fire authority. The fire risk assessments will be undertaken by F.L.SLEGG. The results of this risk assessment will be recorded and the results communicated to the staff working in the area or buildings concerned. An example of the risk assessment form is contained in annex a.

Installations & Maintenance Teams

Where staff is working on the premises or locations of other companies, then they should follow the instructions or guidance given by the persons in control of the premises or location with regard to fire risks, evacuation procedures and any special precautions necessary. They should also follow the procedures given by the company about any hot working and the precautions necessary.

Fire Procedures

Fire Procedures are in place for all premises or locations under our control; these are contained at annex b.

Fire Wardens

Fire Wardens and Deputies will be appointed to ensure that in the event of a fire the premises or location is safely evacuated. The duties of fire wardens are detailed in the fire procedures at annex b.

Fire Drills

Fire Drills will be conducted every 6 months and audited to ensure that any problems are identified and action undertaken to rectify. An example of the audit tool is contained in annex c.

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FIRE PROCEDURE

In the event of a fire the following fire procedures will be adopted.

ACTION TO BE TAKEN ON DISCOVERING A FIRE

- Shout 'Fire' and raise the alarm immediately via the fire alarm call points.
- If you are trained fire warden and it is safe to do so attempt to tackle the fire using fire extinguishers.
- If the fire cannot be safely extinguished or you are not a fire warden close the door to the room/area and make your way to the assembly point.

ACTION TO BE TAKEN ON HEARING THE FIRE ALARM

- Evacuate the building immediately using the normal or emergency escape routes.
- Do not stop to collect personal belongings.
- Report to the assembly point. When you arrive there report to your respective Line Manager who will undertake a roll call and report any missing persons to the senior manager present.
- Do not leave the assembly point until instructed to do so by the fire brigade.
- Do not re-enter the building until the fire brigade has told you it is safe to do so.

ACTION TO BE TAKEN BY FIRE WARDENS

- Ensure the safe evacuation of all staff and visitors from your area.
- Close all windows and doors as you leave if it is safe to do so.
- If the fire is within your area of responsibility, consider fighting the fire using fire extinguishers, ensuring that you do not put yourself at risk.

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ACTION BY SENIOR MANAGER (Fire Point Officer)

- Co-ordinate the actions of team leaders and collate the roll call.

Liaise with the Senior Fire Officer on their arrival.

FIRE RISK ASSESSMENT MERIDIAN CONSTRUCTION SERVICES LTD

Assessor:

Date:

Ref No.

Work Area Assessed:

Persons at Risk:

Vulnerable Groups:

Hazards Identified

Problems Identified

Current Control Measures:
Control. Measures Followed

Hierarchy of

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

ASSESSMENT OF RISK

Hazard	Numbers of Persons	Risk Rating Score		Risk Rating
		Severity of Fire	Likelihood of Fire	
Fire				

Summary of Risks:

Control Measures Required	Completed	Date
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Review Date:

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

HEALTH & SAFETY SYSTEMS AUDIT

System/Activity	Area	Auditor
Fire Procedure – Fire Discovery	MERIDIAN CONSTRUCTION SERVICES LTD	

Standard	Compliance Achieved	Comments
1. Did person shout 'Fire'	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Was fire alarm activated via the nearest call point?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Did the person know what action to take next?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Date:

Auditor Signature:

HEALTH & SAFETY SYSTEMS AUDIT

System/Activity	Area	Auditor
Fire Procedure – Evacuation of Building	MERIDIAN CONSTRUCTION SERVICES LTD	

Standard	Compliance Achieved	Comments
1. Did all staff evacuate immediately using the most appropriate route	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Did all staff arrive at the designated assembly point quickly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Did all staff report to their Manager?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Did all staff remain at the assembly point?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

HEALTH & SAFETY SYSTEMS AUDIT

System/Activity	Area	Auditor
Fire Procedure – Fire Wardens	MERIDIAN CONSTRUCTION SERVICES LTD	

Standard	Compliance Achieved	Comments
1. Did the fire wardens clear their areas quickly and calmly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Were windows and doors shut on exit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Do the fire wardens know the location & use of Fire Extinguishers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Did the fire wardens assist the Manager at the assembly point?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

First Aid Policy

MERIDIAN CONSTRUCTION SERVICES LTD requires that its contractors have adequate first aid cover for the activities they are engaged upon. The level of first aid cover will be established by the use of risk assessment .

The company offices will have an appointed person on duty at all times.

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HEALTH & SAFETY MANAGEMENT SYSTEM

THE HEALTH AND SAFETY SYSTEMS AUDIT POLICY

Our Health and Safety Management System is central to ensuring that the safety of all persons is so far as is reasonably practicable maintained, like all systems it must be audited periodically to make sure it is suitable for the task and is being used in the way it was designed to function. This policy document sets out the scope and role of the audit of the health and safety system.

Auditing for Health and Safety purposes is defined as *'The structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action.'*

Because auditing an entire health and safety management system can be very time consuming and costly, we will adopt a 'rolling cycle' style of audit where specific parts of the system or departments are audited dependant upon known problems or as part of the agreed audit plan.

The audit cycle will focus of the following key areas:

☐ Health and Safety Policy

- Its intent, scope and adequacy

☐ Health and Safety Organisation

- The acceptance of health and safety responsibilities by line managers and the adequacy of arrangements to secure control.
- The adequacy of arrangements to consult and involve all employees in health and safety.
- The arrangements to communicate policy and relevant information.
- The arrangements to secure the competence of all employees and the provision of health and safety assistance.

☐ Planning and Implementation

- The overall control and direction of the health and safety effort.
- The adequacy of the management arrangements, Risk Control Systems and workplace precautions.
- The adequacy of resources and their proportionate allocation to reflect the hazard profile of the organisation.
- Longer term improvement in the accident and incident performance of the company.

☐ Measuring Systems

- The adequacy, relevance and design of the systems used to monitor the performance of the health and safety management system.

☐ Review Systems

MERIDIAN CONSTRUCTION SERVICES LTD HEALTH & SAFETY MANAGEMENT SYSTEM

- The ability of the organisation to learn from experience, improve performance, develop the health and safety management system, and respond to change

F.L.SLEGG will be responsible in conjunction with A. LIGHTOWLER for identifying the areas of the Health and Safety Management System to be audited.

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DISPLAY SCREEN EQUIPMENT POLICY

The use of display screen equipment in recent years has increased considerably; this has created a significant ergonomic risk in most work areas. In order to ensure that the ergonomic risk created by display screen equipment is minimised, we need to define what display screen equipment is, the Health and Safety Executive definition is:

*'Any alphanumeric or graphic display screen
Regardless of the display process involved'*

The main hazards to health created by DSE are:

- Work Related Upper Limb Disorders (WRULDs) - formerly known as Repetitive Strain Injury (RSI)
- Eye Strain
- Stress
- Other hazards i.e. electric shock, manual handling injury

In order to minimise the risks created by DSE, the following policy will be adopted, it will be based upon the assessment of risks posed to individual 'users' of DSE.

1. Supervisors responsible for work areas will be required to complete part 1 of the DSE risk assessment form (annex 1) for each member of staff for whom they have management responsibility who uses DSE, this will identify if an employee is a 'user' of DSE or not. If they are classified as a user, then the employee should complete part 2 of the DSE risk assessment form and pass it back to their supervisor.
2. The employee's supervisor checks part 2 of the DSE risk assessment form to see if any action is required to reduce the risk to the employee from DSE.
3. The supervisor should discuss the results of the risk assessment with the employee to decide if an eyesight test is necessary, in the event of any query the advice and assistance of the company safety advisors.
4. The employee should be given the information sheet about the risks posed by DSE, how to adjust their workstation to suit them and how to spot the early signs and symptoms of any problems that may occur with the use of DSE. A copy of this information sheet is contained at annex 2.
5. On completion of the DSE risk assessment the form should be sent to the personnel department for inclusion in the individuals personnel file.

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DISPLAY SCREEN EQUIPMENT

USER QUESTIONNAIRE

MERIDIAN CONSTRUCTION SERVICES LTD

Person using workstation	Ref no	
Location of workstation	Date	
Criteria	Yes	No
Is the individual dependent on the DSE to carry out their work with no manual alternative?	<input type="checkbox"/>	<input type="checkbox"/>
Does the individual have no discretion as to the use of the DSE?	<input type="checkbox"/>	<input type="checkbox"/>
Does the individual require significant training and/or particular skills to do the job?	<input type="checkbox"/>	<input type="checkbox"/>
Are continuous periods of one hour or more regularly undertaken?	<input type="checkbox"/>	<input type="checkbox"/>
Is the equipment used in the above ways more or less daily?	<input type="checkbox"/>	<input type="checkbox"/>
Is the fast transfer of data an important part of the job?	<input type="checkbox"/>	<input type="checkbox"/>
Are high levels of concentration and accuracy required critical?	<input type="checkbox"/>	<input type="checkbox"/>
Other information		

Please return questionnaire to

DISPLAY SCREEN EQUIPMENT WORKSTATION ASSESSMENT

Workstation location	Ref nos	
Person carrying out assessment		
Operator	Date self-assessment completed	
Display screen equipment	Yes	No
Does the screen swivel and tilt easily?	<input type="checkbox"/>	<input type="checkbox"/>
Is the table height adjustable or is there a separate base for the screen?	<input type="checkbox"/>	<input type="checkbox"/>
Is the screen free from reflections and glare?	<input type="checkbox"/>	<input type="checkbox"/>
Are the brightness and contrast controls easily adjustable?	<input type="checkbox"/>	<input type="checkbox"/>
Is the screen image stable and flicker-free?	<input type="checkbox"/>	<input type="checkbox"/>
Are characters well defined on the screen with adequate spacing?	<input type="checkbox"/>	<input type="checkbox"/>
Does the screen easily move for optimum positioning?	<input type="checkbox"/>	<input type="checkbox"/>

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Keyboard

- Is the keyboard separate from the screen?
- Is the keyboard tiltable to allow the operator to find a comfortable position?
- Is there space on the table to allow the operator to rest their arms?
- Is there a matt surface to avoid glare?
- Are characters on the keys easily legible?
- Is the keyboard easy to use?

Other desk equipment

- Is other equipment positioned to avoid cramped conditions or overstretching?
- Are document holders provided where necessary in line with the screen?

Work surface or table

- Is the table a suitable size to allow for positioning of equipment?
- Is the surface of low reflectance?
- Is the desk height suitable for the worker?
- Is there adequate space around and beneath the desk to allow the operator a comfortable working position?

Chair

- Is it adjustable in height?
- Does it have an adjustable seat back (height and tilt)?
- Is a footrest available if required?
- Is the chair stable and easily moved?
- If the chair has arms, can it be moved close to the desk?

Environment

- Is there sufficient space to allow change of position and to vary movements?
- Do lighting levels allow adequate contrast with the screen?
- Are lighting levels generally suitable with no reflections or glare?
- Are windows fitted with blinds to prevent glare where necessary?
- Is speech and concentration free from disturbances from noisy equipment?
- Is radiation from the monitor reduced to acceptable limits by maintaining it in good repair?
- Is the temperature at least 16°C but not too warm?
- Is local heating provided as necessary?
- Is there an adequate level of ventilation?
- Is the humidity level adequate?

Operator and computer interface

- Is the software suitable for the task?
- Is the software easy to use and understand?
- Does the system provide feedback such as error messages and help screens?
- Does the system provide feedback in a fashion that is suitable for the operator such as the display of characters as they are typed?
- If the system monitors the quality or quantity of operator input, is this managed in a suitable fashion?

Management

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Is work on DSE regularly interrupted by other activities or breaks?	<input type="checkbox"/>	<input type="checkbox"/>
Is information given on the availability of eye tests?	<input type="checkbox"/>	<input type="checkbox"/>
Are spectacles provided where necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any complaints regarding work equipment or the working environment?	<input type="checkbox"/>	<input type="checkbox"/>
Are sickness rates monitored for operators?	<input type="checkbox"/>	<input type="checkbox"/>
Are operators trained in the use of the workstation?	<input type="checkbox"/>	<input type="checkbox"/>
Is information provided in relation to the health and safety of the workstation?	<input type="checkbox"/>	<input type="checkbox"/>
Do operators know how to report defects?	<input type="checkbox"/>	<input type="checkbox"/>
Are people trained to recognise the symptoms of DSE-related illnesses?	<input type="checkbox"/>	<input type="checkbox"/>
Have any complaints been received concerning visual fatigue, aches etc?	<input type="checkbox"/>	<input type="checkbox"/>
Has the operator been trained in the correct use of the mouse, to avoid the possibility of aches and pains occurring?	<input type="checkbox"/>	<input type="checkbox"/>
Additional comments		

Making adjustments to suit your needs

What can I do to help myself?

Make full use of the equipment provided, and adjust it to get the best from it and to avoid potential health problems. If the Regulations apply to you, your employer should cover these things in training. If the Regulations don't apply, it is still worth setting up your workstation properly, to be as comfortable as possible.

Here are some practical tips:

Getting comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying in

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.

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HEALTH & SAFETY MANAGEMENT SYSTEM

- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used. Support your forearm on the desk, and don't grip the mouse too tightly. Rest your fingers lightly on the buttons and do not press them hard.

Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation).
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks.
- Frequent short breaks are better than fewer long ones.

Some users may get aches and pains in their hands, wrists, arms, neck, shoulders or back, especially after long periods of uninterrupted VDU work. Repetitive strain injury (RSI) has become a popular term for these aches, pains and disorders, but can be misleading - it means different things to different people. A better medical name for this whole group of conditions is upper limb disorders. Usually these disorders do not last, but in a few cases they may become persistent or even disabling.

How can I avoid these aches, pains and disorders?

Problems of this kind may have a physical cause, but may also be more likely if a VDU user feels stressed by the work (see next question). If you get aches or pains you should alert your supervisor or line manager. Problems can often be avoided by good workplace design, so that you can work comfortably, and by good working practices (like taking frequent short breaks from the VDU). Prevention is easiest if action is taken early, before the problem has become serious. For more about how to avoid trouble, see making adjustments to suit your needs.

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What can be done to reduce stress in my VDU work?

People who use a VDU sometimes complain of stress, but this usually arises from increased pace of work or pressure to meet deadlines, not the VDU itself. Some VDU workers find stress reduced because the VDU makes their job easier or more interesting, but for others stress becomes worse. This can happen when a system does not work well or when the user does not feel in control or competent to operate it.

Employers can help overcome stress by providing the right training, and by designing systems and tasks to match the abilities of the people who work with them.

Can work with VDUs affect eyesight?

Extensive research has found no evidence that VDUs can cause disease or permanent damage to eyes. But long spells of VDU work can lead to tired eyes and discomfort. Also, by giving your eyes more demanding tasks, it might make you aware of an eyesight problem you had not noticed before. You and your employer can help your eyes by ensuring your VDU is well positioned and properly adjusted, and that the workplace lighting is suitable. Ask for an eye test if

You still think there is a problem.

What about problems with my contact lenses or bifocals?

The heat generated by VDUs can make the air seem drier, and some contact lens wearers find this uncomfortable. If you have this problem but don't want to

Change to spectacles, you can try blinking more often or using tear-substitute drops. Where the air is dry, employers can help by taking steps to increase the humidity.

People with bifocal spectacles may find them less than ideal for VDU work. It is important to be able to see the screen easily without having to raise or lower your head. If you can't work comfortably with bifocals, you may need a different type of spectacles. Consult your optician or doctor if in doubt.

Can VDU work cause headaches?

Headaches may result from several things that occur with VDU work, such as:

- screen glare;
- poor image quality;
- a need for different spectacles;
- stress from the pace of work;
- anxiety about new technology;
- reading the screen for long periods without a break;
- poor posture; or
- A combination of these.

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CONSULTATION POLICY

MERIDIAN CONSTRUCTION SERVICES LTD recognises that good health and safety is a much about communicating with staff as it is about physical changes to the workplace. In order to ensure that all staff are keep fully informed of the relevant health and safety issues relating to their workplace the following consultation process will be adopted. This consultation system will operate at two distinct levels as outlined below

Level One

At this general management meeting Departmental managers will in addition to general management issues be briefed by the Managing Director or the Company Safety Advisor about issues affecting the safety of work activities or changes in Health and Safety legislation etc.

This meeting will also be used for Departmental Managers to raise issues relating to Health and Safety with the Managing Director or his nominated deputy.

Level Two

Departmental Managers or Foremen will be expected to pass information onto and consult with their staff about Health and Safety issues, due to the diverse nature of our activities, it will be left to Departmental Managers and Foremen to decide the best route to consult with their staff. Records or minutes of meetings held must be produced with a copy sent to Adam Lightowler.

Where a member of staff feels that they cannot raise an issue relating to Health and Safety with their line manager, they should speak to F L SLEGG

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HEALTH & SAFETY TRAINING POLICY

Health and Safety training plays a vital role in ensuring that any risks created by the company's work activities are adequately controlled by staff. Some health and safety training is compulsory under law such as first aid and fork lift truck driver training, most other aspects of training are identified as part of the risk assessment process.

Where a training need has been identified, F. L. SLEGG in conjunction with the company's safety advisor F.L.SLEGG will identify how the training need is best met taking into account costs, location of employees etc.

Records of all training undertaken by employees will be kept by F L SLEGG and copies of any certificates issued will be kept in employee personal records.